

# Cabrillo College FOUNDATION

## OFFICERS

### PRESIDENT

William Ow

### VICE PRESIDENT

Owen Brown

### SECRETARY

Claire Biancalana

### CHIEF FINANCIAL OFFICER

Alan Aman

### PAST PRESIDENT

Leola Lapidés

### COMMUNITY REPRESENTATIVES

Rob Allen

Linda Burroughs

Ceil Cirillo

Linda Downing

David Heald

Kelly Nesheim

Amy Newell

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Karen Semingson

Kate Terrell

Rachel Wedeen

### COLLEGE TRUSTEE REPRESENTATIVES

Ed Banks

Rachael Spencer

Donna Ziel

### COLLEGE STAFF REPRESENTATIVES

Matthew E. Wetstein

President

Sue Gochis

VP Student Services

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Enrique Buelna

Faculty Representative

### EXECUTIVE DIRECTOR

Eileen Hill

## MEMORANDUM

**DATE:** May 7, 2019

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

**FROM:** CCF President, William Ow

**GUESTS:** Brian Sharpes, Consultant, Graystone Consulting  
Angelo DeBernardo, CalCPA Attorneys, Bankers, and CPAs Group

**SUBJECT: Cabrillo College Foundation Board of Directors Regular Meeting**  
**Tuesday, May 14, 2019**  
**11:00 am – 12:00 pm Tour**  
**12:00 - 2:00 pm Board Meeting**  
**Cabrillo College Watsonville Center**  
**318 Union Street, Watsonville**  
**(Solari Green Technology Center, RM C107)**

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

***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.***

Item	Responsibility	Page
<b>C. Special Presentations</b>		
1. Donation to the CalCPA Attorneys, Bankers & CPAs of Santa Cruz County Endowed Scholarship from the Attorneys, Bankers, CPAs Group (ABC)	Angelo DeBernardo	
2. CCF Investments Report	B. Sharpes	Provided at meeting
2.1 Market Outlook		
2.2 Review of CCF Investments as of April 30, 2019		
2.2.1 Traditional Pool Activity		
2.2.2 ESG Pool Activity		
2.2.3 Title V Activity		
2.2.4 Title III Activity		
2.2.5 Short Term Activity (Nonendowed funds)		
2.2.6 Intermediate Term Activity		
2.3 Community Capital Fund; target investing by zip code and county		
2.4 NACUBO Report		
<b>D. Action Items</b>		
1. February 12, 2019 meeting minutes	W. Ow	5 - 9
2. March 31, 2019 Financial Statements	O. Brown	
2.5 March 31, 2019 Condensed Narrative		10 – 12
2.6 Balance Sheet		13 – 16
2.7 Income Statement by Fund		17 – 19
2.8 Income Statement Budget-to-Actual		20 - 21
3. Operating Budget July 1, 2019 – June 30, 2020	E. Hill	
3.1 Overview of 2019-20 Operating Budget		22
3.2 Budget Planning Parameters		23 – 28
3.3 Draft of 2019-20 to 2021-22 Budget		29 - 30
4. July 1, 2019 – June 30, 2020 Fundraising Goals	E. Hill	31
5. Nominating Committee Recommendations	W. Ow	32 – 35
5.1 New Board Members		
5.2 2019/20 Officers		
5.3 College Representatives		
5.4 Audit Committee Members		
5.5 Terms of Office		36
6. Form 990	E. Hill	37

Item	Responsibility	Page
<b>E. Reports</b>		
1. College President Report	M. Wetstein	38 - 39
2. Executive Director Report	E. Hill	40
2.1 2018-19 Fundraising Targets		41
2.2 Fundraising Totals and Goal July 1, 2018 to May 2, 2019		42
Outright Gifts:	\$ 3,173,962	
Unbooked Revocable Planned Gifts:	\$ 1,405,000	
Total:	\$ 4,578,962	
2.3 2018-19 Disbursements		43
2.4 Total Net Assets, Endowed Net Assets and Historical Gifts Chart as of March 31, 2019		44
<b>F. Informational Items</b>		
1. President's Circle Campaign Update	C. Cirillo	45
2. Women's Educational Success Update	A. Newell	46
3. Scholarships Committee	C. Biancalana	47
4. Honoring Retiring Board Member	W. Ow	
• Leola Lapidés		
5. Presentation to William Ow	M. Wetstein	
6. Committee Calendar and Roster	W. Ow	48 - 49
<b>G. Adjournment</b>		
1. Adjournment	W. Ow	

**2019-20 BOARD MEETINGS:**

Tuesdays, 12:00 pm – 2:00 pm  
Sesnon House, Room 1804

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September 10, 2019

November 12, 2019

February 11, 2020

May 12, 2020 (Watsonville Center)

**BOARD OF DIRECTORS ATTENDANCE CHART**

<b>Board of Directors</b>	<b>9/11/18</b>	<b>11/13/18</b>	<b>2/12/19</b>	<b>5/14/19</b>
Rob Allen	P	P	P	
Alan Aman	P	P	A	
Ed Banks	N/A	N/A	P	
Claire Biancalana	A	P	P	
Owen Brown	P	P	P	
Enrique Buelna	A	A	A	
Linda Burroughs	A	P	P	
Ceil Cirillo	P	P	P	
Linda Downing	A	A	A	
Sue Gochis	P	P	P	
David Heald	P	A	P	
Leola Lapides	P	P	P	
Victoria Lewis	P	P	A	
Kelly Nesheim	P	P	A	
Amy Newell	P	P	P	
William Ow	P	P	P	
June Padilla Ponce	P	P	P	
Patty Quillin	A	P	P	
Maria Esther Rodriguez	P	A	P	
Gun Ruder	P	P	P	
Karen Semingson	P	P	P	
Rachael Spencer	P	A	A	
Kate Terrell	P	P	P	
Rachel Wedeen	A	P	P	
Kathleen Welch	A	A	P	
Matt Wetstein	P	P	P	
Donna Ziel	P	P	P	

*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.*



**CABRILLO COLLEGE FOUNDATION  
BOARD OF DIRECTORS MEETING  
Minutes of February 12, 2019**

**Directors Present:** Rob Allen, Ed Banks, Claire Biancalana, Owen Brown, Linda Burroughs, Ceil Cirillo, Sue Gochis, David Heald, Leola Lapidés, Amy Newell, William Ow, June Padilla Ponce, Patty Quillin, Maria Esther Rodriguez, Gun Ruder, Karen Semingson, Kate Terrell, Rachel Wedeen, Kathleen Welch, Matt Wetstein, Donna Ziel

**Directors Absent:** Alan Aman, Enrique Buelna, Linda Downing, Victoria Lewis, Kelly Nesheim, Rachael Spencer

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

**Guests Present:** Liz Dominguez, Adam Spickler, Josie Torres, Steve Snodgrass, Brian Sharpes

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Call to Order

William Ow called the meeting to order at 12:17 pm.

Approval of Agenda

**Motion: MSC: C. Cirillo/O. Brown. The committee voted unanimously to approve the Board agenda.**

Public Comment Opportunity

There were no members of the public in attendance.

Special Presentation – Brian Sharpes

Brian Sharpes reviewed the market outlook and explained the reasons that 2018 was a difficult year for asset allocation. He then reviewed the Cabrillo College Foundation's performance analysis through January 31, 2019 and gave a comparison of the Foundation's performance to other nonprofits. Between 2009 – 2016, nonprofits significantly underperformed averaging only 6.7% returns while Cabrillo College Foundation earned 9.9%.

Special Presentation – Liz Dominguez

Liz Dominguez gave a brief overview of the Cabrillo Advancement Program at Cabrillo College. CAP was the first model locally to reach out to 6<sup>th</sup> grade students and prepare them for college through counseling and extra-curricular activities that encourage their commitment to attend college. Students who complete the CAP receive \$3,000 in scholarships upon high school graduation for their first and second years at Cabrillo. CAP now includes 350 participants in 12 schools throughout Santa Cruz County. An anonymous gift of \$350,000 and donor intent to provide an additional \$1.4M over the next four years enabled us to add Branciforte Middle School the CAP Program.

Approve 11/13/2018 Board Meeting Minutes

**Motion: MSC: G. Ruder / S. Gochis.**

**The following Board Members voted to approve the minutes of November 13, 2018:**

Rob Allen, Claire Biancalana, Owen Brown, Linda Burroughs, Ceil Cirillo, Sue Gochis, David Heald, Leola Lapidés, Amy Newell, William Ow, June Padilla Ponce, Maria Esther Rodriguez, Gun Ruder, Karen Semingson, Rachael Spencer, Kate Terrell, Rachel Wedeen, Kathleen Welch, Matt Wetstein, Donna Ziel

**The following Board Members abstained:**

Ed Banks, David Heald, Patti Quillin, Maria Esther Rodriguez, Kathleen Welch

**The following Board Members were absent:**

Alan Aman, Enrique Buelna, Linda Downing, Victoria Lewis, Kelly Nesheim, Rachael Spencer

Approve Financial Statements

David Heald reported as of December 31, 2018, the total assets were \$33.6M, \$696K over prior year. Net assets were \$32.2M, \$491K over prior year. The total revenue for unrestricted, non-endowed and endowed funds was \$631K. Total expenses were \$1.3M with a net deficit for all funds of \$644K. The total operating revenue was \$659K and expenses \$445K. The operating surplus was \$213K.

**Motion: MSC: C. Cirillo/G. Ruder. The committee voted unanimously to approve the December 31, 2018 Financial Statements.**

Cabrillo College President Report

Matt Wetstein reported that he and several Trustees attended professional development workshops in Sacramento at a Community College League of California conference. On January 28 they visited Assembly members Robert Rivas and Mark Stone and Senator Bill Monning to discuss key priorities for the college and students highlighted issues of affordability, and reforms to the funding formula to equalize our rates of funding at Cabrillo. He described how the current funding formula falls short of addressing the true costs of attending college, as it does not take into account the cost of living.

Matt spoke about his participation in the Community Colleges of California CEO Task Force that is studying affordability, food and housing issues of community college students. The task force's work culminated in a policy briefing in Sacramento on January 28. Three students presented stories on how they have overcome challenges in their lives to success in college.

Matt talked about the work being done by staff at Cabrillo on facilities prioritization. A facilities committee is looking at prioritizing projects which will then be reviewed by a planning committee and then the plan will be brought to the Board of Trustees to review and decide if Cabrillo should pursue a bond in 2020.

#### Executive Director Report

Eileen Hill reported that the Foundation has raised \$2,357,204 towards its \$3M goal and \$1,385,000 has been added in unbooked planned gifts.

She reported that fundraising for the new Stadium Turf is underway and \$110,000 has been raised towards the \$400K goal.

The revived Scholarship Committee has helped to increase fundraising for existing scholarships and new scholarships have been added.

Disbursements to Cabrillo College and students from July 1, 2018 to December 31, 2018 was \$1,056,076 (\$719,705 as direct scholarships to students).

#### Net Assets, Endowed Net Assets and Historical Gifts Chart

The ending net assets balance as of December 31, 2018 was \$32,045,682. The endowed net assets balance was \$27,389,687. The endowed historical gifts value was \$23,465,452.

#### President's Circle Campaign Update

Ceil Cirillo shared that as of February 11, 2019:

- \$350,697 has been raised toward our goal of \$380,000
- 200 members have joined
- 19 NEW members have joined
- A renewal reminder was recently sent by mail on February 1 and by email yesterday to all current President Circle members who have yet to respond to the invitation mailing.
- Almost all event dates have been set. An email was recently sent to President's Circle members listing our event dates, which are also shown in the memo of the packet.
- The Sandy Lydon event has changed and will now take place on April 6.

#### Faculty Grants

Owen Brown reported that this year the Cabrillo Foundation awarded a total of **\$102,836** to Cabrillo staff and faculty to enhance student learning and increase student success. In November, a committee of Foundation Board Members, Cabrillo faculty, and community members reviewed proposals and selected projects to award. The Faculty and Staff Grant Awards Reception was held on Wednesday, January 23rd at the Sesnon House and we had a nice turnout of 63 guests. Award recipients had the opportunity to share about their projects and all guests celebrated with food and wine after the program.

#### Ag Tech Advisory Summit and Grand Opening

June Ponce reported that on March 5, a select group of farming colleagues will gather for a tour of the Horticulture and Ag Tech facility and share their wisdom and feedback of their needs with Cabrillo College. Later in March there will be an Ag Tech Grand Opening Celebration with student led tours, refreshments, and opening ceremony.

#### Stadium Turf Fundraising

Eileen Hill Reported that Cabrillo College has committed to replacing the stadium surface this spring with a completion goal of May 2019 in time for graduation ceremonies and summer youth camps. The cost of the project is \$1.2M, with \$800,000 committed from college funds. The College has tasked the foundation to fundraise for \$400,000 in private donations to help complete the project. She reported that \$110,000 has been raised to date.

#### Cabrillo Advancement Program Update

Eileen Hill reported that the Foundation has received an anonymous gift of \$350,000 and donor intends to provide an additional \$1.4M over the next four years to add Branciforte Middle School to the CAP Program! This additional funding will cover tutoring, mentoring, and all CAP activities for 70 students each year once the program has matured. The first class of Branciforte Middle School students will be inducted at the upcoming CAP Awards Ceremony on March 5.

#### 2019-20 Budget Timeline

Nancy Machado provided a budget timeline for 2019-20. The Finance and Investment Committee will receive the budget for approval at its March 28, 2019 meeting.

#### 990 Timeline

Nancy informed the committee that the 2017-18 990 filing preparation will begin the first week of April.

