MEMORANDUM

DATE: October 1, 2020

TO: Carrie Birkhofer, David Heald, Barbara Scherer, and Norman Schwartz

FROM: Karen Semingson, Chair

STAFF: Eileen Hill and Nancy Machado

GUEST: Terri Montgomery

Eide Bailly LLP

SUBJECT: Audit Committee Meeting

Wednesday, October 7, 2020
10:00 am – 11:00 am
Zoom Virtual Meeting

<table>
<thead>
<tr>
<th>Item</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Regular Open Session</td>
<td>Page</td>
</tr>
<tr>
<td>1. Welcome and Call to Order</td>
<td>K. Semingson</td>
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<tr>
<td>2. Approval of Agenda</td>
<td>K. Semingson</td>
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<td></td>
<td>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.</td>
</tr>
<tr>
<td>3. May 29, 2020 meeting minutes</td>
<td>K. Semingson 3-5</td>
</tr>
<tr>
<td>B. Public Comment</td>
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<tr>
<td>1. Public Comment Opportunity</td>
<td>K. Semingson</td>
</tr>
</tbody>
</table>
C. Reports

1. Cabrillo College President Report  
   - Item 1.1 Board communication letter  
   - Item 1.2 2019-20 Audit Draft  
2. Executive Director Report  
   - Item 2.1 2019-20 Fundraising Targets  
   - Item 2.2 2019-20 Fundraising Totals  
   - Item 2.3 2019-20 Contributions to Cabrillo College  
   - Item 2.4 2020-21 Fundraising Targets  
   - Item 2.5 2020-21 Fundraising Totals  
   - Item 2.6 Total Net Assets, Endowed Net Assets and Historical Gifts Chart as of 8/31/20

D. Action Items

1. 2019-20 Audit Draft  
   - Item 1.1 Board communication letter  
   - Item 1.2 2019-20 Audit Draft

E. Informational Items

1. 2019-20 Audit Timeline  
   - Item 2.1 2019-20 Audit Draft

F. Adjournment

1. Adjournment

NEXT MEETING

June 2021
TBD

Audit Committee Attendance Chart

<table>
<thead>
<tr>
<th>Audit Committee Members</th>
<th>6/1/18</th>
<th>10/1/18</th>
<th>5/20/19</th>
<th>10/11/19</th>
<th>5/29/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carrie Birkhofer</td>
<td>P</td>
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<td>A</td>
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<tr>
<td>David Heald</td>
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<tr>
<td>Barbara Scherer</td>
<td>P</td>
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<tr>
<td>Norm Schwartz</td>
<td>P</td>
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<td>A</td>
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<tr>
<td>Karen Semingson</td>
<td>P</td>
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</tbody>
</table>

A=Absent, P=Present, N=Not on Committees
Attendance is based on the Audit Committee meeting minutes. Please call Nancy Machado at 479-5032 if you believe this chart is in error.

2
Cabrillo College Foundation
Audit Committee Meeting
Minutes of May 29, 2020, distributed to Audit Committee June 15, 2020

Present: Carrie Birkhofer, David Heald, Barbara Scherer, Norman Schwartz and Karen Semingson

Absent: No members were absent

Staff: Eileen Hill and Nancy Machado

Guests: Terri Montgomery, Eide Bailly, LLP

Call to Order – K. Semingson called the meeting to order at 10:04 a.m.

Approval of Agenda
Motion: MSC: B. Scherer/N. Schwartz: The committee voted unanimously to approve the Audit Committee agenda.

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

Approve Audit Committee Minutes:
Motion: MSC: B. Scherer/N. Schwartz: Barbara Scherer, Norman Schwartz voted to approve the Audit Committee Minutes of October 11, 2019. Carrie Birkhofer abstained.

Executive Director Report:
Eileen reported that Cabrillo College will hold classes for the fall semester online with the exception of certain labs that are required to fulfill class requirements. With budget cuts being what they are for Cabrillo College in 2020-21, the expense required to make classrooms and certain offices comply with safety requirements related to Covid-19, it was determined that online courses and keeping worker’s remote through the fall semester was the most prudent approach.

Eileen reported that the Cabrillo College Foundation has raised $2,732,172 in outright gifts and $1,670,000 in unbooked planned gifts towards the $3M goal. In person events have been cancelled until further notice and there are virtual events in the works.

