MEMORANDUM

DATE: January 16, 2020

TO: Pegi Ard, Claire Biancalana, Linda Burroughs, David Heald, William Ow, Gun Ruder, Rachael Spencer, Matt Wetstein

FROM: Owen Brown, CCF President

STAFF: Eileen Hill, Nancy Machado, Lori Hood

SUBJECT: Executive Committee Meeting
Thursday, January 23, 2020
9:00 am – 10:00 am
Cabrillo College, Sesnon House, Room 1824
6500 Soquel Drive, Aptos, CA 95003

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
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</thead>
<tbody>
<tr>
<td>A. Regular Open Session</td>
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</table>

1. Welcome and Call to Order

2. Approval of Agenda

   *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.
## Item  
### A. Regular Open Session (cont.)

3. October 24, 2019 meeting minutes  
   Responsibility: O. Brown  
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### B. Public Comment

1. Public Comment Opportunity  
   Responsibility: O. Brown

### C. Reports

1. Cabrillo College President Report  
   Responsibility: M. Wetstein  
   Page: 9 - 10

2. Executive Director Report  
   Responsibility: E. Hill  
   Page: 11
   - 2.1 2019-20 Fundraising Targets
     - 2.2 Fundraising Totals and Goal
       - July 1, 2019 to January 13, 2020
         - Outright Gifts: $1,537,308
         - Unbooked Revocable Planned Gifts: $1,120,000
         - Total: $2,657,308
   Page: 12
   - 2.2 2019-20 Disbursements  
     Responsibility:  
     Page: 13

### D. Action Items

1. Foundation Contribution to Measure R  
   Responsibility: E. Hill  
   Page: 14

2. Employee Paid Time Off Policy Revision  
   Responsibility: E. Hill  
   Page: 15

3. November 30, 2019 Financial Statements  
   Responsibility: P. Ard  
   - 3.1 November 30, 2019 Condensed Narrative  
     Page: 16
   - 3.2 Balance Sheet  
     Page: 17
   - 3.3 Income Statement by Fund  
     Page: 18
   - 3.4 Income Statement Budget-to-Actual  
     Page: 19
### E. Informational Items

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<td>P. Ard</td>
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<tr>
<td>1.1.1 Traditional Pool Activity</td>
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<td>1.1.2 ESG Pool Activity</td>
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<td>1.1.3 Intermediate Term Activity (Nonendowed funds)</td>
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<td>1.1.5 Title III Activity</td>
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<td>1.1.6 Title IV Activity</td>
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<tr>
<td>2. Total Net Assets, Endowed Net Assets and Historical Gifts Chart as of November 30, 2020</td>
<td>P. Ard</td>
<td>29</td>
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<td>3. President's Circle Campaign Update</td>
<td>C. Biancalana</td>
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<td>E. Hill</td>
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<td>8. 990 Timeline</td>
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<tr>
<td>9. Committee Calendar and Roster</td>
<td>O. Brown</td>
<td>44 - 45</td>
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</tbody>
</table>

### F. Adjournment

1. Adjournment

O. Brown

**UPCOMING EXECUTIVE MEETINGS:**

9:00 – 10:00 a.m.
Sesnon House, Room 1824

---------------
Thursday, April 16, 2020
### Executive Committee 2019-20 Attendance Chart

<table>
<thead>
<tr>
<th>Executive Committee Members</th>
<th>8/29/19</th>
<th>10/24/19</th>
<th>1/23/20</th>
<th>4/16/20</th>
</tr>
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<tbody>
<tr>
<td>Pegi Ard</td>
<td>P</td>
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<tr>
<td>Claire Biancalana</td>
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<td>Owen Brown</td>
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<td>Linda Burroughs</td>
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<td>David Heald</td>
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<td>William Ow</td>
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<td>Gun Ruder</td>
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<tr>
<td>Rachael Spencer</td>
<td>P</td>
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<tr>
<td>Matt Wetstein</td>
<td>P</td>
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</table>

P=Present, A=Absent, N/A=Not applicable, not on committee at that time. Attendance is based on the Executive Committee meeting minutes. Please call the Cabrillo College Foundation office if you believe this chart is in error.
Cabrillo College Foundation
Executive Committee Meeting Minutes
October 24, 2019

Present: Pegi Ard, Owen Brown, David Heald, William Ow, Gun Ruder, Rachael Spencer
Absent: Claire Biancalana, Linda Burroughs, Matt Wetstein
Staff: Eileen Hill, Nancy Machado, Lori Hood

Call to Order – O. Brown called the meeting to order at 9:03 am

Approval of Agenda

Motion: MSC: R. Spencer/ W. Ow. The committee voted unanimously to approve the Executive Committee agenda.

Public Comment Opportunity
There were no members of the public in attendance.

Approve Executive Committee Minutes


Cabrillo College President Report
Eileen Hill gave an overview of the priority projects that would be funded by the Bond. Among these projects are a science building for increased lab space, library renovations to include creating better spaces for students to gather, study and receive tutoring, renovations to the Student Services building consolidating all services in one building, modernization of all classrooms and a Watsonville Public Safety Center to train local police and fire fighters with a focus on keeping public safety personnel in Santa Cruz County.

William Ow reported on the CCFT (Cabrillo College Federation of Teachers) meeting held at Sesnon House on October 23 focusing on the Bond measure being proposed for the March 2020 ballot. William said the participants voiced the importance of getting the word out that the Foundation is supporting the bond. Questions were raised about what teachers and staff of Cabrillo and the Foundation can say or do to promote the bond. The consensus is that these groups can provide information but cannot ask for support of the bond. Participants felt that the current bond campaign is much more organized than the 2016 campaign and support from faculty and staff is stronger this time around.

Executive Director Report
Eileen reported that she has been working on the audit and the potential Bond campaign. She attended the CASE conference earlier in October and learned more about planned giving, tax reform and the need for emergency funding for students. Our WES program is a successful example of emergency funding and the committee discussed ideas to try and raise even more money for the program.
Executive Committee minutes  
October 24, 2019
Page 2 of 4

Eileen reported that we have many new scholarships in the works and she is working with 5 new legacy giving donors.

Eileen gave a graphical representation of the Foundation’s disbursements to Cabrillo College and students from July 1, 2019 to September 30, 2019 totaling $1,245,977, $859,429 in scholarships to students.

Approve Financial Statements
The Executive Committee reviewed the June 30, 2019 Post-Audit Financial Statements. Pegi Ard reported as of June 30, 2019, the total assets were $37.9M, $3M over prior year. Net assets were $35M, $2.5M over prior year. The total revenue for unrestricted, non-endowed and endowed funds was $6.6M. Total expenses were $4.1M with a net surplus for all funds of $2.4M. The total operating revenue was $1.2M and expenses $966K. The operating surplus was $188K.

Motion: MSC: G. Ruder/ W. Ow. The committee voted unanimously to approve the June 30, 2019 Post-Audit Financial Statements.

Pegi Ard reported that there was nothing notable on the August 31, 2019 financial statements.

The Executive Committee reviewed the September 30, 2019 Financial Statements. Pegi Ard reported as of September 30, 2019, the total assets were $36.8M, $1.6M over prior year. Net assets were $35M, $1.4M over prior year. The total revenue for unrestricted, non-endowed and endowed funds was $563K. Total expenses were $588K with a net deficit for all funds of $25K. The total operating revenue was $271K and expenses $190K. The operating surplus was $81K.

Motion: MSC: D. Heald/ G. Ruder. The committee voted unanimously to approve the August 31, 2019 - September 30, 2019 Financial Statements

2018-19 Audit Draft
The Audit Committee accepted the 2018-19 Draft Audit report on October 11, 2019 and is recommending Executive Committee accept the 2018-19 Draft Audit Report.

Motion: MSC: R. Spencer/ W. Ow. The committee voted unanimously to accept and recommend the Cabrillo College Foundation 2018-19 Audit Draft with minor corrections to the Board of Directors.

Investment Activity review
Investment Report – September 30, 2019

- Our return on investments for the MS Long-Term Pool fiscal year to date as of September 30, 2019 (3 months) is as follows:

  Actual Return: -0.11%
  Benchmark Return: 0.01%
  Difference: -0.12%
• Our return on investments for the MS ESG Long-Term Pool fiscal year to date as of September 30, 2019 (3 months) is as follows:

  Actual Return: 0.82%
  Benchmark Return: 0.44%
  Difference: 0.38%

• Our return on investments for the MS Intermediate-Term Pool year to date as of September 30, 2019 (3 months) is as follows:

  Actual Return: 0.69%
  Benchmark Return: 0.69%
  Difference: 0.00%

• Our return on investments for the MS Short-Term Pool fiscal year to date as of September 30, 2019 (3 months) is as follows:

  Actual Return: 0.54%
  Benchmark Return: 0.53%
  Difference: 0.01%

• Our return on investments for the MS Title III Pool fiscal year to date as of September 30, 2019 (3 months) is as follows:

  Actual Return: 0.68%
  Benchmark Return: 0.78%
  Difference: -0.10%

• Our return on investments for the MS Title V Pool fiscal year to date as of September 30, 2019 (3 months) is as follows:

  Actual Return: 0.78%
  Benchmark Return: 0.90%
  Difference: -0.12%

Net Assets, Endowed Net Assets and Historical Gifts Chart
The ending net assets balance as of September 30, 2019 was $35,257,429. The endowed net assets balance was $31,047,112. The endowed historical gifts value was $25,763,427.

President’s Circle
The 2019-20 campaign goal is $386,000 and $78,800 has been raised. Michele Bassi and Paula and Duf Fischer are Co-chairs for 2019-20. The President’s Circle Kick-off Celebration was held on September 18 and committee members are personalizing invitations to join President’s Circle now. Invitations will be mailed the first week of November. A new prospects reception will be held on December 4 at the Shadowbrook.
Women’s Educational Success
Eileen Hill reported that $153,881 has been raised bringing the endowment to $2M. $80,000 will be awarded this year.