#### Committee Calendar

William Ow reviewed the committee calendar highlighting the upcoming dates:

- CAP Awards Ceremony on March 5<sup>th</sup>
- High Achievers Scholarship Ceremony on April 9<sup>th</sup>
- Next Board Meeting on May 14<sup>th</sup> at the Watsonville Center

#### Adjournment

The meeting was adjourned at 1:21 pm

Respectfully submitted,



Eileen Hill, Executive Director

**2018-19 BOARD MEETINGS:**

Tuesdays, 12:00 pm – 2:00 pm  
Sesnon House, Room 1804

**May 14, 2019  
(Watsonville Center)**

**BOARD OF DIRECTORS ATTENDANCE CHART**

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David Heald	P	A	P	
Leola Lapides	P	P	P	
Victoria Lewis	P	P	A	
Kelly Nesheim	P	P	A	
Amy Newell	P	P	P	
William Ow	P	P	P	
June Padilla Ponce	P	P	P	
Patty Quillin	A	P	P	
Gary Reece	P	P	N/A	
Maria Esther Rodriguez	P	A	P	
Gun Ruder	P	P	P	
Karen Semingson	P	P	P	
Rachael Spencer	P	A	A	
Kate Terrell	P	P	P	
Rachel Wedeen	A	P	P	
Kathleen Welch	A	A	P	
Matt Wetstein	P	P	P	
Donna Ziel	P	P	P	

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**CABRILLO COLLEGE FOUNDATION**  
**March 31, 2019 Condensed Narrative**  
**Updated April 29, 2019**

**(1) Balance Sheet**

- **Total Assets:**

Total assets of \$35.7M are \$1.6M over prior year. Cash is up by \$1.1M over previous year and the Morgan Stanley Long Term Pool is up \$500K.

- **Receivables:**

Total pledges receivable are \$159K more than prior year. We received a \$300,000 multi-year pledge to award \$100,000 per year for three years for First Generation College Student Scholarships.

- **Liabilities:**

Liabilities of \$1.3M are \$215K over prior year. Below are the notable variances:

- The Accrued Retiree Medical Benefits liability is \$58,418 more than prior year. As of June 30, 2018, the Cabrillo College Foundation was required to book 100% of the \$117,453 Retiree Medical Benefit liability due to reporting changes in GASB 75.
- The Unfunded PERS Pension Liability is \$69,065 more than prior year due to lower than projected plan earnings by CalPERS.

- **Net Assets:**

Total net assets of \$34.3M are \$1.3M over prior year.

**(2) Income Statement**

- **Revenue:**

Total Revenue is \$3.6M as of March 31, 2019. Earned income is \$637K compared to the prior year balance of \$2.4M due to stock market declines in 2018 and lower proposal indirect fees from the ACE Center program. Contributed income of \$2.9M is \$251K less than prior year contributions.

- **Expenses:**

Total Expenses of \$2.0M are \$202K less than prior year, primarily due to lower nonendowed program expenses paid during the first nine months of the fiscal year. The Joyce Foundation grant and ACE Center program funds of \$175K were fully paid out in 2017-18.

- **Surplus/Deficit:**

As of March 31, 2019, the Cabrillo College Foundation has a \$1.5M surplus compared to prior year surplus of \$3.3M.

### **(3) Operational Budget to Actual**

- **Revenue:**

Operating revenue of \$932K is \$166K favorable vs budget. Earned income is \$52K over projection and Contributed Income is \$114K over projection.

- **Expenses:**

Operating expenses of \$675K are \$53K favorable vs projection.

- **Surplus/Deficit:**

The operating fund surplus is \$258K versus a \$182K surplus at this time in 2017-18.

### **(4) Investment Report**

- Our return on investments for the MS Long-Term Pool fiscal year to date as of March 31, 2019 (9 months) is as follows:

Actual Return:	0.25%
Benchmark Return:	0.79%
Difference:	- 0.54%

- Our return on investments for the MS ESG Long-Term Pool fiscal year to date as of March 31, 2019 (9 months) is as follows:

Actual Return:	3.39%
Benchmark Return:	3.36%
Difference:	0.03%

- Our return on investments for the Title V Pool fiscal year to date as of March 31, 2019 (9 months) is as follows:

Actual Return:	2.92%
Benchmark Return:	3.48%
Difference:	- 0.56%

- Our return on investments for the Title III Pool fiscal year to date as of March 31, 2019 (9 months) is as follows:

Actual Return:	1.87%
Benchmark Return:	2.00%
Difference:	-0.13%

- Our return on investments for the Short Term Portfolio fiscal year to date as of March 31, 2019 (9 months) is as follows:

Actual Return:	1.40%
Benchmark Return:	1.65%
Difference:	-0.25%



# Cabrillo College Foundation

## Balance Sheet as of March 31, 2019

With Comparative Totals as of March 31, 2018

	Operating 3/31/19 A	Nonendowed 3/31/19 B	Endowed 3/31/19 C	Total 3/31/19 D	Total 3/31/18 E
<b>ASSETS</b>					
CASH AND INVESTMENTS					
CASH					
WELLS FARGO BANK	\$19,223	\$16,203	\$16,081	\$51,507	\$199,393
LIGHTHOUSE BANK	\$21,943	\$40,296	\$11,713	\$73,952	\$0
LIGHTHOUSE BANK SWEEP	\$122	\$307,000	\$0	\$307,122	\$0
BAY FEDERAL CREDIT UNION	\$6,162	\$0	\$1,290	\$7,452	\$7,448
BAY FEDERAL CREDIT UNION	\$23,286	\$150,000	\$0	\$173,286	\$172,916
MORGAN STANLEY MID TERM POOL	\$308,988	\$0	\$0	\$308,988	\$0
MORGAN STANLEY NONENDOWED	\$879,626	\$3,094,177	\$0	\$3,973,803	\$3,126,330
MORGAN STANLEY GIFT RECEIPT	\$1,002	\$2,079	\$5,000	\$8,081	\$1
SANTA CRUZ COUNTY BANK	\$11,082	\$196,364	\$0	\$207,446	\$207,102
VANGUARD	\$0	\$0	\$0	\$0	\$0
MORGAN STANLEY GATES	\$0	\$0	\$0	\$0	\$30,496
LIGHTHOUSE BANK	\$0	\$0	\$0	\$0	\$250,789
SUBTOTAL CASH	\$1,271,434	\$3,806,119	\$34,084	\$5,111,638	\$3,994,477
INVESTMENTS					
MORGAN STANLEY TITLE III/V HOLDING	\$3	\$0	\$9,000	\$9,003	\$0
MORGAN STANLEY LONG TERM POOL	\$100,383	\$0	\$27,478,685	\$27,579,068	\$27,078,732
MORGAN STANLEY TITLE V	\$0	\$0	\$1,152,246	\$1,152,246	\$1,135,657
MORGAN STANLEY TITLE III	\$0	\$0	\$226,936	\$226,936	\$184,993
MORGAN STANLEY ESG	\$3,518	\$0	\$963,960	\$967,478	\$883,328
SUBTOTAL INVESTMENTS	\$103,904	\$0	\$29,830,827	\$29,934,731	\$29,282,710
TOTAL CASH AND INVESTMENTS	\$1,375,338	\$3,806,119	\$29,864,911	\$35,046,369	\$33,277,186
RECEIVABLES					
PLEDGES					
PLEDGES - UNRESTRICTED	\$24,026	\$0	\$0	\$24,026	\$9,980
PLEDGES - ANNUAL FUND	\$35,020	\$0	\$0	\$35,020	\$41,835
PLEDGES - RESTRICTED	\$0	\$262,065	\$10,336	\$272,401	\$116,603
ALLOWANCE FOR UNCOLLECTIBLE PLEDGES	(\$12,415)	\$0	\$0	(\$12,415)	(\$8,782)

# Cabrillo College Foundation

## Balance Sheet as of March 31, 2019

With Comparative Totals as of March 31, 2018

	Operating 3/31/19 A	Nonendowed 3/31/19 B	Endowed 3/31/19 C	Total 3/31/19 D	Total 3/31/18 E
SUBTOTAL PLEDGES	\$46,631	\$262,065	\$10,336	\$319,032	\$159,637
ACCOUNTS RECEIVABLE					
ACCOUNTS RECEIVABLE	\$0	\$2,897	\$0	\$2,897	\$1,697
TOTAL ACCOUNTS RECEIVABLE	\$0	\$2,897	\$0	\$2,897	\$1,697
OTHER RECEIVABLES					
SPLIT INTEREST AGREEMENTS	\$72,322	\$63,872	\$12,430	\$148,625	\$461,601
SUBTOTAL OTHER RECEIVABLES	\$72,322	\$63,872	\$12,430	\$148,625	\$461,601
TOTAL RECEIVABLES	\$118,954	\$328,834	\$22,766	\$470,554	\$622,934
FIXED ASSETS					
OFFICE EQUIPMENT	\$49,099	\$0	\$0	\$49,099	\$75,541
ACCUMULATED DEPRECIATION	(\$44,760)	\$0	\$0	(\$44,760)	(\$70,092)
TOTAL FIXED ASSETS (NET)	\$4,339	\$0	\$0	\$4,339	\$5,449
PREPAID EXPENSES	\$3,519	\$0	\$0	\$3,519	\$3,849
PREPAID RETIREMENT EXPENSE	\$14,201	\$0	\$0	\$14,201	\$23,308
DEFERRED OUTFLOWS - FY PERS EXPENSE	\$28,721	\$0	\$0	\$28,721	\$44,977
DEFERRED OUTFLOWS - PENSION INVESTMENTS	\$84,962	\$0	\$0	\$84,962	\$81,394
<b>TOTAL ASSETS</b>	<b>\$1,630,034</b>	<b>\$4,134,954</b>	<b>\$29,887,677</b>	<b>\$35,652,665</b>	<b>\$34,059,098</b>

# Cabrillo College Foundation

## Balance Sheet as of March 31, 2019

With Comparative Totals as of March 31, 2018

	Operating 3/31/19 A	Nonendowed 3/31/19 B	Endowed 3/31/19 C	Total 3/31/19 D	Total 3/31/18 E
<b>LIABILITIES AND NET ASSETS</b>					
<b>LIABILITIES</b>					
PAYABLES AND ACCRUED EXPENSES					
ACCOUNTS PAYABLE	\$5,938	\$7,884	\$0	\$13,823	\$19,321
ACCRUED PTO	\$50,078	\$0	\$0	\$50,078	\$34,932
ACCRUED HEALTH BENEFITS	\$61,850	\$0	\$0	\$61,850	\$31,559
SECTION 125 WITHHOLDINGS	\$496	\$0	\$0	\$496	\$889
ACCRUED RETIREE MEDICAL BENEFITS	\$117,453	\$0	\$0	\$117,453	\$59,305
UNFUNDED PERS PENSION LIABILITY	\$406,031	\$0	\$0	\$406,031	\$336,966
DEFERRED INFLOWS - PERS	\$13,198	\$0	\$0	\$13,198	\$40,294
SUBTOTAL PAYABLES, ACCRUED EXPENSES	\$655,044	\$7,884	\$0	\$662,928	\$523,266
SCHOLARSHIPS AWARDED					
CAP SCHOLARSHIPS	\$0	\$33,997	\$475,850	\$509,847	\$483,989
ENDOWED SCHOLARSHIPS	\$0	\$0	\$10,500	\$10,500	\$1,000
ANNUAL SCHOLARSHIPS	\$0	\$120,699	\$0	\$120,699	\$80,918
SUBTOTAL SCHOLARSHIPS AWARDED	\$0	\$154,696	\$486,350	\$641,046	\$565,907
WES GRANTS PAYABLE					
WES GRANTS	\$0	\$0	\$0	\$0	\$50
SUBTOTAL WES GRANTS PAYABLE	\$0	\$0	\$0	\$0	\$50
<b>TOTAL LIABILITIES</b>	<b>\$655,044</b>	<b>\$162,580</b>	<b>\$486,350</b>	<b>\$1,303,974</b>	<b>\$1,089,223</b>
<b>NET ASSETS</b>					
OPERATING NET ASSETS					
DESIGNATED-OPERATING RESERVE	\$344,015	\$0	\$0	\$344,015	\$290,617
DESIGNATED-PRESIDENT'S CIRCLE ENDOWMEN	\$10,000	\$0	\$0	\$10,000	\$0
DESIGNATED-EQUIPMENT	\$15,000	\$0	\$0	\$15,000	\$15,000
DESIGNATED-HURD TRIBUTE	\$294,302	\$0	\$0	\$294,302	\$294,302
DESIGNATED-RETIREE MEDICAL BENEFITS	\$54,078	\$0	\$0	\$54,078	\$47,023
UNDESIGNATED	\$257,595	\$0	\$0	\$257,595	\$181,516
SUBTOTAL OPERATING NET ASSETS	\$974,990	\$0	\$0	\$974,990	\$828,458
NET ASSETS - NONENDOWED	\$0	\$3,972,373	\$0	\$3,972,373	\$2,862,018
NET ASSETS - ENDOWED	\$0	\$0	\$29,401,328	\$29,401,328	\$29,279,399