Review 2018-19 Audit
Terry Montgomery reported that the Cabrillo College Foundation received a clean audit opinion and the only audit adjustments made were those regularly made during the course of the audit for CalPERS and OPEB.

Discuss 2019-20 Audit
Terry Montgomery explained what would be the focus of the audit. Auditors will look at investments to confirm value, look at safeguards to ensure they are still in place during the time staff is working from home, and confirm restrictions on donations are being adhered to.
We discussed the audit plan for the 2019-20 audit to be remote and what that would look like. Staff would likely log into a secure portal and upload the information the auditor asks for. It could take longer than the normal one week in person audit depending upon staff turnaround time and require more phone calls and emails.

2019-20 Audit Timeline
The following is a projection for the 19-20 Cabrillo College Foundation audit process:

May 29, 2020 Auditor meets via Zoom with Audit Committee to review how the audit will be conducted. Terri Montgomery of Audit firm will attend meeting.

Week of August 17, 2020 Cabrillo College Foundation on-site audit if allowable.

September 9, 2020 Foundation receives proposed audit adjustments for review by Nancy Machado, Lynn Brisson, CPA and Pegi Ard, Foundation CFO.

September 16, 2020 Foundation receives audit draft for review by Nancy Machado, Eileen Hill, Lynn Brisson, CPA and Pegi Ard, Foundation CFO.

October 2020 (TBD) Audit Committee meets to review/accept audit draft. Representative(s) of Audit firm will attend meeting.

October 16, 2020 Executive Committee receives e-mail audit draft for review prior to Executive Committee meeting.

October 22, 2020 Executive Committee receives recommended audit draft for review and acceptance.

October 22, 2020 Cabrillo College Foundation staff e-mails Audit Committee members a red-line draft Audit so they are made aware of any changes made to the Audit Report after the Executive Committee meeting.

November 11, 2020 Cabrillo College Foundation Board of Directors meet to accept audit. Representative(s) of audit firm will attend meeting.

Committee Calendar & Roster
The Committee Calendar & Roster was not provided. All meetings for the fiscal year have concluded.

Adjournment
Meeting adjourned at 10:55 a.m.
Respectfully submitted,

Nancy Machado
Accounting & Human Resources Manager

Next Meeting:
To be scheduled by Doodle poll for October, 2020

Follow up items:

- Break out the accrued compensation from accounts and scholarships payable line
- Keep Audit Committee posted on audit timeline

Audit Committee Attendance Chart

<table>
<thead>
<tr>
<th>Audit Committee Members</th>
<th>6.1.18</th>
<th>10.1.18</th>
<th>5.20.19</th>
<th>10.11.19</th>
<th>5.29.20</th>
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</thead>
<tbody>
<tr>
<td>Carrie Birkhofer</td>
<td>P</td>
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<tr>
<td>David Heald</td>
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<tr>
<td>Barbara Scherer</td>
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<td>P</td>
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<td>Norm Schwartz</td>
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<tr>
<td>Karen Semingson</td>
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</tbody>
</table>

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CZU Fire Response at Cabrillo
August 2020 will go down in history as one of Cabrillo College’s finest moments. In the face of heartbreaking losses due to the CZU August Lightning Fires that swept through northern Santa Cruz County, Cabrillo stepped in to fill a mutual aid request from the County. Jon Salisbury, Tom Wyner, Derek Gross, and Spring Andrews and the entire facilities and IT staff did incredible work to get an evacuation shelter established in a matter of hours. Retired firefighter and Cabrillo part time faculty member Owen Miller was on hand for the establishment of “Camp Cabrillo” rules. Over the course of two weeks, we learned that eight staff/faculty/Cabrillo employees were displaced with total losses of their homes. More than 30 students lost their homes to the fires. Roughly 30% of our students and staff were evacuated for some time. Because of the evacuation orders, the college delayed the start of the fall semester by one week. The impact of this natural disaster will be long-lasting as the community seeks to rebuild. But one thing is for certain, when Cabrillo was asked to step up and provide assistance, we did and the community will long remember our assistance. I want to particularly thank Jon Salisbury for his outstanding work coordinating with the County OES and Red Cross. There’s a picture of Jon below taking a well-earned rest on one of the Red Cross cots.

