MEMORANDUM

DATE: August 31, 2020


FROM: Claire Biancalana, CCF President

STAFF: Eileen Hill, Nancy Machado, Kate Staveland

SUBJECT: Special Board of Directors Meeting
Tuesday, September 1, 2020
2:30 pm – 3:00 pm
Virtual Zoom Meeting

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Welcome and Call to Order</td>
<td>C. Biancalana</td>
</tr>
<tr>
<td>2. Approval of Agenda</td>
<td>C. Biancalana</td>
</tr>
</tbody>
</table>

*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.*
### Special Board of Directors Agenda

**September 1, 2020**

**Page 2 of 2**

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B. Public Comment</strong></td>
<td>C. Biancalana</td>
<td></td>
</tr>
<tr>
<td>1. Public Comment Opportunity</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>C. Action Item</strong></th>
<th>M. Wetstein, E. Hill</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Board directed scholarships for Fire Relief Emergency Grants</td>
<td>3 - 4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>D. Adjournment</strong></th>
<th>C. Biancalana</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Adjournment</td>
<td></td>
</tr>
</tbody>
</table>

**NEXT MEETING:**

Tuesday, September 8
12:00 pm – 2:00 pm
MEMORANDUM

DATE: August 31, 2020

TO: Board of Directors

FROM: Eileen Hill

SUBJECT: Board Directed Scholarships for Fire Relief Emergency Grants

BACKGROUND
Due to the CZU Lightning Fire Complex, we estimate 650 students have been displaced from the San Lorenzo Valley, Davenport, and Bonny Doon area. In addition, 95 Cabrillo employees have been displaced, with an estimated 57 in the SLV, Davenport, Bonny Doon area. We do not yet know the extent of loss for our students and employees. Much like the Cabrillo College Foundation’s rapid response to the pandemic with emergency grants, we would like to provide emergency funding during this tragedy to provide support to keep students in school and support our Cabrillo employees as they rebuild their lives. We would like to provide $550 Fire Relief Emergency Grants to Cabrillo students and staff members affected.

Selection/Process
For students and Cabrillo employees, a simple application would be created for those who have been impacted. Financial Aid will verify student enrollment and that they are located in an area with loss or damage and disburse emergency funding. Human Resources will verify employment and location of employees prior to disbursement. If there are additional funds available to support the Cabrillo family, we would open it up for a second round of funding for those impacted by the fires.

Funding Needed Based on the estimates
650 students x $550 = $357,500
57 staff x $550 = $31,350
$388,850
**Funding Sources**

**A)** There are several endowed scholarships that have historically been directed by the Board to support Cabrillo Advancement Program (CAP) scholarships. Since 2003 the CAP Scholarship endowments have grown and we have sufficient funding this year to cover CAP Scholarship expenses. We would like the Board to approve redirecting these funds to support Fire Relief Emergency Grants this year. These funds can only be awarded to students.

- Dr. & Mrs. Ashcraft Scholarship $13,925.24
- Skipper Kendall Memorial Scholarship $1,629.58
- Mr. & Mrs. Richard E. Mehne Scholarship $51,187.16
- Lucile Milsted Memorial Scholarship $3,655.82
- Evelyn & Irving Pelz $2,077.72
- Freida Telgler Scholarship $9,561.46
- Thomas J. Lipton Endowed Scholarship $3,868.54
- Cabrillo College Foundation Scholarship $4,631.41

**TOTAL** $90,536.93

**B)** Crocker Campus-Wide Faculty and Staff grants $12,230 may be directed to support Fire Relief Emergency Grants with authorization by Cabrillo President and Cabinet. These funds can be awarded to Cabrillo employees.

**C)** Potentially $50,000 in additional scholarship money --researching and reaching out to donors

**D)** Email solicitation to donors NOT in the impacted fire area

**E)** Research other crisis response funding opportunities

**F)** Reach out to major donors

**Potentially $152,766 to kick start this fund**

**RECOMMENDED MOTION**

Approve and recommend to redirect the scholarship funds listed above (A) to Fire Relief Emergency Grants for students and Cabrillo employees.