**Cabrillo College Foundation**  
**Balance Sheet as of March 31, 2019**  
 With Comparative Totals as of March 31, 2018

	Operating 3/31/19 A	Nonendowed 3/31/19 B	Endowed 3/31/19 C	Total 3/31/19 D	Total 3/31/18 E
TOTAL NET ASSETS	\$974,990	\$3,972,373	\$29,401,328	\$34,348,691	\$32,969,875
TOTAL LIABILITIES AND NET ASSETS	\$1,630,034	\$4,134,954	\$29,887,677	\$35,652,665	\$34,059,098
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	\$717,395	\$2,874,059	\$29,252,189	\$32,843,644	\$29,629,353
NET SURPLUS/(DEFICIT)	\$257,595	\$1,098,314	\$149,138	\$1,505,047	\$3,340,522
ENDING NET ASSETS	\$974,990	\$3,972,373	\$29,401,328	\$34,348,691	\$32,969,875



# Cabrillo College Foundation

## Income Statement by Fund as of March 31, 2019

With Comparative Totals as of March 31, 2018

	Operating 3/31/19 A	Nonendowed 3/31/19 B	Endowed 3/31/19 C	Total 3/31/19 D	Total 3/31/18 E
<b>REVENUE</b>					
EARNED INCOME					
INTEREST AND DIVIDENDS	\$57,226	\$15	\$640,458	\$697,699	\$485,588
UNREALIZED GAIN/LOSS ON SECURITIES	(\$1,050)	\$31	(\$3,125,322)	(\$3,126,341)	\$1,236,724
REALIZED GAINS/LOSSES	\$768	\$0	\$2,679,303	\$2,680,071	\$263,530
FEE INCOME	\$53,429	\$0	\$0	\$53,429	\$121,164
OPERATIONAL ENDOWMENT PAYOUT	\$14,122	\$0	\$0	\$14,122	\$14,057
ENDOWMENT MANAGEMENT FEE	\$318,468	\$0	\$0	\$318,468	\$303,123
TOTAL EARNED INCOME	\$442,964	\$46	\$194,438	\$637,448	\$2,424,185
CONTRIBUTED INCOME					
RESTRICTED CONTRIBUTIONS	\$0	\$1,651,166	\$738,671	\$2,389,837	\$2,689,751
ANNUAL FUND	\$63,960	\$0	\$0	\$63,960	\$60,012
PRESIDENT'S CIRCLE GIFTS	\$371,554	\$0	\$0	\$371,554	\$363,483
UNRESTRICTED GIFTS	\$31,859	\$0	\$0	\$31,859	\$13,167
INTERFUND CONTRIBUTIONS	\$4,000	(\$9,983)	\$5,983	\$0	\$0
IN KIND REVENUE	\$0	\$37,636	\$0	\$37,636	\$27,011
IN KIND REVENUE-RENT	\$17,784	\$0	\$0	\$17,784	\$9,990
TOTAL CONTRIBUTED INCOME	\$489,156	\$1,678,818	\$744,654	\$2,912,628	\$3,163,414
<b>TOTAL REVENUE</b>	<b>\$932,120</b>	<b>\$1,678,864</b>	<b>\$939,092</b>	<b>\$3,550,076</b>	<b>\$5,587,600</b>
<b>EXPENSES</b>					
SALARIES & WAGES					
SALARIES & WAGES	\$350,846	\$0	\$5,702	\$356,549	\$350,368
TOTAL SALARIES & WAGES	\$350,846	\$0	\$5,702	\$356,549	\$350,368
PAYROLL TAXES, BENEFITS					
PAYROLL TAXES, BENEFITS	\$167,865	\$0	\$703	\$168,568	\$172,671
TOTAL PAYROLL TAXES, BENEFITS	\$167,865	\$0	\$703	\$168,568	\$172,671
ADVERTISING	\$113	\$0	\$0	\$113	\$449
PRINTING	\$18,568	\$0	\$0	\$18,568	\$17,918
PHOTOS	\$950	\$0	\$0	\$950	\$2,075
CONSULTANTS	\$27,422	\$0	\$0	\$27,422	\$42,697
FOOD	\$196	\$0	\$0	\$196	\$0

# Cabrillo College Foundation

## Income Statement by Fund as of March 31, 2019

With Comparative Totals as of March 31, 2018

	Operating 3/31/19 A	Nonendowed 3/31/19 B	Endowed 3/31/19 C	Total 3/31/19 D	Total 3/31/18 E
FUNDRAISING/EVENTS/PUBLIC RELATIONS					
OFFICE EQUIP & MAINTENANCE	\$12,831	\$0	\$0	\$12,831	\$29,117
OFFICE EQUIPMENT	\$530	\$0	\$0	\$530	\$1,805
DEPRECIATION EXPENSE	\$908	\$0	\$0	\$908	\$505
SOFTWARE MAINTENANCE	\$11,708	\$0	\$0	\$11,708	\$10,953
SOFTWARE	\$159	\$0	\$0	\$159	\$56
TOTAL OFFICE EQUIP & MAINTENANCE	\$13,305	\$0	\$0	\$13,305	\$13,318
BOOKS/PUBLICATIONS/MEMBERSHIPS	\$584	\$0	\$0	\$584	\$413
OFFICE SUPPLIES	\$5,843	\$0	\$0	\$5,843	\$6,002
POSTAGE & MAILING SERVICE	\$5,624	\$0	\$0	\$5,624	\$9,218
BOARD EXPENSES	\$262	\$0	\$0	\$262	\$928
OTHER EXPENSES					
MISCELLANEOUS	\$493	\$0	\$0	\$493	\$261
UNCOLLECTIBLE PLEDGES	\$31,160	\$495	\$200	\$31,855	\$36,355
O'ROURKE/RANCON ADJUSTMENT	\$0	\$0	\$0	\$0	\$25,435
MILEAGE & PARKING	\$185	\$0	\$0	\$185	\$207
INTERNET SERVICE	\$974	\$0	\$0	\$974	\$804
IT HOSTING SERVICE	\$9,355	\$0	\$0	\$9,355	\$9,295
BANK CHARGES	\$4,679	\$0	\$0	\$4,679	\$5,961
INVESTMENT FEES	\$319	\$0	\$110,553	\$110,871	\$72,847
MANAGEMENT FEES	\$0	\$0	\$314,951	\$314,951	\$303,096
DIRECTOR/OFFICER LIABILITY INS	\$2,256	\$0	\$0	\$2,256	\$3,245
LIABILITY AND PROPERTY INSURANCE	\$2,911	\$0	\$0	\$2,911	\$2,911
TOTAL OTHER EXPENSES	\$52,331	\$495	\$425,703	\$478,529	\$460,417
IN KIND EXPENSE	\$0	\$37,636	\$0	\$37,636	\$27,011
IN KIND EXPENSE - RENT	\$17,784	\$0	\$0	\$17,784	\$9,990
NONENDOWED PROGRAM EXPENSES	\$0	\$371,866	\$0	\$371,866	\$752,936
ENDOWED PROGRAM EXPENSES	\$0	\$0	\$314,884	\$314,884	\$129,309
SCHOLARSHIPS	\$0	\$170,554	\$42,962	\$213,515	\$222,241
TOTAL EXPENSES	\$674,525	\$580,550	\$789,954	\$2,045,029	\$2,247,078

**Cabrillo College Foundation**  
**Income Statement by Fund as of March 31, 2019**  
With Comparative Totals as of March 31, 2018

	Operating 3/31/19 A	Nonendowed 3/31/19 B	Endowed 3/31/19 C	Total 3/31/19 D	Total 3/31/18 E
NET SURPLUS/(DEFICIT)	\$257,595	\$1,098,314	\$149,138	\$1,505,047	\$3,340,522

# Cabrillo College Foundation

## Income Statement - Operating Budget as of 3/31/19

With Comparative Totals as of 3/31/18

REVENUE	17-18 Actual 9 Months A	18-19 Actual 9 Months B	18-19 Budget 9 Months C	Variance 18-19 Actual To 18-19 9 Mo. Budget D	18-19 9 Mos. and 3 Mos. Projected E	18-19 Annual Budget (Approved 5/8/18) F	Variance 18-19 9 Mos. Actual & 3 Mos. Projected to 18-19 Budget G
EARNED INCOME							
INTEREST AND DIVIDENDS	\$28,912	\$57,226	\$19,500	\$37,726	\$58,000	\$26,000	\$32,000
UNREALIZED GAIN/LOSS ON SECURITIES	(\$6,093)	(\$1,050)	\$0	(\$1,050)	\$0	\$0	\$0
REALIZED GAINS/LOSSES	\$31	\$768	\$0	\$768	\$0	\$0	\$0
FEE INCOME	\$121,164	\$53,429	\$52,171	\$1,258	\$115,590	\$114,527	\$1,063
OPERATIONAL ENDOWMENT PAYOUT	\$14,057	\$14,122	\$15,565	(\$1,443)	\$14,122	\$15,565	(\$1,443)
ENDOWMENT MANAGEMENT FEE	\$303,123	\$318,468	\$304,019	\$14,450	\$405,358	\$405,358	\$0
TOTAL EARNED INCOME	\$461,194	\$442,964	\$391,254	\$51,709	\$593,070	\$561,450	\$31,620
CONTRIBUTED INCOME							
ANNUAL FUND	\$60,012	\$63,960	\$33,250	\$30,710	\$64,360	\$50,000	\$14,360
PRESIDENT'S CIRCLE GIFTS	\$363,483	\$371,554	\$315,000	\$56,554	\$371,554	\$363,000	\$8,554
UNRESTRICTED GIFTS	\$13,167	\$31,859	\$16,810	\$15,048	\$31,859	\$22,414	\$9,445
INTERFUND CONTRIBUTIONS	\$0	\$4,000	\$0	\$4,000	\$4,000	\$0	\$4,000
IN KIND REVENUE-RENT	\$9,990	\$17,784	\$9,990	\$7,794	\$23,712	\$13,320	\$10,392
TOTAL CONTRIBUTED INCOME	\$446,652	\$489,156	\$375,050	\$114,106	\$495,485	\$448,734	\$46,751
TOTAL REVENUE	\$907,846	\$932,120	\$766,305	\$165,815	\$1,088,555	\$1,010,184	\$78,371
EXPENSES							
SALARIES & WAGES							
SALARIES & WAGES	\$343,671	\$350,846	\$363,741	\$12,895	\$450,593	\$488,988	\$38,395
TOTAL SALARIES & WAGES	\$343,671	\$350,846	\$363,741	\$12,895	\$450,593	\$488,988	\$38,395
PAYROLL TAXES, BENEFITS							
PAYROLL TAXES, BENEFITS	\$171,794	\$167,865	\$185,003	\$17,138	\$270,058	\$246,671	(\$23,387)
TOTAL PAYROLL TAXES, BENEFITS	\$171,794	\$167,865	\$185,003	\$17,138	\$270,058	\$246,671	(\$23,387)
ADVERTISING	\$449	\$113	\$1,000	\$887	\$1,000	\$1,000	\$0
PRINTING	\$17,918	\$18,568	\$16,065	(\$2,503)	\$21,000	\$21,420	\$420
PHOTOS	\$2,075	\$950	\$2,850	\$1,900	\$2,800	\$3,800	\$1,000
CONSULTANTS	\$42,697	\$27,422	\$39,043	\$11,621	\$45,000	\$50,043	\$5,043
FOOD	\$0	\$196	\$0	(\$196)	\$196	\$0	(\$196)
FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$29,117	\$12,831	\$42,840	\$30,009	\$43,401	\$57,120	\$13,719



# Cabrillo College Foundation

## Income Statement - Operating Budget as of 3/31/19

With Comparative Totals as of 3/31/18

	17-18 Actual 9 Months A	18-19 Actual 9 Months B	18-19 Budget 9 Months C	Variance 18-19 Actual To 18-19 9 Mo. Budget D	18-19 9 Mos. and 3 Mos. Projected E	18-19 Annual Budget (Approved 5/8/18) F	Variance 18-19 9 Mos. Actual & 3 Mos. Projected to 18-19 Budget G
OFFICE EQUIP & MAINTENANCE							
OFFICE EQUIPMENT	\$1,805	\$530	\$945	\$415	\$7,800	\$1,260	(\$6,540)
DEPRECIATION EXPENSE	\$505	\$908	\$908	\$0	\$1,211	\$1,211	\$0
SOFTWARE MAINTENANCE	\$10,953	\$11,708	\$11,736	\$28	\$11,708	\$11,736	\$28
SOFTWARE	\$56	\$159	\$0	(\$159)	\$0	\$0	\$0
TOTAL OFFICE EQUIP & MAINTENANCE	\$13,318	\$13,305	\$13,589	\$284	\$20,719	\$14,207	(\$6,512)
BOOKS/PUBLICATIONS/MEMBERSHIPS							
OFFICE SUPPLIES	\$413	\$584	\$1,183	\$598	\$1,577	\$1,577	\$0
POSTAGE & MAILING SERVICE	\$6,002	\$5,843	\$5,009	(\$834)	\$6,678	\$6,678	\$0
BOARD EXPENSES	\$9,218	\$5,624	\$7,592	\$1,968	\$10,123	\$10,123	\$0
OTHER EXPENSES	\$928	\$262	\$1,709	\$1,447	\$2,279	\$2,279	\$0
MISCELLANEOUS	\$261	\$493	\$375	(\$118)	\$500	\$500	\$0
UNCOLLECTIBLE PLEDGES	\$30,770	\$31,160	\$13,125	(\$18,035)	\$31,160	\$17,500	(\$13,660)
O'ROURKE/RANCON ADJUSTMENT	\$25,435	\$0	\$0	\$0	\$0	\$0	\$0
MILEAGE & PARKING	\$207	\$185	\$446	\$261	\$595	\$595	\$0
INTERNET SERVICE	\$804	\$974	\$990	\$16	\$1,320	\$1,320	\$0
IT HOSTING SERVICE	\$9,295	\$9,355	\$9,295	(\$60)	\$9,355	\$9,295	(\$60)
BANK CHARGES	\$5,811	\$4,679	\$7,619	\$2,940	\$5,750	\$10,159	\$4,409
INVESTMENT FEES	\$0	\$319	\$0	(\$319)	\$319	\$0	(\$319)
DIRECTOR/OFFICER LIABILITY INS	\$3,245	\$2,256	\$3,375	\$1,119	\$3,550	\$4,500	\$950
LIABILITY AND PROPERTY INSURANCE	\$2,911	\$2,911	\$3,030	\$119	\$4,040	\$4,040	\$0
TOTAL OTHER EXPENSES	\$78,739	\$52,331	\$38,255	(\$14,075)	\$56,589	\$47,909	(\$8,680)
IN KIND EXPENSE - RENT	\$9,990	\$17,784	\$9,990	(\$7,794)	\$23,712	\$13,320	(\$10,392)
TOTAL EXPENSES	\$726,330	\$674,525	\$727,869	\$53,344	\$955,725	\$965,135	\$9,410
NET SURPLUS/(DEFICIT)	\$181,516	\$257,595	\$38,435	\$219,159	\$132,830	\$45,049	\$87,781