Assistance in the way of emergency support is still available. The Cabrillo College Foundation has established a Fire Relief Fund that provides $550 emergency grants to students and staff who have been impacted. Donations can be made to the fund by clicking on this link. Similarly, CCFT has established its own fund for faculty support that can be enhanced with a contribution through the Foundation.

Jon Salisbury takes a rest on one of the emergency shelter cots; Governor Newsom visits with Camp Cabrillo evacuees
**Enrollment Impacts**

The lingering impact of coronavirus on enrollments was already a factor heading into the fall semester. The CZU Fires have exacerbated the problem. As of this morning (9/14/2020), enrollment is down 9% compared to last fall. In part the decline is attributable to COVID-19 and the uncertainty and anxiety that many have about face-to-face instruction. Some of most impacted classes are in the performing arts. The CZU Fires have accelerated a pattern of drops early in the semester. We went from 3.9% down to 9% down in the span of just a few days (a snapshot of this decline can be seen in the lower line in the graph below). The college will need to consider offering more late start cyber-session courses as a way to provide access to students impacted by the fires. It may also be the case that some students will never come back to this area. That is why the leadership team is tracking withdrawals on a weekly basis and may submit an emergency declaration to the Chancellor’s Office to seek to retain pre-fire FTES levels.

![Graph showing enrollment trends](image)

**Fun Committee Event this Thursday at 6 pm**

The Cabrillo Fun Committee has planned a special event for this Thursday evening: Mocktails and Cocktails with the President. The invitation is featured below. We are hoping it allows people to connect across departments and will provide an evening of fun and laughter after work.
In the table below are some of the events and activities I have been involved with since last month’s board meeting (since August 3, 2020).