Scholarships
Eileen Hill reported that 7 new scholarships are being established and a Scholarship Donor Reception is scheduled for October 24 at Sesnon House.

Faculty Grants
Owen Brown reported that we have $107K available to award this year – the most we’ve ever awarded. The deadline to submit proposals was October 15th and we received 57 proposals from staff and faculty. Division Deans are currently reviewing all proposals and once approved, the proposals will be submitted to grants committees for funding consideration. The Faculty Grants Selection Committee will meet on November 20 to review proposals and select projects to award

Committee Calendar & Roster

Adjournment
The meeting was adjourned at 10:01 am

Respectfully submitted,

Eileen Hill, Executive Director

Next Meeting:
Thursday, January 23, 2020
9:00 – 10:00 am
Sesnon House, Room 1824

Executive Committee 2019-20 Attendance Chart

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Board of Trustees Report, January 13, 2020
Matt Wetstein

Holiday Cheer
The close of the fall term always brings holiday cheer to the forefront. Here are a couple of Cabrillo photographs from just before the Holiday – one from the Veterans Information Center Holiday party (hamming it up with Student Santa), and one from the employees Ugly Holiday Sweater, Tasteful Pajamas, Sports Team apparel day.

Housing & Food Insecurity Conference
Several Cabrillo faculty and staff attended the second annual Real College California Summit at Laney College on Dec. 5. Karen Reyes and Joel Campos were front and center presenting on the partnership between Cabrillo College and Second Harvest Foodbank. Photos from the conference are provided on the top of the next page.
In the table below are some of the events and activities I have been involved with over the last month (since December 2, 2019).

<table>
<thead>
<tr>
<th>College Events, Meetings and Visits</th>
<th>Community Events and Visits</th>
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<tbody>
<tr>
<td>College Planning Committee, 12/4</td>
<td>ACCJC Team Chair Training for Ohlone, 12/3</td>
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<tr>
<td>Guided Pathways Meeting, 12/4</td>
<td>Foundation President’s Circle Event, 12/4</td>
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<tr>
<td>GOAL Board Meeting, 12/9</td>
<td>Affordability &amp; Housing Task Force, 12/4</td>
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<td>SCFF Funding Formula Webinar, 12/10</td>
<td>Real College Affordability Summit, 12/5</td>
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<tr>
<td>Faculty Senate Meeting, 12/10</td>
<td>Foundation Holiday Party, 12/5</td>
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<tr>
<td>Meeting with Veteran Students, 12/11</td>
<td>Symphony League Home Tour, 12/7 &amp; 12/8</td>
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<tr>
<td>Budget Committee, 12/11</td>
<td>Interview for Growing Up in SC, 12/9</td>
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<td>Dinner with Diego Navarro, 12/11</td>
<td>Live Oak Cradle to Career Night, 12/10</td>
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<tr>
<td>Stroke &amp; Disability Center Holiday Party, 12/12</td>
<td>Meeting with Pete Montgomery, 12/11</td>
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<td>Meeting with Marcelo Noguiera, 12/12</td>
<td>Santa Cruz County Business Council, 12/11</td>
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<td>Veterans Center Holiday Party, 12/12</td>
<td>Aptos Chamber of Commerce, 12/12</td>
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<td>Office Hours in Watsonville, 12/13</td>
<td>SC Chamber of Commerce Committee, 12/12</td>
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<tr>
<td>Office Hours in Aptos, 12/13</td>
<td>Meeting with Sheriff Hart, 12/13</td>
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<tr>
<td>Meeting re: UCLA Honors Program Review, 12/16</td>
<td>Rehearsal for Agape Nutcracker, 12/13</td>
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<tr>
<td>Dinner with Yasmina Porter, 12/16</td>
<td>Lunch with Fred Keeley, 12/18</td>
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<tr>
<td>Meeting with C. Conklin &amp; M. Morton, 12/17</td>
<td>Aptos Rotary Club, 12/19</td>
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<tr>
<td>President’s Round Table, 12/18</td>
<td>Nutcracker performances, 12/20 to 22</td>
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<tr>
<td>Sandy Lydon &amp; Eileen Hill, 12/19</td>
<td>Rotary Member Meeting, 1/6</td>
</tr>
<tr>
<td>Meeting with Carol Jacobs-Nelson, 1/6</td>
<td>NAACP Meeting, 1/6</td>
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<tr>
<td>Review of Board Agenda w/ Leticia Mendoza, 1/6</td>
<td>Filming of CTE Intro by Lucid, 1/9</td>
</tr>
<tr>
<td>Women’s &amp; Men’s Basketball, 1/9</td>
<td>Mid-County Democrats Meeting, 1/9</td>
</tr>
<tr>
<td>Office Hours in Aptos, 1/10</td>
<td>Lunch with Cynthia Matthews, 1/10</td>
</tr>
<tr>
<td>Office Hours in Watsonville, 1/10</td>
<td>Bay Area Regional Cyber Security Event, 1/11</td>
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<td></td>
<td>Woodwinds of Winter Concert, 1/12</td>
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Executive Director Report: January 2020

Administration

- Cabrillo Bond: March 2020
- Budget work
- Preparing for staff reviews
- Learning more about IRAs
- Annual Fund phone campaign
- Event planning

Fundraising

- 2019-20 fundraising goal is $3M and $1,537,308 has been raised and $1,120,000 has been added in unbooked planned gifts
- President’s Circle: $388,285 raised towards $380K goal
- Women’s Educational Success: $80,000 is allocated this year in emergency grants for students
- Scholarships: fundraising for existing and new scholarships is ongoing (7 new endowed scholarships)
  - solicitation: 361 letters sent, 200 with personal notes
  - administration: applications, selecting, awarding
- Legacy Giving: working on MOCI for $1M estate gift, 2 MOCIs established for new donors

Upcoming Events

- Faculty and Staff Grants Reception: January 23, 4:00 – 6:00 pm, Sesnon House
- Board of Directors Meeting: February 11, 12:00 – 2:00 pm, Sesnon House
- CAP Awards Ceremony: March 24, 6:00 – 8:00 pm, Crocker Theater
MEMORANDUM

Date: January 16, 2020
To: Executive Committee
From: Eileen Hill
Subject: 2019-20 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 and sustainability of the Foundation.

<table>
<thead>
<tr>
<th>Amount Raised 7/1/19 - 1/13/20</th>
<th>2019-20 Target</th>
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<tbody>
<tr>
<td>$361,877</td>
<td>President’s Circle</td>
</tr>
<tr>
<td>$0</td>
<td>Annual Fund</td>
</tr>
<tr>
<td>$171,727</td>
<td>Women’s Educational Success</td>
</tr>
<tr>
<td>$210,321</td>
<td>Cabrillo Advancement Program (Endowed)</td>
</tr>
<tr>
<td>$231,072</td>
<td>Scholarships (Endowed)</td>
</tr>
<tr>
<td>$87,520</td>
<td>Scholarships (Nonendowed)</td>
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<tr>
<td>$211,621</td>
<td>Faculty/Department Support (Faculty Grants, Allied Health, Athletics, VAPA, etc.)</td>
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<tr>
<td>$4,000</td>
<td>Student Support Services (Disabled student services, internships, tutoring, etc.)</td>
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<tr>
<td>$259,170</td>
<td>Donor directed interests</td>
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<tr>
<td>$1,120,000</td>
<td>Unbooked Planned Gifts</td>
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<tr>
<td>$2,657,308</td>
<td>TOTAL</td>
</tr>
</tbody>
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$3,000,000
### 2019-20 Fundraising Summary

**DATE:** January 16, 2020  
**TO:** Executive Committee  
**FROM:** Eileen Hill

**July 1, 2019 to January 13, 2020**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2019-20 Outright Gifts Fundraising Total</td>
<td>$1,537,308</td>
</tr>
<tr>
<td>2019-20 Unbooked Revocable Planned Gifts</td>
<td>$1,120,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,657,308</strong></td>
</tr>
</tbody>
</table>

| 2019-20 Fundraising Goal for Outright and Unbooked Revocable Planned Gifts | $3,000,000 |

**Recorded Gifts 07-01-19 to 01-13-20:**

- Monterey Peninsula Foundation (Web Design for Cabrillo) $200,000
- The Barbara Samper Foundation (CAP) $125,000
- Joan Griffiths (President’s Circle, WES & Scholarships) $60,508
- Paul & Pat Shirley (CAP) $50,500
- Elliott Mozée Estate (Scholarships) $35,000
- Betty Ann Altman (Scholarship) $34,923
- Nancy Greggs Estate (Unrestricted) $34,170
- Davidson Family Foundation (Engineering) $25,000
- Vertical Raise Trust Account (Baseball) $20,613
- Sheri Watson-Riley (Scholarship) $20,030
- Esther & Gerry Levandoski (President’s Circle & CAP) $15,386
- Rick & Ruth Moe (President’s Circle, WES) $15,364
- Edward & Debra Menges (Scholarship) $15,100
- William & Lupe Burgstrom (CAP) $15,000
- Bruce Berwald (Scholarship) $15,000
- Edward Newman & Leslie Christie (President’s Circle) $15,000
- Craig Rowell & Corinda Ray (Scholarship & WES) $12,300
- Topsy Smalley (WES, Library, Stroke Center, Tutorials, Symphonic Chorus, Theatre & Engineering) $12,250
- Bill & Brigid Simpkins (Water Polo, Stroke Center & CAP) $11,500
- Ow Family Properties (Stroke Center & WES) $10,500
- Anonymous (President’s Circle & WES) $10,100
- The Peggy & Jack Baskin Foundation (WES) $10,000
- Richard & Laurie Brueckner (Scholarship) $10,000
- Brian & Patti Herman (WES) $10,000
- Thomas Sourisseau (President’s Circle) $10,000
- Rachael Spencer & Kevin Rooney (President’s Circle, WES & Scholarship) $10,000
- Peter Weber & Victor Ruder (Scholarship) $10,000
- Jill & Dick Wilson (Scholarship) $10,000
- Miles & Rosanne Reiter (President’s Circle) $9,800
- Rachel Wedeen (President’s Circle, WES) $8,950
- Susan Bruckner (Scholarship) $8,100
- Merritt S. Duncan Trust (Scholarship) $7,500
- Sarah Hulick (Scholarship) $7,020
- Gifts under $7,000 (1,217 of 1,250 total donors) $673,144

**Total Secured Gifts**  
$1,537,308

**Total Unbooked Revocable Planned Gifts**  
$1,120,000

**TOTAL**  
$2,657,308

**Notes:**
1. For 2019-20, The Cabrillo College Foundation has been notified of three planned gifts.
2. The cumulative unbooked revocable planned gifts total is $25,425,000.
Disbursements to Cabrillo College and Students
July 1, 2019 to December 31, 2019
Total: $1,599,020

- **Faculty/Department Support** 19% $306,321
  (Nursing, Stroke Center, Dental Hygiene, Peace Library)

- **Student Support Services** 17% $273,307
  (Foster Youth, Tutoring, CAP, Girls in Engineering)

- **Scholarships** 64% $1,019,392

**TOTAL** $1,599,020
MEMORANDUM

DATE: January 16, 2020

TO: Executive Committee

FROM: Eileen Hill

SUBJECT: Approve Funding for Cabrillo’s Yes on Measure R Campaign

CABRILLO COLLEGE FOUNDATION BOND SUPPORT

The Friends of Cabrillo College, Yes on Measure R Committee is raising $350,000 to fund the campaign to pass Measure R.