# Cabrillo College FOUNDATION

## OFFICERS

### PRESIDENT

William Ow

### VICE PRESIDENT

Owen Brown

### SECRETARY

Claire Biancalana

### CHIEF FINANCIAL OFFICER

Alan Aman

### PAST PRESIDENT

Leola Lapidés

### COMMUNITY REPRESENTATIVES

Rob Allen

Linda Burroughs

Ceil Cirillo

Linda Downing

David Heald

Kelly Nesheim

Amy Newell

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Karen Semingson

Kate Terrell

Rachel Wedeen

### COLLEGE TRUSTEE REPRESENTATIVES

Ed Banks

Rachael Spencer

Donna Ziel

### COLLEGE STAFF REPRESENTATIVES

Matthew E. Wetstein

President

Sue Gochis

VP Student Services

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Enrique Buelna

Faculty Representative

### EXECUTIVE DIRECTOR

Eileen Hill

## MEMORANDUM

**DATE:** May 7, 2019  
**TO:** Board of Directors  
**FROM:** Eileen Hill  
**SUBJECT:** 2019-20 Operating Budget Overview

### Overview of proposed 2019-20 Operating Budget Compared to 2018-19 Projected Actual

#### Revenue:

- The 2019-20 operating revenue of \$1,058,958 is projected to be \$19K more than the 2018-19 projected actual operating revenue of \$1,039,977.
- The Endowment Management Fee is projected to be \$12K higher than 2018-19 projected actual.

#### Expenses:

- The 2019-20 operating expenses of \$979,609 are projected to be \$51K more than the 2018-19 projected actual operating expense of \$928,589.
- The 2019-20 salary expense of \$488,905 is \$21K compared to 2018-19 projected actual. Salary increases for eligible employees is based on the CalPERS compliant Salary Schedule.

#### 2019-20 Worst Case Scenario:

- As of June 30, 2019 we are projecting a surplus of \$111,388 added to the current operational reserve of \$344,015. We would have a \$455,403 (5.5 months) operational reserve going into fiscal year 2019-20.
- In 2008-09 there was a 15% decrease in earned income and 3% decrease in operating contributions.
- For worst case scenario parameters we applied 15% total reduction in 2019-20 revenue, decreasing revenue from \$1,058,958 to \$900,098.
- With no cost saving measures to reduce expenses, the 2019-20 expenses would remain the same at \$979,609.
- The deficit and use of operational reserves would be \$79,511, leaving \$375,892 (3.6 months) operational reserve going into 2020-21.
- Conclusion: There are sufficient funds in operational reserves to sustain foundation operations in the event of a downturn in the market next year.

### RECOMMENDED MOTION

Approve the 2019-20 Operating Budget.

Cabrillo College Foundation Budget  
Planning Parameters 19-20 to 21-22  
Updated 3/21/2019

DESCRIPTION:	PROJECTED 2019-20	PROJECTED 2020-21	PROJECTED 2021-22	COMMENTS:
INCOME:				
INTEREST AND DIVIDENDS	Assume \$3,000,000 one-year average of operating and nonendowed cash balances @ 2.3% unless rates change.	Assume \$3,000,000 (year average of operating and nonendowed cash balances @ 2.2% unless rates change.	Assume \$3,000,000 (year average of operating and nonendowed cash balances @ 2.1% unless rates change.	Brian Sharpes: "The nonendowed account is invested in the Federated Institutional Treasury Obligations Fund, and the projected forward 12-month yield is approximately 2.3%."
FEE INCOME - PROPOSAL INDIRECT	\$5,000 Other	\$5,000 Other	\$5,000 Other	
FEE INCOME - OTHER	CAP 6% and WES 2.2% of total employee costs excluding Annual Fund; Grove \$10K; Girls in Engineering \$2,500	CAP 6% and WES 2.1% of total employee costs excluding Annual Fund; Grove \$10K; Girls in Engineering \$2,500	CAP 6% and WES 2.0% of total employee costs excluding Annual Fund; Grove \$10K; Girls in Engineering \$2,500	We reassessed WES fees and reduced the fee down from 2.2% to 2% by 2021-22. The figure will remain at 2% from that point forward, however, the amount will grow based on salary and benefit adjustments. More staff time is required with more grants awarded each year.
FEE INCOME - GIFT FACILITATION	18-19 actual @ 12/31/18 plus 10%	18-19 actual @ 12/31/18 plus 10%	18-19 actual @ 12/31/18 plus 10%	
OPERATIONAL ENDOWMENT PAYOUT	4% of daily fund balance for previous 12 Trailing Quarters, no increase in fund balance from gifts (GL #8801, #8859,#8322 & 8896)	4% of daily fund balance for previous 12 Trailing Quarters, no increase in fund balance from gifts (GL #8801, #8859,#8322 & 8896)	4% of daily fund balance for previous 12 Trailing Quarters, no increase in fund balance from gifts (GL #8801, #8859,#8322 & 8896)	Plan on \$14,000 for #8801 & #8802. Plan to add \$1,500 for 19-20; add \$3,000 for 20-21 and \$4,000 for #8896 (fully matured endowment in November,2020.)
ENDOWMENT MANAGEMENT FEE	Per Brian Sharpes: Assume a 5% growth in portfolio and then calculate 1.5% Management Fee	Assume adding \$500K per year in endowment growth from contributions and assume investment results are a minimum of 5.5% for management fee and payout.	Assume adding \$500K per year in endowment growth from contributions and assume investment results are a minimum of 5.5% for management fee and payout.	Brian Sharpes: "I think its safe to assume 5% growth in the portfolio and then calculate the 1.5% fees. The accounts are already up that much so it's still being very conservative."
ANNUAL FUND	\$50,000	\$50,000	\$50,000	
PRESIDENT'S CIRCLE GIFTS	Previous year total plus \$3,000	Previous year total plus \$3,000	Previous year total plus \$3,000	

Cabrillo College Foundation Budget  
Planning Parameters 19-20 to 21-22  
Updated 3/21/2019

DESCRIPTION:	PROJECTED 2019-20	PROJECTED 2020-21	PROJECTED 2021-22	COMMENTS:
UNRESTRICTED GIFTS	Project \$20,000 per year	Project \$20,000 per year	Project \$20,000 per year	Difficult to predict, however, we have one donor who indicated interest in donating annually on her birthday @ \$10K per year.
IN KIND REVENUE	In kind rent is provided by Cabrillo College and was valued at \$23,712 as of June 30, 2018. The next valuation will be in 2021 as part of the Master Agreement between Cabrillo College Foundation and Cabrillo College. The review is every three years.	In kind rent is provided by Cabrillo College and was valued at \$23,712 as of June 30, 2018. The next valuation will be in 2021 as part of the Master Agreement between Cabrillo College Foundation and Cabrillo College. The review is every three years.	In kind rent is provided by Cabrillo College and was valued at \$23,712 as of June 30, 2018. The next valuation will be in 2021 as part of the Master Agreement between Cabrillo College Foundation and Cabrillo College. The review is every three years.	
EXPENSES				
EXECUTIVE DIRECTOR 1.0 FTE	Increase 4.6% on July 1st	Increase 4.6% on July 1st	Increase 4.6% on July 1st	
ACCOUNTING & HUMAN RESOURCES MANAGER 1.0 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st	
DEVELOPMENT OFFICER 1.0 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st	10 months of salary calculated for 19-20
OPERATIONS & COMMUNICATIONS DIRECTOR 1.0 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st	
EVENTS COORDINATOR/EXECUTIVE ASSISTANT .49FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st	
ACCOUNTING & HUMAN RESOURCES SPECIALIST II .49 FTE	Increase 5% on July 1st	Increase 5% on July 1st	\$0 increase	
FOUNDATION ASSISTANT .49 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st	
ACCOUNTING ASSISTANT II .49 FTE	Increase 5% on July 1st	Increase 5% on July 1st	Increase 5% on July 1st	
ANNUAL FUND COORDINATOR	\$3,500	\$3,500	\$3,500	
ANNUAL FUND CALLERS	\$6,300	\$6,600	\$6,900	
PAYROLL TAXES	Same percentage rates as 18-19 and including Social Security @ 6.2%	Same percentage rates as 19-20 and including Social Security @ 6.2%	Same percentage rates as 20-21 and including Social Security @ 6.2%	
HEALTH BENEFITS-EXECUTIVE DIRECTOR	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.	20-21 Rates plus 2%. Reflects cost sharing.	These figures were nearly spot on for 18-19 so the calculation is good going forward.

Cabrillo College Foundation Budget  
Planning Parameters 19-20 to 21-22  
Updated 3/21/2019

DESCRIPTION:	PROJECTED 2019-20	PROJECTED 2020-21	PROJECTED 2021-22	COMMENTS:
HEALTH BENEFITS-ACCOUNTING & HUMAN RESOURCES MANAGER	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.	20-21 Rates plus 2%. Reflects cost sharing.	These figures were nearly spot on for 18-19 so the calculation is good going forward.
HEALTH BENEFITS-DEVELOPMENT OFFICER	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.	20-21 Rates plus 2%. Reflects cost sharing.	These figures were nearly spot on for 18-19 so the calculation is good going forward.
HEALTH BENEFITS-OPERATIONS & MARKETING DIRECTOR	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.	20-21 Rates plus 2%. Reflects cost sharing.	These figures were nearly spot on for 18-19 so the calculation is good going forward.
HEALTH BENEFITS-RETIREE	18-19 Rates plus 2%. Reflects cost sharing.	19-20 Rates plus 2%. Reflects cost sharing.	20-21 Rates plus 2%. Reflects cost sharing.	These figures were nearly spot on for 18-19 so the calculation is good going forward. Benefits end for retired employee 3/3/2023
WORKERS COMP	Rate based on 2018-19 actual + .05%	Rate based on 2019-20 Budget + .05%	Rate based on 2020-21 Budget + .05%	Blaine Brokaw: .43 effective rate for 18-19. Also will be less due to lower payroll costs due to shortened annual fund calling period.
LIFE AND DISABILITY INSURANCE	Based on 2018-19 Budget + 2%	Based on 2018-19 Budget + 2%	Based on 2018-19 Budget + 2%	
TRAINING/CONFERENCES	Assume \$9,750 for (3) attendees to CASE conference and (3) attendees to AFP Conference. \$1,600 other 1-day conferences and staff training	Assume \$11,100 for (3) attendees to CASE conference and (3) attendees to AFP Conference. \$1,950 other 1-day conferences and staff training	Assume \$12,450 for (3) attendees to CASE conference and (3) attendees to AFP Conference. \$2,300 other 1-day conferences and staff training	
PAYROLL PROCESS FEES	Based on 2018-19 projected actual plus 5%	Based on 2019-20 Budget plus 5%	Based on 2020-21 Budget plus 5%	
RETIREMENT PLAN	Based on 6/30/18 Actuarial: 9.68% for EJH/NAM/GW and 6.985% for KS/CB plus \$23,387 (projected unfunded liability) + \$6,310 side fund pay off. First payment on side fund was 7/1/12 and final payment on side fund pay off is 6/30/21.	Based on 6/30/18 Actuarial Projection: 10.3% for EJH/NAM/GW and 7.5% for KS/CB plus \$25,500 (projected unfunded liability) + \$6,310 side fund pay off. First payment on side fund was 7/1/12 and final payment on side fund pay off is 6/30/21.	Based on difference between 19/20 and 20/21 rates: 10.92% for EJH/NAM/GW and 8.02% for KS/CB plus difference between 19/20 and 20/21 unfunded liability figures to project \$27,613 unfunded liability. Final payment on 108 month side fund pay off was 6/30/21.	The projections are available via the CalPERS website.