<table>
<thead>
<tr>
<th>College Events, Meetings and Visits</th>
<th>Community Events and Visits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EOC Meeting, 8/5</td>
<td>CCLC CEO Webinar, 8/4</td>
</tr>
<tr>
<td>GP Team &amp; Design by Cosmic, 8/6</td>
<td>Discussion of Deferrals with Vice Chancellor, 8/5</td>
</tr>
<tr>
<td>Tour of VAPA D2C Classrooms, 8/10</td>
<td>Michael Terris of TBWBH, 8/5</td>
</tr>
<tr>
<td>Title V Grant Meeting, 8/10</td>
<td>Aptos/Capitola Rotary, 8/6</td>
</tr>
<tr>
<td>Jim Weckler &amp; Michael Robins, 8/11</td>
<td>SC Breakers Soccer, 8/7</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
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<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Meeting with Student Equity Ambassadors</td>
<td>8/11</td>
</tr>
<tr>
<td>Aspen Award Intro Meeting</td>
<td>8/10</td>
</tr>
<tr>
<td>Guided Pathways Meeting</td>
<td>8/11</td>
</tr>
<tr>
<td>CCLC CEO Webinar</td>
<td>8/11</td>
</tr>
<tr>
<td>EOC Meeting</td>
<td>8/12</td>
</tr>
<tr>
<td>SC County Business Council Committee</td>
<td>8/12</td>
</tr>
<tr>
<td>Ronnette Smithcamp</td>
<td>8/13</td>
</tr>
<tr>
<td>Design by Cosmic</td>
<td>8/13</td>
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<tr>
<td>Board Subcommittee</td>
<td>8/13</td>
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<tr>
<td>Aptos/Capitola Rotary</td>
<td>8/13</td>
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<tr>
<td>Tech Procurement Meeting</td>
<td>8/14</td>
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<tr>
<td>Larry Galizio re: deferrals</td>
<td>8/14</td>
</tr>
<tr>
<td>All College Day Planning</td>
<td>8/14</td>
</tr>
<tr>
<td>SC Breakers Soccer</td>
<td>8/17</td>
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<tr>
<td>All College Day – Give Peace a Chance</td>
<td>8/17</td>
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<tr>
<td>CCLC CEO Webinar</td>
<td>8/18</td>
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<tr>
<td>Faculty Senate</td>
<td>8/18</td>
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<tr>
<td>Foundation Finance Committee</td>
<td>8/19</td>
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<tr>
<td>EOC Meeting</td>
<td>8/19</td>
</tr>
<tr>
<td>SC County Business Council Committee</td>
<td>8/20</td>
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<tr>
<td>New Employee Orientation</td>
<td>8/19</td>
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<tr>
<td>Aptos SIRS Luncheon</td>
<td>8/25</td>
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<tr>
<td>President’s Roundtable</td>
<td>8/19</td>
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<tr>
<td>Cabrillo Foundation Exec Comm.,</td>
<td>8/27</td>
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<tr>
<td>Emergency Communications Mtg, CZU Fire</td>
<td>8/20</td>
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<tr>
<td>Inside Higher Ed Reporter</td>
<td>8/27</td>
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<tr>
<td>EOC Meeting</td>
<td>8/21</td>
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<tr>
<td>SC Symphony Personnel Comm.</td>
<td>8/27</td>
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<tr>
<td>Dean of CESS Interview Committee</td>
<td>8/22</td>
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<td>Cabrillo Foundation Special Bd. Meeting</td>
<td>9/1</td>
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<tr>
<td>EOC Meeting</td>
<td>8/24</td>
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<tr>
<td>Cabrillo Foundation Special Bd. Meeting</td>
<td>9/1</td>
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<td>EOC Meeting</td>
<td>8/26</td>
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<td>SC Symphony Personnel Comm.</td>
<td>9/2</td>
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<tr>
<td>Football Viability Review Committee</td>
<td>8/28</td>
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<td>SC Symphony Board Meeting</td>
<td>9/3</td>
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<tr>
<td>Dean of CESS Interviews</td>
<td>8/31</td>
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<td>Western Kentucky Technical College</td>
<td>9/4</td>
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<tr>
<td>EOC Meeting</td>
<td>8/31</td>
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<tr>
<td>Ellucian Budget Model Meeting</td>
<td>9/8</td>
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<tr>
<td>Faculty Senate</td>
<td>9/1</td>
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<tr>
<td>Cabrillo Foundation meeting</td>
<td>9/8</td>
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<tr>
<td>Phone Call with Rachael Spencer</td>
<td>9/2</td>
</tr>
<tr>
<td>Sutter/PAMF Community Board Meeting</td>
<td>9/9</td>
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<tr>
<td>Phone Call with Ed Banks</td>
<td>9/2</td>
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<tr>
<td>Aptos/Capitola Rotary</td>
<td>9/10</td>
</tr>
<tr>
<td>College Planning Committee</td>
<td>9/2</td>
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<tr>
<td>President’s Circle Committee</td>
<td>9/10</td>
</tr>
<tr>
<td>Fun Committee Meeting</td>
<td>9/2</td>
</tr>
<tr>
<td>Aspen Prize Meeting</td>
<td>9/11</td>
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<tr>
<td>Equity Certificate Program</td>
<td>9/4</td>
</tr>
<tr>
<td>Cement Ship at Crocker Theater (youtube)</td>
<td>9/11</td>
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<tr>
<td>Board Subcommittee Meeting</td>
<td>9/4</td>
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<tr>
<td>GOAL Adult Ed Board Meeting</td>
<td>9/14</td>
</tr>
<tr>
<td>Website Meeting</td>
<td>9/4</td>
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<tr>
<td>Guided Pathways Meeting</td>
<td>9/8</td>
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<tr>
<td>VAPA Air Flow Meeting</td>
<td>9/9</td>
</tr>
<tr>
<td>Board Member meetings</td>
<td>9/14</td>
</tr>
</tbody>
</table>
Executive Director Report: October 2020

Administration

- 2019-20 Final Reporting
  - Raised $3,026,305 in outright gifts, which includes $914,777 in endowed permanent support
  - $1,670,000 in unbooked legacy gifts
  - 100% Board member giving
  - 800 Covid19 emergency grants distributed in 2 months totaling $400,000
  - Put $1.6M in the hands of students through our scholarships
- Audit preparation
- Scholarship Administration
- Recreating and adjusting outreach and events to virtual format
- Secured PPP Loan

Fundraising

- President’s Circle: over $70,000 raised; first committee meeting held September 10
- Women’s Educational Success: $165,000 raised, $90,000 to award this year
- Scholarships: fundraising for existing and new scholarships is ongoing
- Monterey Peninsula Foundation $135K proposal for faculty and student tech
- Launching new Student Veterans Endowment
- Fire relief support to students and Cabrillo employees

