MEMORANDUM

DATE: September 4, 2018

TO: Rob Allen, Alan Aman, Claire Biancalana, Owen Brown, Enrique Buelna, Linda Burroughs, Ceil Cirillo, Linda Downing, Sue Gochis, David Heald, Leola Lapides, Victoria Lewis, Kelly Nesheim, Amy Newell, June Padilla Ponce, Patty Quillin, Gary Reece, Maria Esther Rodriguez, Gun Ruder, Karen Semingson, Rachael Spencer, Kate Terrell, Rachel Wedeen, Kathleen Welch, Matt Wetstein, Donna Ziel

FROM: CCF President, William Ow

SUBJECT: Cabrillo College Foundation Board of Directors Regular Meeting
Tuesday, September 11, 2018
12:00 pm – 2:00 pm
Cabrillo College, Sesnon House, Room 1804
6500 Soquel Drive, Aptos, CA 95003

12:00 BOARD PHOTO

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

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

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>3. May 8, 2018 meeting minutes</td>
<td>W. Ow</td>
<td>7 - 13</td>
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### B. Public Comment

<table>
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<tr>
<th>Item</th>
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<tr>
<td>1. Public Comment Opportunity</td>
<td>W. Ow</td>
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### C. 2018-19 Board Members

<table>
<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>1. Introduction of new Board members</td>
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<td>• Rob Allen</td>
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<td>• Karen Semingson</td>
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<td>• Rachel Wedeen</td>
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<td>2. All Board members introduce themselves</td>
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### D. Special Presentations

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<th>Item</th>
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<tr>
<td>1. Celebrating Progress and Cabrillo’s Culture of Success</td>
<td>M. Wetstein</td>
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### E. Reports

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<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>1. Executive Director Report</td>
<td>E. Hill</td>
<td>18</td>
</tr>
<tr>
<td>1.1 2017-18 Fundraising Targets</td>
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<td>19</td>
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<td>1.2 Fundraising Totals and Goal</td>
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<td>July 1, 2017 to June 30, 2018</td>
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<td>Outright Gifts:</td>
<td>$4,224,750</td>
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<td>Unbooked Revocable Planned Gifts:</td>
<td>$100,000</td>
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<td>Total:</td>
<td>$4,324,750</td>
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<td>1.3 2017-18 Disbursements to</td>
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<td>Cabrillo College</td>
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<td>1.4 2018-19 Fundraising Targets</td>
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<td>1.5 Fundraising Totals and Goals</td>
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<td>July 1, 2018 to August 29, 2018</td>
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<td>Outright Gifts:</td>
<td>$586,751</td>
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<td>Unbooked Revocable Planned Gifts:</td>
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<td>Total:</td>
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### F. Action Items

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<th>Item</th>
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<tr>
<td>1. June 30, 2018 Pre-Audit Financial Statements</td>
<td>A. Aman</td>
<td>25-26</td>
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<tr>
<td>1.1 June 30, 2018 Pre-Audit Condensed Narrative</td>
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<td>1.2 Balance Sheet</td>
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<td>27-30</td>
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<td>1.3 Income Statement by Fund</td>
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<td>1.4 Income Statement Budget-to-Actual</td>
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<tr>
<td>2. Governing Documents</td>
<td>E. Hill</td>
<td>37</td>
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<tr>
<td>2.1 Articles of Incorporation</td>
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<td>38-40</td>
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<td>2.2 Bylaws</td>
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<td>41-49</td>
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<tr>
<td>2.3 Master Agreement</td>
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<tr>
<td>3. Succession Plan</td>
<td>E. Hill</td>
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### G. Informational Items

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<thead>
<tr>
<th>Item</th>
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<tbody>
<tr>
<td>1. Report on Executive Director Performance Evaluation</td>
<td>W. Ow</td>
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<tr>
<td>2. Review of CCF Investments</td>
<td>A. Aman</td>
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<tr>
<td>2.1 Traditional Pool Summary Activity as of June 30, 2018</td>
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<td>2.2 ESG Pool Summary Activity as of June 30, 2018</td>
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<td>2.3 Traditional Pool Summary Activity as of July 31, 2018</td>
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<tr>
<td>2.4 ESG Pool Summary Activity as of July 31, 2018</td>
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<tr>
<td>3. Total Net Assets, Endowed Net Assets and Historical Gifts Chart as of June 30, 2018</td>
<td>A. Aman</td>
<td>64</td>
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<tr>
<td>4. President’s Circle Campaign Update</td>
<td>C. Cirillo</td>
<td>65-69</td>
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<tr>
<td>5. WES Update</td>
<td>R. Spencer</td>
<td>70</td>
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<tr>
<td>6. Faculty Grants</td>
<td>O. Brown</td>
<td>71-72</td>
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<tr>
<td>7. Scholarships</td>
<td>R. Spencer</td>
<td>73</td>
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<td>Item</td>
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<td><strong>G. Informational Items (cont.)</strong></td>
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<tr>
<td>10. Cabrillo College Foundation Staff</td>
<td>E. Hill</td>
<td>81 - 82</td>
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<tr>
<td>11. Committee Calendar and Roster</td>
<td>W. Ow</td>
<td>83 - 84</td>
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<td><strong>H. Adjournment</strong></td>
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<td>1. Adjournment</td>
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2017-18 BOARD MEETINGS:
Tuesdays, 12:00 pm – 2:00 pm
Sesnon House, Room 1804

November 13, 2018
February 12, 2019
May 14, 2019 (Watsonville Center)

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<tr>
<th>Board of Directors</th>
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<td>Alan Aman</td>
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<td>Enrique Buelna</td>
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<td>David Heald</td>
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<td>Leola Lapides</td>
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<td>Victoria Lewis</td>
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<td>Kate Terrell</td>
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<td>Kathleen Welch</td>
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<td>Matt Wetstein</td>
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<td>Donna Ziel</td>
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P=Present, A=Absent, N/A=Not applicable, not on the Board at the time. Based on Board of Director’s meeting minutes. Please contact Cabrillo College Foundation if you believe this chart is in error.
UPCOMING EVENTS

Women’s Educational Success Lunch
Friday, September 21, 2018
11:30 am – 12:30 pm
Horticulture Center

Seahawk Social: Flash Lecture Happy Hour
Saturday, November 3, 2018
5:00 pm – 7:00 pm
Horticulture Center

President’s Holiday Reception
Friday, November 30, 2018
5:30 pm
Sesnon House
CABRILLO COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING
Minutes of May 8, 2018


Directors Absent: Linda Burroughs, Owen Brown, Enrique Buelna, Charles Montoya, Patty Quillin, Maria Esther Rodriguez, David Heald

Guests Present: Rachel Mayo, Dean of Education Centers
Brian Sharpes, Morgan Stanley
Eddie Valenzuela, Student

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

Call to Order
L. Lapides called the meeting to order at 12:13 pm.

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

Approve Board Meeting Minutes
Motion: MSC: L. Duffus / G. Reece.

The following Board Members voted to approve the minutes of February 13, 2018:
Claire Biancalana, Linda Downing, Lee Duffus, Sue Gochis, Leola Lapides, Victoria Lewis, Kelly Nesheim, Amy Newell, June Padilla Ponce, Gary Reece, Gun Ruder, Steve Snodgrass, Rachael Spencer, Kate Terrell, Kathleen Welch, Matt Wetstein, Donna Ziel

The following Board Members abstained:
Carrie Birkhofer, Ceil Cirillo

The following Board Members were absent:
Linda Burroughs, Owen Brown, Enrique Buelna, David Heald, Charles Montoya, Patty Quillin, Maria Esther Rodriguez

The following Board Members arrived after the vote:
Alan Aman, William Ow
Public Comment Opportunity
There were no members of the public in attendance.

Special Presentation – Rachel Mayo
Rachel Mayo, Dean of Education Centers, gave an overview of the Watsonville Center. She described the services offered at the campus, the certificates that can be completed at the Center and the plans for growth and partnerships. She spoke about the importance of the Center in the community, particularly providing access to higher education for the working population in Watsonville. Rachel introduced Watsonville student, Eddie Valenzuela, who is a math/English tutor in the Center’s Integrated Learning Center. He shared his story of how he was able to continue his Cabrillo education at the Watsonville Center while also supporting his family. He talked about how instrumental the tutors and Integrated Learning Center were to his success at Cabrillo. He is transferring to UCSC in the fall.

Special Presentation – Brian Sharpes
The Foundation’s investment consultant, Brian Sharpes of Morgan Stanley, presented a review of CCF Investments, a review of the NACUBO study and an overview of the Statement of Investment Policy. See attached full report.

Investment Report

- Our return on investments for the UBS Long-Term Pool fiscal year to date as of March 31, 2018 (9 months) is as follows:
  
  Actual Return: 8.12%
  Benchmark Return: 7.67%
  Difference: 0.45%

- Our return on investments for the UBS ESG Long-Term Pool fiscal year to date as of March 31, 2018 (9 months) is as follows:
  
  Actual Return: 4.91%
  Benchmark Return: 5.13%
  Difference: -0.22%

Approve Financial Statements
As of February 28, 2018, the total assets were $34.4M, $3.7M over prior year. Net assets were $33.3M, $3.5M over prior year. The total revenue for unrestricted, non-endowed and endowed funds was $5.6M. Total expenses were $2.0M with a net surplus for all funds of $3.7M. The total operating revenue was $752K and expenses $611K. The operating surplus was $140K.
As of March 31, 2018, the total assets were $34.1M, $3.2M over prior year. Net assets were $33.3M, $3.0M over prior year. The total revenue for unrestricted, non-endowed and endowed funds was $5.6M. Total expenses were $2.2M with a net surplus for all funds of $3.3M. The total operating revenue was $908K and expenses $726K. The operating surplus was $182K. 
Motion: MSC: A. Aman/R. Spencer. The committee voted unanimously to approve the February 28, 2018 and March 31, 2018 Financial Statements.

Approve 2018-19 Operating Budget
A. Aman presented and reviewed the 2018-19 Foundation Operational Budget. 
Motion: MSC: C. Birkhofer/K. Nesheim. The committee voted unanimously to approve the $965,135 2018-19 Operating Budget.

Fundraising Goal
E. Hill reported that the Foundation has a fundraising goal of $3M for outright and unbooked planned gifts for 2018-19.
Motion: MSC: C. Biancalana/R. Spencer. The committee voted unanimously to approve the 2018-19 Fundraising Goal of $3M for outright and unbooked planned gifts.

Review Nominations Committee Recommendations
The Nominating Committee met on January 18, 2018 to discuss prospective Board members, officers, 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
- **New 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 Lapides
- **College Representatives:** President: Matt Wetstein 
  VP Student Services: Sue Gochis 
  VP Administrative Services: Victoria Lewis 
  VP Instruction: Kathleen Welch 
  Faculty: Enrique Buelna 
  Trustee: Rachael Spencer 
  Trustee: Gary Reece 
  Trustee: Donna Ziel
Audit Committee Members: Lee Duffus (Chair), Pegi Ard, Carrie Birkhofer, David Heald, Barbara Scherer, Norm Schwartz, Karen Semingson

Motion: MSC: C. Cirillo/A. Newell. The committee voted unanimously to approve the 2018-19 new Board Members, Officers, College Representatives and Audit Committee Members.

Form 990
A. Aman presented the CCF 2016 Form 990.
Motion: MSC: A. Aman/K. Terrell. The committee voted unanimously to accept the 2016 Form 990 as presented.

Statement of Investment Policy
A. Aman presented the updated Statement of Investment policy.
Motion: MSC: A. Aman/L. Duffus. The committee voted unanimously to approve the updated Statement of Investment Policy.

Distribution of Bequest from the Estate of Norman Lezin
The Cabrillo College Foundation was notified it 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.
Motion: MSC: W. Ow/L. Downing. The committee voted unanimously to approve directing Norman Lezin’s $10,000 bequest to the President’s Circle Endowment.

CAP Scholarship Awards
The CAP Committee proposed 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)

Motion: MSC: R. Spencer/G. Ruder. The committee voted unanimously to approve the recommended increases to CAP Scholarship awards.

Executive Director Report
Eileen Hill talked about the Association of Fundraising Professionals (AFP) Conference she attended with two other Foundation staff. She reported that talking to other participants and the information presented at the sessions reinforced that what we are doing here at the Foundation is on track. Eileen talked about her participation in the Top 20 California Community Colleges Summit. At the Summit she learned we are in the top 6 community colleges based on our assets.

Eileen reviewed the Foundation’s 2017-18 fundraising goals and totals as of April 26, 2018. She presented the group with a pie chart representing the disbursements of $2.1M to Cabrillo College and students, July 1, 2017 through March 31, 2018.
Eileen described some of our current fundraising efforts such as support for Foster Youth students and DACA students. Part of the work in supporting DACA students and families is to create a go-to resource website that contains all-important information in one place.

Eileen announced that for the first time ever, the Foundation would have a page in the program at the Cabrillo College graduation ceremony encouraging graduates to join the Cabrillo Alumni Association.

President’s Report
Matt Wetstein highlighted some of this year’s Cabrillo student achievements. He spoke about 3 students who are transferring to 4-year universities, highlighting the support they received while at Cabrillo. He also reported that a former art student at Cabrillo, has been chosen to create designs for the 2020 Tokyo Olympics.

Matt also described the Foundation Scholarship Donor Reception and how impressed he has been by the student stories and success. He thanked the Board for their involvement and reiterated how unique Cabrillo is with the support it receives from the Foundation and Board.

President’s Circle Campaign Update
Ceil Cirillo shared that the President’s Circle campaign has raised $374,145 and has exceeded its goal of $332,000. 33 new members have joined and 25 members increased their support. She reported that an informational President’s Circle reception was held on January 30 at Ella’s at the Airport in Watsonville and one guest joined President’s Circle at the event.

WES
Leola Lapides shared that next year, a total of $75,000 will be given out in emergency grants. Carolyn Mecozzi and Lindy Bixby are co-chairs. The first committee meeting will be on May 23. The WES luncheon is set for September 21.

Scholarships
Rachael Spencer talked about the Scholarship program at Cabrillo and how important these scholarships are to students. The Foundation hosted a Scholarship Donor Reception on May 1 to honor the donors and hear from student scholarship recipients. This year, there were 1,256 scholarships awarded totaling $979,527. She reported that the scholarship committee has 7 members including several Board members.

Presentation to Exiting Board Members
L. Lapides recognized and thanked Carrie Birkhofer, Lee Duffus and Steve Snodgrass for serving on the CCF Board.

Presentation to S. Snodgrass
E. Hill recognized and thanked Leola Lapides for serving as CCF Board President.
Adjournment
The meeting was adjourned at 1:30 pm

Respectfully submitted,

Eileen Hill, Executive Director

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**BOARD OF DIRECTORS ATTENDANCE CHART**

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<thead>
<tr>
<th>Board of Directors</th>
<th>9/12/17</th>
<th>11/14/17</th>
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<td>Leola Lapides</td>
<td>P</td>
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<tr>
<td>Victoria Lewis</td>
<td>P</td>
<td>A</td>
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<tr>
<td>Charles Montoya</td>
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<tr>
<td>Kelly Nesheim</td>
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<tr>
<td>Amy Newell</td>
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<tr>
<td>William Ow</td>
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<tr>
<td>June PadillaPonce</td>
<td>P</td>
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<td>P</td>
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<tr>
<td>Patty Quillin</td>
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<tr>
<td>Gary Reece</td>
<td>P</td>
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<tr>
<td>Maria Esther Rodriguez</td>
<td>P</td>
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<tr>
<td>Gun Ruder</td>
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<tr>
<td>Steve Snodgrass</td>
<td>P</td>
<td>P</td>
<td>P</td>
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<tr>
<td>Rachael Spencer</td>
<td>P</td>
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Cabrillo College Foundation Board of Directors
Meeting Minutes of May 8, 2018

<table>
<thead>
<tr>
<th>Name</th>
<th>P</th>
<th>P</th>
<th>P</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Kate Terrell</td>
<td>P</td>
<td>P</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Kathleen Welch</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Matt Wetstein</td>
<td>N/A</td>
<td>N/A</td>
<td>P</td>
<td>P</td>
</tr>
<tr>
<td>Donna Ziel</td>
<td>P</td>
<td>A</td>
<td>P</td>
<td>P</td>
</tr>
</tbody>
</table>

*P=Present, A=Absent, N/A=Not applicable, not on the Board at the time. Based on Board of Director’s meeting minutes.*

Please contact Cabrillo College Foundation if you believe this chart is in error.