Cabrillo College Foundation Budget  
Planning Parameters 19-20 to 21-22  
Updated 3/21/2019

DESCRIPTION:	PROJECTED 2019-20	PROJECTED 2020-21	PROJECTED 2021-22	COMMENTS:
RETIREE MEDICAL BENEFITS - FUTURE	The 17-18 amount set aside was per the actuarial and was \$7,055. Every other year an actuarial is run. The next actuarial is in 20-21. In the years when an actuarial is not run, project a 20% increase. For 19/20 project \$7,055 + 20% or \$8,466.	For 20/21 projected \$8,466 + 20% or \$10,159.20	For 21/22 projected \$10,159.20 + 20% or \$12,191.04	
ADVERTISING	\$1,000 per year	\$1,000 per year	\$1,000 per year	
PRINTING	Based on 18-19 Projected actual plus \$1,000	Based on 19-20 Projected actual plus \$1,000	Based on 20-21 Projected actual plus \$1,000	
PHOTOS	Based on 2018-19 Budget + \$100	Based on 2019-20 Budget + \$100	Based on 2020-21 Budget + \$100	
CONSULTANTS	Graphic Artist \$2,800; Web Maintenance \$2,000; Proposal Writer \$7,500; Form 5500 \$700; Form 990 \$700; Accounting \$4,225 Audit, \$12,700, Legal \$8,500 CalPERS actuarial \$1,600; Retiree Benefits actuarial \$0	Graphic Artist \$3,000; Web Maintenance \$2,200; Proposal Writer \$8,000; Form 5500 \$800; Form 990 \$800; Accounting \$4,450 Audit, \$14,500, Legal \$9,000, CalPERS actuarial \$1,700; Retiree Benefits actuarial \$3,000	Graphic Artist \$3,200; Web Maintenance \$2,400; Proposal Writer \$8,500; Form 5500 \$900; Form 990 \$900; Accounting \$4,650 Audit, \$15,000 Legal \$9,500, CalPERS actuarial \$1,800; Retiree Benefits actuarial \$0	Budgeted an increase in cost of \$1,800 for 20-21 should the Audit Committee decide to do an RFP and choose a new auditor for the 19-20 Audit.
FUNDRAISING/EVENTS/PUBLIC RELATIONS	18-19 Budget plus 5%. Does not include postage or printing for invitations to events. President's endowment supplements \$2,000 for Pres. Holiday Party	19-20 Budget plus 5%. Does not include postage or printing for invitations to events. President's endowment supplements \$2,000 for Pres. Holiday Party	20-21 Budget plus 5%. Does not include postage or printing for invitations to events. President's endowment supplements \$2,000 for Pres. Holiday Party	Contingency for \$3,000 for unplanned costs or events.
OFFICE EQUIPMENT	Based on 2018/19 Budget plus \$80	Based on 2019/20 Budget plus \$80	Based on 2020/21 Budget plus \$80	
DEPRECIATION EXPENSE	Actual \$1,210.92 (12 mos.)	Actual \$1,210.92 (12 mos.)	Actual \$1,210.92 (12 mos.)	

Cabrillo College Foundation Budget  
Planning Parameters 19-20 to 21-22  
Updated 3/21/2019

DESCRIPTION:	PROJECTED 2019-20	PROJECTED 2020-21	PROJECTED 2021-22	COMMENTS:
SOFTWARE MAINTENANCE	Based on 2018-19 Budget + \$750	Based on 2019-20 Budget + \$750	Based on 2020-21 Budget + \$750	
BOOKS/PUBLICATIONS/MEMBERSHIPS	Based on 2018-19 Budget + 5%	Based on 2019-20 Budget + 5%	Based on 2020-21 Budget + 5%	
OFFICE SUPPLIES	Based on 2018-19 Budget + 5%	Based on 2019-20 Budget + 5%	Based on 2020-21 Budget + 5%	
POSTAGE & MAILING SERVICE	Based on 2018-19 Budget + \$100	Based on 2019-20 Budget + \$100	Based on 2020-21 Budget + \$100	
BOARD EXPENSES	Based on 2018-19 Budget + 5%	Based on 2019-20 Budget + 5%	Based on 2020-21 Budget + 5%	
MISCELLANEOUS	Based on 2018-19 Budget plus \$50	Based on 2019-20 Budget plus \$50	Based on 2020-21 Budget plus \$50	
UNCOLLECTIBLE PLEDGES	35% of Annual Fund revenue is \$17,500	35% of Annual Fund revenue is \$17,500	35% of Annual Fund revenue is \$17,500	
MILEAGE & PARKING	Based on 2018-19 Budget plus \$50	Based on 2019-20 Budget plus \$50	Based on 2020-21 Budget plus \$50	
INTERNET SERVICE	\$120 for 12 months	\$130 for 12 months	\$140 for 12 months	
IT HOSTING SERVICE	Based on 2018-19 Actual (fixed amount through 2019-20)	Based on 2019-20 + 15%	Based on 2020-21 Actual (assume fixed for 3 years ending in 22-23)	
BANK CHARGES	Based on 2018-19 projected actual plus \$500	Based on 2019-20 Budget plus \$500	Based on 2020-21 Budget plus \$500	These fees are reduced due to the elimination of wire transfer fees. There are virtually no returned checks.
INVESTMENT MANAGEMENT FEE	Based on 2018-19 projected actual plus \$50	Based on 2019-20 Budget + \$50	Based on 20-21 Budget + \$50	Investment fees for mid term pool investment for Board Designated quasi-endowments
DIRECTOR/OFFICER LIABILITY INS	Based on 2018-19 Projected actual + 4%	Based on 2019-20 Budget + 4%	Based on 2020-21 Budget + 4%	

Cabrillo College Foundation Budget  
Planning Parameters 19-20 to 21-22  
Updated 3/21/2019

DESCRIPTION:	PROJECTED 2019-20	PROJECTED 2020-21	PROJECTED 2021-22	COMMENTS:
LIABILITY AND PROPERTY INSURANCE	Based on 2018-19 Budget + 4%	Based on 2019-20 Budget + 4%	Based on 2020-21 Budget + 4%	
IN KIND EXPENSE	In kind rent is provided by Cabrillo College and was valued at \$23,712 as of June 30, 2018. The next valuation will be in 2021 as part of the Master Agreement between Cabrillo College Foundation and Cabrillo College. The review is every three years.	In kind rent is provided by Cabrillo College and was valued at \$23,712 as of June 30, 2018. The next valuation will be in 2021 as part of the Master Agreement between Cabrillo College Foundation and Cabrillo College. The review is every three years.	In kind rent is provided by Cabrillo College and was valued at \$23,712 as of June 30, 2018. The next valuation will be in 2021 as part of the Master Agreement between Cabrillo College Foundation and Cabrillo College. The review is every three years.	
Projected Surplus/Deficit <u>before</u> use of Reserves	\$79,349	\$26,387	-\$5,268	



Cabrillo College Foundation  
Draft 2018-19 to 2021-22 Budget 3/21/2019

	A	L	M	N	O	P	R
1		17-18 Actual	18-19 Board Approved	18-19 8 Mos. Actual and 4 Mos. Projected	19-20 Projected	20-21 Projected	21-22 Projected
2	REVENUE						
3	INTEREST AND DIVIDENDS	\$32,697	\$26,000	\$54,000	\$69,000	\$66,000	\$63,000
4	FEE INCOME - PROPOSAL INDIRECT	\$33,980	\$19,346	\$15,876	\$5,000	\$5,000	\$5,000
5	FEE INCOME - OTHER	\$65,518	\$69,176	\$70,426	\$72,023	\$74,884	\$76,370
6	FEE INCOME-GIFT FACILITATION	\$81,065	\$26,005	\$20,762	\$20,762	\$20,762	\$20,762
7	OPERATIONAL ENDOWMENTS PAYOUT	\$14,057	\$15,565	\$14,122	\$15,500	\$17,000	\$18,000
8	ENDOWMENT MANAGEMENT FEE	\$428,592	\$405,358	\$405,358	\$416,961	\$424,460	\$431,961
9	ANNUAL FUND	\$96,695	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
10	PRESIDENT'S CIRCLE GIFTS	\$378,388	\$363,000	\$363,000	\$366,000	\$369,000	\$372,000
11	UNRESTRICTED GIFTS	\$35,527	\$22,414	\$22,721	\$20,000	\$20,000	\$20,000
12	IN KIND REVENUE	\$24,693	\$13,320	\$23,712	\$23,712	\$23,712	\$23,712
13	TOTAL REVENUE	\$1,191,212	\$1,010,184	\$1,039,977	\$1,058,958	\$1,070,818	\$1,080,805
14							
15	EXPENSES						
29	TOTAL SALARIES	\$462,913	\$488,988	\$467,565	\$488,905	\$524,790	\$548,922
30	PAYROLL TAXES	\$37,844	\$36,838	\$36,838	\$38,653	\$40,959	\$42,324
43	TOTAL PAYROLL TAXES AND BENEFITS	\$301,061	\$246,672	\$240,056	\$255,715	\$271,341	\$282,449
44	ADVERTISING	\$449	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
45	PRINTING	\$18,676	\$21,420	\$19,000	\$20,000	\$21,000	\$22,000
46	PHOTOS	\$3,375	\$3,800	\$2,800	\$3,900	\$4,000	\$4,100
47	CONSULTANTS	\$53,180	\$50,043	\$45,000	\$45,025	\$50,450	\$49,850
48	FOOD	\$251	\$0	\$0	\$0	\$0	\$0
49	FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$67,262	\$57,120	\$43,401	\$59,278	\$62,092	\$65,046
50	OFFICE EQUIPMENT	\$6,293	\$1,260	\$7,800	\$1,340	\$1,420	\$1,500
51	DEPRECIATION EXPENSE	\$807	\$1,211	\$1,211	\$1,211	\$1,211	\$1,211
52	SOFTWARE MAINTENANCE	\$11,009	\$11,736	\$11,708	\$12,486	\$13,236	\$13,986
53	BOOKS/PUBLICATIONS/MEMBERSHIPS	\$1,713	\$1,577	\$1,577	\$1,656	\$1,739	\$1,823

Cabrillo College Foundation  
Draft 2018-19 to 2021-22 Budget 3/21/2019

	A	L	M	N	O	P	R
1		17-18 Actual	18-19 Board Approved	18-19 8 Mos. Actual and 4 Mos. Projected	19-20 Projected	20-21 Projected	21-22 Projected
54	OFFICE SUPPLIES	\$8,394	\$6,678	\$6,678	\$7,012	\$7,362	\$7,731
55	POSTAGE & MAILING SERVICE	\$12,372	\$10,123	\$10,123	\$10,223	\$10,323	\$10,423
56	BOARD EXPENSES	\$1,991	\$2,279	\$2,279	\$2,393	\$2,513	\$2,638
57	MISCELLANEOUS	\$411	\$500	\$500	\$550	\$600	\$650
58	UNCOLLECTIBLE PLEDGES - 35%	\$34,369	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500
59	O'ROURKE/RANCON ADJUSTMENT	\$25,435	\$0	\$0	\$0	\$0	\$0
60	MILEAGE & PARKING	\$932	\$595	\$595	\$645	\$695	\$745
61	INTERNET SERVICE	\$1,230	\$1,320	\$1,320	\$1,440	\$1,560	\$1,680
62	IT HOSTING SERVICE	\$9,295	\$9,295	\$9,355	\$9,355	\$10,758	\$10,758
63	BANK CHARGES	\$7,002	\$10,159	\$7,500	\$8,000	\$8,500	\$9,000
64	INVESTMENT MANAGEMENT FEES	\$0	\$0	\$319	\$370	\$420	\$470
65	DIRECTOR/OFFICER LIABILITY INS	\$4,326	\$4,500	\$3,550	\$3,692	\$3,840	\$4,153
66	LIABILITY AND PROPERTY INSURANCE	\$3,881	\$4,040	\$4,040	\$4,202	\$4,370	\$4,726
67	IN KIND EXPENSE	\$24,693	\$13,320	\$23,712	\$23,712	\$23,712	\$23,712
68	TOTAL EXPENSES	\$1,061,320	\$965,135	\$928,589	\$979,609	\$1,044,431	\$1,086,073
69	SURPLUS/DEFICIT	\$129,892	\$45,049	\$111,388	\$79,349	\$26,387	-\$5,268

# Cabrillo College FOUNDATION

## OFFICERS

### PRESIDENT

William Ow

### VICE PRESIDENT

Owen Brown

### SECRETARY

Claire Biancalana

### CHIEF FINANCIAL OFFICER

Alan Aman

### PAST PRESIDENT

Leola Lapidés

### COMMUNITY REPRESENTATIVES

Rob Allen

Linda Burroughs

Ceil Cirillo

Linda Downing

David Heald

Kelly Nesheim

Amy Newell

June Padilla Ponce

Patty Quillin

Maria Esther Rodriguez

Gun Ruder

Karen Semingson

Kate Terrell

Rachel Wedeen

### COLLEGE TRUSTEE REPRESENTATIVES

Ed Banks

Rachael Spencer

Donna Ziel

### COLLEGE STAFF REPRESENTATIVES

Matthew E. Wetstein

President

Sue Gochis

VP Student Services

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Enrique Buelna

Faculty Representative

### EXECUTIVE DIRECTOR

Eileen Hill

## MEMORANDUM

**Date:** May 7, 2019

**To:** Board of Directors

**From:** Eileen Hill

**Subject:** Approve 2019-20 Fundraising Goal

### Background

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

2019- 20 Target	
ANNUAL APPEALS	
\$366,000	President's Circle
\$50,000	Annual Fund
\$175,000	Women's Educational Success
\$400,000	Cabrillo Advancement Program (Endowed)
\$500,000	Scholarships (Endowed)
\$250,000	Scholarships (Nonendowed)
SPECIAL INITIATIVES	
\$50,000	Cabrillo Stage
\$50,000	Stroke Center
\$409,000	Additional support for campus departments (Athletics, Dental Hygiene, Children's Center, Engineering, etc.)
\$250,000	Donor directed interests
\$500,000	Unbooked Planned Gifts
<b>\$3,000,000</b>	<b>TOTAL</b>

### RECOMMENDED MOTION:

Approve setting \$3M fundraising goal for outright and unbooked planned gifts for 2019-20 with a stretch goal of \$3.2M.