According to the Fair Political Practice Commission (FPPC) the Cabrillo College Foundation is legally able to contribute up to $49,999 to Measure R without being listed as Major Donor on all bond campaign materials and does not exceed the Internal Revenue Code Section 501(h) election limits. Furthermore, per FPPC rules, the foundation is legally able to provide funding to Measure R by using non donor funds (e.g., investment income, interest income, capital gains).

The Cabrillo College Foundation operating reserve fund currently equals $489,805. We have met our 6 month operating reserve goal for 2019-2020. The proposed contribution of $49,999 is within legal limits and provides significant support to the campaign.

RECOMMENDED MOTION

Approve and recommend to the Board of Directors a donation in the amount of $49,999 from the Cabrillo College Foundation from operational reserves, comprised of non donor funds, and within the IRS 501(h) election limits, to support Measure R.
MEMORANDUM

DATE: January 16, 2020
TO: Executive Committee
FROM: Eileen Hill
SUBJECT: Update to Personnel Handbook Paid Time Off (PTO) accrual policy

BACKGROUND
Our Personnel Policy allows PTO eligible employees to accrue a maximum of two years of PTO. Upon reaching the maximum, employees cease to accrue PTO until they have reduced their PTO hours by a minimum of 8 hours. Accrual will then resume until the maximum level has been once again reached.

Employees are encouraged to use their PTO throughout the year, however, there are years when they are unable to fully use their PTO balance.

The Cabrillo College Foundation would like to follow Cabrillo College District policy and allow employees who have reached their maximum PTO level to cash out up to 80 hours between July 1st and June 30th annually, provided they retain a minimum balance of 80 hours of PTO.

RECOMMENDED MOTION
Approve and recommend to the Board of Directors to update the PTO accrual policy to allow employees who have reached their maximum PTO level to cash out up to 80 hours per year, provided a minimum balance of 80 hours of PTO is retained.
(1) Balance Sheet

- **Total Assets:**
  Total assets of $38.0M are $4M over prior year.

- **Receivables:**
  Total pledges receivable are $804K more than prior year.

- **Liabilities:**
  Total Liabilities of $1.5M are $241K over prior year. This is due to the increase in the amount of each CAP scholarship for all students in CAP and adding 10 more students from CAP Branciforte Middle School.

- **Net Assets:**
  Total net assets of $36.5M are $3.6M over prior year.

(2) Income Statement

- **Revenue:**
  Earned income as of November 30, 2019 is $1.1M compared to the prior year balance of -$488K due to investment losses, less gift facilitation and proposal indirect income. Contributed income of $1.1M is $382K less than prior year.

- **Expenses:**
  Total Expenses of $968K are $36K less than prior year due to timing differences and a prior year $20K in-kind expense.

- **Surplus/Deficit:**
  As of November 30, 2019, the Cabrillo College Foundation has a $1.2M surplus compared to prior year income $49K.

(3) Operational Budget to Actual

- **Revenue:**
  Operating revenue of $393K is $40K favorable vs budget. The President’s Circle donations are ahead of plan by $6K and unrestricted income is $28K favorable ($32K unrestricted bequest).

- **Expenses:**
  Operating expenses of $362K are $28K favorable vs projection.
• **Surplus/Deficit:**
  The operating fund surplus is $31K compared to $29K last year. There were salary and benefit savings during July and August due to the Development Officer’s leave of absence.

(4) **Investment Report**

• Our return on investments for the MS Long-Term Pool fiscal year to date as of December 31, 2019 (6 months) is as follows:

<table>
<thead>
<tr>
<th>Actual Return</th>
<th>Benchmark Return</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.77%</td>
<td>5.72%</td>
<td>0.05%</td>
</tr>
</tbody>
</table>

• Our return on investments for the MS ESG Long-Term Pool fiscal year to date as of December 31, 2019 (6 months) is as follows:

<table>
<thead>
<tr>
<th>Actual Return</th>
<th>Benchmark Return</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.03%</td>
<td>6.90%</td>
<td>0.13%</td>
</tr>
</tbody>
</table>

• Our return on investments for the MS Intermediate-Term Pool year to date as of December 31, 2019 (6 months) is as follows:

<table>
<thead>
<tr>
<th>Actual Return</th>
<th>Benchmark Return</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.14%</td>
<td>1.29%</td>
<td>-0.15%</td>
</tr>
</tbody>
</table>

• Our return on investments for the MS Short-Term Pool fiscal year to date as of December 31, 2019 (6 months) is as follows:

<table>
<thead>
<tr>
<th>Actual Return</th>
<th>Benchmark Return</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.91%</td>
<td>0.97%</td>
<td>-0.06%</td>
</tr>
</tbody>
</table>

• Our return on investments for the MS Title III Pool fiscal year to date as of December 31, 2019 (6 months) is as follows:

<table>
<thead>
<tr>
<th>Actual Return</th>
<th>Benchmark Return</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.21%</td>
<td>3.41%</td>
<td>-0.20%</td>
</tr>
</tbody>
</table>

• Our return on investments for the MS Title V Pool fiscal year to date as of December 31, 2019 (6 months) is as follows:

<table>
<thead>
<tr>
<th>Actual Return</th>
<th>Benchmark Return</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.71%</td>
<td>3.92%</td>
<td>-0.22%</td>
</tr>
<tr>
<td>Assets</td>
<td>Operating 11/30/19</td>
<td>Nonendowed 11/30/19</td>
</tr>
<tr>
<td>--------</td>
<td>-------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>Wells Fargo Bank</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Lighthouse Bank</td>
<td>$11,902</td>
<td>$817</td>
</tr>
<tr>
<td>Lighthouse Bank Sweep</td>
<td>$156,520</td>
<td>$307,985</td>
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<tr>
<td>Bay Federal Credit Union</td>
<td>$6,166</td>
<td>$0</td>
</tr>
<tr>
<td>Bay Federal Credit Union</td>
<td>$174,277</td>
<td>$0</td>
</tr>
<tr>
<td>Morgan Stanley Mid Term Pool</td>
<td>$381,240</td>
<td>$494,205</td>
</tr>
<tr>
<td>Morgan Stanley Nonendowed</td>
<td>$596,887</td>
<td>$2,361,142</td>
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<tr>
<td>Morgan Stanley Gift Receipt</td>
<td>$17,364</td>
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<tr>
<td>Santa Cruz County Bank</td>
<td>$79,229</td>
<td>$0</td>
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<tr>
<td>Lighthouse Bank</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Subtotal Cash</td>
<td>$1,423,585</td>
<td>$3,164,149</td>
</tr>
<tr>
<td>Investments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Morgan Stanley Title III/V Holding</td>
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<td>$0</td>
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<tr>
<td>Morgan Stanley Long Term Pool</td>
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<tr>
<td>Morgan Stanley Title V</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Morgan Stanley Title III</td>
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<td>$0</td>
</tr>
<tr>
<td>Morgan Stanley ESG</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Subtotal Investments</td>
<td>$13</td>
<td>$0</td>
</tr>
<tr>
<td>Total Cash and Investments</td>
<td>$1,423,598</td>
<td>$3,164,149</td>
</tr>
<tr>
<td>Receivables</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pledges - Unrestricted</td>
<td>$14,554</td>
<td>$0</td>
</tr>
<tr>
<td>Pledges - Annual Fund</td>
<td>$14,625</td>
<td>$0</td>
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<tr>
<td>Pledges - Restricted</td>
<td>$0</td>
<td>$221,636</td>
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<tr>
<td>Allowance for Uncollectible Pledges</td>
<td>($5,124)</td>
<td>$0</td>
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<tr>
<td>Subtotal Pledges</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operating 11/30/19</td>
<td>Nonendowed 11/30/19</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>ACCOUNTS RECEIVABLE</strong></td>
<td>$0</td>
<td>$257</td>
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<tr>
<td><strong>TOTAL ACCOUNTS RECEIVABLE</strong></td>
<td>$0</td>
<td>$257</td>
</tr>
<tr>
<td><strong>OTHER RECEIVABLES</strong></td>
<td>$59,557</td>
<td>$63,657</td>
</tr>
<tr>
<td><strong>SUBTOTAL OTHER RECEIVABLES</strong></td>
<td>$59,557</td>
<td>$63,657</td>
</tr>
<tr>
<td><strong>TOTAL RECEIVABLES</strong></td>
<td>$83,612</td>
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<td><strong>FIXED ASSETS</strong></td>
<td>$36,303</td>
<td>$0</td>
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<td><strong>OFFICE EQUIPMENT</strong></td>
<td>($32,771)</td>
<td>$0</td>
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<td><strong>TOTAL FIXED ASSETS (NET)</strong></td>
<td>$3,531</td>
<td>$0</td>
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<tr>
<td><strong>PREPAID EXPENSES</strong></td>
<td>$11,379</td>
<td>$0</td>
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<tr>
<td><strong>PREPAID RETIREMENT EXPENSE</strong></td>
<td>$23,173</td>
<td>$0</td>
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<tr>
<td><strong>DEFERRED OUTFLOWS - FY PER EXPENSE</strong></td>
<td>$30,779</td>
<td>$0</td>
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<tr>
<td><strong>DEFERRED OUTFLOWS - PENSION INVESTMENTS</strong></td>
<td>$70,315</td>
<td>$0</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>$1,646,387</td>
<td>$3,449,699</td>
</tr>
</tbody>
</table>
# Cabrillo College Foundation