**2018-19 BOARD MEETINGS:**
Tuesdays, 12:00 pm – 2:00 pm
Sesnon House, Room 1804

- September 11, 2018
- November 13, 2018
- February 12, 2019
- May 14, 2019
New Board Members

Karen Semingson – 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.
Cabrillo College Foundation
2018-19 Director’s Professional Affiliations

Officers
William Ow, CCF President, Owner/Broker, Ow Properties
Owen Brown, CCF Vice President, Community Volunteer
Alan Aman, CCF Treasurer, Vice President of Operations, Palo Alto Medical Foundation Santa Cruz
Claire Biancalana, CCF Secretary, Community Volunteer

Community Representatives
Rob Allen, Partner, Allen, Allen and Caroselli, Ltd.
Linda Burroughs, Owner/Broker, Linda Burroughs Real Estate
Ceil Cirillo, Community Volunteer
Linda Downing, Community Volunteer
David Heald, President, Santa Cruz County Bank
Kelly Nesheim, Community Volunteer
Amy Newell, Community Volunteer
June Padilla Ponce, Human Resource Manager, Sun Valley Berries, LLC
Patty Quillin, Community Volunteer
Maria Esther Rodriguez, Assistant Director of Public Works & Utilities, City of Watsonville, CA
Gun Ruder, President and CFO, S. Martinelli & Company
Karen Semingson, Partner, Hutchinson and Bloodgood LLP
Kate Terrell, Senior Vice President and Chief Human Resources Officer on Driscoll’s
Rachel Wedeen, Executive Director, Wedeen Hammer Group, Morgan Stanley

College Trustee Representatives
Gary Reece, Consultant
Rachael Spencer, Community Volunteer
Donna Ziel, Community Volunteer

College Staff Representatives
Sue Gochis, Vice President, Student Services, Cabrillo College
Enrique Buelna, History Instructor, Cabrillo College
Matt Wetstein, CCF Assistant Secretary, President, Cabrillo College
Victoria Lewis, CCF Assistant Treasurer, Vice President, Administrative Services, Cabrillo College
Kathleen Welch, Assistant Superintendent and Vice President of Instruction, Cabrillo College
<table>
<thead>
<tr>
<th>Name</th>
<th>College Representative/Community Director</th>
<th>Current Term</th>
<th>Current Term Expires June 30</th>
<th>Final Term Expires June 30</th>
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<tbody>
<tr>
<td>Matt Wetstein</td>
<td>President</td>
<td>Representative</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Sue Gochis</td>
<td>Vice President</td>
<td>Representative</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Victoria Lewis</td>
<td>Vice President</td>
<td>Representative</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Kathleen Welch</td>
<td>Vice President</td>
<td>Representative</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Rob Allen</td>
<td>Community Director</td>
<td>initial</td>
<td>2019</td>
<td>2025</td>
</tr>
<tr>
<td>Alan Aman</td>
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<td>1st</td>
<td>2019</td>
<td>2022</td>
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<tr>
<td>Claire Biancalana</td>
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<td>1st</td>
<td>2018</td>
<td>2021</td>
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<tr>
<td>Sue Gochis</td>
<td>Vice President</td>
<td>Representative</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Linda Burroughs</td>
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<td>1st</td>
<td>2018</td>
<td>2021</td>
</tr>
<tr>
<td>Cell Cirillo</td>
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<td>1st</td>
<td>2019</td>
<td>2022</td>
</tr>
<tr>
<td>Linda Downing</td>
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<td>2nd</td>
<td>2020</td>
<td>2020</td>
</tr>
<tr>
<td>David Heald</td>
<td>Community Director</td>
<td>1st</td>
<td>2018</td>
<td>2021</td>
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<tr>
<td>Leola Lapides</td>
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<td>2nd</td>
<td>2019</td>
<td>2019</td>
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<tr>
<td>Kelly Nesheim</td>
<td>Community Director</td>
<td>1st</td>
<td>2019</td>
<td>2022</td>
</tr>
<tr>
<td>Amy Newell</td>
<td>Community Director</td>
<td>1st</td>
<td>2021</td>
<td>2024</td>
</tr>
<tr>
<td>William Ow</td>
<td>Community Director</td>
<td>2nd</td>
<td>2019</td>
<td>2019</td>
</tr>
<tr>
<td>June Padilla Ponce</td>
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<td>1st</td>
<td>2018</td>
<td>2021</td>
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<tr>
<td>Patty Quillin</td>
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<td>2020</td>
<td>2023</td>
</tr>
<tr>
<td>Gary Reece</td>
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<td>3rd</td>
<td>2019</td>
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<tr>
<td>Maria Esther Rodriguez</td>
<td>Community Director</td>
<td>1st</td>
<td>2020</td>
<td>2023</td>
</tr>
<tr>
<td>Gun Ruder</td>
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<td>1st</td>
<td>2020</td>
<td>2023</td>
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<tr>
<td>Karen Semingson</td>
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<td>initial</td>
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<td>2025</td>
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<tr>
<td>Rachael Spencer</td>
<td>Trustee</td>
<td>2nd</td>
<td>2021</td>
<td>N/A</td>
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<tr>
<td>Kate Terrell</td>
<td>Community Director</td>
<td>1st</td>
<td>2021</td>
<td>2024</td>
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<tr>
<td>Rachel Wedeen</td>
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<td>initial</td>
<td>2019</td>
<td>2025</td>
</tr>
<tr>
<td>Donna Ziel</td>
<td>Trustee</td>
<td>1st</td>
<td>2020</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Board nominates and approves all members. Initial appointments are one-year term. Subsequent appointments are three-year terms. Community Directors may serve a maximum of seven years. Past Presidents serve additional bonus year beyond regular term limit. All appointments end June 30, of expiration year.

Eight (8) of the Directors shall be representatives of Cabrillo College, at least one (1) of whom shall be a full-time faculty member of Cabrillo College. The College’s Superintendent/President, three (3) Vice Presidents, and three (3) College Trustees will be selected to serve on the Foundation Board.

Cabrillo College Representatives shall hold office for three (3) years, except in the event of an earlier termination of any such Director’s status as a representative of the College. In that event, such a Director’s term of office shall end at the same time as that Director ceases to be a College representative. There is no limit on the number of consecutive three-year terms a Director who is a representative of Cabrillo College may serve.
Cabrillo College Foundation
Board Member Responsibilities

1. Cabrillo College Foundation Directors are valuable contributors to the workings of the Board and the Foundation. Each is expected to become familiar with Foundation’s goals, structure, and bylaws.

2. Directors are expected to attend quarterly board meetings in September, November, February, and May. Meetings begin at 12:00 noon in Sesnon House; luncheon is served. All Directors are expected to pay for the cost of quarterly meeting luncheons. The cost is $85 annually.

3. Directors participate on at least one of the following committees:
   - Audit Committee
   - Executive Committee
   - Finance and Investments Committee
   - Cabrillo Advancement Program (CAP) Committee
   - Faculty Grants Committee
   - Nominating Committee
   - President’s Circle Committee
   - Scholarship Committee
   - Women’s Educational Success Committee

4. Each Director is expected to personally contribute annually to the Foundation in an amount appropriate to the individual’s financial circumstances. Directors are encouraged to join the President’s Circle.

5. Because the purpose of the Foundation is to increase financial support to the college, Directors are expected to actively participate in raising funds through personal contributions, identification of donors, and solicitation of prospects. Staff assists with these activities.

6. Directors are encouraged to become members of the Heritage Club. The Heritage Club, a program of the Cabrillo College Foundation, honors those who have remembered Cabrillo College in their will or trust.

7. Directors are expected to communicate the Foundation’s message to associates in the community.

8. Directors are expected to review minutes and related documents prior to each designated meeting.

9. Directors are advised to handle situations involving a conflict of interest with discretion and integrity.

10. Directors must maintain confidentiality in all issues related to private businesses, contributions from individuals, businesses and other private entities, and all personnel matters.

11. Directors are expected to understand and follow Brown Act regulations.

12. Directors may serve a maximum of seven years including the initial year and two three-year terms. Presidents may serve an additional year as Past President.
Executive Director Report: September 2018

Administration

• 2017-18 Audit
• Final legal counsel review of bylaws, master agreement and articles of incorporation
• 2017-18 Final reporting
• Disseminating program account balances

Fundraising

• Scholarships: Solari, Cowan, Hopkins, Colligan
• Donor Stewardship 1:1 meetings
• Ag Tech tours
• Alumni and Cabrillo Retirees Event
• WES: $88,777 raised, invitations to WES Luncheon mailed last week
• President’s Circle: $29,017 raised, first committee meeting in September, new prospect events

Upcoming Events

• Women’s Educational Success Luncheon: Friday, September 21 11:30 am, Horticulture Center
• President’s Circle Receptions for new PC Prospects: Tuesday, October 30, 5:30 pm – 7:30 pm, Ella’s at the Airport Wednesday, November 28, 5:30 pm – 7:30 pm, Shadowbrook
• Seahawk Social: Flash Lecture Happy Hour: Saturday, November 3, 5:00 pm – 7:00 pm, Horticulture Center
• Heritage Club Luncheon: Tuesday, November 6, 12:00 pm – 1:30 pm, Sesnon House
• Board of Directors Meeting: Tuesday, November 13, 12:00 pm – 2:00 pm, Sesnon House
MEMORANDUM

Date: September 4, 2018
To: Board of Directors
From: Eileen Hill
Subject: 2017-18 Fundraising Targets

The Board 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 and sustainability of the Foundation.

Total fundraising for 2017-18 was $4,324,750 raised in outright and unbooked planned gifts from over 3,000. We exceeded the $760,000 target for endowed gifts with $2,310,986 raised for the endowment. In addition to raising $4,324,750, over $2.3M was disbursed this year to support students and Cabrillo College programs.

<table>
<thead>
<tr>
<th>Amount Raised 7/1/17 - 6/30/18</th>
<th>2017-18 Target</th>
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<tbody>
<tr>
<td><strong>ANNUAL APPEALS</strong></td>
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<tr>
<td>$374,194</td>
<td>$333,000</td>
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<td>$103,949</td>
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<td>$129,833</td>
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<td>$235,506</td>
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<tr>
<td>$373,065</td>
<td>$500,000</td>
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<tr>
<td>$353,133</td>
<td>$250,000</td>
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<td><strong>SPECIAL INITIATIVES</strong></td>
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<tr>
<td>$250,500</td>
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<tr>
<td>$200,000</td>
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<td>$630,058</td>
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<tr>
<td>$1,293,465</td>
<td>$100,000</td>
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<tr>
<td>$100,000</td>
<td>$500,000</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$4,324,750</strong></td>
</tr>
</tbody>
</table>

6500 SOQUEL DRIVE • APTOS, CA 95003 • 831.479.6338
FOUNDATION@CABRILLO.EDU • FOUNDATION.CABRILLO.EDU
DATE: September 4, 2018
TO: Board of Directors
FROM: Eileen Hill

July 1, 2017 to June 30, 2018
2017-18 Outright Gifts Fundraising Total $4,224,750
2017-18 Unbooked Revocable Planned Gifts $100,000
Total $4,324,750

2017-18 Fundraising Goal for Outright and Unbooked Revocable Planned Gifts $3,000,000
Recorded Gifts 07-01-17 to 06-30-18:

<table>
<thead>
<tr>
<th>Name and Details</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Evelyn Pelz Estate (Areas of Greatest Need Endowment)</td>
<td>$1,175,255</td>
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<tr>
<td>Monterey Peninsula Foundation (Guided Pathways)</td>
<td>$240,300</td>
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<tr>
<td>Anonymous (Guardian Scholars)</td>
<td>$200,000</td>
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<tr>
<td>Mary Polo Estate (STEM Tutoring &amp; Internships)</td>
<td>$172,034</td>
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<tr>
<td>Anonymous (Honors Program &amp; President’s Circle)</td>
<td>$165,000</td>
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<tr>
<td>The Barbara Samper Foundation (CAP Endowment)</td>
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<tr>
<td>SD Trombetta Foundation (ECE, Scholarship &amp; ECE Peace Library)</td>
<td>$125,000</td>
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<tr>
<td>The Grove Foundation (High Achievers Scholarships)</td>
<td>$110,000</td>
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<tr>
<td>Anonymous (President’s Circle Endowment)</td>
<td>$100,000</td>
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<tr>
<td>Paul &amp; Pat Shirley (CAP Endowment, Scholarship)</td>
<td>$100,000</td>
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<tr>
<td>Joan Griffiths (President’s Circle)</td>
<td>$61,051</td>
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<tr>
<td>Ow Family Properties (Scholarship &amp; Stroke Center)</td>
<td>$58,500</td>
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<tr>
<td>Davidson Family Foundation (Scholarship)</td>
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<tr>
<td>David &amp; Katharine Hopkins (Scholarships)</td>
<td>$42,000</td>
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<tr>
<td>Kathryn Shephard (Scholarships)</td>
<td>$40,654</td>
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<tr>
<td>Rachael Spencer &amp; Kevin Rooney (Spencer – Rooney Transfer Success Endowment, WES &amp; President’s Circle)</td>
<td>$35,004</td>
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<tr>
<td>William &amp; Lupe Burgstrom (CAP)</td>
<td>$25,000</td>
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<tr>
<td>Brian &amp; Patti Herman (Guided Pathways, President’s Circle, Scholarship)</td>
<td>$24,000</td>
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<tr>
<td>Dominican Santa Cruz Hospital (Scholarship)</td>
<td>$22,000</td>
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<tr>
<td>Muriel Prolo (Piano Nonendowed &amp; President’s Circle)</td>
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<tr>
<td>Diane Trombetta &amp; Tom Davis (Scholarship)</td>
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<tr>
<td>Jill &amp; Dick Wilson (Scholarship)</td>
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<tr>
<td>John Walker &amp; Mary Altier (Scholarship)</td>
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<td>Leonard R. Lundquist Trust (Faculty Grants)</td>
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<tr>
<td>Jo-Ann Panzardi (Engineering, WES, Scholarships &amp; Title III)</td>
<td>$15,400</td>
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<td>Joyce Wrenn (Scholarship)</td>
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<td>Esther &amp; Gerry Levandoski (CAP &amp; President’s Circle)</td>
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<tr>
<td>Jocelyn Levy (Scholarship)</td>
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<tr>
<td>Snap-Raise (Baseball)</td>
<td>$13,256</td>
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<td>Bill &amp; Bridget Simpkins (Stroke Center, CAP, Men’s Water Polo)</td>
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<tr>
<td>Rotary Club of Santa Cruz (Scholarship)</td>
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<tr>
<td>Anonymous (Stroke Center)</td>
<td>$12,376</td>
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<tr>
<td>Fred Barez (Scholarship)</td>
<td>$12,110</td>
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</tbody>
</table>

Gifting under $12,000 (3,041 of 3,086 total donors) $1,124,608
Total Secured Gifts $4,224,750
Total Unbooked Revocable Planned Gifts $100,000
TOTAL Including Title III Matching Donations* $4,324,750
TOTAL Excluding Title III Matching Donations $4,320,250

Notes:
1. For 2017-18, the Cabrillo College Foundation has been notified of two planned gifts of $100,000.
   The cumulative unbooked revocable planned gifts total is $23,895,000.
2. *Title III Matching Donations are recorded at the time cash or stock donations or pledge payments are received.