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*VP Student Services*

Victoria Lewis

*VP Administrative Services*

Kathleen Welch

*VP Instruction*

Enrique Buelna

*Faculty Representative*

### EXECUTIVE DIRECTOR

Eileen Hill

## MEMORANDUM

DATE: May 7, 2019

TO: Board of Directors

FROM: William Ow

SUBJECT: Nominating Committee Recommendations for 2019-20

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The Executive Committee has approved the following Nominating Committee recommendations.

### New Board Members

- Pegi Ard
- Michele Bassi
- Matt Huffaker
- Ed Newman
- Kristin Wilson

### 2019-20 Officers

**President:** Owen Brown

**Vice President:** Claire Biancalana

**Treasurer:** Pegi Ard

**Secretary:** Gun Ruder

**Assistant Secretary:** Matt Wetstein

**Assistant Treasurer:** TBD

**Past President:** William Ow

### College Representatives:

**President:** Matt Wetstein

**Vice President, Student Services:** Sue Gochis

**Vice President, Administrative Services:** TBD

**Vice President, Instruction:** Kathleen Welch

**Faculty:** Kristin Wilson

**Trustee:** Rachael Spencer

**Trustee:** Ed Banks

**Trustee:** Donna Ziel

**Audit Committee Members**

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

**RECOMMENDED MOTION:**

Approve the above mentioned new Board members, officers, college representatives, and Audit Committee members.



## New Board Members



**Pegi Ard** - In 2010 Pegi Ard retired from Cabrillo College as the Vice President of Business Services after serving in the California Community College system for 39 years. Prior to her retirement, she also served as the President of the Association of the California Community Colleges Chief Business Officials (CCCCBO) for four years as well as many years as a regional representative. Pegi also worked with the CCCCBO as a facilitator and presenter for the ACBO Training Institutes developed to support and train new and aspiring CBOs. She is also a board member and Chair of the South County Committee for the Santa Cruz Symphony and a member of the Cabrillo College Foundation Finance and Audit committees. Pegi has served on the Women's Educational Success Committee and is currently serving on the Audit and Finance Committees. She has been a President's Circle member since 1996.



**Michele Bassi** - Michele has been Senior Vice President and Production Group Manager at Lighthouse Bank since February 2018. Ms. Bassi served as Vice President of Business Development - Lending Department and Relationship Manager of Lending Department at Lighthouse Bank Santa Cruz California. Prior to Lighthouse, She was with Wells Fargo for 22 years & held a variety of positions including Branch Manager, Marketing & Foundation Support Officer, & Vice President/Business Development Officer. Michele was recently named Woman of the Year by the Aptos Chamber of Commerce. Her community involvement includes: Founding Board Member and Past President of Digital NEST, Board Member of Second Harvest Food Bank, Co-Chair of Cabrillo College Foundation's President's Circle, Board Member of the Santa Cruz County Fairgrounds Foundation, Founding Friend of Meals on Wheels, Past Co-Chair of Women's Education Success (Cabrillo College Foundation), Board Member of Capitola/Aptos Rotary (past Treasurer and

current President - Elect), Ambassador for the Santa Cruz Chamber of Commerce, Chair for Major Fundraising events for Capitola/Aptos Rotary Club, Graduate of Focus Ag., Family Service Agency Past Board President, and many more.



**Matt Huffaker** – Matt Huffaker is an experienced local government professional, currently serving as the City Manager for the City of Watsonville, and previously as the Deputy City Manager for the City of Walnut Creek. He is an action oriented leader, with a passion for building community partnerships and championing positive system change. Matt has extensive experience in economic development, strategic planning, labor relations, organizational development and building community partnerships.

Matt has a Bachelor's Degree in Political Science from Point Loma Nazarene University in San Diego, a Master's in Public Administration from CSU East Bay, and is a graduate of UC Berkeley's Executive Seminar leadership development program. He is a member of the Rotary Club of Watsonville and has served on numerous boards, including Second Harvest Food Bank and Monterey Bay Community Power, and Monterey Bay Economic Partnership (MBEP).

Matt is the father to three young children and enjoys spending weekend's exploring all the great parks and outdoor recreation activities throughout Santa Cruz County.



**Ed Newman**– Ed is real estate lawyer by trade, now semi-retired. Educated at Cornell and Stanford, he arrived in Capitola from the Bay Area in 1973. His two daughters are employed respectively as a first-grade teacher in Santa Rosa and a tech senior manager in San Francisco. Ed is currently engaged to Leslie Christie, who has two degrees from Cabrillo, and is working as a nurse practitioner at PAMF. Ed has been on the Board of Friends of Santa Cruz State Parks for about 10 years and expects to join the Hospice of Santa Cruz Board this year. He has served as a Capitola Planning Commissioner for 14 years, and continuing. He was on the Pasatiempo Golf Club Board for 8 years and president for 6,

during which time the historic MacKenzie course was completely restored. Before that, he led a group that purchased and restored the Bayview Hotel, and more recently, he purchased and upgraded the historic Leonard Building in Santa Cruz.



**Kristin Wilson** – Kristin is the Department Chair, Anthropology; Women and Gender Studies Instructor at Cabrillo College. She has been with Cabrillo College since 1999. Kristin received a Ph.D. in Sociology from Georgia State University, a master's degree in Anthropology from University of South Carolina and a bachelor's degree in Anthropology from Georgia Southern University. She has published two books in anthropology/sociology/women's studies. Kristen got her start in the study of human remains where she looked at gender differences and violence in the prehistoric past and among enslaved African Americans. She pivoted to

the study of living groups of people because she hoped to contribute more immediately to the aims of social justice. Kristin is currently Chair, Family Division, Society for the Study of Social Problems and Faculty Lead, "Gender Across Curriculum" Grant Proposal, Cabrillo College and University of California-Santa Cruz.

Cabrillo College Foundation Board  
2018-19 Terms of Office  
Effective July 1, 2018

	A	B	C	D	E
	Name	Community Director/ College Representative	Current Term	Current Term Expires June 30	Final Term Expires June 30
1					
2	Leola Lapidés	Community Director	2nd	2019	2019
3	Linda Downing	Community Director	2nd	2020	2020
4	William Ow	Community Director	2nd	2019	2020
5	Claire Biancalana	Community Director	1st	2018	2021
6	Owen Brown	Community Director	1st	2018	2021
7	Linda Burroughs	Community Director	1st	2018	2021
8	David Heald	Community Director	1st	2018	2021
9	June Padilla Ponce	Community Director	1st	2018	2021
10	Alan Aman	Community Director	1st	2019	2022
11	Ceil Cirillo	Community Director	1st	2019	2022
12	Kelly Nesheim	Community Director	1st	2019	2022
13	Patty Quillin	Community Director	1st	2020	2023
14	Maria Esther Rodriguez	Community Director	1st	2020	2023
15	Gun Ruder	Community Director	1st	2020	2023
16	Amy Newell	Community Director	initial	2018	2024
17	Kate Terrell	Community Director	initial	2018	2024
18	Rob Allen	Community Director	initial	2019	2025
19	Karen Semingson	Community Director	initial	2019	2025
20	Rachel Wedeen	Community Director	initial	2019	2025
21	College Representatives				
22	Matt Wetstein	President	N/A	N/A	N/A
23	Sue Gochis	Vice President	N/A	N/A	N/A
24	Victoria Lewis	Vice President	N/A	N/A	N/A
25	Kathleen Welch	Vice President	N/A	N/A	N/A
26	Ed Banks	Trustee	1st	2020	N/A
27	Enrique Buelna	Faculty	2nd	2021	N/A
28	Rachael Spencer	Trustee	2nd	2021	N/A
29	Donna Ziel	Trustee	1st	2020	N/A
30	<p>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.</p> <p>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.</p> <p>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.</p>				
31					
32					
33					
34					
35					
36					
37					
38					



# Cabrillo College FOUNDATION

## OFFICERS

**PRESIDENT**  
William Ow

**VICE PRESIDENT**  
Owen Brown

**SECRETARY**  
Claire Biancalana

**CHIEF FINANCIAL  
OFFICER**  
Alan Aman

**PAST PRESIDENT**  
Leola Lapidés

**COMMUNITY  
REPRESENTATIVES**  
Rob Allen  
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Kate Terrell  
Rachel Wedeen

**COLLEGE TRUSTEE  
REPRESENTATIVES**  
Ed Banks  
Rachael Spencer  
Donna Ziel

**COLLEGE STAFF  
REPRESENTATIVES**  
Matthew E. Wetstein  
*President*  
Sue Gochis  
*VP Student Services*  
Victoria Lewis  
*VP Administrative Services*  
Kathleen Welch  
*VP Instruction*  
Enrique Buelna  
*Faculty Representative*

**EXECUTIVE DIRECTOR**  
Eileen Hill

## MEMORANDUM

DATE: May 7, 2018  
TO: Board of Directors  
FROM: Eileen Hill  
SUBJECT: Form 990

---

Cabrillo College Foundation Form 990 was emailed to the Board on May 7, 2019.

### Introduction

Form 990 provides a snapshot of the organization's purpose, staffing, sources of financial support, and use of funds. Form 990 asks whether it was furnished to the board prior to filing. It is good governance to have the board review Form 990 before submission.

### Timing

Form 990 must be submitted by May 15, 2019.

### **RECOMMEDED MOTION**

Accept the 2017 Form 990 as presented.



**Board of Trustees Report, May 6, 2019**

**Matt Wetstein**

### **Accreditation Activities**

The college is well on its way to preparing for the accreditation team visit in the fall (September 30-October 3). The Institutional Self Evaluation Report (ISER) is on tonight's board agenda for consideration and a team of Cabrillo representatives joined me in attending the commission's conference last week in San Francisco. Many thanks to all involved in the report, and to Donna Ziel, Kathie Welch, John Graulty, Georg Romero, and Terrence Willett for attending the workshops and presentations last week.

### **Guided Pathways**

The college's process for soliciting ideas for Guided Pathways projects has been completed in the participatory governance process. Eleven excellent proposals were submitted by various authors. The review of those proposals by the College Planning Committee and by the Cabinet resulted in three thematic proposals being put forward for one-time funding and implementation planning over the next academic year. The work will draw on ideas pulled from multiple proposals. The three big projects are:

### **Student On-boarding**

This project will focus on revamping students' initial experiences at Cabrillo by:

- Creating a more modularized orientation model for students.
- Designing and implementing additional specialized in-person orientations for disproportionately impacted groups.
- Creating a Student Services Syllabus with important information for each semester.
- Integrating additional career focused information during the onboarding process through the use of MyPath and Hollands code information for each CAP and major.
- Support for Watsonville center on-boarding, including provisions for accessing and purchasing textbooks and expanding payment options.

### **Pathway Support Teams**

The creation of a Career and Academic Pathway (CAP)-specific, team-based approach to supporting students. The work will initially include the following:

- Designing a cross-functional case management teams per CAP at both Watsonville and Aptos Campuses. Teams will include student support, Counseling, and instructional faculty advisers, student help desk, among others.
- Providing professional development, including culturally relevant teaching training, and training for faculty advisers.
- Creating CAP related activities that enhance students' first year experience and integrate career exploration and information.
- Creating shared space for CAP activities, office hours, and advising.

### **Website Redesign**

- A complete redesign of the College website platform and template which achieves:
- A clear and accurate reflection of the CAPs, college programs, program maps and orientation.
- Integration of career information within department, CAP, and major web pages.