**Balance Sheet as of November 30, 2019**

*With Comparative Totals as of November 30, 2018*

<table>
<thead>
<tr>
<th></th>
<th>Operating 11/30/19</th>
<th>Nonendowed 11/30/19</th>
<th>Endowed 11/30/19</th>
<th>Total 11/30/19</th>
<th>Total 11/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIABILITIES AND NET ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>LIABILITIES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PAYABLES AND ACCRUED EXPENSES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCOUNTS PAYABLE</td>
<td>$12,430</td>
<td>$8,177</td>
<td>$2,000</td>
<td>$22,607</td>
<td>$18,543</td>
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<tr>
<td>ACCRUED PTO</td>
<td>$59,407</td>
<td>$0</td>
<td>$0</td>
<td>$59,407</td>
<td>$50,078</td>
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<tr>
<td>ACCRUED HEALTH BENEFITS</td>
<td>$51,537</td>
<td>$0</td>
<td>$0</td>
<td>$51,537</td>
<td>$22,259</td>
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<tr>
<td>PAYROLL WITHHOLDINGS</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$2,235</td>
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<tr>
<td>SECTION 125 WITHHOLDINGS</td>
<td>$975</td>
<td>$0</td>
<td>$0</td>
<td>$975</td>
<td>$150</td>
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<tr>
<td>EMPLOYEE PORTION OF BENEFITS</td>
<td>$80</td>
<td>$0</td>
<td>$0</td>
<td>$80</td>
<td>$0</td>
</tr>
<tr>
<td>ACCRUED RETIREE MEDICAL BENEFITS</td>
<td>$120,755</td>
<td>$0</td>
<td>$0</td>
<td>$120,755</td>
<td>$117,453</td>
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<tr>
<td>UNFUNDED PERS PENSION LIABILITY</td>
<td>$446,969</td>
<td>$0</td>
<td>$0</td>
<td>$446,969</td>
<td>$406,031</td>
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<tr>
<td>DEFERRED INFLOWS - PERS</td>
<td>$18,324</td>
<td>$0</td>
<td>$0</td>
<td>$18,324</td>
<td>$13,198</td>
</tr>
<tr>
<td><strong>SUBTOTAL PAYABLES, ACCRUED EXPENSES</strong></td>
<td>$710,477</td>
<td>$8,177</td>
<td>$2,000</td>
<td>$720,654</td>
<td>$629,947</td>
</tr>
<tr>
<td><strong>SCHOLARSHIPS AWARDED</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAP SCHOLARSHIPS</td>
<td>$0</td>
<td>$33,997</td>
<td>$669,003</td>
<td>$703,000</td>
<td>$520,347</td>
</tr>
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<td>ENDOWED SCHOLARSHIPS</td>
<td>$0</td>
<td>$0</td>
<td>$18,500</td>
<td>$18,500</td>
<td>$8,500</td>
</tr>
<tr>
<td>ANNUAL SCHOLARSHIPS</td>
<td>$0</td>
<td>$77,320</td>
<td>$0</td>
<td>$77,320</td>
<td>$82,528</td>
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<tr>
<td><strong>SUBTOTAL SCHOLARSHIPS AWARDED</strong></td>
<td>$0</td>
<td>$111,317</td>
<td>$687,503</td>
<td>$798,820</td>
<td>$611,375</td>
</tr>
<tr>
<td><strong>WES GRANTS PAYABLE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WES GRANTS</td>
<td>$0</td>
<td>$0</td>
<td>$246</td>
<td>$246</td>
<td>$37,201</td>
</tr>
<tr>
<td><strong>SUBTOTAL WES GRANTS PAYABLE</strong></td>
<td>$0</td>
<td>$0</td>
<td>$246</td>
<td>$246</td>
<td>$37,201</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>$710,477</td>
<td>$119,493</td>
<td>$689,749</td>
<td>$1,519,719</td>
<td>$1,278,523</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>OPERATING NET ASSETS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DESIGNATED-OPERATING RESERVE</td>
<td>$489,805</td>
<td>$0</td>
<td>$0</td>
<td>$489,805</td>
<td>$244,015</td>
</tr>
<tr>
<td>DESIGNATED-PRESIDENT'S CIRCLE ENDOWMEN</td>
<td>$10,000</td>
<td>$0</td>
<td>$0</td>
<td>$10,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>DESIGNATED-EQUIPMENT</td>
<td>$15,000</td>
<td>$0</td>
<td>$0</td>
<td>$15,000</td>
<td>$15,000</td>
</tr>
<tr>
<td>DESIGNATED-HURD TRIBUTE</td>
<td>$294,302</td>
<td>$0</td>
<td>$0</td>
<td>$294,302</td>
<td>$294,302</td>
</tr>
<tr>
<td>DESIGNATED-RETIREE MEDICAL BENEFITS</td>
<td>$60,705</td>
<td>$0</td>
<td>$0</td>
<td>$60,705</td>
<td>$54,078</td>
</tr>
<tr>
<td>UN DESIGNATED</td>
<td>$66,098</td>
<td>$0</td>
<td>$0</td>
<td>$66,098</td>
<td>$28,526</td>
</tr>
<tr>
<td><strong>SUBTOTAL OPERATING NET ASSETS</strong></td>
<td>$935,910</td>
<td>$0</td>
<td>$0</td>
<td>$935,910</td>
<td>$745,922</td>
</tr>
</tbody>
</table>
### Cabrillo College Foundation

#### Balance Sheet as of November 30, 2019

**With Comparative Totals as of November 30, 2018**

<table>
<thead>
<tr>
<th></th>
<th>Operating 11/30/19</th>
<th>Nonendowed 11/30/19</th>
<th>Endowed 11/30/19</th>
<th>Total 11/30/19</th>
<th>Total 11/30/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>NET ASSETS - NONENDOWED</td>
<td>$0</td>
<td>$3,330,206</td>
<td>$0</td>
<td>$3,330,206</td>
<td>$3,475,106</td>
</tr>
<tr>
<td>NET ASSETS - ENDOWED</td>
<td>$0</td>
<td>$0</td>
<td>$32,190,007</td>
<td>$32,190,007</td>
<td>$28,671,440</td>
</tr>
<tr>
<td>TOTAL NET ASSETS</td>
<td>$935,910</td>
<td>$3,330,206</td>
<td>$32,190,007</td>
<td>$36,456,123</td>
<td>$32,892,468</td>
</tr>
<tr>
<td>TOTAL LIABILITIES AND NET ASSETS</td>
<td>$1,646,387</td>
<td>$3,449,699</td>
<td>$32,879,756</td>
<td>$37,975,843</td>
<td>$34,170,991</td>
</tr>
<tr>
<td>BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS</td>
<td>$905,129</td>
<td>$3,273,932</td>
<td>$31,103,044</td>
<td>$35,282,165</td>
<td>$32,843,644</td>
</tr>
<tr>
<td>NET SURPLUS/(DEFICIT)</td>
<td>$30,781</td>
<td>$56,274</td>
<td>$1,086,963</td>
<td>$1,174,018</td>
<td>$48,824</td>
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<tr>
<td>ENDING NET ASSETS</td>
<td>$935,910</td>
<td>$3,330,206</td>
<td>$32,190,007</td>
<td>$36,456,123</td>
<td>$32,892,468</td>
</tr>
</tbody>
</table>
# Cabrillo College Foundation

## Income Statement by Fund as of November 30, 2019

With Comparative Totals as of November 30, 2018

<table>
<thead>
<tr>
<th></th>
<th>Operating 11/30/19 A</th>
<th>Nonendowed 11/30/19 B</th>
<th>Endowed 11/30/19 C</th>
<th>Total 11/30/19 D</th>
<th>Total 11/30/18 E</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EARNED INCOME</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>INTEREST AND DIVIDENDS</td>
<td>$39,572</td>
<td>$0</td>
<td>$281,139</td>
<td>$320,911</td>
<td>$323,951</td>
</tr>
<tr>
<td>UNREALIZED GAIN/LOSS ON SECURITIES</td>
<td>($7,188)</td>
<td>$0</td>
<td>$619,745</td>
<td>$612,557</td>
<td>($1,667,515)</td>
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<tr>
<td>REALIZED GAINS/LOSSES</td>
<td>$2,180</td>
<td>$0</td>
<td>($29,249)</td>
<td>($27,069)</td>
<td>$81,775</td>
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<tr>
<td>FEE INCOME</td>
<td>$25,654</td>
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<td>$0</td>
<td>$25,654</td>
<td>$50,929</td>
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<td>OPERATIONAL ENDOWMENT PAYOUT</td>
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<td>$14,276</td>
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<td>ENDOWMENT MANAGEMENT FEE</td>
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<td>$0</td>
<td>$108,899</td>
<td>$108,841</td>
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<td><strong>TOTAL EARNED INCOME</strong></td>
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</tr>
<tr>
<td>RESTRICTED CONTRIBUTIONS</td>
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<td>OTHER INCOME</td>
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<td>$0</td>
<td>$1,820</td>
<td>$0</td>
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<td>$507,657</td>
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## EXPENSES