6500 SOQUEL DRIVE • APPTS, CA 95003 • 831.479.6338
FOUNDATION@CABRILLO.EDU • FOUNDATION.CABRILLO.EDU
Cabrillo College Foundation
Disbursements to Cabrillo College and Students
July 1, 2017 to June 30, 2018
$2,359,898

<table>
<thead>
<tr>
<th>Faculty/Department Support (Cabrillo Stage, Engineering, Stroke Center)</th>
<th>23%</th>
<th>$542,032.17</th>
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<tr>
<td>Student Services (Guided Pathways, ACE, Veterans, Honors)</td>
<td>32%</td>
<td>$753,236.91</td>
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<tr>
<td>Scholarships (Direct support to students)</td>
<td>45%</td>
<td>$1,064,629.12</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$2,359,898.20</td>
</tr>
</tbody>
</table>

In addition to the disbursements made above, the Cabrillo College Foundation raised $2.3M in endowed donations for the permanent and long term support of Cabrillo and students.
MEMORANDUM

Date: September 4, 2018
To: Board of Directors
From: Eileen Hill
Subject: 2018-19 Fundraising Targets

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

<table>
<thead>
<tr>
<th>Amount Raised</th>
<th>2018-19 Target</th>
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<td><strong>ANNUAL APPEALS</strong></td>
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<td>$37,417</td>
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<td>$100,000 Cabrillo Advancement Program (Endowed)</td>
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<td>$367,355</td>
<td>$250,000 Scholarships (Nonendowed)</td>
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<td>$50,000 Tutoring Support</td>
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<td>$0</td>
<td>$10,000 Cabrillo Youth Chorus</td>
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<tr>
<td>$25,675</td>
<td>$657,000 Additional support for campus departments (Athletics, Dental Hygiene, Children’s Center, SBDC, Engineering, etc)</td>
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<tr>
<td>$0</td>
<td>$250,000 Donor directed interests</td>
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<tr>
<td>$0</td>
<td>$500,000 Unbooked Planned Gifts</td>
</tr>
<tr>
<td><strong>$586,751</strong></td>
<td><strong>$3,000,000</strong> TOTAL</td>
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</tbody>
</table>

6500 SOQUEL DRIVE • APTOS, CA 95003 • 831.479.6338
FOUNDATION@CABRILLO.EDU • FOUNDATION.CABRILLO.EDU
DATE: September 4, 2018

TO: Board of Directors

FROM: Eileen Hill

<table>
<thead>
<tr>
<th>Period</th>
<th>Total (in dollars)</th>
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<tbody>
<tr>
<td>July 1, 2018 to August 29, 2018</td>
<td>$ 586,751</td>
</tr>
<tr>
<td>2018-19 Outright Gifts Fundraising Total</td>
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<td><strong>Total</strong></td>
<td><strong>$ 586,751</strong></td>
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2018-19 Fundraising Goal for Outright and Unbooked Revocable Planned Gifts $ 3,000,000

Recorded Gifts 07-01-18 to 08-29-18:

- The Richard & Mary Solari Charitable Trust (Scholarship) $ 350,000
- Kathryn Shephard (Scholarships) $ 43,300
- The Peggy & Jack Baskin Foundation (WES) $ 30,000
- Community Foundation Santa Cruz County (Makerspace Internships) $ 20,000
- Kerr Corporation (Dental Hygiene) $ 17,300
- Claire Witherspoon and Jim Engelman (Scholarship) $ 15,204
- Claire Biancalana & William Kelsay (President’s Circle & Scholarship) $ 10,000
- Brian & Patti Herman (WES) $ 10,000
- Foundation for California Community Colleges (Scholarship) $ 6,050
- Rae Victor (Scholarship) $ 6,000
- Harry & Mary Blanchard (President’s Circle; WES) $ 5,500
- Susan & Richard Beach (Scholarship) $ 5,000
- William & Joan Rentz (Music) $ 3,000
- Amy Newell (WES) $ 2,500
- Mark Cowell (Engineering) $ 2,000
- John & Linda Burroughs (President’s Circle) $ 1,500
- Kent & Marie Imai (President’s Circle) $ 1,500
- Watsonville Coast Produce, Inc. (Athletics) $ 1,400
- Elizabeth Burns (WES; Scholarship) $ 1,250
- Eileen & Dave Hill (President’s Circle, CAP Endowment & WES) $ 1,200
- Pegi & Tom Ard (WES) $ 1,000
- Freny Cooper (WES) $ 1,000
- Kristin Fabos & Rye Livingston (President’s Circle) $ 1,000
- Bernice Gillis (Scholarship) $ 1,000
- Richard & DeAnne Hart (President’s Circle) $ 1,000
- Joseph Jacobs Builders (Scholarship) $ 1,000
- George & Diane Koenig (President’s Circle) $ 1,000
- Patricia Kubo (President’s Circle and WES) $ 1,000
- Vance Landis-Carey & Robert Carey (WES) $ 1,000
- Rotary Club of Watsonville (Scholarship) $ 1,000
- James Spiegel & Sharon Tapper (WES) $ 1,000
- Thomas Thacher & Susan Nerton (WES) $ 1,000

**Gifts under $1,000 (311 of 343 total donors)** $ 42,047

**Total Secured Gifts** $ 586,751

**Total Unbooked Revocable Planned Gifts** $ 0

**TOTAL** $ 586,751

Notes:
1. For 2018-19, the Cabrillo College Foundation has not been notified of any planned gifts.
2. The cumulative unbooked revocable planned gifts total is $23,895,000.
(1) Balance Sheet

- **Total Assets:**
  Total assets of $34.8M are $3.1M over prior year due to positive investment results, receipt of pledge payments and contributed income of $4.3M, which is $1.9 higher than prior year.

- **Receivables:**
  Total pledges receivable are $246K less than prior year. Split Interest Agreements booked are $655K. On 7/2/18, we received $505K of the $655K as the final distribution of the Pelz Estate.

- **Liabilities:**
  Liabilities of $1.9M are consistent with prior year.

- **Net Assets:**
  Total net assets of $33M are $3.0M over prior year.

(2) Income Statement

- **Revenue:**
  Earned income as of June 30, 2018 is $2.7M compared to the prior year balance of $3.7M. Contributed income of $4.3M is $1.9M over prior year contributions primarily due to the $1.2M bequest received from the estate of Evelyn Pelz. Investment earnings are $1.1M less than prior year.

- **Surplus/Deficit:**
  As of June 30, 2018, the Cabrillo College Foundation has a $3.3M surplus compared to prior year surplus of $2.2M.

(3) Operational Budget to Actual

- **Revenue:**
  Operating revenue of $1.2M is $219K favorable vs budget.

- **Expenses:**
  Operating expenses of $1.0M are $26K unfavorable vs projection. This is due to the O’Rourke/Rancon $25,435 adjustment to write off a note receivable and return funds we received in error from Dan Stephenson.
• **Surplus/Deficit:**
The operating fund surplus is $183,259 prior to audit. This number will be updated when the annual adjustments for the CalPERS liability and the Retiree Medical Insurance liability are calculated during the course of the audit. Any surplus will be allocated to the Operating Reserve account to fulfill the goal of having 6 months of operating reserve. We have $290,617 in reserve pre-audit as of June 30, 2018. This is 60% of our 18-19 operating reserve goal of $482,568.

(4) **Investment Report**

• Our return on investments for the MS Long-Term Pool fiscal year to date as of June 30, 2018 (12 months) is as follows:

  Actual Return: 8.58%
  Benchmark Return: 8.50%
  Difference: 0.08%

• Our return on investments for the MS ESG Long-Term Pool fiscal year to date as of June 30, 2018 (12 months) is as follows:

  Actual Return: 3.41%
  Benchmark Return: 4.87%
  Difference: -1.46%
# Cabrillo College Foundation

Pre-Audit Balance Sheet as of June 30, 2018

With Comparative Totals as of June 30, 2017

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Operating 6/30/18</th>
<th>Nonendowed 6/30/18</th>
<th>Endowed 6/30/18</th>
<th>Total 6/30/18</th>
<th>Total 6/30/17</th>
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<tbody>
<tr>
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## RECEIVABLES

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<th>RECEIVABLES</th>
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<th>Endowed 6/30/18</th>
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<th>Total 6/30/17</th>
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<td>PLEDGES</td>
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</table>
Cabrillo College Foundation  
Pre-Audit Balance Sheet as of June 30, 2018  
With Comparative Totals as of June 30, 2017

<table>
<thead>
<tr>
<th>LIABILITIES AND NET ASSETS</th>
<th>Operating 6/30/18 A</th>
<th>Nonendowed 6/30/18 B</th>
<th>Endowed 6/30/18 C</th>
<th>Total 6/30/18 D</th>
<th>Total 6/30/17 E</th>
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## Cabrillo College Foundation

**Pre-Audit Balance Sheet as of June 30, 2018**  
**With Comparative Totals as of June 30, 2017**

<table>
<thead>
<tr>
<th></th>
<th>Operating 6/30/18</th>
<th>Nonendowed 6/30/18</th>
<th>Endowed 6/30/18</th>
<th>Total 6/30/18</th>
<th>Total 6/30/17</th>
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<tbody>
<tr>
<td><strong>NET ASSETS - ENDOwed</strong></td>
<td>$0</td>
<td>$0</td>
<td>$29,252,289</td>
<td>$29,252,289</td>
<td>$26,087,469</td>
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<tr>
<td><strong>TOTAL NET ASSETS</strong></td>
<td>$830,200</td>
<td>$2,874,059</td>
<td>$29,252,289</td>
<td>$32,956,549</td>
<td>$29,629,353</td>
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<tr>
<td><strong>TOTAL LIABILITIES AND NET ASSETS</strong></td>
<td>$1,396,226</td>
<td>$3,334,693</td>
<td>$30,114,733</td>
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<td>$31,698,497</td>
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<td><strong>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</strong></td>
<td>$646,942</td>
<td>$2,894,942</td>
<td>$26,087,469</td>
<td>$29,629,353</td>
<td>$27,426,086</td>
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<tr>
<td><strong>NET SURPLUS/(DEFICIT)</strong></td>
<td>$183,258</td>
<td>($20,882)</td>
<td>$3,164,820</td>
<td>$3,327,196</td>
<td>$2,203,267</td>
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<tr>
<td><strong>ENDING NET ASSETS</strong></td>
<td>$830,200</td>
<td>$2,874,059</td>
<td>$29,252,289</td>
<td>$32,956,549</td>
<td>$29,629,353</td>
</tr>
</tbody>
</table>
## Cabrillo College Foundation
### Pre-Audit Income Statement by Fund as of June 30, 2018
**With Comparative Totals as of June 30, 2017**

<table>
<thead>
<tr>
<th></th>
<th>Operating 6/30/18</th>
<th>Nonendowed 6/30/18</th>
<th>Endowed 6/30/18</th>
<th>Total 6/30/18</th>
<th>Total 6/30/17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
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<td></td>
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<tr>
<td><strong>EARNED INCOME</strong></td>
<td></td>
<td></td>
<td></td>
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<td>Interest and Dividends</td>
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<td>($1,776)</td>
<td>($617)</td>
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<td><strong>CONTRIBUTED INCOME</strong></td>
<td><strong>$0</strong></td>
<td><strong>$1,427,989</strong></td>
<td><strong>$2,297,914</strong></td>
<td><strong>$3,725,903</strong></td>
<td><strong>$1,895,629</strong></td>
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<tr>
<td>Restricted Contributions</td>
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<td>$0</td>
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<td>$1,895,629</td>
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<td>$0</td>
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<td>$8,952</td>
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<tr>
<td>In Kind Revenue</td>
<td>$1,137</td>
<td>$42,721</td>
<td>$0</td>
<td>$43,858</td>
<td>$33,469</td>
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<tr>
<td>In Kind Revenue-Rent</td>
<td>$23,556</td>
<td>$0</td>
<td>$0</td>
<td>$23,556</td>
<td>$13,320</td>
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<td><strong>TOTAL CONTRIBUTED INCOME</strong></td>
<td><strong>$535,304</strong></td>
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<td><strong>$2,306,866</strong></td>
<td><strong>$4,302,178</strong></td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>$1,191,212</strong></td>
<td><strong>$1,460,264</strong></td>
<td><strong>$4,327,234</strong></td>
<td><strong>$6,978,709</strong></td>
<td><strong>$6,111,147</strong></td>
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### EXPENSES

<table>
<thead>
<tr>
<th></th>
<th>Operating 6/30/18</th>
<th>Nonendowed 6/30/18</th>
<th>Endowed 6/30/18</th>
<th>Total 6/30/18</th>
<th>Total 6/30/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries &amp; Wages</td>
<td>$462,913</td>
<td>$2,026</td>
<td>$6,897</td>
<td>$472,837</td>
<td>$495,244</td>
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<tr>
<td><strong>TOTAL SALARIES &amp; WAGES</strong></td>
<td><strong>$462,913</strong></td>
<td><strong>$3,026</strong></td>
<td><strong>$6,897</strong></td>
<td><strong>$472,837</strong></td>
<td><strong>$495,244</strong></td>
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<tr>
<td>Payroll Taxes, Benefits</td>
<td>$247,695</td>
<td>$1,229</td>
<td>$0</td>
<td>$248,924</td>
<td>$265,145</td>
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<tr>
<td><strong>TOTAL PAYROLL TAXES, BENEFITS</strong></td>
<td><strong>$247,695</strong></td>
<td><strong>$1,229</strong></td>
<td><strong>$0</strong></td>
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<td><strong>$265,145</strong></td>
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<td>Advertising</td>
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</table>
## Cabrillo College Foundation

### Pre-Audit Income Statement by Fund as of June 30, 2018

With Comparative Totals as of June 30, 2017

<table>
<thead>
<tr>
<th>Operating 6/30/18</th>
<th>Nonendowed 6/30/18</th>
<th>Endowed 6/30/18</th>
<th>Total 6/30/18</th>
<th>Total 6/30/17</th>
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</thead>
<tbody>
<tr>
<td>CONSULTANTS</td>
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<td>OFFICE EQUIP &amp; MAINTENANCE</td>
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<td>OFFICE EQUIPMENT</td>
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<td>MISCELLANEOUS</td>
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<td>IT HOSTING SERVICE</td>
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<td>MANAGEMENT FEES</td>
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<td>$428,592</td>
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<td>DIRECTOR/OFFICER LIABILITY INS</td>
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<td>TOTAL OTHER EXPENSES</td>
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<tr>
<td>IN KIND EXPENSE</td>
<td>$1,137</td>
<td>$42,721</td>
<td>$0</td>
<td>$43,858</td>
</tr>
<tr>
<td>IN KIND EXPENSE - RENT</td>
<td>$23,556</td>
<td>$0</td>
<td>$0</td>
<td>$23,556</td>
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<tr>
<td>NONENDEWDED PROGRAM EXPENSES</td>
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<tr>
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<td>Operating 6/30/18 A</td>
<td>Nonendowed 6/30/18 B</td>
<td>Endowed 6/30/18 C</td>
<td>Total 6/30/18 D</td>
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<tr>
<td>----------------------</td>
<td>----------------------</td>
<td>----------------------</td>
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<tr>
<td>NET SURPLUS/(DEFICIT)</td>
<td>$183,258</td>
<td>($20,882)</td>
<td>$3,164,820</td>
<td>$3,327,196</td>
</tr>
</tbody>
</table>
Cabrillo College Foundation
Pre-Audit Income Statement - Operating Budget as of 6/30/18
With Comparative Totals as of 06/30/17

<table>
<thead>
<tr>
<th></th>
<th>16-17 Actual 12 Months</th>
<th>17-18 Actual 12 Months</th>
<th>17-18 Budget 12 Months</th>
<th>17-18 Actual To 17-18 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A</td>
<td>B</td>
<td>C</td>
<td>D</td>
</tr>
<tr>
<td><strong>REVENUE</strong></td>
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<td></td>
<td></td>
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<tr>
<td>EARNED INCOME</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>INTEREST AND DIVIDENDS</td>
<td>$24,719</td>
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<tr>
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</tr>
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<td>SALARIES &amp; WAGES</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>SALARIES &amp; WAGES</td>
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<td>$462,913</td>
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<td>$30,546</td>
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<td>TOTAL SALARIES &amp; WAGES</td>
<td>$486,024</td>
<td>$462,913</td>
<td>$493,459</td>
<td>$30,546</td>
</tr>
<tr>
<td>PAYROLL TAXES, BENEFITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PAYROLL TAXES, BENEFITS</td>
<td>$263,889</td>
<td>$247,695</td>
<td>$237,965</td>
<td>($9,730)</td>
</tr>
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<td>TOTAL PAYROLL TAXES, BENEFITS</td>
<td>$263,889</td>
<td>$247,695</td>
<td>$237,965</td>
<td>($9,730)</td>
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<td>$2,403</td>
<td>$5,375</td>
<td>$3,400</td>
<td>$25</td>
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</tbody>
</table>
## Cabrillo College Foundation
### Pre-Audit Income Statement - Operating Budget as of 6/30/18
#### With Comparative Totals as of 06/30/17

<table>
<thead>
<tr>
<th></th>
<th>16-17 Actual</th>
<th>17-18 Actual</th>
<th>17-18 Budget</th>
<th>17-18 Actual To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>12 Months A</td>
<td>12 Months B</td>
<td>12 Months C</td>
<td>17-18 Budget D</td>
</tr>
<tr>
<td>CONSULTANTS</td>
<td>$35,599</td>
<td>$53,180</td>
<td>$71,950</td>
<td>$18,770</td>
</tr>
<tr>
<td>FOOD</td>
<td>$372</td>
<td>$251</td>
<td>$300</td>
<td>$49</td>
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<tr>
<td>FUNDRAISING/EVENTS/PUBLIC RELATIONS</td>
<td>$46,197</td>
<td>$67,262</td>
<td>$50,026</td>
<td>($17,236)</td>
</tr>
<tr>
<td>OFFICE EQUIP &amp; MAINTENANCE</td>
<td></td>
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<td>OFFICE EQUIPMENT</td>
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<td>DEPRECIATION EXPENSE</td>
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<td>$0</td>
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<td>SOFTWARE MAINTENANCE</td>
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<td>SOFTWARE</td>
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<td>TOTAL OFFICE EQUIP &amp; MAINTENANCE</td>
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<td>$1,713</td>
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<td>OFFICE SUPPLIES</td>
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<td>POSTAGE &amp; MAILING SERVICE</td>
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<td>OTHER EXPENSES</td>
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<td>MISCELLANEOUS</td>
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<td>UNCOLLECTIBLE PLEDGES</td>
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<td>BANK CHARGES</td>
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<td>INVESTMENT FEES</td>
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<td>DIRECTOR/OFFICER LIABILITY INS</td>
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<td>LIABILITY AND PROPERTY INSURANCE</td>
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<td>TOTAL OTHER EXPENSES</td>
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<td>IN KIND EXPENSE - RENT</td>
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<td>TOTAL EXPENSES</td>
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<td>$981,423</td>
<td>($26,530)</td>
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### Cabrillo College Foundation

**Pre-Audit Income Statement - Operating Budget as of 6/30/18**

With Comparative Totals as of 06/30/17

<table>
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<tr>
<th>NET SURPLUS/(DEFICIT)</th>
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<td></td>
<td>$67,463</td>
<td>$183,258</td>
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MEMORANDUM

Date: September 4, 2018
To: Board of Directors
From: Eileen Hill
Subject: Governing Document Review

BACKGROUND

It is the foundation practice to review our governing documents every three years. Following staff review, proposed revisions were sent to legal counsel for review to ensure compliance with all current laws and to confirm our policies align with Cabrillo College Board Policy and Administrative Procedure 3600 (Auxiliary Organizations).