### **SCFF Funding Formula Update**

The Chancellor's Office has posted new apportionment reports that are designed to cap 2018-19 revenue for districts that appeared to get substantial revenue windfalls under the new funding formula. Note that a proposed cap was something that many of us advocated for last year before the SCFF was pushed through the legislature. Chancellor's Office staff are reporting that revenue shortfalls, FTES reporting changes by districts, and higher than expected reports of degrees and certificates are the main reasons for imposing a cap on yearly increases in SCFF revenue. The new apportionment reports, released in late April, **constrain any district's increase year over year to 8.13%.**

This is causing significant push-back within segments of the CCC system that were planning for more than 8% increases in revenue. The changes will force districts to either make reductions in spending and services or to cut into reserves to cover the revenue reductions. Here's an example of the new impact for a few districts:

District	2018-19 Revenue P1	New Constrained 2018-19 Revenue P1	Difference
Cabrillo Hold Harmless	\$62,721,594	\$62,721,594	0
Los Angeles	\$648,760,140	\$627,387,499	-\$21,372,641
Los Rios	\$317,450,650	\$313,213,781	-\$4,236,869
Shasta	\$45,790,580	\$43,359,937	-\$2,430,643

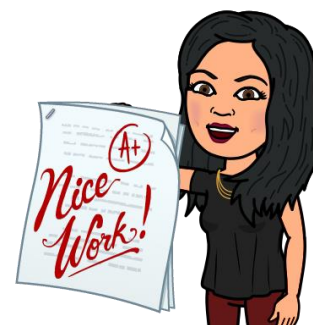
**Below are some of the events and activities I have been involved with over the last month (since April 1, 2019).**

<b>College Events, Meetings and Visits</b>	<b>Community Events and Visits</b>
Accreditation Preparation Meeting, 4/8	CCC Maker Video Session, 4/2
GOAL Adult Education Meeting, 4/8	RP Group Conference Keynote Address, 4/3
Meeting with Guadalupe Ortiz, 4/9	Meeting with TBWB on bond polling, 4/3
Title V Grant Steering Committee, 4/10	Dinner with Ian Magruder of Landed, 4/4
President's Roundtable, 4/10	Focus Agriculture, 4/5
Guided Pathways Retreat, 4/10	Foundation Pres. Circle with Sandy Lydon, 4/6
Meeting with Mark Ramsey, 4/11	Santa Cruz Symphony, 4/6
Meeting with Mike DiTano re: baseball, 4/12	Aptos HS Research Presentations, 4/8
Meeting with Kip Knead, 4/12	Foundation High Achievers Scholarships, 4/9
Meeting with BSO re: 311 Report, 4/15	SC Cruz Symphony Education Committee, 4/10
Fun Committee Meeting, 4/15	Aptos Chamber of Commerce, 4/11
ECE Watsonville Library Dedication, 4/16	Agri-Culture Board Meeting, 4/11
College Planning Committee, 4/17	Aptos HS Research Presentations, 4/12
Student Senate Meeting for Strategic Plan, 4/18	Meeting with Carlos Palacios, 4/12
Rape of Europe Film at VAPA, 4/18	ECE South County Providers, 4/12
Office Hours in Aptos, 4/19	Aptos HS Research Presentations, 4/15
Office Hours in Watsonville, 4/19	Panetta Institute Lecture Series, 4/15
Cabrillo CTE Summit Welcome, 4/19	Watsonville Adult Ed Advisory Mtg., 4/17
Facilities & Tech Committee, 4/19	Foundation Executive Committee, 4/18
Lunch with Steve Crow & V. Lewis, 4/19	Meeting with Assemblyman Berman, 4/18
Student Services Retreat, 4/19	Aptos HS Research Presentations, 4/18
Makerspace Intern Celebration, 4/19	Homeless Services Soup Supper, 4/18
HR training for hiring committee, 4/22	Aptos HS Research Presentations, 4/22
Staff Appreciation Day Planning, 4/22	Interview with Bay Area News Group, 4/22
Meeting with Ann Endris, 4/22	Press Conference re: Landed, 4/23
Faculty Interviews for Dental Hygiene, 4/23	NAACE/Make-Shift Conference, 4/24-26
Meeting with Ramesh Goonetilleke, 4/23	Roast of John Laird by Aptos Rotary, 4/26
"Time of Your Life" Play, 4/28	Focus Agriculture, 5/1
Breakfast with Christina Cuevas, 4/29	ACCJC Conference in SF, 5/1 to 5/3
Interviews for Women's Volleyball, 4/29	CEO Funding Formula Discussion, 5/2
Interviews for Music Technology, 4/29	Mary Chandler 90 <sup>th</sup> Birthday Party, 5/3
EOPS Scholarship Ceremony/Dinner, 5/3	Mueller Scholarship Recitals, 5/4
Women's Softball playoff game, 5/3	Cabrillo Night at Derby Girls, 5/4

# Executive Director Report: May 2019

## Administration

- Nominating: recruiting new Board members
- 2019-20 Operating Budget and Form 990
- Scholarship Administration
- Professional Development: Planned Giving seminar and Association of Fundraising Professionals Conference



## Fundraising

- 2018-19 fundraising goal is \$3M and \$3,173,962 has been raised and \$1,405,000 has been added in unbooked planned gifts
- President's Circle reached goal with \$380K raised
- Women's Educational Success: \$75,000 has been allocated this year in emergency grants for students, kicking off 2019 campaign
- Dental Hygiene Side by Side project: \$25,000 received, \$25,000 pending
- Ag Tech Summit and Ag Tech Grand Opening events
- Legacy Giving: gift annuity and MOCIs
- Annual appeal letters for Stroke Center, Cabrillo Stage, Scholarships and Cabrillo Advancement Program



## Upcoming Events

- President's Circle Winemaker's Dinner (\$2,500+ donors):  
May 16, 6:00 – 9:00 pm, Sesnon House
- American Dream Scholarship Ceremony (30<sup>th</sup> anniversary):  
May 21, 4:00 – 5:00 pm, Samper Recital Hall
- President's Circle Party at Rancho Soquel (\$1,500+ donors):  
May 29, 5:30 pm, Rancho Soquel



# Cabrillo College FOUNDATION

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### PRESIDENT

William Ow

### VICE PRESIDENT

Owen Brown

### SECRETARY

Claire Biancalana

### CHIEF FINANCIAL OFFICER

Alan Aman

### PAST PRESIDENT

Leola Lapides

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Ceil Cirillo

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Rachel Wedeen

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President

Sue Gochis

VP Student Services

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Enrique Buelna

Faculty Representative

### EXECUTIVE DIRECTOR

Eileen Hill

## MEMORANDUM

**Date:** May 7, 2019  
**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.

Amount Raised 7/1/18 - 5/2/19	2018-19 Target	
	<b>ANNUAL APPEALS</b>	
\$380,697	\$380,000	President's Circle
\$74,171	\$50,000	Annual Fund
\$189,077	\$170,000	Women's Educational Success
\$402,093	\$100,000	Cabrillo Advancement Program (Endowed)
\$480,433	\$500,000	Scholarships (Endowed)
\$816,804	\$250,000	Scholarships (Nonendowed)
	<b>SPECIAL INITIATIVES</b>	
\$36,398	\$50,000	Cabrillo Stage
\$41,765	\$50,000	Stroke Center
\$122,719	\$400,000	Stadium Turf
\$1,000	\$10,000	Cabrillo Youth Chorus
\$493,805	\$390,000	Additional support for campus departments (Athletics, Dental Hygiene, Children's Center, Engineering, etc.)
\$135,000	\$150,000	Donor directed interests (Math faculty professional development, Makerspace Internships, Student Research, SBDC, Baskin Girls in Engineering)
\$1,405,000	\$500,000	Unbooked Planned Gifts
<b>\$4,578,962</b>	<b>\$3,000,000</b>	<b>TOTAL</b>

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### EXECUTIVE DIRECTOR

Eileen Hill

DATE: May 7, 2019

TO: Board of Directors Committee

FROM: Eileen Hill

July 1, 2018 to May 2, 2019

2018-19 Outright Gifts Fundraising Total \$ 3,173,962

2018-19 Unbooked Revocable Planned Gifts \$ 1,405,000

**Total \$4,578,962**

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2018-19 Fundraising Goal for Outright and Unbooked Revocable Planned Gifts \$ 3,000,000

Recorded Gifts 07-01-18 to 05-02-19:

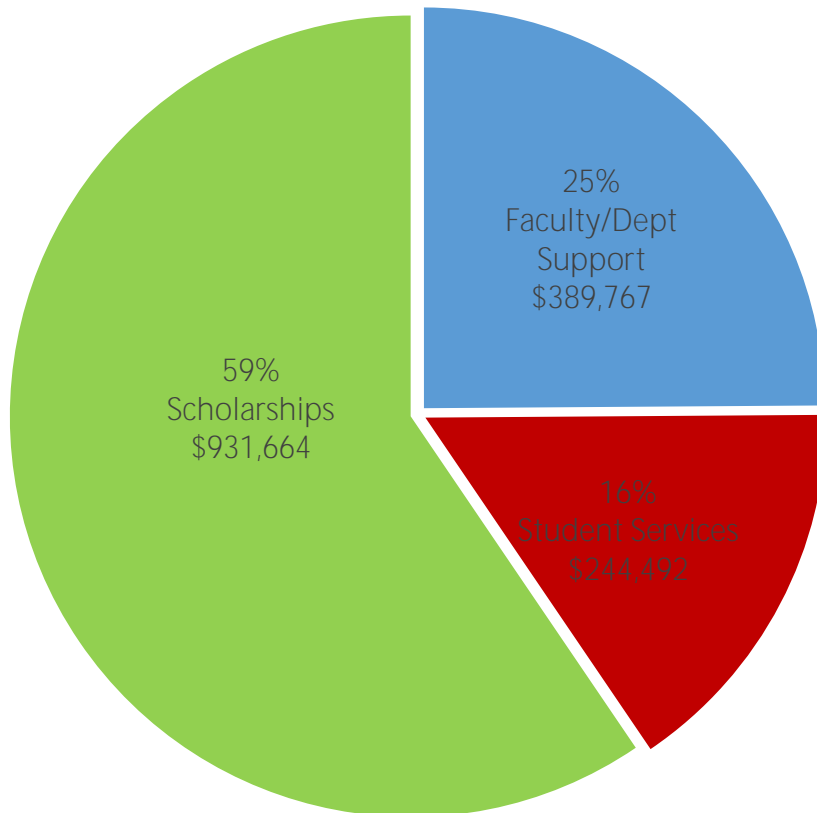
The Richard & Mary Solari Charitable Trust (Scholarship & President's Circle)	\$ 355,000
Anonymous (Cabrillo Advancement Program)	\$ 350,000
Anonymous (Scholarship)	\$ 315,000
SD Trombetta Foundation (ECE, Peace Library & Scholarships)	\$ 200,000
Anne Mitchell Estate (Scholarship)	\$ 170,506
Lee Garner (Scholarship)	\$ 150,000
Anonymous (Stadium Turf & Emergency Mini-grants)	\$ 134,000
Brian & Patti Herman (WES & Scholarship)	\$ 67,250
Joan Griffiths (Griffiths ACE, Griffiths Nursing, Stroke Center, WES, Griffiths S4C, & President's Circle)	\$ 59,729
Kathryn Shephard (Scholarship)	\$ 43,300
The Peggy & Jack Baskin Foundation (WES & Girls in Engineering)	\$ 35,000
Community Initiatives (ACE)	\$ 26,696
ADEAGies Foundation (Dental Hygiene)	\$ 25,000
William & Lupe Burgstrom (Cabrillo Advancement Program)	\$ 25,000
Community Foundation Santa Cruz County (Makerspace Internships)	\$ 20,000
Vertical Raise Trust Account (Baseball)	\$ 19,640
Peter Weber (Scholarship)	\$ 17,500
Kerr Corporation (Dental Hygiene)	\$ 17,300
Rachel Wedeen (President's Circle, WES & Scholarship)	\$ 16,900
John & Betty Ann Altman (Scholarship)	\$ 16,704
Patty Quillin & Reed Hastings (President's Circle & WES)	\$ 16,000
Rick & Ruth Moe (President's Circle, Student Research & WES)	\$ 15,600
Claire Witherspoon and Jim Engelman (Scholarship & Cabrillo Stage)	\$ 15,354
Esther & Jerry Levandoski (President's Circle & CAP)	\$ 14,214
Bill & Joan Rentz (Scholarship, Music & Chorus)	\$ 12,250
Foundation for California Community Colleges (Scholarship)	\$ 12,100
Kevin & Barbara Monahan (Scholarship)	\$ 12,079
Claire Biancalana & William Kelsay (President's Circle, Stroke Center, Stadium Turf, WES & Scholarship)	\$ 11,460
Bill & Brigid Simpkins (Water Polo, Stroke Center & CAP)	\$ 11,000
Thomas Sourisseau (President's Circle & Stroke Center)	\$ 10,100
Gifts under \$10,100 (2,255 of 2,285 total donors)	<u>\$ 979,280</u>
Total Secured Gifts	<b>\$ 3,173,962</b>
Total Unbooked Revocable Planned Gifts	<u>\$ 1,405,000</u>
<b>TOTAL</b>	<b>\$ 4,578,962</b>

**Notes:** 1. For 2018-19, the Cabrillo College Foundation has been notified of two planned gifts and an increase to the amount of another.  
2. The cumulative unbooked revocable planned gifts total is \$25,250,000.

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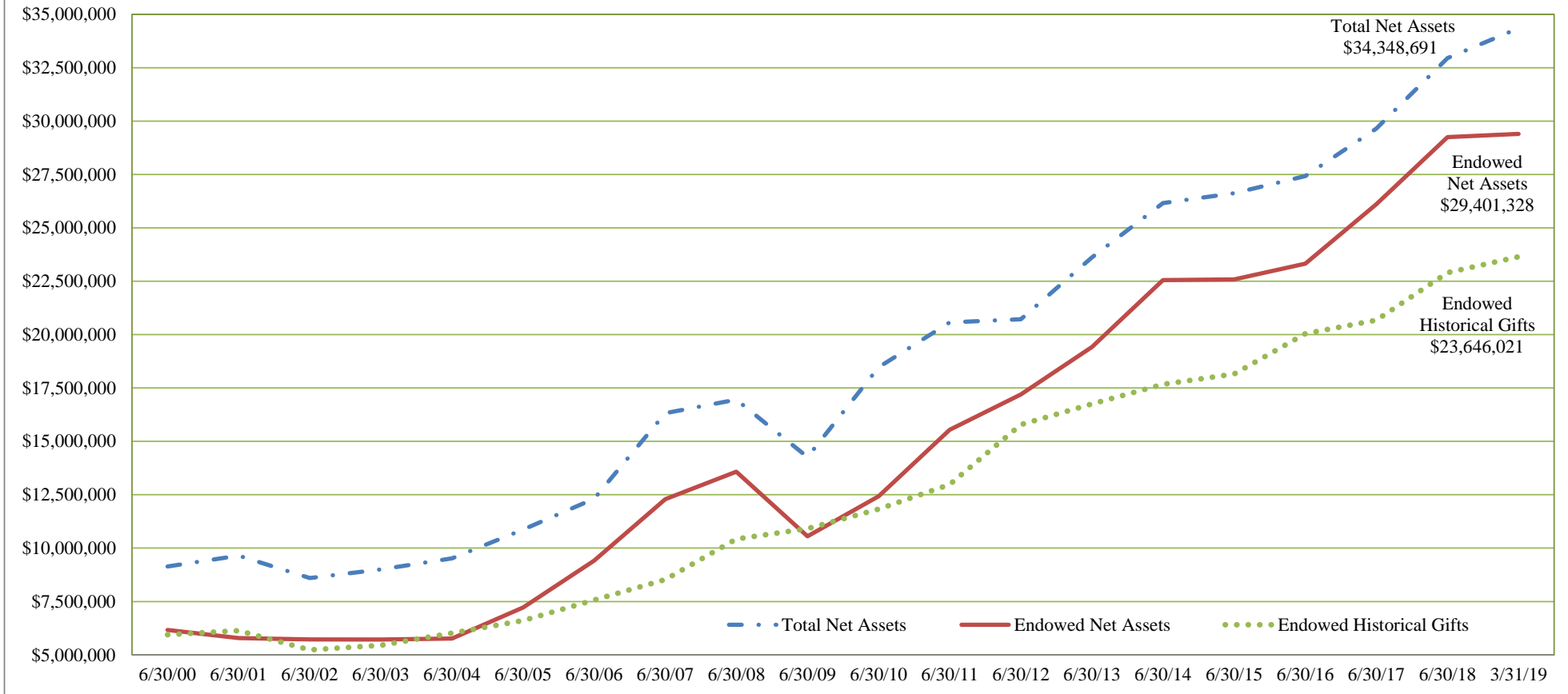
# Cabrillo College FOUNDATION