Upcoming Events

- President’s Circle Back to School and Bubbles: October 22, 5:30 – 6:30 pm
- Board of Directors Meeting: November 10, 12:00 – 2:00 pm
- Student Veterans “to go” BBQ November 11, 12:00 pm
- Heritage Club Brunch November 19, 10:30 – 11:30 am
MEMORANDUM

DATE: September 1, 2020

TO: Board of Directors

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 – 6/30/20</th>
<th>2019-20 Target</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>$412,490</td>
<td>$385,000</td>
<td>President’s Circle</td>
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<tr>
<td>$11,229</td>
<td>$50,000</td>
<td>Annual Fund</td>
</tr>
<tr>
<td>$215,772</td>
<td>$175,000</td>
<td>Women’s Educational Success</td>
</tr>
<tr>
<td>$218,563</td>
<td>$150,000</td>
<td>Cabrillo Advancement Program (Endowed)</td>
</tr>
<tr>
<td>$322,621</td>
<td>$500,000</td>
<td>Scholarships (Endowed)</td>
</tr>
<tr>
<td>$721,749</td>
<td>$250,000</td>
<td>Scholarships (Nonendowed)</td>
</tr>
<tr>
<td>$605,881</td>
<td>$490,000</td>
<td>Faculty/Department Support (Faculty Grants, Allied Health, Athletics, VAPA, etc.)</td>
</tr>
<tr>
<td>$231,500</td>
<td>$250,000</td>
<td>Student Support Services (Disabled student services, internships, tutoring, etc.)</td>
</tr>
<tr>
<td>$286,500</td>
<td>$250,000</td>
<td>Donor directed interests</td>
</tr>
<tr>
<td>$1,670,000</td>
<td>$500,000</td>
<td>Unbooked Planned Gifts</td>
</tr>
<tr>
<td>$4,696,305</td>
<td>$3,000,000</td>
<td>TOTAL</td>
</tr>
</tbody>
</table>
DATE: September 1, 2020

TO: Board of Directors

FROM: Eileen Hill

July 1, 2019 to June 30, 2020

2019-20 Outright Gifts Fundraising Total $ 3,026,305
2019-20 Unbooked Revocable Planned Gifts $ 1,670,000

Total $ 4,696,305

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

Recorded Gifts 07-01-19 to 06-30-20:

Anonymous (Emergency Grants) $ 250,000
SD Trombetta Foundation (ECE & Scholarships) $ 250,000
Monterey Peninsula Foundation (Web Design for Cabrillo) $ 200,000
Anonymous (Math Plus) $ 150,000
The Barbara Samper Foundation (CAP) $ 125,000
Anonymous (Scholarships) $ 105,000
Pat & Rowland Rebele (Journalism, Scholarships, President’s Circle, WES, Cabrillo Stage) $ 79,350
Brian & Patti Herman (WES, Scholarships, Cabrillo Stage) $ 61,375
Joan Griffiths (President’s Circle, WES & Scholarships) $ 60,508
Paul & Pat Shirley (CAP) $ 50,500
Pajaro Valley Community Health Trust (Scholarships) $ 50,200
Nancy Gregg Estate (Unrestricted) $ 42,621
The Peggy & Jack Baskin Foundation (WES, Girls in Engineering, Emergency Grants) $ 38,000
Elliott Mozée Estate (Scholarships) $ 35,000
Betty Ann Altman (Scholarship) $ 34,923
Friends of Cabrillo College 2020 (Emergency Grants) $ 28,069
Richard & Theresa Crocker (Emergency Grants, President’s Circle) $ 26,500
Rick & Ruth Moe (President’s Circle, WES, Emergency Grants) $ 25,364
Davidson Family Foundation (Engineering) $ 25,000
Vertical Raise Trust Account (Baseball) $ 20,613
Ow Family Properties (WES, Stroke Center, Scholarships) $ 20,500
Sheri Watson-Riley (Scholarship) $ 20,030
Jill & Dick Wilson (Scholarship) $ 20,000
Foundation for California Community Colleges (Scholarships, First Response Health) $ 18,045
Patty Quillin & Reed Hastings (WES & President’s Circle) $ 16,000
Esther & Gerry Levandoski (President’s Circle & CAP) $ 15,386
Edward & Debra Menges (Scholarship) $ 15,100
Bruce Berwald & Jan Parker (Scholarship) $ 15,000
William & Lupe Burgstrom (CAP) $ 15,000
Edward Newman & Leslie Christie (President’s Circle) $ 15,000