Here are the suggested updates/revisions for recommendation to the Board:

Articles of Incorporation:
• No suggested revision

CCF Bylaws:
• Remove fundraising committees from Board Committees, because they do not take action, direct funds or have authority over the foundation.
• Specify that the accountant for the annual audit will have experience and no conflict with the foundation.
• Direct the foundation to retain legal counsel for advice and counsel who has no conflict with the foundation.
• Specify that the governing documents for the foundation will be reviewed every three years and submitted to the Board for approval.
• Add the approved and amended date at the bottom of the document.

Master Agreement between CCF and Cabrillo College:
• Clarify the in-kind rent for the foundation to occupy space at Cabrillo ($23,712) is greatly exceeded by the material benefit provided by the foundation (between two and three million dollars annually).
• Specify that the reimbursement of services to the District will be aligned with District Policy and Procedures.
• Clarify the in-kind maintenance and operating expenses incurred by the foundation to operate at Cabrillo is greatly exceeded by the material benefit provided by the foundation (between two and three million dollars annually).
• Specify that the governing documents for the foundation will be reviewed every three years and submitted to the Board for approval.
• Update signatures of witnessing parties
• Add the approved and amended date at the bottom of the document.

RECOMMENDED MOTION

Approve Cabrillo College Foundation Bylaws and Master Agreement as amended.
CERTIFICATE OF AMENDMENT OF
ARTICLES OF INCORPORATION

The undersigned certify that:

1. They are the president and the secretary, respectively, of The Cabrillo College Foundation, a California corporation.

2. The Articles of Incorporation of this corporation is amended to read as herein set forth in full:

AMENDED ARTICLES OF INCORPORATION

OF THE

CABRILLO COLLEGE FOUNDATION

A California Nonprofit Public Benefit Corporation

Amended on February 13, 2007

ARTICLE 1. Corporation Name

The name of this corporation is The Cabrillo College Foundation.

ARTICLE 2. Corporation Organized For Public Benefit

This corporation is nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Law for public and charitable purposes.

ARTICLE 3. Corporation Purposes

This corporation is formed exclusively for the support and benefit of the Cabrillo Community College District. The corporation’s specific and primary purposes are:

(a) To solicit and raise money for the purpose of awarding scholarships and loans to assist students to pursue education through Cabrillo College, which scholarships and loans shall be awarded in accordance with the bylaws, rules and procedures adopted by the Board of Directors of this corporation;
(2) To afford and encourage opportunities for the establishment of permanent collections, endowments, research and educational projects, special educational and community service programs, improvement of faculty teaching, provision of facilities and equipment for Cabrillo College;

(3) And otherwise to provide aid, supplementary to Federal, State and local tax means, for the support and benefit of the Cabrillo Community College District.

This corporation is organized exclusively for charitable and public purposes within the meaning of Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law. Despite any other provision in these articles, the corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that do not further the purposes of this corporation, and the corporation shall not carry on any other activities not permitted to be carried on by (a) a corporation exempt from federal income tax under Internal Revenue Code section 501(c)(3) or the corresponding provision of any future United States internal revenue law, or (b) a corporation, contributions to which are deductible under Internal Revenue Code section 170(c)(2) or the corresponding provision of any future United States internal revenue law.

ARTICLE 4. Tax-exempt status

(a) No substantial part of the activities of this corporation shall consist of lobbying or propaganda, or otherwise attempting to influence legislation; this corporation shall not participate or intervene in (including publishing or distributing statements) any political campaign on behalf of any candidate for public office.

(b) All corporate property is irrevocably dedicated to charitable or public purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code. No part of the net earnings of this corporation shall inure to the benefit of any of its directors, trustees, officers, private shareholders or members, or to individuals.

(c) On the winding up and dissolution of this corporation, after paying or adequately providing for the debts, obligations, and liabilities of the corporation, the remaining assets of this corporation shall be distributed to the Cabrillo Community College District, provided it is a qualified tax exempt organization at that time. Otherwise, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation organized and operated exclusively for charitable or public purposes meeting the requirements of Section 214 of the California Revenue and Taxation Code, which has established its tax-exempt status under Internal Revenue Code section 501(c)(3) (or corresponding provisions of any future federal internal revenue law), and which has established its tax-exempt status under Revenue and Taxation Code section 23701d (or the corresponding section of any future California revenue and tax law).
ARTICLE 5. Amendment of Articles of Incorporation

No amendment to this corporation's Articles of Incorporation may be adopted without first being submitted to and approved by the Cabrillo Community College District Governing Board and the Cabrillo College Foundation Board of Directors.

3. The foregoing amendment of the Articles of Incorporation has been duly approved by the Board of Directors of The Cabrillo College Foundation.

4. The corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct to our knowledge.

Date: 2/13/07

Kurt Kniffin, President
Cabrillo College Foundation

Date: 2/13/07

Karen Cogswell, Secretary
Cabrillo College Foundation
1. **NAME.**
   The name of this corporation is THE CABRILLO COLLEGE FOUNDATION.

2. **OFFICES.**
   The principal office for the transaction of the activities and affairs of this corporation is located at 6500 Soquel Drive, Aptos, in Santa Cruz County, California 95003.

3. **PURPOSES.**
   This corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. It is organized pursuant to the California Non-Profit Public Benefit Corporation Law, Education Code sections 72670-72682 and the relevant provisions of Title 5 of the California Administrative Code.
   
   A. The corporation is formed exclusively to benefit and support the Cabrillo Community College District, including:
      
      (1) to solicit and raise money for the purpose of awarding scholarships and loans to assist students to pursue education at Cabrillo College, which scholarships and loans shall be awarded in accordance with these bylaws, and the rules and procedures adopted by the Board of Directors of this corporation;
      
      (2) to afford and encourage opportunities for the establishment of permanent collections, endowments, research and educational projects, special educational and community service programs, improvement of faculty teaching, and the provision of facilities and equipment for Cabrillo College;
      
      (3) and to otherwise provide aid, supplementary to Federal, State and local tax means, for the support and benefit of the Cabrillo Community College District.
   
   B. This corporation is organized exclusively for public and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these bylaws or the Articles of Incorporation, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the stated purposes of this corporation, nor will this corporation carry on any other activities not permitted
      
      (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or
      
      (2) by a corporation, contributions to which are deductible under Section 170(b)(1)(a)(vi) of the Internal Revenue Code.

4. **THE FOUNDATION BOARD OF DIRECTORS.**
   
   A. Number. The Board of Directors shall consist of at least twenty-five (25) but no more than thirty-two (32) Directors unless changed by amendment to these bylaws.
   
   B. Qualifications of Directors.
Eight (8) of the Directors shall be representatives of Cabrillo College, at least one (1) of whom shall be a full-time faculty member of Cabrillo College. The College’s Superintendent/President, three (3) Vice Presidents, and three (3) College Trustees will be selected to serve on the Foundation Board. The College representatives shall be selected by the Foundation’s Board of Directors from a slate submitted by the Nominating Committee.

The remaining Directors will be community representatives selected by the Board of Directors from a slate submitted by the Nominating Committee.

**C. Election and Term of Office.**

1. Approximately one-third (1/3) of the community Directors shall be elected at the regularly-scheduled May meeting to hold office for three (3) years, except that a Director who has never before served on the Board of Directors shall serve an initial term of one (1) year (or until June 30 the next year) rather than a full term of three (3) years. Each Director’s three-year term shall commence July 1 after elected at the May meeting and shall expire June 30 three years thereafter; each new Director’s one-year term shall commence July 1 after elected at the May meeting and shall expire June 30 one year thereafter. No community Director shall hold office for more than two (2) consecutive full three-year terms in addition to his or her initial one-year term as a new Director with the sole exception of the President of the Board who shall serve an additional one-year term to serve as Past President.

2. The Directors who are representatives of Cabrillo College shall hold office for three (3) years, except in the event of an earlier termination of any such Director’s status as a representative of the College. In that event, such a Director’s term of office shall end at the same time as that Director ceases to be a College representative. There is no limit on the number of consecutive three-year terms a Director who is a representative of Cabrillo College may serve.

3. The Secretary shall keep a record of the appropriate term for each Director, and any vacancies shall be filled to hold office only until the expiration of the term for which the Director was originally appointed or elected or until the election of a qualified successor. The Board may from time to time establish a shorter term for a vacancy as appropriate to maintain approximately one-third (1/3) of the Directors’ terms expiring each year.

4. Any Director may be removed, with or without cause, by the vote of a majority of the Board, subject to the approval of the Superintendent/President.

**D. Vacancies on the Board.** Vacancies on the Board may be filled by action of the President of the Foundation Board, in consultation with a majority of the Directors then in office, and subject to the prior approval of the Superintendent/President of the District. No reduction of the authorized number Directors shall have the effect of removing any Director before that Director’s term of office expires.
5. MEETINGS OF THE FOUNDATION BOARD OF DIRECTORS.
   A. All meetings of the Foundation Board shall be conducted in compliance with the Ralph M. Brown Act. Committees of the Board, except ad hoc committees, shall also comply with the Ralph M. Brown Act.
   B. Place of Meetings. Meetings of the Board shall be held on the campus of Cabrillo College, or elsewhere within the territory of the District subject to exceptions permitted by the Ralph M. Brown Act.
   C. Meetings by Teleconference. Individual Directors may participate in a Board meeting in accordance with the teleconference rules set forth in the Ralph M. Brown Act and applicable Board policy.
   D. Annual Meeting. The Board shall hold its annual meeting on the second Tuesday of September of each year.
   E. Other Regular Meetings. Other regular meetings of the Board shall be held on the second Tuesday of November, February, and May of each year.
   F. Special Meetings. Special meetings of the Board may be called at any time by the President, Vice President, Secretary, or any two Directors consistent with the requirements of the Ralph M. Brown Act.
   G. Quorum. A majority of the Directors shall constitute a quorum for the transaction of business, except to adjourn. Adjournment shall be in accordance with Government Code section 54955.

6. OFFICERS OF THE BOARD OF DIRECTORS.
The officers of the corporation shall be the President, Secretary, Chief Financial Officer, and the Past President. The corporation may also have, at the Board’s discretion, one or more Vice Presidents, one or more Assistant Secretaries, and one or more Assistant Financial Officers. Any number of offices may be held by the same person, in the discretion of the Board.
   A. Election. The officers of the corporation shall be chosen annually by the Board and shall serve at the pleasure of the Board. Each officer shall have the title, have the authority, and perform the duties specified in these bylaws or as otherwise determined by the Board. The term of office shall commence at the close of the regular meeting next preceding the annual meeting and shall last for one (1) year or until a successor is approved.
   B. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled by action of the Board.
   C. Responsibilities of Officers.
      (1) President. Subject to the control of the Board, the President shall be the general manager of the corporation and shall supervise, direct and control the corporation’s activities, affairs, and officers. The President shall preside at all Board meetings and shall have such other powers and duties as the Board or bylaws may prescribe.
      (2) Vice President. In the absence or disability of the President, the Vice President shall perform all duties of the President. When so acting, a Vice President shall have all the powers of and be subject to all restrictions on the President. The Vice President shall have...
such other powers and perform such other duties as the Board or the bylaws may prescribe.

(3) Secretary. The Secretary shall cause to be kept at the corporation's principal office a minute book of all meetings and actions of the Board and Board committees. The minutes of meetings shall include the time and place of the meeting, whether regular or special, and if special how authorized, the notice given and the names of those present. The Secretary shall cause to be kept at the principal office a copy of the Articles of Incorporation and bylaws, as amended to date. The Secretary shall cause to be given notice of all meetings required by these bylaws to be given, and shall keep the corporate seal and have such other powers and perform such other duties as the Board or bylaws may prescribe. The President of Cabrillo College will serve as an Assistant Secretary.

(4) Chief Financial Officer. The Chief Financial Officer shall cause to be kept and maintained adequate and correct books and accounts of the corporation's properties and transactions. The Chief Financial Officer shall cause to be given to the Directors such financial statements and reports as required by law, by these bylaws, or as directed by the Board. The books of account shall be open to inspection by any Director at all reasonable times. The Chief Financial Officer shall cause to be deposited all money and other valuables in the name and to the credit of the corporation with such depositories as the Board may designate, shall disburse the corporation's funds as the Board may direct, and shall have such other powers and perform such other duties as the Board or the bylaws may prescribe. The Vice President of Business Services for Cabrillo College will serve as a Financial Officer. If required by the Board, the Chief Financial Officer (and/or any assistant financial officers or employees maintaining financial records) shall give the corporation a bond in the amount and with the surety or sureties specified by the Board for faithful performance.

(5) Past President. The immediately preceding President will serve as Past President, if available. If not available, this office will remain vacant. The Past President will be an advisor to the other officers, the Executive Committee, and the Board of Directors at large, taking on such other specific duties as the President shall prescribe from time to time.

D. Indemnification. To the fullest extent permitted by law, this corporation shall indemnify its Directors, officers, employees and other persons described in Section 5238 of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any proceeding as that term is used in that Section and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that Section where such liability arose during the course and scope of said duties.
7. COMMITTEES OF THE BOARD.
   A. Committees of the Board. The Board may create one or more committees, each consisting of at least two Directors to serve at the pleasure of the Board. The committees shall comply with the Ralph M. Brown Act, except for ad hoc committees.
   (1) Authority of Board Committees. No committee may:
       a) take any final action on any matter that also requires approval or ratification of the Board;
       b) fill vacancies on the Board;
       c) provide for compensation of any Director;
       d) amend or repeal bylaws or adopt new bylaws;
       e) amend or repeal any resolution of the Board;
       f) create any other committees of the Board or appoint the members of committees of the Board;
       g) expend corporate funds without approval or ratification of the Board.
   (2) Action of Board Committees. The Board may adopt rules for the governing of any committee, provided they are consistent with these bylaws. In the absence of rules adopted by the Board, the committee may adopt its own rules which are consistent with these bylaws and applicable legal provisions.
   B. Specific Board Committees.
   (1) The total membership of any committee of the Board shall be less than a majority of the Board. A quorum of the committee shall consist of a majority of its members.
   (2) Executive Committee. The corporation shall have an Executive Committee with such power and authority as is delegated to it by the Board of Directors and as is authorized by law. The Executive Committee shall consist of the President, Vice President, Secretary, Chief Financial Officer, Past President of the Foundation, and the Superintendent/President of Cabrillo Community College District, together with no more than six (6) currently sitting Directors at large, to be appointed by the President, making a total of no less than nine and no more than twelve members of the Executive Committee.
   (3) Finance and Investment Committee. There shall be a finance and investment committee composed of the Chief Financial Officer and at least two other Directors. This committee will report to the Board at each regular meeting concerning the income, expenses, and investments of the corporation, and will submit a budget annually for Board approval. Subject to the general supervision and ratification of the Board, the Finance and Investment Committee shall exercise control over the funds of the corporation, which funds may be invested by the Committee in such securities, banks, instruments, real and personal property, and other assets as the Committee shall determine to be prudent and appropriate from time to time in accordance with the Investment Policy adopted by the Board. The Committee shall have the authority to sell gifts
received by the Foundation, and may authorize the Chief Financial Officer or other Officer to transfer, assign, convey title, execute stock powers, and to buy and sell stock, and other securities and instruments, and in general to exercise the powers of the corporation with regard to its assets and investments subject to Board policy and ratification.