**Disbursements to Cabrillo College and Students  
July 1, 2018 to March 31, 2019  
Total: \$1,565,923**



Faculty/Department Support (Cabrillo Stage, Stroke Center, Allied Health, Athletics)	25%	\$389,767
Student Support Services (Foster Youth, Internships, CAP, Tutoring)	16%	\$244,492
Scholarships	59%	\$931,664
<b>TOTAL</b>		<b>\$1,565,923</b>

**Cabrillo College Foundation**  
**Total Net Assets, Endowed Net Assets, and Endowed Historical Gifts**  
**June 30, 2000 to March 31, 2019**



Total Net Assets highest level was \$34,348,691 as of March 31, 2019

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

Endowed Historical Gifts highest level was \$23,646,021 as of March 31, 2019



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### EXECUTIVE DIRECTOR

Eileen Hill

## MEMORANDUM

**DATE:** May 7, 2019

**TO:** Board of Directors

**FROM:** Ceil Cirillo

**SUBJECT:** President's Circle Campaign

### 2018-19 President's Circle Campaign:

Ceil Cirillo and Michele Bassi were the co-chairs of the 2018-19 President's Circle Committee. Duf and Paula Fischer have agreed to co-chair with Michele for the 2019-20 campaign.

As of May 1, 2019:

- \$380,697 has been raised, surpassing our goal of \$380,000
- 203 members have joined
- 20 are NEW members
- 13 rejoining members increased their support
- 89% retention rate of past PC donors

A 2018-19 member list and history report are attached.

### 2019 President's Circle Events

#### President Level (\$1,000+)

- Summer Musical and Reception: *Beehive*.....July 12
- President's Holiday Party.....December 6

#### President's Plus Level (\$1,500+)

- Garden Party at Rancho Soquel.....May 29

#### Director Level (\$2,500+)

- Winemaker's Dinner at the Sesnon House.....May 16

#### Benefactor Level (\$10,000+)

- Feasting with Faculty.....June 12

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*VP Instruction*

Enrique Buelna

*Faculty Representative*

### EXECUTIVE DIRECTOR

Eileen Hill

## MEMORANDUM

**DATE:** May 7, 2019  
**TO:** Board of Directors  
**FROM:** Amy Newell  
**SUBJECT:** 2019 Women's Educational Success (WES)

Rhonda Bonett and Lindy Bixby are co-chairs for the 2019 WES Campaign. They have reached the \$24,500 goal in Luncheon Sponsorships to cover the cost of the campaign.

We have 30 WES committee members, including the following new committee members:

- Lynette Cleland
- Corrine Flanagan
- Sue Nerton
- Carolyn Parham
- Kristin Wilson

The first WES Committee meeting is scheduled for May 7th. We will mail our annual appeal to past donors and prospects on August 9th.

The WES Luncheon will be held in the Cabrillo Horticulture Center on Friday, September 20, 2019.

For the 2019 – 2020 academic year, \$80,000 will be awarded to students in need at Cabrillo through the WES program—the most WES has ever awarded.

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### EXECUTIVE DIRECTOR

Eileen Hill

## MEMORANDUM

**DATE:** May 7, 2019

**TO:** Board of Directors

**FROM:** Claire Biancalana

**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

- During the 2017-18 fiscal year, we awarded over \$1 million in scholarships to 1031 students
- Recipient selection for the 2018-19 scholarship cycle is currently in progress and will be completed soon. Scholarship recipients will be notified in mid-May by the Financial Aid Office of their awards and will receive instructions on obtaining their scholarship funds, which will be distributed at the beginning of the Fall Semester.

### SCHOLARSHIP COMMITTEE

- Committee members: Rachael Spencer (Chair), Claire Biancalana, Jess Brown, Ceil Cirillo, Virginia Coe, Linda Downing, Jan Furman, Rich Hart, Adele Miller, Corinne Miller, Julie Thiebaut, Rachel Wedeen and Jill Wilson
- Committee members serve as community ambassadors for our amazing scholarship program.
- Our next committee meeting will be held in August and we plan to discuss this year's Scholarship Donor Reception. Committee members will be making phone calls to scholarship donors to encourage them to attend the event and thank them for their generous support.

### UPCOMING EVENTS

- **American Dream Scholarship Ceremony**
  - Tuesday, May 21, 4:00 – 5:00pm at Samper Recital Hall
- **Colligan Scholarship Ceremony**
  - Friday, August 23, 4:00 – 5:00pm at the Sesnon House
- **Scholarship Donor Reception**
  - Thursday, October 24, 4:00-6:00 pm at the Sesnon House

# 2018-19 Cabrillo College Foundation Committee Meetings and Events

Updated 4/9/2019

## **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)

## **AUDIT**

***10:00-11:00 am***

***Sesnon House Room 1824***

October 1, 2018

May 20, 2019

## **EXECUTIVE**

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

***Sesnon House Room 1824***

August 30, 2018

October 25, 2018

January 17, 2019

April 18, 2019

## **FINANCE AND**

## **INVESTMENT**

***Thursdays, 8:30-9:30 am***

***Sesnon House Room 1824***

August 16, 2018

October 11, 2018

January 3, 2019

March 28, 2019 (8:30 – 10:00)

## **CABRILLO**

## **ADVANCEMENT**

## **PROGRAM (CAP)**

***Sesnon House Room 1824***

February 14, 2019

10:00 – 11:00 am

May 15, 2019

10:00 – 11:00 am

## **FACULTY GRANTS**

***Sesnon House Room 1824***

November 26, 2018

2:00 – 5:00 pm

## **NOMINATING**

***Sesnon House Room 1824***

March 11, 2019

9:00 – 10:00 am

## **PRESIDENT'S CIRCLE**

***Sesnon House Room 1804***

September 26, 2018

5:30 – 7:00 pm

(kick-off party)

October 23, 2018

9:00 am – 12:00 pm

(signing party)

March 26, 2019

5:30 pm – 7:00 pm

(wrap-up party)

## **WOMEN'S**

## **EDUCATIONAL**

## **SUCCESS (WES)**

***Sesnon House Room 1824***

May 7, 2019

11:00 am – 12:00 pm

September 20, 2019

11:30 am – 1:30 pm

(Luncheon)

Horticulture Center

## **SCHOLARSHIP**

***Sesnon House Room 1824***

November 29, 2018

9:00 – 10:00 am

## **EXCLUSIVE EVENTS**

## **FOR PRESIDENT'S**

## **CIRCLE MEMBERS**

***Lunch with CC President***

*\$5,000 + Members*

March 20, 2019

12:00 – 1:30 pm

Sesnon House

***Sandy Lydon Historical Tour***

*\$1,000 + Members*

April 6, 2019

***Winemakers Dinner***

***Sesnon House***

*\$2,500+ Members*

May 16, 2019

6:00 pm

***Garden Party at***

***Rancho Soquel***

*\$1,500+ Members*

May 29, 2019

5:30 pm

***Feasting with Faculty***

***Sesnon House***

*\$10,000+ Members*

June 12, 2019

6:00 pm

***Cabrillo Stage Play,***

***"Beehive"***

***and PC Reception***

*\$1,000+ Members*

July 12, 2019

5:30 pm

Sesnon House

## **EVENT DATES**

***Faculty and Staff Grants***

***Reception***

January 23, 2019

4:00-6:00pm

Sesnon House

***Cabrillo Advancement***

***Program***

***(CAP) Ceremony***

March 5, 2019

6:00 – 8:00 pm

Crocker Theater

***High Achiever Scholarship***

***Ceremony***

April 9, 2019

4:00 – 6:00 pm

Sesnon House

***American Dream***

***Scholarship Ceremony***

May 21, 2019

4:00 – 5:00 pm

Samper Recital Hall

***Colligan Scholarship***

***Ceremony***

August 23, 2019

4:00 – 5:00 pm

Sesnon House

***President's Holiday Party***

December 6, 2019

5:30 pm

Sesnon House

# 2018-19 Cabrillo College Foundation Committee Roster – Updated 4/9/2019

## **BOARD OF DIRECTORS**

Rob Allen  
Alan Aman, CFO  
Ed Banks, College Trustee  
Claire Biancalana, Secretary  
Owen Brown, Vice President  
Linda Burroughs  
Ceil Cirillo  
Linda Downing  
Enrique Buelna, Faculty Representative  
Sue Gochis, CC VP Student Services  
David Heald  
Leola Lapidés, Past President  
Victoria Lewis, VP Admin. Services, Asst. Treasurer  
Kelly Nesheim  
Amy Newell  
William Ow, President  
June Padilla Ponce  
Patty Quillin  
Maria Esther Rodriguez  
Gun Ruder  
Karen Semingson  
Rachael Spencer, College Trustee  
Kate Terrell  
Rachel Wedeen  
Kathie Welch, VP of Instruction  
Matt Wetstein, Asst. Secretary, CC President  
Donna Ziel, College Trustee

## **AUDIT**

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

## **EXECUTIVE**

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

## **FINANCE & INVESTMENTS**

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

## **CABRILLO ADVANCEMENT PROGRAM (CAP)**

*Chair:* Carrie Birkhofer  
Rob Allen  
Enrique Buelna  
Sesario Escoto  
Leola Lapidés  
Rachel Mayo  
June Padilla Ponce  
Maria Esther Rodriguez  
Eva Acosta  
*College Advisors:*  
Liz Dominguez  
Michelle Donohue  
*Staff:* Eileen Hill, Caitlin Bonura

## **FACULTY GRANTS**

Cherie Barkey  
Owen Brown  
Ted Burke  
Ceil Cirillo  
Anne Freiwald  
Francisco Íñiguez  
Tobin Keller  
Amy Newell  
Gun Ruder  
David Schwartz  
*Staff:* Eileen Hill, Caitlin Bonura

## **NOMINATING**

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

## **PRESIDENT'S CIRCLE**

*Co-chairs:*  
Michele Bassi  
Ceil Cirillo  
Pegi Ard  
Jim Baker  
Ed Banks  
Pat Barton  
Claire Biancalana  
Mary Blanchard  
Jess Brown  
Owen Brown  
Ted Burke  
Linda Burroughs  
Andrew Calciano  
Karen Cogswell  
Wally Dale  
Linda Downing  
Lee Duffus  
John Eiskamp  
Duf Fischer  
Paula Fischer  
Joel-Ann Foote  
Mahlon Foote  
DeAnne Hart  
Rich Hart  
Jackie Heald  
Hal Hyde  
Kent Imai  
Vance Landis-Carey  
Marilyn Manning Lonergan  
Richard Lonergan  
Keith McKenzie  
Fred McPherson  
Bob Millsagle  
Kelly Nesheim  
William Ow  
June Padilla Ponce  
Bob Shepherd  
Helen Shepherd  
Ginny Solari Mazry  
Rachael Spencer  
Rachel Wedeen  
Matt Wetstein  
Theo Wierdsma  
Bjorg Yonts  
*Staff:* Caitlin Bonura

## **SCHOLARSHIP**

*Chair:* Rachael Spencer  
Claire Biancalana  
Jess Brown  
Ceil Cirillo  
Virginia Coe  
Linda Downing  
Jan Furman  
Rich Hart  
Adele Miller  
Corinne Miller  
Julie Thiebaut  
Rachel Wedeen  
Jill Wilson  
*Staff:* Caitlin Bonura

## **WOMEN'S EDUCATIONAL SUCCESS (WES)**

*Co-chairs:*  
Rhonda Bonett  
Lindy Bixby  
Peggy Downes Baskin, cofounder  
Sue Broadston  
Lynette Cleland  
Cathy Conway  
Freny Cooper  
Mary Culley  
Corrine Flanagan  
Pam Goodman  
Julie Hanks  
Janet Krassow  
Leola Lapidés  
Nancy Machado  
Angie McClellan  
Sue Nerton  
Amy Newell  
Mara Paladrani  
Carolyn Parham  
Tonée Picard  
Patty Quillin  
Cathy Richards-Bradley  
Karen Semingson  
Rachael Spencer, cofounder  
Bunny Tavares  
Kate Terrell  
Karri White  
Kristin Wilson  
Donna Ziel

## *WES Advisors:*

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