Gifts under $15,000 (1,891of 1922 total donors) $ 1,186,900

Total Secured Gifts $ 3,026,305
Total Unbooked Revocable Planned Gifts $ 1,670,000

TOTAL $ 4,696,305

Notes: 1. For 2019-20, The Cabrillo College Foundation has been notified of five planned gifts.
2. The cumulative unbooked revocable planned gifts total is $25,795,000.
Disbursements to Cabrillo College and Students
July 1, 2019 to June 30, 2020
Total: $2,594,325*

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Faculty/Department Support</td>
<td>21%</td>
<td>$541,129</td>
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<tr>
<td>(Nursing, Stroke Center, Dental Hygiene, Peace Library)</td>
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<tr>
<td>Student Support Services</td>
<td>17%</td>
<td>$428,803</td>
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<tr>
<td>(Foster Youth, Tutoring, CAP, Girls in Engineering)</td>
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<td></td>
</tr>
<tr>
<td>Scholarships</td>
<td>62%</td>
<td>$1,574,394</td>
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<tr>
<td>(Direct support to students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUB TOTAL</td>
<td></td>
<td>$2,544,326</td>
</tr>
<tr>
<td>Cabrillo Measure R Campaign Contribution</td>
<td></td>
<td>$49,999</td>
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<td>TOTAL</td>
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<td>$2,594,325</td>
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2019-20 FACULTY AND DEPARTMENT SUPPORT
$541,129

- Allied Health $141,446
- Athletics $141,978
- Faculty Grants $98,789
- Natural & Applied Sciences $41,390
- Human Arts & Social Sciences $36,092
- Visual, Applied, & Performing Arts $31,567
- Facilities $23,516
- Multiple Funds $13,851
- Small Business Development Center $12,500

2019-20 STUDENT SUPPORT SERVICES
$428,803

- Cabrillo College Website Redesign $200,000
- Cabrillo Advancement Program $84,764
- Guardian Scholars $42,544
- Internships $34,127
- Baskin Girls in Engineering $24,522
- Tutoring $15,724
- Student Groups $14,182
- Engineering Abroad $9,449
- Honors Program $3,491
MEMORANDUM

DATE: September 30, 2020

TO: Audit Committee

FROM: Eileen Hill

SUBJECT: 2020-21 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 7/1/20 – 9/29/20</th>
<th>2020-21 Target</th>
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<tr>
<td>$69,929</td>
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<tr>
<td>$0</td>
<td>$500,000</td>
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<tr>
<td><strong>$600,051</strong></td>
<td><strong>$3,000,000</strong></td>
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<td></td>
<td><strong>TOTAL</strong></td>
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</tbody>
</table>
DATE: September 29, 2020

TO: Audit Committee

FROM: Eileen Hill

July 1, 2020 to September 29, 2020

2020-21 Outright Gifts Fundraising Total $ 600,051
2020-21 Unbooked Revocable Planned Gifts $ 0
Total $ 600,051

2020-21 Fundraising Goal for Outright and Unbooked Revocable Planned Gifts $ 3,000,000