(4) There shall be an Audit Committee. The Audit Committee shall meet with the auditor prior to the audit, and review the audit after the audit is completed. The Audit Committee is separate from the Finance Committee and presents its findings directly to the Executive Committee and the Board. Audit Committee members are appointed by the Board of Directors. There shall be a minimum of three members. At least one member shall have a strong accounting background with experience preparing, auditing, analyzing or evaluating financial statements and an understanding of internal controls and procedures for financial reporting. Members of the Finance Committee may serve on the Audit Committee so long as they make up less than half of the committee and do not serve as the chair of the Audit Committee.

(5) Development Committee(s). There shall be one or more development committees, as determined from time to time by the Board of Directors, charged with responsibility for soliciting gifts, bequests and memberships and with other forms of fundraising for the corporation.

(6) Nominating Committee. A Nominating Committee consisting of at least three Directors shall prepare a slate of nominees for all officers and for an appropriate number of Directors, due regard being given to the number of Directors with terms that will expire June 30 and to the total number of Directors sought for the Board. Concerning nomination of those Directors who are representatives of Cabrillo College, the committee may solicit and consider suggestions for nominees from the Governing Board of the Cabrillo College District and from the Cabrillo Faculty Senate. In the event of vacancies created by the death, resignation, removal or disqualification of a Director who is a college representative, either the Nominating Committee or the Executive Committee may recommend new college representative nominees for election by the Foundation Board at its next regular or special meeting.

C. Advisory Committees. The corporation shall have such advisory committees as it may establish from time to time by resolution of the Board. Advisory committees will function for such purposes and under such rules as established by the Board, or in the absence thereof, such rules as adopted by the committee, provided in all events that they are consistent with these bylaws. Advisory committees shall take no action except as authorized by the Board.

8. CORPORATE POWERS AND DUTIES.

A. General Corporate Powers. Subject to the provisions and limitations of the California Non-Profit Public Benefit Corporation Law, Education Code sections 72670-72682, Title 5 of the California Administrative Code, the Ralph M. Brown Act, and any other applicable laws, and subject to any
limitations of the Articles of Incorporation, the District’s implementing regulations, the master agreement between the District and the Foundation, and these bylaws, the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board.

B. Specific Powers. Without prejudice to the general powers set forth above, and subject to the same limitations, the Board shall have the power to:

(1) Appoint and remove, at the pleasure of the Board, any or all of the corporation’s officers or agents; prescribe powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these bylaws; and fix their compensation and require from them, if deemed appropriate, security for faithful performance of their duties.

(2) Adopt, amend, and repeal bylaws;

(3) Purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, insuring against any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising out of such person's association with the corporation.

(4) To have the other powers set forth in Corporations Code Section 5140.

C. Budget and Related Issues. The Board of Directors shall approve all Foundation expenditures and fund appropriations. The Board shall cause to be prepared an annual budget which shall be reviewed and approved by the Board and the President/Superintendent. The Board shall adopt a written policy that specifies the procedures for accepting gifts, donations, bequests, trusts and specially funded grants.

D. Annual Audit. The Board of Directors shall select a certified public accountant who shall be provided with the applicable auditing and reporting procedures of the Foundation. The accountant shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the Board of Directors. The accountant does not need to be a member of the Board of Directors. The accountant shall conduct an annual audit of any and all Foundation funds and shall submit such audit to the Board, the Board of Trustees of the College District, and to the Board of Governors. The audited financial statements shall be available upon request and shall be distributed to the District's Board of Trustees at the first regularly scheduled meeting following acceptance of the audit report by the Board of Directors of the Foundation.

E. An attorney admitted to practice in California shall be selected to provide advice and counsel to the Board of Directors. The attorney shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the Board of Directors which he/she serves. The attorney does not need to be a member of the Board of Directors.

9. RECORDS AND REPORTS.
A. Corporate Records. The corporation shall keep:
(1) adequate and correct books and records of account;
(2) written minutes of the proceedings of its Board and committees of the Board; and
(3) a record of each Director's name, address, telephone number, and term of office.

B. Inspection. On written demand, at any reasonable time, any Director may inspect, copy, and make extracts from the accounting books and records and the minutes of the proceedings of the Board of Directors, and Board committees. This right of inspection extends to the records of any advisory committee to the corporation.

C. Annual Report. The Board shall cause an annual report to be sent to all Directors and to the Superintendent/President by November 15 of each year. That report shall contain the following information, in appropriate detail, for the fiscal year:
(1) All financial statements required to be filed with the California Community Colleges Chancellor’s Office
(2) A comparison of budgeted and actual expenditures
(3) A description of major accomplishments of the organization
(4) A description of improvements proposed for operation of the organization.
(5) There shall be available for examination in the corporation’s business office any reports and the annual report of independent accountants.

D. Audit. The accounts of the Chief Financial Officer and the annual report shall be audited by a certified public accountant appointed by the Directors at the end of each fiscal year, and at such other times as are deemed by the Directors to be appropriate.

10. PROHIBITED TRANSACTIONS.
No Director shall be financially interested in any contract or other transaction entered into by the Board of which he or she is a member subject to the provisions of Education Code Sections 72677-72679. No Director shall utilize any information, not a matter of public record, which is received by reason of his or her membership on the Board for personal pecuniary gain in accordance with Education Code section 72680.

11. CODE OF CONDUCT.

No Director shall act, either by motion, second, deliberation or vote, or have influence in any way on any matter brought before the Foundation through its committees or to the Board of Directors, or otherwise, when such matter will, or might, result in a direct or indirect personal or financial gain to such Director. No member of the Foundation’s Board of Directors shall be financially interested in any contract or other transaction entered into by the Foundation except as permitted by law. No Director shall utilize any information, not a matter of public record, which is received by the person by reason of his or her membership on
the Board, for personal pecuniary gain, regardless of when the gain is realized.

12. RESTRICTIONS ON LOANS AND OTHER TRANSACTIONS.
   A. No loans shall be contracted on behalf of the Foundation and no negotiable paper shall be issued in its name, unless and except as authorized by the Board of Directors. When so authorized by the Board of Directors, any officer or agent of the Foundation may effect loans and advances at any time for the Foundation from any bank, trust company, or other institution, or from any firm, corporation or individual, and for such loans and advances may make, execute and deliver promissory notes, bonds or other evidences of indebtedness of the Foundation and when authorized as aforesaid, as security for the payment of any and all loans, advances, indebtedness and liabilities of the Foundation, may pledge, hypothecate or transfer any and all stocks, securities and other personal property at any time held by the Foundation and to that end endorse, assign, and deliver the same.
   B. The Foundation shall not enter into any transaction concerning real property without the prior written approval of the Superintendent/President, following his/her notification to the District Board of Trustees.

13. MISCELLANEOUS.
   A. Construction and Definitions. Unless the context requires otherwise, the general provisions, rules of construction, and definitions of the applicable statutes shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.
   B. Compensation. No Director shall be compensated for his or her services as a Director of the corporation.
   C. Fiscal Year. The fiscal year of the corporation shall begin on the first day of July and end on the last day of June of each year.
   D. References to Public Laws. Any references to specific sections of any public law shall be deemed to refer to the appropriate corresponding provision of any future amendment, re-enactment, or successor laws, as required to carry out the intent of the original provision.
   E. Interpretation. These bylaws shall be interpreted as necessary to maintain the corporation's tax exempt status.

14. AMENDMENTS.
   New bylaws may be adopted, or these bylaws may be amended or repealed by a majority of the Directors then in office, provided a quorum is present. No amendment may extend the term of a Director beyond that for which the Director was elected with the sole exception of the President who has served two three-year terms and is extended a one year term to serve as Past President. These Bylaws is agreement will be reviewed every three years and brought to the Board of Directors for approval.

Approved by the CCF Board of Directors on September 15, 2015.

Approved, as amended, by the CCF Board of Directors on[DATE]
MASTER AGREEMENT
BY AND BETWEEN THE
CABRILLO COMMUNITY COLLEGE DISTRICT
AND THE CABRILLO COLLEGE FOUNDATION
As Amended.

CCF Board of Directors approved September 15, 2015
CC Board of Trustee approved December 7, 2015

This agreement is made and entered into this ___ day of ___ by and between the Cabrillo Community College District ("District") and the Cabrillo College Foundation ("Foundation"), an auxiliary organization of the District established in accordance with Education Code section 72670 et seq.

I
PURPOSE

The administration by the Foundation of the functions and activities described herein, instead of administration by and through the District, is deemed to be more effective in accomplishing those functions and activities than would be possible under the usual governmental budgetary, purchasing, and other fiscal procedures.

II
AREAS OF SERVICE

Consistent with its Articles of Incorporation, the Foundation may administer those functions or activities defined in section 59259 of Title 5, California Code of Regulations, and District Board Policy which are mutually agreed upon by the parties.

III
LIMITATION OF AUTHORITY AND RESPONSIBILITY
OF AUXILIARY ORGANIZATIONS
(Title 5, California Code of Regulations, Section 59257 (j) (3))

The Foundation shall not offer courses for which State funding is received.

All services, programs and activities that may be undertaken by the Foundation shall be implemented for the general benefit of the educational programs of the District. Upon mutual agreement of the parties, the Foundation may assume services and programs in order:

1. To provide the fiscal means and the management procedures that allow the District to carry on educationally-related activities not normally funded by the State;

2. To eliminate the undue difficulty that would otherwise arise under the usual governmental budgetary, purchasing, and other fiscal controls;

3. To provide fiscal procedures and management systems that allow effective coordination of Foundation activities with the District in accordance with sound business practices;
4. To benefit from the experience and expertise of Foundation.

Gifts to the Foundation shall be accepted as authorized by the District’s implementing regulations and the policies of the Foundation.

In no case shall scholarship, stipend, or grants-in-aid awarded to present or former students exceed the amount necessary to cover books, school fees, and living expenses. A record of such financial assistance shall be forwarded on a timely basis to the campus financial aid office and shall be documented on student financial aid recipient records kept in that office. All such financial assistance provided from student organization funds shall be approved by the campus financial aid office before such funds are expended, and shall not exceed amounts to be provided under regulations of federal and state financial aid programs.

IV
USE OF FACILITIES

The Foundation may occupy, operate, and use District facilities and property separately or jointly with the District as identified in writing by the parties.

In consideration of the further terms of this agreement, the District shall provide the Foundation with adequate space and equipment to perform its activities. There shall be no charge to the Foundation for such space and equipment. The governing board of the District has determined that the value of fundraising, community and donor relations, gift and program administration and other services, approximately two to three million dollars annually provided by the Foundation, greatly exceeds the $23,712 rental cost to the District of the provision of any facilities.

The Foundation shall use the facilities and property only for those services and functions that are consistent with the policies, rules, and regulations which have been or may be adopted by the Board of Trustees of the Cabrillo Community College District.

The right to use any of the District facilities or equipment included in this agreement shall cease within a reasonable time period following written notice by the Superintendent/President that the facilities are needed for the exclusive use of the District.

V
REIMBURSEMENT FOR SERVICES AND FACILITIES

On an annual basis, the District’s Superintendent/President shall determine, pursuant to District Board Policies and Procedures, whether the cost of District employees on loan or providing professional services to the Foundation should be reimbursed by the Foundation.

The Foundation may provide services to the District for which the District shall reimburse the Foundation. Such service areas shall be identified in a written document accepted by the District.

On an annual basis the District’s Superintendent/President shall determine whether the cost of any accounting and record keeping services provided by the District should be reimbursed by the Foundation.
An independent CPA firm will audit the Foundation at Foundation expense. The Foundation may select the same audit firm that audits the District, or a different independent CPA firm.

VI
INDIRECT COSTS

If the Foundation administers a federally-sponsored program, it shall reimburse the District for indirect costs associated with the performance of services by the District for the Foundation relating to the federally-sponsored project. Such reimbursement will take into consideration the District's federal indirect cost rate and the approved indirect cost allocation, if any, of the federal program award.

VII
MAINTENANCE AND OPERATING EXPENSES

The District shall provide maintenance and custodial services in the same manner as it provides for its own offices. The governing board of the District has determined that the value of fundraising, community and donor relations, gift and program administration and other services, approximately two to three million dollars annually provided by the Foundation, greatly exceeds the cost to the District of the provision of maintenance and custodial services. The Foundation agrees that it will keep and maintain its facilities in a clean and orderly condition.

VIII
PUBLIC RELATIONS

With respect to any expenditures for public relations or other purposes which would serve to augment District appropriations for the operation of the College, the Foundation may expend funds in such amount and for such purposes as are approved by the Board of Directors of the Foundation. The Foundation shall file with the College Superintendent/President a statement of its policy on accumulation and use of public relations funds. The statement will include the policy and procedure on solicitation of funds, source of funds, purposes for which the funds will be used, allowable expenditures and procedures of control.

IX
DISPENSATION OF EARNINGS

Operating income generated by the Foundation in excess of costs and provisions for equipment, maintenance, Board designated reserves, and working capital shall be used by the Foundation to benefit the District. Capital provisions shall be established by the Board of Directors of the Foundation to ensure fulfillment by the Foundation of this agreement.

X
DISTRIBUTION OF ASSETS UPON CESSION

Upon cessation of operations of the Foundation under this agreement, unless extended or renewed, the net assets of the Foundation resulting or arising from this agreement shall
either be transferred to the District or a non-profit tax-exempt organization designated by the District, or expended by the Foundation for the benefit of the District.

XI
COVENANT

During the term of this agreement, the Foundation agrees to maintain its existence and to operate in accordance with Sections 72670-72682 of the California Education Code and with Sections 59250-59272 of the California Code of Regulations, Title 5, as well as the Cabrillo Community College District Implementing Regulations.

XII
SIGNS, FIXTURES, AND EQUIPMENT

During the term of this agreement, the Foundation shall have the right to place and attach fixtures, signs, and equipment in or upon facilities as authorized by the Superintendent/President in writing as to number, size, and locations. Fixtures, signs, or equipment so erected, placed, or attached by the Foundation shall be and remain the property of the Foundation and be removed therefrom by the Foundation upon termination of this agreement.

XIII
RIGHT OF ENTRY

At any reasonable time, the District and its agents shall have the right to enter the Foundation facilities or any part thereof for the purposes of examination or supervision.

XIV
THIRD PARTY AGREEMENTS BY THE FOUNDATION

The Foundation shall not enter into any contract that would obligate or encumber designated District facilities, equipment, or personnel without prior written District approval. Any such contracts must contain sixty-day or ninety-day cancellation provisions and no cancellation penalties.

XV
INSURANCE, INDEMNIFICATION, AND RESTORATION

The Foundation shall be included in the District's insurance policies for all of its regular functions. When special events are sponsored by the Foundation, separate insurance coverage may be required by the District.

The Foundation agrees to indemnify, defend, and save harmless the District, its officers, agents, and employees from any and all loss, damage, or liability that may be suffered or incurred by the District, its officers, agents, and employees caused by, arising out of, or in any way connected with the use of the described facilities by the Foundation or in connection with this agreement except for losses caused by the sole negligence or reckless or willful misconduct of the District.
Upon termination of this agreement, the District shall have the option to require, at the Foundation's own expense and risk, to restore the facilities as nearly as possible to the condition existing prior to the execution of the agreement, ordinary wear and tear excepted. But if the Foundation shall fail to do so within ninety (90) days after District exercises said option, District may restore the property at the risk of the Foundation and all reasonable costs and expenses of such removal or restoration shall be paid by the Foundation upon demand of District. District shall have the right to exercise this option within thirty (30) days after the expiration of this agreement, but not thereafter.

XVI
REAL PROPERTY

The Foundation shall not enter into any transaction concerning real property without the prior written approval of the Superintendent/President, following his/her notification to the District Board of Trustees.

XVII
NON-ASSIGNABILITY

This agreement is not assignable by the Foundation, either in whole or in part, nor shall the Foundation permit anyone else to use the described facilities or any part thereof without the prior written permission of the Superintendent/President.

XVIII
TERMS OF AGREEMENT

This agreement begins the first day of __________. This agreement may be terminated by either party after providing sixty (60) days written notice, subject to the provisions of the agreement entitled Distribution of Assets Upon Cessation.

The Foundation shall remain in good standing with the District. Otherwise, this agreement may terminate, at the sole discretion of the District, and the Foundation will terminate any contracts with third parties and meet the provisions of the agreement entitled Distribution of Assets Upon Cessation.

This agreement will be reviewed every three years and brought to the Board of Directors for approval.

XIX
NOTICES

All notices herein required to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and received by the Foundation or the Superintendent/President of the District.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto as of the date first above written.
Adopted: Board of Trustees
Approved: Cabrillo College Foundation Board of Directors 9-15-2015
Adopted, as amended:
Approved, as amended:
MEMORANDUM

DATE: September 4, 2018

TO: Board of Directors

FROM: Eileen Hill

SUBJECT: Succession Plan

BACKGROUND
The Executive Committee assigned Executive Director, Eileen Hill, with the 2017-18 goal to develop a plan for emergency and planned departure of the Executive Director and key staff.