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<tr>
<th></th>
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<th>Nonendowed 11/30/19 B</th>
<th>Endowed 11/30/19 C</th>
<th>Total 11/30/19 D</th>
<th>Total 11/30/18 E</th>
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<tbody>
<tr>
<td><strong>SALARIES &amp; WAGES</strong></td>
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<tr>
<td>SALARIES &amp; WAGES</td>
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<td><strong>TOTAL SALARIES &amp; WAGES</strong></td>
<td>$176,794</td>
<td>$0</td>
<td>$2,754</td>
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<td>PAYROLL TAXES, BENEFITS</td>
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<td>$94,762</td>
<td>$92,053</td>
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<td><strong>TOTAL PAYROLL TAXES, BENEFITS</strong></td>
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<td>$297</td>
<td>$94,762</td>
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## Cabrillo College Foundation

### Income Statement by Fund as of November 30, 2019

*With Comparative Totals as of November 30, 2018*

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<tr>
<th>Operating 11/30/19 A</th>
<th>Nonendowed 11/30/19 B</th>
<th>Endowed 11/30/19 C</th>
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<th>Total 11/30/18 E</th>
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### IN KIND EXPENSE

- **OPERATING:** $0, $7,884, $0, $7,884, $26,602
- **RENT:** $9,880, $0, $0, $9,880, $9,880
- **NONENDOWED:** $0, $179,128, $0, $179,128, $170,493
- **ENDOWED:** $0, $29,329, $0, $29,329, $124,790
- **SCHOLARSHIPS:** $0, $126,339, $85,028, $211,367, $65,754

### TOTAL EXPENSES

- $361,882, $313,352, $292,529, $967,763, $931,884

### NET SURPLUS/(DEFICIT)

- $30,781, $56,274, $1,086,963, $1,174,018, $48,824

24
# Cabrillo College Foundation

## Income Statement - Operating Budget as of 11/30/19

With Comparative Totals as of 11/30/18

<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>REVENUE</strong></td>
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<tr>
<td><strong>SALARIES &amp; WAGES</strong></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>SALARIES &amp; WAGES</strong></td>
<td>$189,596</td>
<td>$176,794</td>
<td>$190,563</td>
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<tr>
<td><strong>TOTAL SALARIES &amp; WAGES</strong></td>
<td>$189,596</td>
<td>$176,794</td>
<td>$190,563</td>
<td>$13,770</td>
<td>$488,905</td>
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<tr>
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<td><strong>TOTAL PAYROLL TAXES, BENEFITS</strong></td>
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<td>$94,464</td>
<td>$106,547</td>
<td>$12,083</td>
<td>$255,714</td>
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### Income Statement - Operating Budget as of 11/30/19

With Comparative Totals as of 11/30/18

<table>
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<tr>
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<td><strong>TOTAL OTHER EXPENSES</strong></td>
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<td>$6,830</td>
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<td>$8,075</td>
<td>$47,217</td>
<td>$45,754</td>
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<td>In Kind Expense - Rent</td>
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<td><strong>TOTAL EXPENSES</strong></td>
<td>$353,964</td>
<td>$361,882</td>
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<td>$28,170</td>
<td>$981,072</td>
<td>$979,609</td>
<td>($1,463)</td>
</tr>
<tr>
<td><strong>NET SURPLUS/(DEFICIT)</strong></td>
<td>$28,626</td>
<td>$30,781</td>
<td>($37,412)</td>
<td>$68,193</td>
<td>$122,997</td>
<td>$79,349</td>
<td>$43,648</td>
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### Asset Allocation by Composite

<table>
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<tr>
<th>Segments</th>
<th>Market Value ($€)</th>
<th>Allocation (%)</th>
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<tbody>
<tr>
<td>Long-Term Pool</td>
<td>26,878,884</td>
<td>80.7</td>
</tr>
<tr>
<td>ESG Long-Term Pool</td>
<td>971,222</td>
<td>2.9</td>
</tr>
<tr>
<td>Intermediate-Term Portfolio</td>
<td>877,438</td>
<td>2.6</td>
</tr>
<tr>
<td>Short-Term Portfolio</td>
<td>3,156,984</td>
<td>9.5</td>
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<tr>
<td>Title III</td>
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</tr>
<tr>
<td>Title V</td>
<td>1,182,214</td>
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### Asset Allocation by Segment

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<tr>
<th>Segments</th>
<th>Market Value ($€)</th>
<th>Allocation (%)</th>
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<tr>
<td>Domestic Equity</td>
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<td>International Equity</td>
<td>8,461,842</td>
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<td>Domestic Fixed Income</td>
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<td>Alternative Investment</td>
<td>2,255,850</td>
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<tr>
<td>Global Other</td>
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<tr>
<td>Cash Equivalent</td>
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<th>Domestic Equity</th>
<th>International Equity</th>
<th>Domestic Fixed Income</th>
<th>Alternative Investment</th>
<th>Global Other</th>
<th>Cash Equivalent</th>
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<td>33,320,180</td>
<td>8,575,673</td>
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<td>2,255,850</td>
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</table>
## Cabrillo College Foundation

### Annualized Performance Summary

As of December 31, 2019

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<tr>
<th>Allocation</th>
<th>Market Value ($)</th>
<th>%</th>
<th>1 Month</th>
<th>QTD</th>
<th>Fiscal YTD</th>
<th>YTD</th>
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<th>3 Years</th>
<th>5 Years</th>
<th>10 Years</th>
<th>Since Inception</th>
<th>Inception Date</th>
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<tr>
<td><strong>Long-Term Pool - Gross</strong></td>
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<td><strong>ESG Long-Term Pool - Gross</strong></td>
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<td><strong>BC Gov/Cr 1-3 Yr</strong></td>
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<td>-</td>
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<tr>
<td><strong>Short-Term Portfolio - Gross</strong></td>
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<td><strong>Composite Benchmark</strong></td>
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<td><strong>Title V Portfolio - Gross</strong></td>
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<td><strong>Composite Benchmark</strong></td>
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<td>7.3</td>
<td>5.3</td>
<td>-</td>
<td>5.7</td>
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</tbody>
</table>
Total Net Assets highest level was $36,456,341 as of November 30, 2019
Endowed Net Assets highest level was $32,190,007 as of November 30, 2019
Endowed Historical Gifts highest level was $26,122,237 as of November 30, 2019
MEMORANDUM

DATE: January 16, 2020

TO: Executive Committee

FROM: Claire Biancalana

SUBJECT: President’s Circle Campaign

2019-20 President’s Circle Campaign
Michele Bassi and Duf and Paula Fischer are co-chairs of the 2019-20 President’s Circle Committee. As of January 15, 2020:

• GOAL!!!!!
• $388,285 has been raised, surpassing our goal of $386,000
• 205 members have joined
• 25 NEW members have joined
• 13 renewing donors increased their support this year

A 2019-20 member list and history report are attached

2019 President’s Circle Events

President Level ($1,000+)
• Sandy Lydon Event.................................................................May 3
• Summer Musical and Reception: Candide..................................August 7
• President’s Holiday Party..........................................................TBD

President’s Plus Level ($1,500+)
• Party at Cabrillo’s Horticulture and Ag Tech Center...............Spring (TBD)

Director Level ($2,500+)
• Winemaker’s Dinner at the Sesnon House..............................May 14

Trustee Level ($5,000+)
• Happy Hour at the home of Matt Wetstein............................April 15

Benefactor Level ($10,000+)
Feasting with Faculty.............................................................April 2
CABRILLO COLLEGE FOUNDATION
President’s Circle Members 2019-20
Updated 01/15/2020

$10,000+
Bright Horizon Fund
Esther and Gerry Levandoski
Rick and Ruth Moe
Edward Newman and Leslie Christie
Patty Quillin and Reed Hastings
Miles and Roseanne Reiter
Thomas Sourisseau

$5,000+
Claire Biancalana and William Kelsay
Harry and Mary Blanchard
Barbara Canfield
John and Judy Eiskamp
Therese Johnson
Julie Packard
Elio and Joy Rodoni
Mary Solari
Rachel Wedeen

$2,500+
Phillip and Robin Adkins
Pegi and Tom Ard
Jim Baker and Nancy Millsagle
Judy Boemer
Jess Brown
Owen Brown and Mary Akin
Ken and Kathy Doctor
Lee and Emily Duffus
Jack Farr
Duf and Paula Fischer
Joan Griffiths
Kimberly Hallinan and Ken Helms
Trisha and Brandon Kett
Vance Landis-Carey and Robert Carey
Leola Lapides and Bob Katz
Marilyn Manning Lonergan and Richard Lonergan
Robert Millsagle and Bjorg Yonts
Joe and Susan Mingace
Ned and Dinny Nemacheck
Amy Newell
Gayle and Joseph Ortiz
William and Erica Ow
Pat and Rowland Rebele
Shadowbrook and Crow’s Nest Restaurants
Brian and Michelle Sharpes
Stephen and Gail Snodgrass
Ginny Solari Mazry
Rachael Spencer and Kevin Rooney
James Thompson
W. Todd and Corinne Wipke
CABRILLO COLLEGE FOUNDATION
President’s Circle Members 2019-20
Updated 01/15/2020

$1,500+
Mahlon and Joel-Ann Foote
Geo. H. Wilson, Inc.
John and Sue Grauity
Stephen Green
Ken Haber
David and Jacqueline Heald
Eileen and Dave Hill
Harold and Dorothy Hyde
Mary James and George Cook
Erik and Judy Johnson--Erik’s DeliCafé
Ralph and Julie Kimball
Karen and Charles Leigh-Wood
Dominic and Karen Massaro
Keith and Della McKenzie
Albert Nanez
George Newell
Fane and Corie Opperman

Earleen Overend and Wayne Palmer
Laura Pease and Bill Scurr
Nancy Rice Bradley
Maria Esther and Jose Raul Rodriguez
Santa Cruz County Bank
Barbara and William Scherer
Carol and Kirk Schmidt
Robert Scott
Greg and Tangie Solow
Jerry and Robynn Walters
Evans Whitaker and Deborah Bronstein
Theo Wierdmsa and Julie Hamilton
Wierdmsa
Sue Wilson
Thomas and Connie Wilson