Recorded Gifts 07-01-20 to 09-29-20:
- The Grove Foundation (Scholarship) $ 110,000
- Richard & Theresa Crocker (Fire Relief) $ 100,000
- LAM Research Foundation (NetLab) $ 76,000
- Edward Newman & Leslie Christie (President’s Circle) $ 15,000
- Diane Trombetta & Tom Davis (Fire Relief, WES) $ 15,000
- The Peggy & Jack Baskin Foundation (Fire Relief, WES) $ 13,000
- Brian & Patti Herman (Fire Relief, President’s Circle) $ 13,000
- Roberta Bristol (Scholarship) $ 12,902
- Anne Mitchell (Scholarship) $ 11,370
- Claire Biancalana & William Kelsay (Fire Relief, President’s Circle) $ 10,126
- Julie Packard (WES) $ 10,000
- Thomas Sourisseau (President’s Circle) $ 10,000
- Sherman Unell (Stroke Center) $ 10,000
- Nancy Gregg Estate (Unrestricted) $ 6,308
- Foundation for California Community Colleges (Scholarship) $ 6,000
- Rachel Wedeen (Fire Relief & WES) $ 5,800
- Dan Rothwell & Marcy Wieland (Scholarship, WES) $ 5,600
- Susan & Richard Beach (Engineering) $ 5,000
- Daryl Dichek & Kenneth Smith (President’s Circle, WES, Library & VAPA) $ 5,000
- Janet Heien (WES) $ 5,000
- Linda Neher (Music) $ 5,000
- Penelope Rich & William Hill (WES) $ 5,000
- The Sharanam Foundation (WES) $ 5,000
- Harry & Mary Blanchard (President’s Circle, WES, Stage) $ 3,500
- James & Katie Harhen (WES) $ 3,500
- Jack Farr (President’s Circle) $ 3,000
- Cynthia FitzGerald (President’s Circle, Scholarship, WES) $ 3,000
- Rick & Ruth Moe (Fire Relief) $ 3,000
- Peppy & Ron Woll (President’s Circle) $ 3,000
- Emily Burton (President’s Circle) $ 2,500
- TMA Aptos Fund (WES) $ 2,500
- Mary Murphy (WES) $ 2,500
- Eileen & Dave Hill (President’s Circle, WES, CAP, Student Veterans, Scholarship) $ 2,050

Gifts under $2,050 (487 of 520 total donors) $ 111,395
Total Secured Gifts $ 488,656
Total Unbooked Revocable Planned Gifts $ 0
TOTAL $ 600,051

Notes: 1. The cumulative unbooked revocable planned gifts total is $25,795,000.
Total Net Assets highest level was $37,313,820 as of December 31, 2019
Endowed Net Assets highest level was $32,835,368 as of December 31, 2019
Endowed Historical Gifts highest level was $26,624,452 on August 31, 2020
MEMORANDUM

DATE: September 30, 2020

TO: Audit Committee

FROM: Nancy Machado

SUBJECT: 2019-20 Cabrillo College Foundation Audit Schedule

The following is a projection for the 19-20 Cabrillo College Foundation audit process:

May 29, 2020  Auditor meets via Zoom with Audit Committee to review how the audit will be conducted. Terri Montgomery of Audit firm will attend meeting.

Week of August 17, 2020  Cabrillo College Foundation on-site audit if allowable.

September 9, 2020  Foundation receives proposed audit adjustments for review by Nancy Machado, Lynn Brisson, CPA and Pegi Ard, Foundation CFO.

September 16, 2020  Foundation receives audit draft for review by Nancy Machado, Eileen Hill, Lynn Brisson, CPA and Pegi Ard, Foundation CFO.

October 7, 2020  Audit Committee meets to review/accept audit draft. Representative(s) of Audit firm will attend meeting.

October 16, 2020  Executive Committee receives e-mail audit draft for review prior to Executive Committee meeting.

October 22, 2020  Executive Committee receives recommended audit draft for review and acceptance.

October 22, 2020  Cabrillo College Foundation staff e-mails Audit Committee members a red-line draft Audit so they are made aware of any changes made to the Audit Report after the Executive Committee meeting.

November 10, 2020  Cabrillo College Foundation Board of Directors meet to accept audit. Representative(s) of audit firm will attend meeting.
To the Audit Committee and Board of Directors  
Cabrillo College Foundation  
Aptos, California  

We have audited the financial statements of Cabrillo College Foundation as of and for the year ended June 30, 2020, and have issued our report thereon dated ______________, 2020. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our letter dated August 14, 2020, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Cabrillo College Foundation solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

**Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

**Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.
Qualitative Aspects of the Entity’s Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Cabrillo College Foundation is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the fiscal year ended June 30, 2020. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management’s current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management’s current judgments.

The most sensitive accounting estimates affecting the financial statements are management’s allocation of expenses to functional classifications and the estimates of net pension obligations based on actuarial information.

We evaluated the key factors and assumptions used to develop the allocation formulas in determine that it is reasonable in relation to the financial statements taken as a whole, and reviewed the actuary’s qualifications and report.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole.