RECOMMENDED MOTION
Approve Succession Plan as presented.
CABRILLO COLLEGE FOUNDATION
Succession Plan

The Executive Committee of the Cabrillo College Foundation recognizes that this is a plan for a planned or emergency departure of the Executive Director and key staff. The succession plan is intended to prepare the Foundation to act quickly and effectively in order to minimize disruption in the Foundation’s operations.

Succession Plan in the Event of a Planned Permanent Change in Executive Director

A permanent change is one in which is firmly determined that the Executive Director will not be returning to the position. In the event of a planned departure of the Executive Director, the ED will work closely with the Executive Committee to carry out a transition to a new Executive Director, including:

- Communication to staff, board, college, and key volunteers and donors
- Transition of internal operations and off boarding/on boarding
- Determine the need and subsequent recruitment for an Interim Executive Director
- New Executive Director search

The Executive Committee will also consider the need for outside consulting assistance depending on the circumstances of the transition and the executive committee’s capacity to plan and manage the search.

Succession Plan in the Event of an Unplanned Permanent Change in Executive Director

In the event of an unplanned permanent departure of the Executive Director, the Accounting and Human Resource Manager is to immediately inform the Board President.

The Accounting and Human Resource Manager will serve as the Acting Executive Director. Should the standing appointee to the position of Acting Executive Director be unable to serve, the first and second back-up appointees for the position of Acting Executive Director will be the Director of Operations and Communications, followed by the Development Officer.

If the Acting Executive Director is new to his/her position and fairly inexperienced with this organization (less than 1 year), the Executive Committee may decide to appoint one of the back-up appointees to the Acting Executive Director. The Executive Committee may also consider the option of splitting executive duties among the designated appointees.

Note: This Succession Plan will be reviewed every three years. The Community Foundation of Santa Cruz County has a detailed and comprehensive leadership succession plan that may be referred to for additional guidance.
The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the Executive Director. The Board President shall be responsible for monitoring the work of the Acting Executive Director.

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board President will notify staff, board, college, and key volunteers and donors of the delegation of authority.

The Acting Executive Director will work closely with the Executive Committee and key staff to carry out a transition to a new Executive Director, including:

- Communication to staff, board, college, and key volunteers and donors
- Transition of internal operations and off boarding/on boarding
- Determine the need and subsequent recruitment for an Interim Executive Director
- New Executive Director Search

The Executive Committee will also consider the need for outside consulting assistance depending on the circumstances of the transition and the executive committee’s capacity to plan and manage the search.

Succession Plan in the Event of a Short Term, Unplanned Absence of Executive Director

A short term absence is one of less than three months in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. In the event of a short term, unplanned absence of the Executive Director, the Accounting and Human Resource Manager is to immediately inform the Board President.

The Accounting and Human Resource Manager will serve as the Acting Executive Director. Should the standing appointee to the position of Acting Executive Director be unable to serve, the first and second back-up appointees for the position of Acting Executive Director will be the Director of Operations and Communications, followed by the Development Officer.

If the Acting Executive Director is new to his/her position and fairly inexperienced with this organization (less than 1 year), the Executive Committee may decide to appoint one of the back-up appointees to the Acting Executive Director. The Executive Committee may also consider the option of splitting executive duties among the designated appointees.

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the Executive Director. The Board President shall be responsible for monitoring the work of the Acting Executive Director.

Note: This Succession Plan will be reviewed every three years. The Community Foundation of Santa Cruz County has a detailed and comprehensive leadership succession plan that may be referred to for additional guidance.
Immediately upon transferring the responsibilities to the Acting Executive Director, the Board President will notify staff, the Board, college, and key volunteers and donors of the delegation of authority.

The Executive Director’s timing and transition of returning to work shall be determined by the Executive Director and Board President.

**Succession Plan in the Event of a Long Term Unplanned Absence of Executive Director**

A long term absence is one that is expected to last more than three months, in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. In the event of a long term unplanned absence of the Executive Director, the Accounting and Human Resource Manager is to immediately inform the Board President. The conditions to be followed should be the same as for a short term, unplanned absence with the following addition:

The Executive Committee will give immediate consideration, in consultation with the Acting Executive Director, to temporarily fill the management position left vacant by the Acting Executive Director. The Executive Committee will determine if additional compensation is offered to the Acting Executive Director in the case of a long term absence of the Executive Director.

**Succession Plan for Key Staff**

The Foundation’s key staff are the Accounting and Human Resource Manager, Director of Operations and Communications, and Development Officer.

In the event of unplanned or planned absence of the Accounting and Human Resource Manager, the Executive Director will oversee the day to day tasks of the position with the support of an accounting consultant. Over the last several years, the Foundation has consulted with three accountants who are familiar with the Foundation’s accounting. The accounting consultants have agreed to step in for an unplanned or planned absence of the Accounting and Human Resource Manager on a consulting basis.

The Executive Director will work with the Executive Committee to determine if appointing an interim Accounting and Human Resource Manager is necessary in the case of a long term absence.

In the event of unplanned or planned absence of the Director of Operations and Communications or Development Officer, the Executive Director will oversee the day to day tasks of these positions with the support of key staff until their return or a new employee is hired.

Note: This Succession Plan will be reviewed every three years. The Community Foundation of Santa Cruz County has a detailed and comprehensive leadership succession plan that may be referred to for additional guidance.
Asset Allocation Analysis

Asset Allocation as of June 30, 2018

- CASH & EQUIVALENTS 7.06%
- FIXED INCOME 20.26%
- INTERNATIONAL EQUITY 29.99%
- ALTERNATIVE INVESTMENTS 9.00%
- EQUITY 32.78%

Target Asset Allocation

- CASH & EQUIVALENTS 5.00%
- FIXED INCOME 20.00%
- INTERNATIONAL EQUITY 32.95%
- ALTERNATIVE INVESTMENTS 10.00%
- EQUITY 32.50%

Portfolio Returns

<table>
<thead>
<tr>
<th>Name</th>
<th>Incept. Date</th>
<th>Current Allocation</th>
<th>Latest Fiscal YTD</th>
<th>Year To Date</th>
<th>One Year</th>
<th>Three Years</th>
<th>Five Years</th>
<th>Eight Years</th>
<th>Since Incep</th>
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<tbody>
<tr>
<td>TOTAL FUND</td>
<td></td>
<td>27.9%</td>
<td>14.93%</td>
<td>14.93%</td>
<td>11.46%</td>
<td>13.17%</td>
<td>15.06%</td>
<td>6.46%</td>
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<tr>
<td>Parametric R3000</td>
<td>04/26/99</td>
<td>27.9%</td>
<td>14.93%</td>
<td>14.93%</td>
<td>11.46%</td>
<td>13.17%</td>
<td>15.06%</td>
<td>6.46%</td>
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<tr>
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<td>5.3%</td>
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<tr>
<td>Breckinridge Intm Fixed</td>
<td>05/31/06</td>
<td>20.4%</td>
<td>0.18 (0.02)</td>
<td>0.158</td>
<td>2.26%</td>
<td>2.82%</td>
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<td>Brandes Intl</td>
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<td>13.33%</td>
<td>9.89%</td>
<td>9.49%</td>
<td>7.12%</td>
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<tr>
<td>Brandes Global MidCap</td>
<td>12/22/08</td>
<td>0.5%</td>
<td>(0.32)</td>
<td>8.30%</td>
<td>12.46%</td>
<td>16.52%</td>
<td>(2.61)</td>
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<td>Accuvest Intl</td>
<td>11/30/11</td>
<td>4.7%</td>
<td>(0.04)</td>
<td>4.90%</td>
<td>5.60%</td>
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<td>5.59%</td>
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<tr>
<td>Intl Small Cap</td>
<td>10/24/16</td>
<td>9.6%</td>
<td>(3.15)</td>
<td>6.88%</td>
<td>-</td>
<td></td>
<td>13.24%</td>
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<tr>
<td>Liquid Alternatives</td>
<td>04/30/13</td>
<td>9.9%</td>
<td>(1.13)</td>
<td>1.43%</td>
<td>2.21%</td>
<td></td>
<td>1.59%</td>
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<tr>
<td>TOTAL FUND</td>
<td>04/30/99</td>
<td>100.0%</td>
<td>0.30</td>
<td>8.58%</td>
<td>8.33%</td>
<td></td>
<td>6.33%</td>
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</table>

Portfolio Growth

Source of Portfolio Growth
April 30, 1999 Through June 30, 2018

- Portfolio Market Value
- Beginning Market Value & Net Contributions

Portfolio Market Value
- Latest Quarter: 24,341,042
- Since Inception: 24,386,676

Beginning Market Value & Net Contributions
- Latest Quarter: 5,808,118
- Since Inception: 3,563,854

Investment Return
- Latest Quarter: 45,633
- Since Inception: 5,104,704

Ending Value
- Latest Quarter: 24,386,676
- Since Inception: 24,386,676

Asset Allocation as of June 30, 2018

- FIXED INCOME 20.00%
- INTERNATIONAL EQUITY 29.99%
- ALTERNATIVE INVESTMENTS 9.00%
- EQUITY 32.78%

Asset Allocation as of June 30, 2018

- FIXED INCOME 20.00%
- INTERNATIONAL EQUITY 32.95%
- ALTERNATIVE INVESTMENTS 10.00%
- EQUITY 32.50%

CABRILLO COLLEGE FOUNDATION - LONG-TERM POOL SUMMARY
FOR THE PERIOD 7/1/2017 THROUGH 6/30/2018

* Strategy was transitioned from Barclays Intermediate Agg on 11/2014.
### Asset Allocation Analysis

#### Portfolio Returns

<table>
<thead>
<tr>
<th>Name</th>
<th>Incept. Date</th>
<th>Current Allocation</th>
<th>Latest Quarter</th>
<th>Fiscal YTD</th>
<th>Year To Date</th>
<th>One Year</th>
<th>Since Inception</th>
<th>Comparative Index</th>
<th>Latest Quarter</th>
<th>Fiscal YTD</th>
<th>Year To Date</th>
<th>One Year</th>
<th>Since Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESG Trillium Lg Cap Core</td>
<td>05/19/16</td>
<td>10.2%</td>
<td>4.28</td>
<td>13.18</td>
<td>3.86</td>
<td>13.18</td>
<td>13.96</td>
<td>S&amp;P 500 Index</td>
<td>3.43</td>
<td>14.37</td>
<td>2.65</td>
<td>14.37</td>
<td>15.57</td>
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<tr>
<td>ESG Gabelli</td>
<td>01/23/18</td>
<td>9.2%</td>
<td>(1.38)</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(6.72)</td>
<td>S&amp;P 500 Index</td>
<td>3.43</td>
<td>14.37</td>
<td>2.65</td>
<td>14.37</td>
<td>2.91</td>
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<tr>
<td>ESG Breckinridge Intm Fixed</td>
<td>05/19/16</td>
<td>29.6%</td>
<td>0.20</td>
<td>0.19</td>
<td>(1.33)</td>
<td>0.19</td>
<td>0.63</td>
<td>BB Int Gov/Cr</td>
<td>0.01</td>
<td>(0.58)</td>
<td>(0.97)</td>
<td>(0.58)</td>
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<td>ESG Intl Funds</td>
<td>05/18/16</td>
<td>16.9%</td>
<td>(4.78)</td>
<td>5.77</td>
<td>(3.30)</td>
<td>5.77</td>
<td>10.21</td>
<td>MSCI ACWI Ex-US*</td>
<td>(2.61)</td>
<td>7.10</td>
<td>(3.77)</td>
<td>7.10</td>
<td>11.49</td>
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<td>ESG Parametric ACWI</td>
<td>04/30/18</td>
<td>34.2%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>(3.14)</td>
<td>MSCI ACWI ESG</td>
<td>(1.11)</td>
<td>8.94</td>
<td>(2.28)</td>
<td>8.94</td>
<td>(2.67)</td>
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<td>TOTAL FUND</td>
<td>05/18/16</td>
<td>100.0%</td>
<td>(1.65)</td>
<td>3.41</td>
<td>(2.50)</td>
<td>3.41</td>
<td>6.10</td>
<td>Composite Benchmark</td>
<td>(0.60)</td>
<td>4.87</td>
<td>(1.80)</td>
<td>4.87</td>
<td>7.24</td>
</tr>
</tbody>
</table>

#### Portfolio Growth

- **Source of Portfolio Growth**
  - May 18, 2016 Through June 30, 2018

- **Portfolio Market Value**
  - Beginning Value: 639,114
  - Net Contribution: 225,000
  - Ending Value: 850,118

- **Investment Return**
  - Latest Quarter: -13,997
  - Year To Date: 74,102
  - One Year: -13,997

**Asset Allocation as of June 30, 2018**

- **EQUITY 36.51%**
- **INTERNATIONAL EQUITY 33.28%**
- **FIXED INCOME 29.23%**

**Target Asset Allocation**

- **EQUITY 35.00%**
- **INTERNATIONAL EQUITY 35.00%**
- **FIXED INCOME 30.00%**

---

*Benchmark transitioned from MSCI ACWI ESG on 01/2018*
### Asset Allocation Analysis

<table>
<thead>
<tr>
<th>Name</th>
<th>Incep. Date</th>
<th>Current Allocation</th>
<th>Portfolio Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FUND</td>
<td>04/26/99</td>
<td>27.7%</td>
<td>25,600,000</td>
</tr>
<tr>
<td>Parametric R3000</td>
<td>04/30/99</td>
<td>27.7%</td>
<td>25,600,000</td>
</tr>
<tr>
<td>MLP</td>
<td>04/30/18</td>
<td>5.3%</td>
<td>20,480,000</td>
</tr>
<tr>
<td>Breckinridge Inm Fixed</td>
<td>05/31/06</td>
<td>19.6%</td>
<td>15,360,000</td>
</tr>
<tr>
<td>Putnam Short Duration</td>
<td>04/30/18</td>
<td>5.0%</td>
<td>10,240,000</td>
</tr>
<tr>
<td>Branded Intl</td>
<td>04/30/99</td>
<td>12.4%</td>
<td>5,120,000</td>
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<tr>
<td>Hansberger Intl</td>
<td>01/31/05</td>
<td>5.0%</td>
<td>25,326,419</td>
</tr>
<tr>
<td>Branded Global MidCap</td>
<td>12/22/08</td>
<td>5.0%</td>
<td>25,326,419</td>
</tr>
<tr>
<td>Accuvest Intl</td>
<td>11/30/11</td>
<td>4.9%</td>
<td>25,326,419</td>
</tr>
<tr>
<td>Intl Small Cap</td>
<td>10/24/16</td>
<td>9.7%</td>
<td>25,326,419</td>
</tr>
<tr>
<td>Liquid Alternatives</td>
<td>04/30/13</td>
<td>9.9%</td>
<td>25,326,419</td>
</tr>
<tr>
<td>TOTAL FUND</td>
<td>04/30/99</td>
<td>100.0%</td>
<td>25,326,419</td>
</tr>
</tbody>
</table>

**Asset Allocation as of July 31, 2018**
- CASH & EQUIVALENTS: 6.74%
- FIXED INCOME: 19.49%
- INTERNATIONAL EQUITY: 31.04%
- ALTERNATIVE INVESTMENTS: 9.82%
- EQUITY: 32.91%

**Target Asset Allocation**
- CASH & EQUIVALENTS: 5.00%
- FIXED INCOME: 20.00%
- INTERNATIONAL EQUITY: 32.50%
- ALTERNATIVE INVESTMENTS: 10.00%
- EQUITY: 32.50%

### Portfolio Growth

<table>
<thead>
<tr>
<th>Source of Portfolio Growth</th>
<th>Portfolio Market Value</th>
<th>Beginning Market Value &amp; Net Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Mär 30, 1999 Through July 31, 2018</td>
<td></td>
</tr>
</tbody>
</table>

---

*Strategy was transitioned from Barclays Intermediate Agg on 11/2014.*
### Asset Allocation Analysis

