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Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

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

Item	Responsibility	Page
A. Regular Open Session		
1. Welcome and Call to Order	K. Semingson	
2. Approval of Agenda	K. Semingson	
<i>We reserve the right to change the order in which agenda items are discussed and/or acted upon at this meeting. Subject to further action, the agenda for this meeting is to be approved as presented. Items may be added to this agenda for discussion or action only as permitted by the Brown Act.</i>		
3. May 29, 2020 meeting minutes	K. Semingson	3-5
B. Public Comment		
1. Public Comment Opportunity	K. Semingson	

Item	Responsibility	Page
C. Reports		
1. Cabrillo College President Report	E. Hill	6-9
2. Executive Director Report	E. Hill	10
2.1 2019-20 Fundraising Targets		11
2.2 2019-20 Fundraising Totals		12
2.3 2019-20 Contributions to Cabrillo College		13-14
2.4 2020-21 Fundraising Targets		15
2.5 2020-21 Fundraising Totals		16
2.6 Total Net Assets, Endowed Net Assets and Historical Gifts Chart as of 8/31/20		17
D. Action Items		
1. 2019-20 Audi Draft	T. Montgomery	
1.1 Board communication letter		18-20
1.2 2019-20 Audit Draft		Separate attachment
E. Informational Items		
1. 2019-20 Audit Timeline	N. Machado	21
2. Committee Calendar and Roster	K. Semingson	22-23
F. Adjournment		
1. Adjournment	K. Semingson	

NEXT MEETING

June 2021

TBD

Audit Committee Attendance Chart

Audit Committee Members	6/1/18	10/1/18	5/20/19	10/11/19	5/29/20
Carrie Birkhofer	P	P	P	A	P
David Heald	P	P	P	A	P
Barbara Scherer	P	P	P	P	P
Norm Schwartz	P	P	A	P	P
Karen Semingson	P	P	P	P	P

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.

**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.

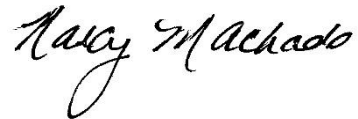
Committee Calendar & Roster

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

Audit Committee Members	6.1.18	10.1.18	5.20.19	10.11.19	5.29.20
Carrie Birkhofer	P	P	P	A	P
David Heald	P	P	P	A	P
Barbara Scherer	P	P	P	P	P
Norm Schwartz	P	P	A	P	P
Karen Semington	P	P	P	P	P

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.



Board of Trustees Report, September 14, 2020
Matt Wetstein

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.

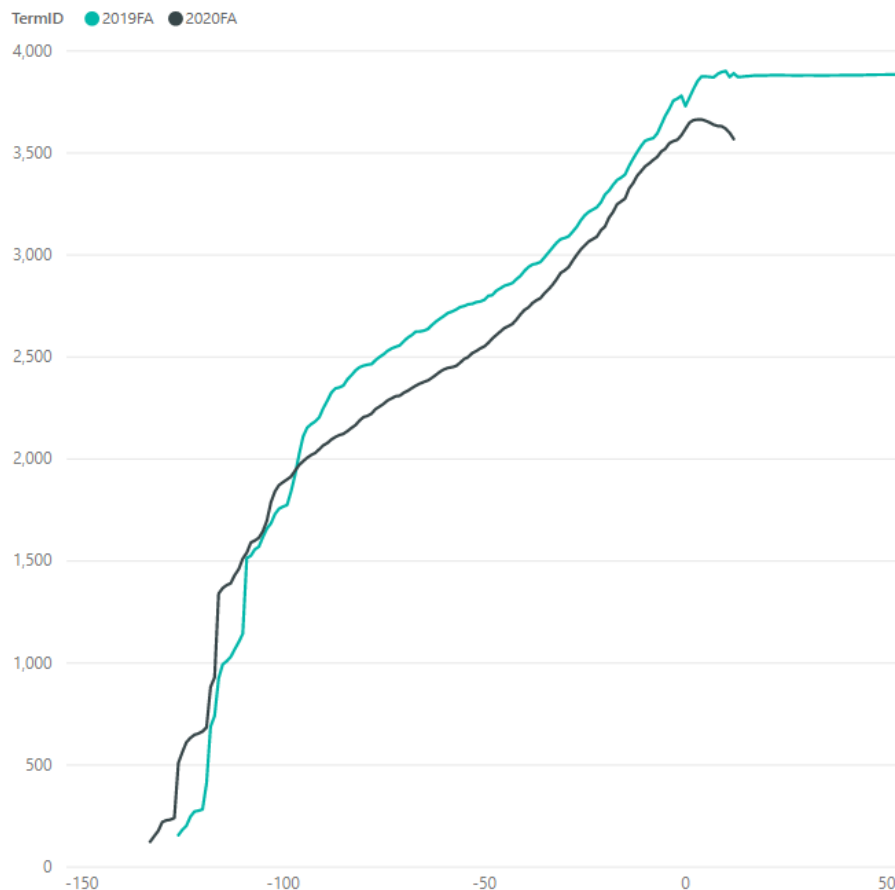
Assistance in the way of emergency support is still available. The Cabrillo College Foundation has established a Fire Relief Fund that provides \$550 emergency grants to students and staff who have been impacted. Donations can be made to the fund by [clicking on this link](#). Similarly, CCFT has established 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.