The following summarizes uncorrected financial statement misstatements whose effects in the current and prior periods, as determined by management, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Overstatement of promises to give for discount factor $40,000
The effect of this uncorrected misstatement, including the effect of the reversal of prior year uncorrected misstatements as of and for the year ended June 30, 2020, is an overstatement of net assets of approximately $17,500.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the financial statements or the auditor’s report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management that are included in the management representation letter dated ________________, 2020.

Management’s Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Cabrillo College Foundation, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Cabrillo College Foundation’s auditors.

This report is intended solely for the information and use of the audit committee and board of directors, and management of Cabrillo College Foundation and is not intended to be and should not be used by anyone other than these specified parties.

Eide Bailly, LLP
San Ramon, California
### BOARD OF DIRECTORS

**Tuesdays, 12:00-2:00 pm**  
Sesnon House or Zoom TBD  
New Member Orientation  
September 8, 2020  
11:00-12:00 pm  
(Sesnon House or Zoom TBD)

### FACULTY GRANTS

**November 2020**

### NOMINATING

**December 2020**

### PRESIDENT’S CIRCLE

**September 10, 2020**  
5:30 – 7:00 pm  
(kick-off party)

**October, 2020 TBD**  
9:00 am – 12:00 pm  
(signing party)

**March, 2021 TBD**  
5:30 pm – 7:00 pm  
(wrap-up party)

### WOMEN’S EDUCATIONAL SUCCESS (WES)

**Sesnon House Room 1824**

**June 2, 2020**  
10:00 am – 11:00 am

**July 15, 2020**  
1:00 pm – 5:00 pm  
(signing meeting)

**September 25, 2020**  
11:30 am – 1:30 pm  
Virtual Event

### SCHOLARSHIP

**November 2020**

### EXCLUSIVE EVENTS FOR PRESIDENT’S CIRCLE MEMBERS

- **Homemade Pizza Party at the home of Claire Biancalana and Bill Kelsay**  
  *$15,000+ Members*  
  *Spring 2021*

- **Feasting with Faculty**  
  *$10,000+ Members*  
  *Spring 2021*

- **Happy Hour with CC President**  
  *$5,000 + Members*  
  *Spring 2021*

- **Winemaker’s Dinner**  
  *$2,500+ Members*  
  *Spring 2021*

- **Party at the Home of Vance Landis Carey and Robert Carey**  
  *$1,500+ Members*  
  *Spring 2021*

- **Back to School and Bubbles**  
  *$1,000 + Members*  
  *October 22, 2020*  
  *5:30 pm*

- **Sandy Lydon Virtual History**  
  *$1,000 + Members*  
  *Spring 2021*

- **PC Reception and Cabrillo Stage Play**  
  *$1,000+ Members*  
  *Summer 2021*

### EVENT DATES

- **Seahawk Social**  
  October/November 2020

- **Heritage Club Brunch**  
  November 19, 2020  
  10:30 am

- **President’s Holiday Party Drive-by**  
  December 2020

- **Faculty and Staff Grants Awards**  
  January 2021

- **Cabrillo Advancement Program Ceremony**  
  March 2021

- **Colligan Family Scholarship Ceremony**  
  Summer 2021 TBD
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<thead>
<tr>
<th>BOARD OF DIRECTORS</th>
<th>FINANCE &amp; INVESTMENTS</th>
<th>CABRILLO ADVANCEMENT PROGRAM (CAP)</th>
<th>FACULTY GRANTS</th>
<th>NOMINATING</th>
<th>PRESIDENT’S CIRCLE</th>
<th>WOMEN’S EDUCATIONAL SUCCESS (WES)</th>
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<td>Rob Allen</td>
<td>CFO: Pegi Ard</td>
<td>Chair: Carrie Birkhofer</td>
<td>Cherie Barkey</td>
<td>Chair: Owen Brown</td>
<td>Co-chairs:</td>
<td>Co-chairs:</td>
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<td>Michael W. Machado</td>
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WES Advisors:
- Marcy Alancraig
- Leti Amezcu
- Jenna Becker
- Rosemary Brogan
- Sue Bruckner
- Lauren Cole
- Olga Diaz
- Mario Garcia
- Ofelia Garcia
- Irma Gil
- Holly Goodman
- Gabby Huezo
- 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

Staff: Caitlin Bonura