**Asset Allocation as of July 31, 2018**

- **CASH & EQUIVALENTS**: 1.05%
- **EQUITY**: 37.10%
- **INTERNATIONAL EQUITY**: 33.28%
- **FIXED INCOME**: 28.57%

**Target Asset Allocation**

- **EQUITY**: 35.00%
- **INTERNATIONAL EQUITY**: 35.00%
- **FIXED INCOME**: 30.00%

### Portfolio Growth

**Source of Portfolio Growth**

May 18, 2016 Through July 31, 2018

- **Portfolio Market Value**
- **Beginning Market Value & Net Contributions**

<table>
<thead>
<tr>
<th>Name</th>
<th>Incept. Date</th>
<th>Current Allocation</th>
<th>Latest Fiscal YTD</th>
<th>YTD</th>
<th>Year To Date</th>
<th>One Year</th>
<th>Since Inception</th>
<th>Comparative Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FUND</td>
<td>05/18/16</td>
<td>100.0%</td>
<td>1.01</td>
<td>2.29</td>
<td>(0.26)</td>
<td>4.27</td>
<td>6.97</td>
<td>Composite Benchmark</td>
</tr>
<tr>
<td>ESG Trillium Lg Cap Core</td>
<td>05/19/16</td>
<td>10.4%</td>
<td>7.04</td>
<td>4.20</td>
<td>8.23</td>
<td>15.75</td>
<td>15.57</td>
<td>S&amp;P 500 Index</td>
</tr>
<tr>
<td>ESG Gabelli</td>
<td>01/23/18</td>
<td>9.3%</td>
<td>4.85</td>
<td>3.83</td>
<td>-</td>
<td>-</td>
<td>(5.22)</td>
<td>S&amp;P 500 Index</td>
</tr>
<tr>
<td>ESG Breckinridge Intm Fixed</td>
<td>05/19/16</td>
<td>29.0%</td>
<td>0.70</td>
<td>0.10</td>
<td>(1.23)</td>
<td>(0.16)</td>
<td>0.65</td>
<td>BB Int Gov/Cr</td>
</tr>
<tr>
<td>ESG Intl Funds</td>
<td>05/18/16</td>
<td>16.8%</td>
<td>(2.23)</td>
<td>1.81</td>
<td>(1.55)</td>
<td>5.26</td>
<td>10.71</td>
<td>MSCI ACWI Ex-US*</td>
</tr>
<tr>
<td>ESG Parametric ACWI</td>
<td>04/30/18</td>
<td>34.6%</td>
<td>0.21</td>
<td>3.45</td>
<td>-</td>
<td>-</td>
<td>0.21</td>
<td>MSCI ACWI ESG</td>
</tr>
</tbody>
</table>

### Rates of Return (%)

- **Latest Quarter**
- **Fiscal YTD**
- **Year To Date**
- **One Year**
- **Since Inception**

<table>
<thead>
<tr>
<th>Name</th>
<th>Latest Quarter</th>
<th>Fiscal YTD</th>
<th>Year To Date</th>
<th>One Year</th>
<th>Since Inception</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL FUND</td>
<td>1.01</td>
<td>2.29</td>
<td>-0.26</td>
<td>4.27</td>
<td>6.97</td>
</tr>
<tr>
<td>TOTAL FUND Gross Time Weighted Return</td>
<td>0.88</td>
<td>2.20</td>
<td>-0.46</td>
<td>3.93</td>
<td>6.50</td>
</tr>
<tr>
<td>TOTAL FUND Net Time Weighted Return</td>
<td>1.32</td>
<td>2.27</td>
<td>0.42</td>
<td>5.40</td>
<td>8.06</td>
</tr>
<tr>
<td>Composite Benchmark</td>
<td>1.32</td>
<td>2.27</td>
<td>0.42</td>
<td>5.40</td>
<td>8.06</td>
</tr>
</tbody>
</table>

*Benchmark transitioned from MSCI ACWI ESG on 01/2018*
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 $22,906,507 as of June 30, 2018
MEMORANDUM

DATE: September 4, 2018

TO: Board of Directors

FROM: Ceil Cirillo

SUBJECT: President’s Circle Campaign

2017-18 President’s Circle
For 2017-2018 President’s Circle raised $377,795! This is the most ever raised for the President’s Circle. A total of 1,040 invitations were mailed to potential donors and committee members made follow-up calls to prospects. We had 33 new members join and 25 rejoining members increased their support. We have a 90% retention rate.

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

2018-19 President’s Circle Committee
The President’s Circle Kick-off Celebration will be held on Wednesday, September 26. Michele Bassi and Ceil Cirillo are co-chairs of the 2018-2019 President’s Circle Committee. Paula and Duf Fischer, Marilyn Manning Lonergan and Richard Lonergan, Jess Brown, Drew Calciano, Karen Cogswell and Bob Millslagle and Bjorg Yonts will be joining the committee as new members. President’s Circle committee members will soon be working to review their prospect lists.

President’s Circle Events

President’s Holiday Party ($1,000+ donors) Nov. 30, 2018
Sandy Lydon Historical Tour ($1,000+ donors) Spring 2019
Summer Musical and Reception ($1,000+ donors) Summer 2019
President’s Plus Dinner ($1,500+ donors) Spring 2019
Winemaker’s Dinner at Sesnon House ($2,500+ donors) Spring 2019
Special Event TBD ($10,000+ donors) Spring 2019
President’s Lunch ($5,000+ donors) TBD
CABRILLO COLLEGE FOUNDATION
President’s Circle Members 2017-18
Updated 06/04/18

$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
Esch Family
Jack Farr
Mahlon and Joel-Ann Foote
Joan Griffiths
Kimberly Hallinan and Ken Helms
Therese Johnson
Trisha and Brandon Kett
Leola Lapides and Bob Katz
Robert Millsagle
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
Brian and Michelle Sharpes
Stephen and Gail Snodgrass
Ginny Solari Mazry
Rachel Wedeen
W. Todd and Corinne Wipke
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
Linda Charman
Cell Cirillo
Susan Cony
Diane Craddock and David Hogye
Elizabeth and David Doolin

Dwayne and Linda Downing
Edward and Janas Durkee
Charles and Sandra Eldridge
Duf and Paula Fischer
Joe Graney/Santa Cruz Bicycles
John and Sue Graulty
Stephen 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
Thomas Lehrer
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
Santa Cruz County Bank
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

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 Bosco
Sue Broadston
Rosemary Brogan
Alan and Gwenneth 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 Fund
Diane and Donald Cooley
Margaret Cottle
Richard and Theresa Crocker
Joan Culver
Bud and Martina Cummings
Wally Dale
Gregory DesBrisy
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 Gaulke and Les Forster
Susana and John Glina
Diane and Conrad Hamako
Richard and DeAnne Hart
Masaru and Marcia Hashimoto

Janet Heien
Donald and Diana Henrichsen
Eileen and Dave Hill
Joseph and Bette Hirsch
Russ and Mary Ann Hobbs
Carolyn Hyatt
Ron Indra
Ronald and Linda Israel
Helen Jones
Laurel and Richard Jones
Tom 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
Nancy Lenox
Pamela Lowry and Allen Rozelle
Michael and Nancy Machado
Charlie and Georgia Mack
Laura Marcus and Johan Rubens
Joseph and Lila Jean Marvin
Mike and Bertie McElroy
Paul Meltzer
Mark Mesiti-Miller and Donna Murphy
CABRILLO COLLEGE FOUNDATION  
President’s Circle Members 2017-2018  
Updated 06/04/18

Kerri Miljanich  
Peter and Debbie Nelson  
George Newell  
Linda and Bruce Nicholson  
Harvey and Judy Nickelson  
Fane and Corie Opperman  
Rock Pfohrenhauer and Linda Wilshusen  
Peggy Poindeater and Jay Poindeater  
James and Mary Ellen Poth  
Muriel Prolo and Jack Samuelson  
Kenneth and Barbara Reed  
J. Miles and Rosanne Reiter Family Foundation  
Jenifer A. Renzel  
Randy Repass and Sally-Christine Rodgers  
Karl and Lindsey Rice/Santa Cruz Seaside Company

Phyllis Rosenblum  
Craig Rowell and Corinda Ray  
Junko and Gunlek Ruder  
Cherri Rupert-Canfield  
Mark Sachau and Bill Gielow  
Barbara and William Scherer  
Norman Schwartz and Mary Ellen Sullivan  
Mark and Laurie Scurich  
Ronald and Cynthia Sekkel  
Martha Shedden and John Buchanan  
Robert and Helen Shephard  
Melinda and Thomas Silverstein  
Greg and Robin Sirakides  
Maryjane Slade  
Elaine-Maryse Solari  
Greg and Tangie Solow  
Carol and Stephen Spragens  
Gabrielle Stocker  
Bruce and Barbara Swenson  
Debra Szecsei  
Kate Terrell and David Ryan  
Julie Thiebaut  
James and Deborah Thoits  
William and Madaline Tomlinson  
Susan True  
Franco Vaca and Fatima Carlos Vaca  
Jerry and Robynn Walters  
Susan and Nels Westman  
Matt Wetstein and Cindy Ostberg  
Brad and Linda Wiles  
Terrence Willett and Jennifer Cross  
Patricia Wolf  
Neal and Paula Woods

Founding President Robert E. Swenson’s Lifetime Supporters*

Cornelia Ackley  
Kate Ashcraft  
Jack Baskin and Peggy Downs Baskin  
Mark and Barbara Beck  
Greta Bell  
Neva Bournier  
California Wellness Foundation  
Mary Frances Callantine  
Diane and Donald Cooley  
Richard and Theresa Crocker  
Dominican Hospital  
Jim and Dolores Graefe  
Granite Construction  
Joan and Gerald Griffiths  
Penry and Marie Griffiths  
The Grove Foundation  
The William and Flora Hewlett Foundation  
Hewlett-Packard Company  
Harold and Dorothy Hyde  
James Irvine Foundation  
Walter S. Johnson Foundation  
Eileen and Max Koppes  
Albert Leoni  
Jeanie and Les Ley  
Josie and Bailey Little  
Fred and Linda McPherson  
Louella Mehne  
John Morgan  
Elice Neubauer  
George Ow and Gail Michaelis-Ow  
The David and Lucile Packard Foundation  
Rena Perlino  
Porter Sesnon Foundation  
Rowland and Pat Rebele  
Esther Rice  
Iris and J. Arthur Rodgers  
Barbara Samper  
Erica Schilling  
Ben Schneider  
SD Trombetta Foundation  
Elinor and Keith Shaffer  
Paul and Pat Shirley  
Bill and Bridie Simpkins

Phyllis and Alan Simpkins  
Mary and Richard Solari  
Rachael Spencer and Kevin Rooney  
Robert and Frances Swenson  
Union Bank of California  
James and Karen Watson  
Alice Weisenberger Wells Fargo Foundation

*Donors who gave $100,000 cumulatively during Robert E. Swenson’s life (1918-2007). Deceased donors have been recognized in italics
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Committee Members</td>
<td>35</td>
<td>37</td>
<td>37</td>
<td>36</td>
<td>29</td>
<td>36</td>
<td>33</td>
<td>37</td>
</tr>
<tr>
<td># of Annual Members ($1,000+)</td>
<td>169</td>
<td>176</td>
<td>192</td>
<td>190</td>
<td>189</td>
<td>206</td>
<td>214</td>
<td>227</td>
</tr>
<tr>
<td># of Annual Members solicited for the first time through Annual Fund ($1,000+)</td>
<td>6</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td># of New Annual Members ($1,000+)</td>
<td>23</td>
<td>26</td>
<td>30</td>
<td>20</td>
<td>16</td>
<td>23</td>
<td>19</td>
<td>32</td>
</tr>
<tr>
<td># of Rejoining Annual Members ($1,000+)</td>
<td>146</td>
<td>150</td>
<td>162</td>
<td>170</td>
<td>179</td>
<td>183</td>
<td>192</td>
<td>195</td>
</tr>
<tr>
<td>% of Rejoining Members</td>
<td>88%</td>
<td>88%</td>
<td>92%</td>
<td>88%</td>
<td>94%</td>
<td>97%</td>
<td>93%</td>
<td>91%</td>
</tr>
<tr>
<td># of $15,000+</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td># of $10,000+</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td># of $5,000-$9,999</td>
<td>8</td>
<td>8</td>
<td>10</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>9</td>
</tr>
<tr>
<td># of $2,500-$4,999</td>
<td>17</td>
<td>16</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>23</td>
</tr>
<tr>
<td># of $1,500-$2,499 (Starting 2011-2012)*</td>
<td>n/a</td>
<td>37</td>
<td>38</td>
<td>45</td>
<td>52</td>
<td>54</td>
<td>56</td>
<td>59</td>
</tr>
<tr>
<td># of $1,001-$1,499 (Prior to 2011-12 included up to $2,499)</td>
<td>6</td>
<td>3</td>
<td>5</td>
<td>4</td>
<td>2</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td># of $1,000 Donations</td>
<td>138</td>
<td>112</td>
<td>126</td>
<td>119</td>
<td>114</td>
<td>127</td>
<td>133</td>
<td>132</td>
</tr>
<tr>
<td># of Donors Who Gave &lt; $1,000</td>
<td>8</td>
<td>8</td>
<td>9</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td># of Prospects Solicited</td>
<td>1,137</td>
<td>1,168</td>
<td>1,085</td>
<td>1,063</td>
<td>1,011</td>
<td>1,045</td>
<td>1,041</td>
<td>1,031</td>
</tr>
<tr>
<td>Donations from Annual Fund</td>
<td>$7,500</td>
<td>$3,000</td>
<td>$3,500</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$3,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Operational Budget Goal</td>
<td>$218,000</td>
<td>$225,000</td>
<td>$250,000</td>
<td>$280,000</td>
<td>$285,000</td>
<td>$317,000</td>
<td>$318,000</td>
<td>$332,000</td>
</tr>
<tr>
<td>Total Funds Raised</td>
<td>$225,095</td>
<td>$250,616</td>
<td>$271,652</td>
<td>$282,774</td>
<td>$311,406</td>
<td>$318,074</td>
<td>$330,908</td>
<td>$377,795</td>
</tr>
<tr>
<td>Percent Increase/ Decrease Over Previous Year</td>
<td>3%</td>
<td>11%</td>
<td>8%</td>
<td>4%</td>
<td>10%</td>
<td>2%</td>
<td>4%</td>
<td>14%</td>
</tr>
</tbody>
</table>
MEMORANDUM

DATE: September 4, 2018

TO: Board of Directors

FROM: WES Co-founder, Rachael Spencer

SUBJECT: 2018 Women’s Educational Success (WES)

The WES committee, consisting of 29 Best Friends, sent out personalized WES invitations to approximately 1,415 potential donors last week. The WES Luncheon is scheduled for Friday, September 21, 2018.

As of September 4, $88,777 has been received from the appeal and donations are still arriving daily. WES donations made through December 31, 2018 will be included in the 2018 WES Campaign. Also, thanks to a generous grant of $10,000 from the Sharanam Foundation and the Wedeen Hammer Group at Morgan Stanley, every donation of $250 or more will be matched!

This year a total of $75,000 will be given out to students in need at Cabrillo through the WES program—the most WES has ever awarded.

The 2018 WES Co-Chairs are Lindy Bixby and Carolyn Mecozzi.
MEMORANDUM

DATE: September 4, 2018

TO: Board of Directors

FROM: Owen Brown

SUBJECT: Faculty and Staff Grants

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

Last year, $68,891 was awarded to Cabrillo faculty to enhance student learning, and this year, there is $93,882 available to award to faculty to increase student success. In November, a committee of five Foundation Board Members and five Cabrillo faculty will review proposals and select projects to award. Projects funded last year are listed below.

2017-18 Faculty Grants for Student Success
Flor Chacon, Student Services
Graphing Calculator Loan Program - $1,042
Skip Epperson, Theater Arts
Wide Format Printer Replacement - $3,646
Karl Ewald, Engineering
Engineering 30 Textbook Loan Program - $1,600
Logan Goettsch, Public Safety
Automatic External Defibrillator Training - $1,154
Carolyn Jackson, Articulation and Honors
Transfer Program
Honors Transfer Program Meeting Space
Equipment - $375
Noel Kelsch, Dental Hygiene
Bench Mounts for Dental Hygiene - $344
Delia Krupp, Art Studio
Art Studio Equipment and
Faculty Workroom Equipment - $771

Brian Legakis, Art History
Camera Obscura Project - $435

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

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

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

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

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

Liz Soluri, Anthropology
Anthropology Class Fossil Casts - $2,257

Yves Tan, Biology
Centrifuges - $5,458

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

2017-18 Crocker Endowment Grants

Kathryn Adkins, Theatre Arts
Piano Accompanist Artist Fee - $740

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

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

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

Barbara Johnson, Nursing

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

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

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

2017-18 Engineering and Applied Science Endowment Grants

Kelli Horner, STEM Center Director
Extended hours of STEM center to include Saturdays ($7,631)

Gary Marcoccia, E-tech Student Assistant - $1,500
MEMORANDUM

DATE: September 4, 2018
TO: Board of Directors
FROM: Rachael Spencer
SUBJECT: Scholarship Program

While Cabrillo is affordable, rising textbook prices and the high cost of living in Santa Cruz County continue to be huge financial obstacles for our students. 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

- 1,031 scholarships, ranging from $100-$10,000, were awarded during the 2017-18 fiscal year and a total of $1,064,629 was distributed to our deserving students.
- Scholarship funds were disbursed to students throughout the first few weeks 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 serve as community ambassadors for our scholarship program.
- Our next committee meeting will be held in November. We will review our list of scholarship donors and select donors to personally contact and thank for their generous support.