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.

**THE CARRILLO
FUN COMMITTEE**

Requests
the honor of your
ZOOM
attendance

**Thurs.
Sept. 17**

**6pm to
7:30pm**

**Mocktails & Cocktails
With Prez. Matt Wetstein**

<https://cccconfer.zoom.us/j/94443248399>




Who else
looked this
good in High
School??

It was the
70s man!!
Lemon Drops
& Disco were
COOL!!

MATTHEW WETSTEIN

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).

College Events, Meetings and Visits	Community Events and Visits
EOC Meeting, 8/5	CCLC CEO Webinar, 8/4
GP Team & Design by Cosmic, 8/6	Discussion of Deferrals with Vice Chancellor, 8/5
Tour of VAPA D2C Classrooms, 8/10	Michael Terris of TBWBH, 8/5
Title V Grant Meeting, 8/10	Aptos/Capitola Rotary, 8/6
Jim Weckler & Michael Robins, 8/11	SC Breakers Soccer, 8/7

Meeting with Student Equity Ambassadors, 8/11	Aspen Award Intro Meeting, 8/10
Guided Pathways Meeting, 8/11	CCLC CEO Webinar, 8/11
EOC Meeting, 8/12	SC County Business Council Committee, 8/12
Ronnette Smithcamp, 8/13	Design by Cosmic, 8/13
Board Subcommittee, 8/13	Aptos/Capitola Rotary, 8/13
Tech Procurement Meeting, 8/14	Larry Galizio re: deferrals, 8/14
All College Day Planning, 8/14	SC Breakers Soccer, 8/17
All College Day – Give Peace a Chance, 8/17	CCLC CEO Webinar, 8/18
Faculty Senate 8/18	Foundation Finance Committee, 8/19
EOC Meeting, 8/19	SC County Business Council, 8/20
New Employee Orientation, 8/19	Aptos SIRS Luncheon, 8/25
President’s Roundtable, 8/19	Cabrillo Foundation Exec Comm., 8/27
Emergency Communications Mtg, CZU Fire, 8/20	Inside Higher Ed Reporter, 8/27
EOC Meeting, 8/21	SC Symphony Personnel Comm., 8/27
Dean of CESS Interview Committee, 8/22	SC Breakers Soccer, 8/28
EOC Meeting, 8/24	Cabrillo Foundation Special Bd. Meeting, 9/1
EOC Meeting, 8/26	SC Symphony Personnel Comm., 9/2
Football Viability Review Committee, 8/28	SC Symphony Board Meeting, 9/3
Dean of CESS Interviews, 8/31	Western Kentucky Technical College, 9/4
EOC Meeting, 8/31	Ellucian Budget Model Meeting, 9/8
Faculty Senate, 9/1	Cabrillo Foundation meeting, 9/8
Phone Call with Rachael Spencer, 9/2	Sutter/PAMF Community Board Meeting, 9/9
Phone Call with Ed Banks, 9/2	Aptos/Capitola Rotary, 9/10
College Planning Committee, 9/2	President’s Circle Committee, 9/10
Fun Committee Meeting, 9/2	Aspen Prize Meeting, 9/11
Equity Certificate Program, 9/4	Cement Ship at Crocker Theater (youtube), 9/11
Board Subcommittee Meeting, 9/4	GOAL Adult Ed Board Meeting, 9/14
Website Meeting, 9/4	
Guided Pathways Meeting, 9/8	
VAPA Air Flow Meeting, 9/9	
Board Member meetings, 9/14	