$1,000+
Anonymous
Michael and Toby Alexander
Walter and Janet Alexander
Mary Altier Walker and John Walker
Ann Asche/Locatelli Moving and Storage
Carlos and Jane Arcangeli
Charles and Janet Banovac
Brian and Maryann Barry
William and Pat Barton
Bob and Susan Bosso
Bowman and Williams
Shannon and Tom Brady
George and Elizabeth Bunch
Thomas Bush and Grace Sanchez
Nancy Campeau
Charles and Betty Canfield
Paul Carrubba and Teresa O’Connell Carrubba
Brian and Kay Cayton
Linda Charman
Frederick and Kate Chen
Michael and Barbara Clark
Sarah Clark
Joanne Clever
Virginia Coe
Bill and Cloy Codiga
Karen Cogswell and John Maench
Margaret Cottle
Arne and Carol Croce
Bud and Martina Cummings
Wallace Dale
Robert Darrow
Doug and Diane Deaver
Daryl Dichek and Kenneth Smith
Terry Dowell
Geoff and Sandy Eisenberg
Kristin Fabos and Rye Livingston
Michele Finch
Finkelman Family Foundation/Herb Finkelman and Edda Tusinac
Cynthia FitzGerald
Rocky and Judy Franich
Lesley Franz
Jeffrey Galipeaux
Mary Gaukel and Les Forster
Diane and Conrad Hamako
Richard and DeAnne Hart
Kathleen Hatfield
Janet Heien
Ken Helms
Joseph and Bette Hirsch
Ron and Evelyn Hirsch
David and Katharine Hopkins
John Hurd and Kate Kelly
Carolyn Hyatt
Kent and Marie Imai
Ron Indra
Ronald and Linda Israel
Helen Jones
Tom and Nanette Kelsey
George and Janet Kennedy
Richard and Diane Klein
David and Sharon Kluger
George and Diane Koenig
Ko-Kahuna Trust
Ron Kusel and Carolyn Gong-Guy
John Laird and John Flores
Julie Lambert
Linda Larkin and Harold Widom
Nancy Lenox
Mark Linder and Mary Dean
Victoria and David Lewis
Rick Li Fo Sjoe and Virginia Morris
Pamela Lowry and Allen Rozelle
Charlie and Georgia Mackh
Gerry Mandel
Allen and Janet Martin
Mike and Bertie McElroy
Paul Meltzer
Mark Mesiti-Miller and Donna Murphy
Peter and Debbie Nelson
Linda and Bruce Nicholson
Harvey and Judy Nickelson

Rock Pfotenhauer and Linda Wilshusen
Sara Pope
James and Mary Ellen Poth
Muriel Prolo and Jack Samuelslon
Paula and Robert Quinn
Kenneth and Barbara Reed
Dixie Rees
Randy Repass and Sally-Christine Rodgers
Phyllis Rosenblum
Cherri Rupert-Canfield
Thomas Schmida
Mark and Laurie Scurich
Ronald and Cynthia Sekkel
Kathryn Shephard
Karen Semingson
Melinda and Thomas Silverstein
Ronnette and Sharen Smithcamp
Elaine-Marise Solari
Carol and Stephen Spragens
Robert Stephens
Gabrielle Stocker
Bruce and Barbara Swenson
Susan True and Ben Wolfe
Michael and Anne Watkins
Susan and Nels Westman
Matt Wetstein and Cindy Ostberg
Brad and Linda Wiles
Kathleen Willot and Glen Joy
Terrence Willett and Jennifer Cross
Neal and Paula Woods

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

- **Cornelia Ackley**
- **Kate Ashcraft**
- **Jack Baskin and Peggy Downes 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**
- **Granterock**
- **Joan and Gerald Griffiths**
- **Grove Foundation**
- **The William and Flora Hewlett Foundation**
- **Hewlett-Packard Company**
- **Hyde**
- **Hewlett-Packard Company**
- **James Irvine Foundation**
- **Walter S. Johnson Foundation**
- **Eileen and Max Koppes**
- **Albert Leoni**
- **Jean 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 Perlina**
- **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 Brigid 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*
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<th></th>
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<td># of Committee Members</td>
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<td>36</td>
<td>29</td>
<td>36</td>
<td>33</td>
<td>37</td>
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<td>50</td>
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<tr>
<td># of Annual Members ($1,000+)</td>
<td>176</td>
<td>192</td>
<td>190</td>
<td>189</td>
<td>206</td>
<td>214</td>
<td>227</td>
<td>227</td>
<td>205</td>
</tr>
<tr>
<td># of Annual Members solicited for the first time through Annual Fund ($1,000+)</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td># of New Annual Members ($1,000+)</td>
<td>26</td>
<td>30</td>
<td>20</td>
<td>16</td>
<td>23</td>
<td>19</td>
<td>32</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td># of Rejoining Annual Members ($1,000+)</td>
<td>150</td>
<td>162</td>
<td>170</td>
<td>179</td>
<td>183</td>
<td>192</td>
<td>195</td>
<td>207</td>
<td>180</td>
</tr>
<tr>
<td>% of Rejoining Members</td>
<td>88%</td>
<td>92%</td>
<td>88%</td>
<td>94%</td>
<td>97%</td>
<td>93%</td>
<td>91%</td>
<td>91%</td>
<td>79%</td>
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<tr>
<td># of $15,000+</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td># of $10,000+</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>5</td>
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<tr>
<td># of $5,000-$9,999</td>
<td>8</td>
<td>10</td>
<td>7</td>
<td>7</td>
<td>8</td>
<td>7</td>
<td>9</td>
<td>10</td>
<td>8</td>
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<tr>
<td># of $2,500-$4,999</td>
<td>16</td>
<td>13</td>
<td>13</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>23</td>
<td>27</td>
<td>31</td>
</tr>
<tr>
<td># of $1,500-$2,499 (Starting 2011-2012)*</td>
<td>37</td>
<td>38</td>
<td>45</td>
<td>52</td>
<td>54</td>
<td>56</td>
<td>59</td>
<td>57</td>
<td>48</td>
</tr>
<tr>
<td># of $1,000 Donations</td>
<td>112</td>
<td>126</td>
<td>119</td>
<td>114</td>
<td>127</td>
<td>133</td>
<td>132</td>
<td>129</td>
<td>111</td>
</tr>
<tr>
<td># of Donors Who Gave &lt; $1,000</td>
<td>8</td>
<td>9</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>8</td>
<td>3</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td># of Prospects Solicited</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>
<td>1,042</td>
<td>1044</td>
</tr>
<tr>
<td>Donations from Annual Fund</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>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Operational Budget Goal</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>
<td>$380,000</td>
<td>$386,000</td>
</tr>
<tr>
<td>Total Funds Raised</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>
<td>$384,697</td>
<td>$388,285</td>
</tr>
<tr>
<td>Percent Increase/ Decrease Over Previous Year</td>
<td>11%</td>
<td>8%</td>
<td>4%</td>
<td>10%</td>
<td>2%</td>
<td>4%</td>
<td>14%</td>
<td>2%</td>
<td>1%</td>
</tr>
</tbody>
</table>
MEMORANDUM

DATE: January 16, 2020

TO: Executive Committee

FROM: Eileen Hill

SUBJECT: Cabrillo Advancement Program (CAP) Update

Description
The Cabrillo Advancement Program (CAP) is a scholarship and support program designed to increase the academic success of high risk, low income students and to support their preparation for attending college. CAP includes 350 participants in 12 schools throughout Santa Cruz County. CAP scholars are selected through a competitive process open to students who qualify for free or reduced lunches.

Beginning with the first year of middle school and continuing through high school, CAP students receive after-school tutoring and participate in counseling and extra-curricular activities that sustain their commitment to preparing for college. Students who complete CAP receive $3,000 in scholarships upon high school graduation for their first and second year at Cabrillo.

Results
CAP has shown amazing success in high school graduation and college-going rates compared to similar population. Last year, 75% of CAP high school seniors reported going to college—either Cabrillo or directly to a four-year university, exceeding the college enrollment benchmark of 49% by 26%.

CAP Funding
In 2018-19 a total of $1,812,868 was raised for CAP. A solicitation will be sent at the beginning of February to help us continue to grow the CAP Endowment for permanent and sustainable funding.

Cabrillo Advancement Program Ceremony
March 24, 2020, 6:00 p.m. at the Crocker Theater

Invitations will be sent at the end of January
MEMORANDUM

DATE: January 16, 2020

TO: Executive Committee

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.

This year the Cabrillo Foundation awarded a total of $107,787 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.

Please join us for the Faculty and Staff Grant Awards Reception, where you'll learn more about the projects that have received funding and celebrate the grant recipients!

Faculty and Staff Grant Awards Reception
Thursday, January 23rd
4:00-6:00pm
Sesnon House

2019-20 Funded projects are listed in the program attached.

Current committee members include: Owen Brown, Linda Burroughs, Ceil Cirillo, Les Forster, Francisco Iniguez (BELA), Tobin Keller (VAPA), Amy Newell, Gun Ruder, David Schwartz (NAS) and Natalie Vanoli (Allied Health).
Faculty Grants for Student Success
The Faculty Grants for Student Success program began in 1985 with an endowment gift by Keith and Elinor Shaffer to the Cabrillo College Foundation. This year $74,465 is being awarded.

Crocker Endowment Grants
The Crocker Endowment Grants were established by Richard and Theresa Crocker in 2007. This year, $24,324 is being awarded.

Beck Engineering and Applied Science Endowment
Founded by Mark and Barbara Beck in 2004, the Engineering and Applied Science Endowment awarded $8,998 this year.

Associated Students of Cabrillo College-Wide Grants
Student Senate to enhance educational opportunities for students. This year, $18,000 is being awarded.