SCHOLARSHIP DONOR RECEPTION

- Thanks to the hard work of our committee, we hosted a Scholarship Donor Reception in May. Committee members called donors, thanking them for their scholarship support and encouraged them to attend the event.
- 60 donors attended the event. 7 scholarship recipients were featured during the program, as well as 1 scholarship donor and Cabrillo Engineering Alumnus.
- The event was a huge success, resulting in the following gifts:
  - $100K from the Paul and Pat Shirley to support their scholarship and CAP
  - $30K Scholarship Endowment established by Mary Altier and John Walker
  - IRA Distributions of $6K per year from Jocelyn Levy to support her scholarship
MEMORANDUM

Date: September 4, 2018
To: Board of Directors
From: Eileen Hill
Subject: Banking Services Evaluation

BACKGROUND
On June 20, 2018, the Banking Services Evaluation Ad Hoc Committee met to discuss the Cabrillo College Foundation banking services. The committee reviewed:

1. Current banking relationship
2. Discussed potential banking services for increased efficiency
3. Created Banking Services RFI
4. Determined banks to approach and timing (see attached timeline)
   - Bank of America
   - Bay Federal
   - Chase
   - Comerica
   - Lighthouse Bank
   - Morgan Stanley
   - Santa Cruz County Bank
   - Wells Fargo
5. Determined composition of Ad hoc Banking Selection Committee and selection criteria

Selecting Ad Hoc Banking Selection Committee
The Ad-Hoc Committee will exclude Board members who have a direct relationship with any of the banks being considered. CCF Board members who are employees, board members, married to or relative of an employee or board member of any of the banks considered will not be selected to serve on the Ad Hoc Banking Selection Committee.

Selection criteria:
1. Net cost for services
2. Online banking services

6. Reviewed bank selection approval process

Bank Selection approval process:
Finance Committee, Executive Committee and Board of Directors will approve the Ad Hoc Banking Selection Committee recommendation. Board Members and Committee Members who are employees, board members, married to or relative of an employee or board member of any of the banks considered will be excused from the room during the discussion and approval process.

On August 16, 2018, the Finance and Investment Committee approved the banking selection RFI, timeline, and process.
CABRILLO COLLEGE FOUNDATION
BANKING SERVICES REQUEST FOR INFORMATION

About us:
The Cabrillo College Foundation was established in 1965 as a non-profit, tax-exempt 501(c)(3) organization (Federal Tax ID: 94-6121953). The foundation is further classified as a public charity as described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code. The foundation’s mission is to provide aid supplementary to public tax dollars for the support and benefit of Cabrillo College. For further information, please visit our website: foundation.cabrillo.edu

Request:
The Cabrillo College Foundation is requesting information and online banking service demonstrations from banks interested in providing banking services for our organization.

Deadline: September 10, 2018
Please e-mail response and requests for additional information to Accounting and Human Resource Manager, Nancy Machado namachad@cabrillo.edu. The Cabrillo College Foundation Board of Directors will approve banking services November 13, 2018.

Information requested: [Please populate answer in the attached spreadsheet]
1. What are your fees?
   - Monthly account fee
   - ACH Payments and Deposits
   - Wire transfers
   - Stop payments
   - Returned checks
   - Merchant services (credit card processing for donations processed in-house)
   - Merchant services (credit card processing for donations made on website)
   - Cabrillo College Foundation employee credit cards
2. What online services do you provide?
3. Provide options and fees for remote deposits.
4. What is your proximity to the Cabrillo College Foundation?
5. What is your interest on checking accounts?
6. What security measures do you have for merchant services and online banking?
7. What are the sweep options with your organization?
8. Are there any services you recommend we consider or any services that set your organization apart from other banks?
9. Describe your organization’s charitable support in the community.

Online Banking Services Demonstration: September 4th-18th
In addition to providing the information requested above, please email Accounting and Human Resource Manager, Nancy Machado namachad@cabrillo.edu to schedule a time between September 4th and 18th to demonstrate banking services offered online.
Current Banking Services:
The Cabrillo College Foundation has one checking account for operating expenses and donations at Wells Fargo. There is no annual fee and the account is interest bearing. The average balance (June 2017 to May 2018) was $286,190. Approximately 58 deposits per year are made with an average of 2,400 checks per year deposited. A total of $204,896 in credit card donations were received through Wells Fargo (Authnet). The total fees were $5,561.70. We received 342 ACH deposits and made 56 ACH payments this year. There are no fees associated with ACH activity. This year, 761 checks were written. There are no fees for stop payments. Wire transfers are made by phone. The fee is $30 per outgoing wire, there is no charge for incoming wires. Deposits are made in person at the branch. We have a responsive representative to serve our banking needs.

The Cabrillo College Foundation uses Stripe as the merchant platform to receive donations through our website. Stripe has been live for 6 months and we have received 145 donations totaling, $28,562.90. The processing fee for 6 months is $706 and there is no annual fee.

We have 3 employees with company credit cards through the First National Bank of Omaha. They each have limit of $5,000. There is no annual fee associated with the credit cards.

<table>
<thead>
<tr>
<th>ANNUAL WELLS FARGO BANKING FEES (6/1/17-5/31/18)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Account Fee</td>
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<tr>
<td>Credit Card Donations Annual Fee</td>
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<tr>
<td>Credit Card Processing Fee (~2.6%)</td>
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<tr>
<td>Wires</td>
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<tr>
<td>Returned Checks</td>
</tr>
<tr>
<td><strong>SUBTOTAL</strong></td>
</tr>
<tr>
<td>Interest earned (0.05%)</td>
</tr>
<tr>
<td><strong>TOTAL BANKING EXPENSES NET INTEREST EARNED</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ANNUAL WELLS FARGO BANKING ACTIVITY</th>
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<tbody>
<tr>
<td>Average Balance</td>
</tr>
<tr>
<td>Number of Checks Deposited*</td>
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<tr>
<td>Number of Deposits*</td>
</tr>
<tr>
<td>Number Checks Written</td>
</tr>
<tr>
<td>Number of Returned Checks</td>
</tr>
<tr>
<td>Number of Deposits over $100K (incl wires) [potentially requiring sweep activity]</td>
</tr>
<tr>
<td>Number of ACH Deposits</td>
</tr>
<tr>
<td>Number of ACH Payments</td>
</tr>
<tr>
<td>Number of Wires (outgoing)</td>
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<tr>
<td>Number of Credit Card Donations</td>
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<tr>
<td>Total Credit Card Donations</td>
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<td>*estimated average</td>
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<tr>
<td>STRIPE- WEBSITE DONATIONS</td>
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<tr>
<td>---------------------------</td>
</tr>
<tr>
<td>Total Donations</td>
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<tr>
<td>Number of Donations</td>
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<tr>
<td>Processing Fees (~2.5%)</td>
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<tr>
<td>Annual Fee</td>
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**Potential banking services for increased efficiency:**
1. Online wire transfers
2. Sweep account for funds in excess of $250K
3. E-mail notification of ACH activity on account
4. Deposit alternatives (desktop deposit with Wells Fargo Bank was inefficient)
5. Same merchant services for all credit card donations whether online, in-person, OR in writing

**Attachments:**
1. Banking Services RFI Spreadsheet
2. Bank Statements: June 1, 2017 – May 31, 2018
3. Most current Balance Sheet
MEMORANDUM

DATE: July 3, 2018

TO: Ad-Hoc Banking Evaluation Committee

FROM: Nancy Machado

SUBJECT: Banking Selection Timeline and Process

The Cabrillo College banking services review will occur in tandem with the investment manager review. The process occurs every 5 years, or earlier, if warranted. Next review: 2020

June 20, 2018 Ad-Hoc Banking Evaluation Committee meets to develop a process to recommend to the Finance Committee for bank selection

August 16, 2018 Finance Committee approves evaluation process

August 17, 2018 Ad Hoc Banking Services Selection Committee is formed

CCF Board members who are an employee, board member, married to or relative of an employee or board member of any of the banks under consideration will be excluded from serving on the Ad Hoc Banking Services Selection Committee

August 20, 2018 RFI is emailed to prospective banks

September 4 2018 to September 18, 2018 Online banking services demonstrations with staff

September 10, 2018 Final date for receiving RFI

September 14, 2018 Information collected from interested banks is sent to the Ad Hoc Banking Services Selection Committee

September 19, 2018 to October 1, 2018 Ad Hoc Banking Services Selection Committee meets and makes recommendation to Finance Committee
October 11, 2018
Finance Committee reviews information and makes recommendation to the Executive Committee
*Finance Committee members who are an employee, board member, married to or relative of an employee or board member of any of the banks under consideration will be excused from the room during the discussion and approval process*

October 25, 2018
Executive Committee receives recommendation from Finance Committee and approves bank selection
*Executive Committee members who are an employee, board member, married to or relative of an employee or board member of any of the banks under consideration will be excused from the room during the discussion and approval process*

November 13, 2018
Board of Directors receives recommendation from Executive Committee and approves bank selection
*CCF Board members who are an employee, board member, married to or relative of an employee or board member of any of the banks under consideration will be excused from the room during the discussion and approval process*
The Brown Act provides opportunities for members of the general public to observe and comment on the public business of the CCF that is conducted by the Board of CCF or its standing committees, as required by the Brown Act. The Board of Directors and the Executive, Finance, and Audit committees are considered Brown Act bodies.

**Opportunity for public comment at meetings:**
There will be opportunities at each regular meeting for the general public to comment on items on the agenda and items not on the agenda that are within the purview of the CCF. No action may be taken on non-agenda items.

Public comment at special meetings is limited to items on the agenda.

Unless otherwise determined by the Chair, a member of the public is limited to three minutes when addressing the CCF Board of Directors and committees which are Brown Act bodies.

**General rules regarding meetings:**
- A **regular meeting** must be noticed by an agenda posted at least 72 hours in advance of the meeting. The agenda must be publicly accessible 24 hours per day. Internet posting of the agenda is also required if the entity has a web site.
- A **special meeting** must be noticed by an agenda posted at least 24 hours in advance of the meeting. No items can be added to a special meeting agenda. Notice must be given to news organizations who have requested such notice.
- An **emergency meeting** must be specially noticed. Only “emergencies” as defined in the Brown Act are subject to this provision.

**Closed sessions** are permitted under a narrow set of circumstances. They must be noticed as a closed session on the agenda, and any final “action taken” must be reported out to the public. Closed sessions are permitted for:

1. Personnel matters (discipline, dismissal, evaluations, and other confidential employee matters)
2. Pending litigation (this includes actual litigation and threatened litigation)
3. Real estate negotiations
4. Labor negotiations (this includes salary negotiations)
5. Threat to public facilities or services

- Public records/writings distributed to board members less than 72 hours before a regular meeting must be made available to the public at the time of distribution to the board. Such public records will be available at the CCF office or other location described on the agenda.

- Brown Act bodies are prohibited from taking action on **items not appearing on the posted agenda**. There are, however, exceptions. For example, if the body, at a regular meeting, makes findings to add the item to the agenda: By a \( \frac{2}{3} \) vote or, if less than \( \frac{2}{3} \) of the body are present, by a unanimous vote, that action needs to be taken immediately and the need to take action occurred after posting the agenda for a regular meeting.
# BOARD OF DIRECTORS
**Tuesdays, 12:00-2:00 pm**  
Sesnon House Room 1804  
New Member Orientation  
September 11, 2018  
10:00-11:00am  
(Sesnon House Room 1824)

Walking Tour for Full Board:  
September 11, 2018  
11:00-11:45am

**Meetings:**  
September 11, 2018  
November 13, 2018  
February 12, 2019  
May 14, 2019 (Watsonville Center)

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# FACULTY GRANTS
**Sesnon House Room 1824**

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# EXCLUSIVE EVENTS FOR PRESIDENT’S CIRCLE MEMBERS

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# EVENT DATES

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

Seahawk Social Happy Hour  
November 3, 2018  
5:00 – 7:00 pm  
Horticulture Center

Heritage Club Luncheon  
November 6, 2018  
12:00 – 1:30 pm  
Sesnon House

President’s Circle New Prospects Reception  
November 28  
5:30 – 7:30 pm  
Shadowbrook

President’s Holiday Party  
November 30, 2018  
5:30 pm  
Sesnon House

Faculty and Staff Grants Reception  
January 2019 TBD  
4:00-6:00pm  
Sesnon House

Cabrillo Advancement Program (CAP) Ceremony  
March 2019 TBD  
6:00 – 8:00 pm  
Crocker Theater

High Achiever Scholarship Ceremony  
April 2019 TBD  
3:00 – 5:00 pm  
Sesnon House

American Dream Scholarship Ceremony  
May/June 2019 TBD  
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Rob Allen
Alan Aman, CFO
Claire Biancalana, Secretary
Owen Brown, Vice President
Linda Burroughs
Cell Cirillo
Linda Downing
Enrique Buelna, Faculty Representative
Sue Gochis, CC VP Student Services
David Heald
Leola Lapides, Past President
Victoria Lewis, VP Admin Services, Asst. Treasurer
Kelly Nesheim
Amy Newell
William Ow, President
June Padilla Ponce
Patty Quillin
Gary Reece, College Trustee
Maria Esther Rodriguez
Gun Ruder
Karen Semingson
Rachael Spencer, College Trustee
Kate Terrell
Rachel Wdeeen
Kathie Welch, VP of Instruction
Matt Wetstein Asst. Secretary, CC President
Donna Ziel, College Trustee

FINANCE & INVESTMENTS
CFO: Alan Aman
Pegi Ard
Owen Brown
Marshall Delk
David Heald
Michael W. Machado
Kelly Nesheim
Gun Ruder
Bob Shepherd
Steve Snodgrass
Staff: Eileen Hill
Nancy Machado

CABRILLO ADVANCEMENT PROGRAM (CAP)
Chair: Carrie Birkhofer
Enrique Buelna
Sesario Escoto
Leola Lapides
Rachel Mayo
June Padilla Ponce
Marla 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 Caspit
Cell Cirillo
Lee Duffus
Anne Freiwald
Francisco Inguez
Tobin Keller
Amy Newell
Patty Quillin
Gary Reece
Gun Ruder
David Schwartz
Staff: Eileen Hill, Caitlin Bonura

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

PRESIDENT’S CIRCLE
Co-chairs:
Michele Bassi
Celil Cirillo
Pegi Ard
Jim Baker
Ed Banks
Pat Barton
Michele Bassi
Claire Biancalana
Mary Blanchard
Jess Brown
Owen Brown
Ted Burke
Linda Burroughs
Kathy Cowan
Wally Dale
Linda Downing
Lee Duffus
John Eiskamp
Duf Fischer
Paula Fischer
Joel-Ann Foteo
Mahlon Foteo
DeAnne Hart
Rich Hart
Jackie Heald
Hal Hyde
Kent Imai
Vance Landis-Carey
Marillyn Manning Longan
Richard Lonogan
Keith McKenzie
Fred McPherson
Bob Millsagle
Kelly Nesheim
William Ow
June Padilla Ponce
Pam Santacroce
Bob Shepherd
Helen Shepherd
Ginny Solari Mazry
Rachael Spencer
Rachel Wedeen
Matt Wetstein
Theo Wiershma
Bjorg Yonts
Staff: Caitlin Bonura

WOMEN’S EDUCATIONAL SUCCESS (WES)
Co-chairs:
Lindy Bixby
Carolyn Mecozzi
Robin Adkins
Pat Alvarez
Pat Barton
Peggy Downes Baskin, cofounder
Lindy Bixby
Rhonda Bonett
Sue Broadston
Cathy Conway
Mary Culley
Kimberley Dawn
Julie Hanks
Diana Hayden
Janet Krassow
Leola Lapides
Nancy Machado
Amy Newell
Mara Paladari
Tonee Picard
Patty Quillin
Cathy Richards-Bradley
Rachael Spencer, cofounder
Mary Spire
Bunny Tavares
Kate Terrell
Teresa Thomas
Karri White
Donna Ziel

WES Advisors:
Marcy Alancraig
Jenna Becker
Rosemary Brogan
Sue Bruckner
Lori Chavez
Lauren Cole
Olga Diaz
Mario Garcia
Ofelia Garcia
Irima Gil
Holly Goodman
Jay Jackson
Teresa Kidwiler
Elissa Kurk
Diego Navarro
Christina Ortega
Beth Regarid
Ana Rodriguez
Gabriela Rodriguez
Barbara Schultz-Perez
Sue Slater
Nancy Spangler
Tasha Sturm
Laura Thurman
Marilyn Zanetti
Staff: Caitlin Bonura

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

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

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