January 23, 2020
### 2019 Faculty Grants for Student Success

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Program</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Matthew Blostein</td>
<td>VAPA</td>
<td>2 Channel Equalizer for Studio A</td>
<td>$2,845</td>
</tr>
<tr>
<td>Susan Bruckner</td>
<td>VAPA</td>
<td>Piano Dept. Health &amp; Performance</td>
<td>$1,150</td>
</tr>
<tr>
<td>Flor Chacon</td>
<td>Student Services</td>
<td>Veterans Information Center (VIC) sit-stand desks</td>
<td>$2,262</td>
</tr>
<tr>
<td>Karl Ewald</td>
<td>NAS</td>
<td>ENGR 36 &amp; 40 Textbook Loan Program</td>
<td>$1,600</td>
</tr>
<tr>
<td>Janet Fine</td>
<td>VAPA</td>
<td>Outdoor bulletin boards for VAPA complex</td>
<td>$3,543</td>
</tr>
<tr>
<td>Noel Kelsch</td>
<td>Allied Health</td>
<td>Periodontal, Occlusion and Pathology Models</td>
<td>$3,555</td>
</tr>
<tr>
<td>Noel Kelsch</td>
<td>Allied Health</td>
<td>Laser Certification</td>
<td>$7,800</td>
</tr>
<tr>
<td>Zerubba Levi</td>
<td>NAS</td>
<td>Acquiring Perpetual ChemDraw Licenses</td>
<td>$1,788</td>
</tr>
<tr>
<td>Dawn Nakanishi</td>
<td>VAPA</td>
<td>Enameling Kiln and Firing Racks</td>
<td>$1,276</td>
</tr>
<tr>
<td>Brandon Napoli</td>
<td>CTE</td>
<td>Cabrillo College’s Entrepreneurship Lab</td>
<td>$4,500</td>
</tr>
<tr>
<td>Richard Nolthenious</td>
<td>NAS</td>
<td>Asteroid Occultation Timing Equipment</td>
<td>$1,517</td>
</tr>
<tr>
<td>Dave Osland</td>
<td>NAS</td>
<td>Welder Repairs</td>
<td>$3,270</td>
</tr>
<tr>
<td>James Page</td>
<td>HAWK</td>
<td>WEC Go Green Initiative</td>
<td>$5,000</td>
</tr>
<tr>
<td>Jo-Ann Panzardi</td>
<td>NAS</td>
<td>Engineering/Art Ceramic Mural</td>
<td>$3,200</td>
</tr>
<tr>
<td>Mark Ramsey</td>
<td>HAWK</td>
<td>Gymnasium 3 Court Volleyball Net System</td>
<td>$2,553</td>
</tr>
<tr>
<td>Mark Ramsey</td>
<td>HAWK</td>
<td>Baseball and Softball Hack Attacks</td>
<td>$7,325</td>
</tr>
<tr>
<td>Letitia Scott-Curtis</td>
<td></td>
<td>Honors Program</td>
<td>$515</td>
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<tr>
<td>Patrick Stafford</td>
<td>VAPA</td>
<td>Machine Upgrade-Jointer Cutter-head replacement</td>
<td>$920</td>
</tr>
<tr>
<td>Susan Stuart</td>
<td>VAPA</td>
<td>Costume Shop Equipment</td>
<td>$195</td>
</tr>
</tbody>
</table>

### 2019 Crocker Endowment Grants

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Program</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marcy Alancraig</td>
<td>Counseling and Education Student Support</td>
<td>Community-Building CAP Lounges for Students</td>
<td>$15,865</td>
</tr>
<tr>
<td>Sarah Albertson</td>
<td>VAPA</td>
<td>Tables for student projects</td>
<td>$430</td>
</tr>
<tr>
<td>Cheryl Dumont</td>
<td>Allied Health</td>
<td>Technologically realistic simulation laboratory for Nursing</td>
<td>$1,579</td>
</tr>
<tr>
<td>Noel Kelsch</td>
<td>Allied Health</td>
<td>Going Paperless</td>
<td>$259</td>
</tr>
<tr>
<td>Noel Kelsch</td>
<td>Allied Health</td>
<td>The OneTen Sharpening System</td>
<td>$550</td>
</tr>
<tr>
<td>Noel Kelsch</td>
<td>Allied Health</td>
<td>OSHA Compliance</td>
<td>$685</td>
</tr>
<tr>
<td>Noel Kelsch</td>
<td>Allied Health</td>
<td>Calculus Detection Tools</td>
<td>$830</td>
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<tr>
<td>Noel Kelsch</td>
<td>Allied Health</td>
<td>Model Trimmer</td>
<td>$2,108</td>
</tr>
<tr>
<td>David King</td>
<td>VAPA</td>
<td>Dance Music Playback Equipment</td>
<td>$1,384</td>
</tr>
<tr>
<td>Tera Martin</td>
<td>Watsonville</td>
<td>Hostile Terrain 94: Cabrillo College</td>
<td>$1,734</td>
</tr>
<tr>
<td>Payson McNett</td>
<td>VAPA</td>
<td>Safety equipment for bronze pour</td>
<td>$1,412</td>
</tr>
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</table>

### 2019 ASCC Student Senate College Wide Grants

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Program</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mark Bidelman</td>
<td>VAPA</td>
<td>Promoting student excellence thru live performance</td>
<td>$4,600</td>
</tr>
<tr>
<td>Enrique Buelna</td>
<td>HASS</td>
<td>Latinx Graduation Ceremony 2020</td>
<td>$4,000</td>
</tr>
<tr>
<td>Mary Govaars</td>
<td>VAPA</td>
<td>HEPA Air filtration</td>
<td>$2,400</td>
</tr>
<tr>
<td>Cheyenne Loftus</td>
<td>Student Services</td>
<td>Cabrillo Career Closet</td>
<td>$2,000</td>
</tr>
<tr>
<td>June Ponce</td>
<td>Student Services</td>
<td>Barbara Samper Fourth Grade Experience</td>
<td>$5,000</td>
</tr>
</tbody>
</table>
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.

Our Scholarship Donor Reception that was held on October 24th led to several substantial scholarship gifts:

- $15K scholarship endowment established by Ed and Debra Menges
- $10K scholarship endowment established by Peter Weber and Victor Ruder
- $10K from Cory Ray for a nonendowed scholarship
- $5,000 from Joyce Wrenn, adding to her endowed scholarship
- $2,500 from Marilyn Shultz, adding to her endowed scholarship
- $1,500 from Scotts Valley Lions Club (likely a recurring annual gift)

A few of our scholarship donors and recipients are highlighted in the document attached.

Our annual year-end scholarship solicitation letters were mailed before the holiday break in December. Committee members added personal notes to the letters for our endowed scholarship donors, thanking them for their support. As of January 15, 2020, we have received nearly $115,000 in scholarship support from our donors!

Scholarship committee members serve as community ambassadors for our scholarship program. Committee members include: 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
Debra and Edward Menges are long-time supporters of Cabrillo College, having established two meaningful scholarship endowments in the past—the Amber Menges Memorial Nursing Scholarship in 1989 and the Edward and Debra Menges Radiologic Technology Endowed Scholarship in 2012.

After attending our Scholarship Donor Reception, Debra was inspired to create yet another endowed scholarship. In honor of her upcoming retirement from a long and gratifying career in Radiologic Technology and Mammography, Edward and Debra established the Debra Diaz Menges, RT (R)(M) Mammography Scholarship with a generous gift of $15,000.

Their support has impacted the lives of many Allied Health students over the years, and will continue to help students succeed in school and go on to serve their communities in the healthcare field.

Elliott Mozée was a long-time counselor at Cabrillo who passed away in April of 2019. Elliott’s daughter, Janine Mozée, reached out to inform us that her father had left Cabrillo in his estate plans. Recently Eileen met with Janine and her husband for lunch, followed by a tour of Cabrillo that sparked many pleasant memories for Janine.

We received a very generous gift of $35,000 from the Mozée estate to establish a permanent scholarship endowment in honor and in memory of Elliott Mozée. The scholarship will support students who are pursuing a career in counseling.

Bruce Berwald is a retired lawyer, who served as an administrative law judge (ALJ) all over the region. He now volunteers one day a week at Gault School in a third grade class, helping students with math, which he enjoys immensely. Bruce is so passionate about the students he works with and wants to encourage them to seek higher education.

With a generous gift of $15,000, Bruce recently he established the Bruce’s Buddies Endowed Scholarship for Gault School alumni coming to Cabrillo after high school.
Mitchell Loofbourrow is a Math Major at Cabrillo and recently attended the Scholarship Donor Reception to share his gratitude for being the recipient of the Carl Miller Memorial Mathematics Endowed Scholarship.

“When I received the notification that I was being awarded this scholarship, I opened the envelope and wept. I was incredibly grateful for the funds, but I was even more touched that my hard work and dedication was being recognized.”

Megan Eldredge is a recipient of the Honors Program Scholarship and attended the Scholarship Donor Reception. She is studying painting and drawing, with the goal of transferring to UCLA to become a medical illustrator.

“I want to thank the donors for their incredible generosity that allows me to continue this work that I am most passionate about.”

Holly Devine received the High Achiever Scholarship for CTE in 2011, as she pursued the Nursing program at Cabrillo. She has since gone on to become an RN at Dominican Hospital and remains passionate about her career.

"I am proud to be a registered nurse serving this wonderful community. I am currently working in the urology dept at Dignity Health and oversee an awesome team of people. We have been awarded clinic of the month 6 months in a row. I have Cabrillo College to thank for getting me where I am today, and will be forever grateful."
MEMORANDUM

DATE: January 16, 2020

TO: Executive Committee

FROM: Nancy Machado

SUBJECT: 2020-21 Budget Timeline

The following is the schedule for the 2020-21 Cabrillo College Foundation budget process:

Week of January 6, 2020 Nancy Machado requests information required for starting the budget process

Week of January 20, 2020 Eileen Hill and Nancy Machado to review information and determine if further information is needed

Week of January 27, 2020 Eileen Hill and Nancy Machado to compare prior year trends to 2020-21 plan

Week of February 17, 2020 Nancy Machado provides Eileen Hill with draft of 2019-20 Budget. Eileen Hill reviews, recommends changes and approves final 2020-21 Budget

March 12, 2020 Send recommended Budget to Finance and Investment Committee

March 26, 2020 Finance and Investment Committee reviews 2020-21 Budget and makes recommendation to Executive Committee

April 2, 2020 Send recommended Budget to Executive Committee

April 16, 2020 Executive Committee reviews 2020-21 Budget and makes recommendations to Board of Directors

April 28, 2020 Send recommended Budget to Board of Directors

May 12, 2020 Board of Directors approve 2020-21 Budget
MEMORANDUM

DATE: January 16, 2020

TO: Executive Committee

FROM: Nancy Machado

SUBJECT: 2019-20 990 Schedule

The following is a projection for the 2017-18 Cabrillo College Foundation federal Form 990 process:

April 1st – April 3rd, 2020 Cabrillo College Foundation staff completes Form 990 and submits to Auditor Terri Montgomery

Week of April 13, 2020 Terri Montgomery completes Form 990 and e-mails draft to Nancy Machado.

April 16, 2020 Cabrillo College Foundation Executive Director reviews draft Form 990

April 23, 2020 Draft Federal Form 990 e-mailed to the Board of Directors with an overview and instructions for review.

April 30, 2020 Cabrillo College Foundation Board of Directors responds to Nancy Machado with any suggestions/changes to draft Federal Form 990.

May 2, 2020 Final Federal Form 990 is e-mailed to the Board of Directors for final review.

May 12, 2020 At the Cabrillo College Foundation Board meeting, final Federal form 990 is approved and signed by a Board Officer.

May 13, 2020 Cabrillo College Foundation mails final Federal Form 990 to the Internal Revenue Service
BOARD OF DIRECTORS  
Tuesdays, 12:00-2:00 pm  
Sesnon House Room 1804  
New Member Orientation  
September 10, 2019  
10:00-11:00am  
(Sesnon House Room 1824)

Walking Tour for Full Board:  
September 10, 2019  
11:00-11:45am

Meetings:  
September 10, 2019  
November 12, 2019  
February 11, 2020  
May 12, 2020  
(Watsonville Center)

AUDIT  
10:00-11:00 am  
Sesnon House Room 1824  
October 11, 2019  
May or June 2020 TBD

EXECUTIVE  
Thursdays, 9:00-10:00 am  
Sesnon House Room 1824  
August 29, 2019 (9:00 – 10:30)  
October 24, 2019  
January 23, 2020  
April 16, 2020

FINANCE AND INVESTMENT  
Thursdays, 9:00-10:00 am  
Sesnon House Room 1824  
August 15, 2019  
October 10, 2019  
December 5, 2019  
(9:00 – 10:30)  
March 26, 2020 (9:00 – 10:30)

CABRILLO ADVANCEMENT PROGRAM (CAP)  
Sesnon House Room 1824  
February 20, 2020  
10:00 – 11:00 am

FACULTY GRANTS  
Sesnon House Room 1824  
November 20, 2019  
2:00 – 5:00 pm

NOMINATING  
Sesnon House Room 1824

PRESIDENT’S CIRCLE  
Sesnon House Room 1804  
September 18, 2019  
5:30 – 7:00 pm  
(kick-off party)

October 23, 2019  
9:00 am – 12:00 pm  
(signing party)

March TBD  
5:30 pm – 7:00 pm  
(wrap-up party)

WOMEN’S EDUCATIONAL SUCCESS (WES)  
Sesnon House Room 1824  
May 2020 TBD  
11:00 am – 12:00 pm  
(Luncheon)  
Horticulture Center

SCHOLARSHIP  
Sesnon House Room 1824  
August 13, 2019  
10:00 – 11:00 am  
November 19, 2019  
10:00 – 11:00 am

EXCLUSIVE EVENTS FOR PRESIDENT’S CIRCLE MEMBERS

Happy Hour with CC President  
$5,000 + Members  
April 15, 2020  
5:00 – 7:00 pm

Sandy Lydon Historical Tour  
$1,000 + Members  
Sunday, May 3, 2020

Winemakers Dinner  
Sesnon House  
$2,500+ Members  
May 14, 2020  
6:00 pm

Party  
$1,500+ Members  
May 2020 TBD  
5:30 pm

Feasting with Faculty  
Sesnon House  
$10,000+ Members  
April 2, 2020  
6:00 pm

American Dream Scholarship Ceremony  
May/June 2020 TBD  
4:00 – 5:00 pm  
Crocker Theater

EVENT DATES

Faculty and Staff Grants Reception  
January 23, 2020  
4:00-6:00 pm  
Sesnon House

Cabrillo Advancement Program Ceremony  
March 24, 2020  
6:00 – 8:00 pm  
Crocker Theater

High Achiever Scholarship Ceremony  
April 29, 2020  
4:00 – 6:00 pm  
Sesnon House

SCHOLARSHIP Scholarship Ceremony  
May/June 2020 TBD  
4:00 – 5:00 pm  
Crocker Theater
## 2019-20 Cabrillo College Foundation Committee Roster – Updated 11/18/2019

### BOARD OF DIRECTORS
- Rob Allen
- Pegi Ard, CFO
- Ed Banks, College Trustee
- Michele Bassi
- Claire Biancalana, Vice President
- Owen Brown, President
- Linda Burroughs
- Ceil Cirillo
- Linda Downing
- Sue Gochis, CC VP Student Services
- David Heald
- Matt Huffaker
- Kelly Nesheim
- Amy Newell
- Ed Newman
- Bradley Olin, VP Admin. Services, Asst. Treasurer
- William Ow, Past President
- June Padilla Ponce
- Patty Quillin
- Maria Esther Rodriguez
- Gun Ruder, Secretary
- Karen Semingson
- Rachael Spencer, College Trustee
- Kate Terrell
- Rachel Wedeen
- Kathie Welch, VP of Instruction
- Matt Weststein, Asst. Secretary, CC President
- Kristin Wilson, Faculty Representative
- Donna Ziel, College Trustee

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

### EXECUTIVE
- Pegi Ard, CFO
- Claire Biancalana, Vice President
- Owen Brown, President
- Linda Burroughs
- David Heald
- William Ow, Past President
- Gun Ruder
- Rachael Spencer
- Matt Weststein, CC President
- Staff: Eileen Hill, Nancy Machado

### FINANCE & INVESTMENTS
- CFO: 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 Lapides
- 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
- Linda Burroughs
- Ceil Cirillo
- Les Forster
- Matt Huffaker
- Francisco Iriguez
- Tobin Keller
- Amy Newell
- Gun Ruder
- David Schwartz
- Natalie Vanoli
  - Staff: Eileen Hill, Caitlin Bonura

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

### PRESIDENT’S CIRCLE
- Co-chairs:
  - Michele Bassi
  - Duf Fischer
  - Paula Fischer
  - Pegi Ard
  - Jim Baker
  - Ed Banks
  - Pat Barton
  - Claire Biancalana
  - Mary Blanchard
  - Jess Brown
  - Owen Brown
  - Ted Burke
  - Linda Burroughs
  - Ceil Cirillo
  - Karen Cogswell
  - Wally Dale
  - Linda Downing
  - Lee Duffus
  - John Eiskamp
  - Kristin Fabos
  - Peggy Flynn
  - Joel-Ann Foote
  - Mahlon Foote
  - DeAnne Hart
  - Rich Hart
  - Jackie Heald
  - Hal Hyde
  - Kent Imai
  - Julie Lambert
  - Vance Landis-Carey
  - Marilyn Manning Lonergan
  - Richard Lonergan
  - Keith McKenzie
  - Fred McPherson
  - Bob Millsagle
  - Kelly Nesheim
  - Ed Newman
  - William Ow
  - June Padilla Ponce
  - Ginny Solaris Mazry
  - Greg Solow
  - Tangie Solow
  - Rachael Spencer
  - Rachel Wedeen
  - Matt Weststein
  - Theo Wiersdama
  - Bjorg Yonts
  - Staff: Caitlin Bonura

### SCHOLARSHIP
- Chair: Rachael Spencer
- Claire Biancalana
- Jess Brown
- Ceil Cirillo
- Virginia Coe
- Linda Downing
- Jan Furman
- Rich Hart
- Adene Miller
- Corinne Miller
- Julie Thiebaut
- Rachel Wedeen
- Matt Weststein
  - Theo Wiersdama
  - Bjorg Yonts
  - Staff: Caitlin Bonura

### WOMEN’S EDUCATIONAL SUCCESS (WES)
- Co-chairs:
  - Rhonda Bonett
  - Lindy Bixby
  - Peggy Downes Baskin, cofounder
  - Sue Broadston
  - Lynnette Cleland
  - Cathy Conway
  - Freya Cooper
  - Mary Culley
  - Corrine Flanagan
  - Pam Goodman
  - Julie Hanks
  - Kathleen Jones
  - Janet Krassow
  - Leola Lapides
  - Angie McClellan
  - Sue Nerton
  - Amy Newell
  - Mara Paladran
  - Carolyn Parham
  - Tonne 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
- Lauren Cole
- Olga Diaz
- Mario Garcia
- Ofelia Garcia
- Irma Gil
- Holly Goodman
- Gabby Hueso
- Jay Jackson
- Teresa Kidwiler
- Elissa Kurk
- Michelle Morton
- Shirley Flores-Munoz
- Diego Navarro
- Christina Ortega
- Beth Regardz
- Ana Rodriguez
- Barbara Schultz-Perez
- Nancy Spangler
- Tasha Sturm
- Laura Thurman
- Windy Valdez
- Marilyn Zanetti

### WES Advisors:
- Caitlin Bonura

### SCHOLARSHIP
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- Matt Weststein
  - Theo Wiersdama
  - Bjorg Yonts
  - Staff: Caitlin Bonura

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- Rich Hart
- Adene Miller
- Corinne Miller
- Julie Thiebaut
- Rachel Wedeen
- Matt Weststein
  - Theo Wiersdama
  - Bjorg Yonts
  - Staff: Caitlin Bonura