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.

Amount Raised 7/1/19 – 6/30/20	2019- 20 Target	
\$412,490	\$385,000	President's Circle
\$11,229	\$50,000	Annual Fund
\$215,772	\$175,000	Women's Educational Success
\$218,563	\$150,000	Cabrillo Advancement Program (Endowed)
\$322,621	\$500,000	Scholarships (Endowed)
\$721,749	\$250,000	Scholarships (Nonendowed)
\$605,881	\$490,000	Faculty/Department Support (Faculty Grants, Allied Health, Athletics, VAPA, etc.)
\$231,500	\$250,000	Student Support Services (Disabled student services, internships, tutoring, etc.)
\$286,500	\$250,000	Donor directed interests
\$1,670,000	\$500,000	Unbooked Planned Gifts
\$4,696,305	\$3,000,000	TOTAL

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

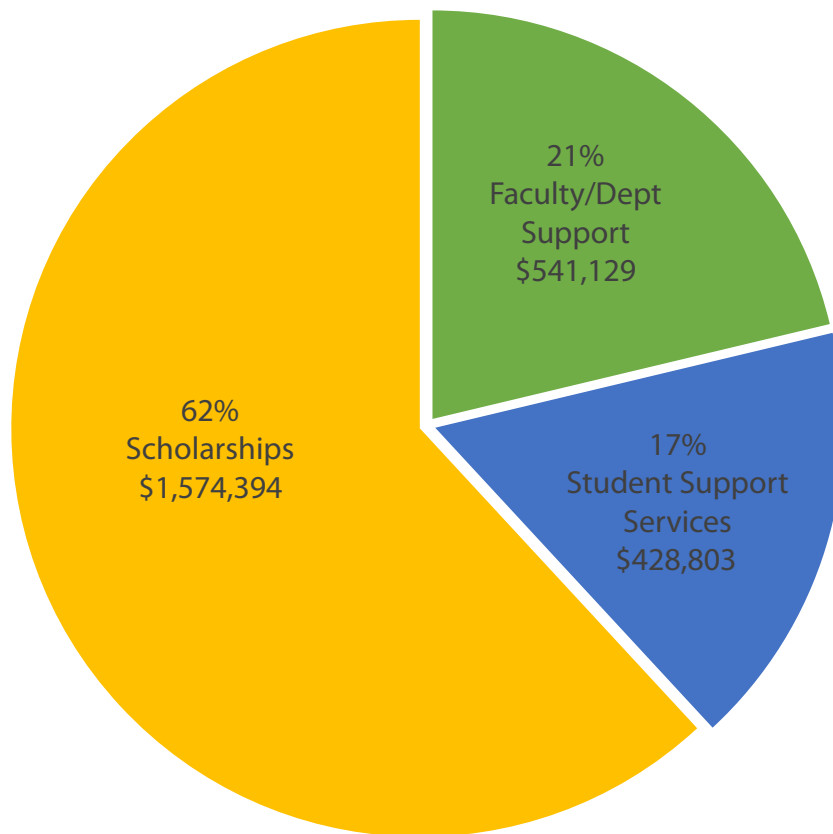
2019-20 Fundraising Goal for Outright and Unbooked Revocable Planned Gifts \$ 3,000,000

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 (1,891 of 1922 total donors)	<u>\$ 1,186,900</u>
Total Secured Gifts	\$ 3,026,305
Total Unbooked Revocable Planned Gifts	<u>\$ 1,670,000</u>
TOTAL	\$ 4,696,305

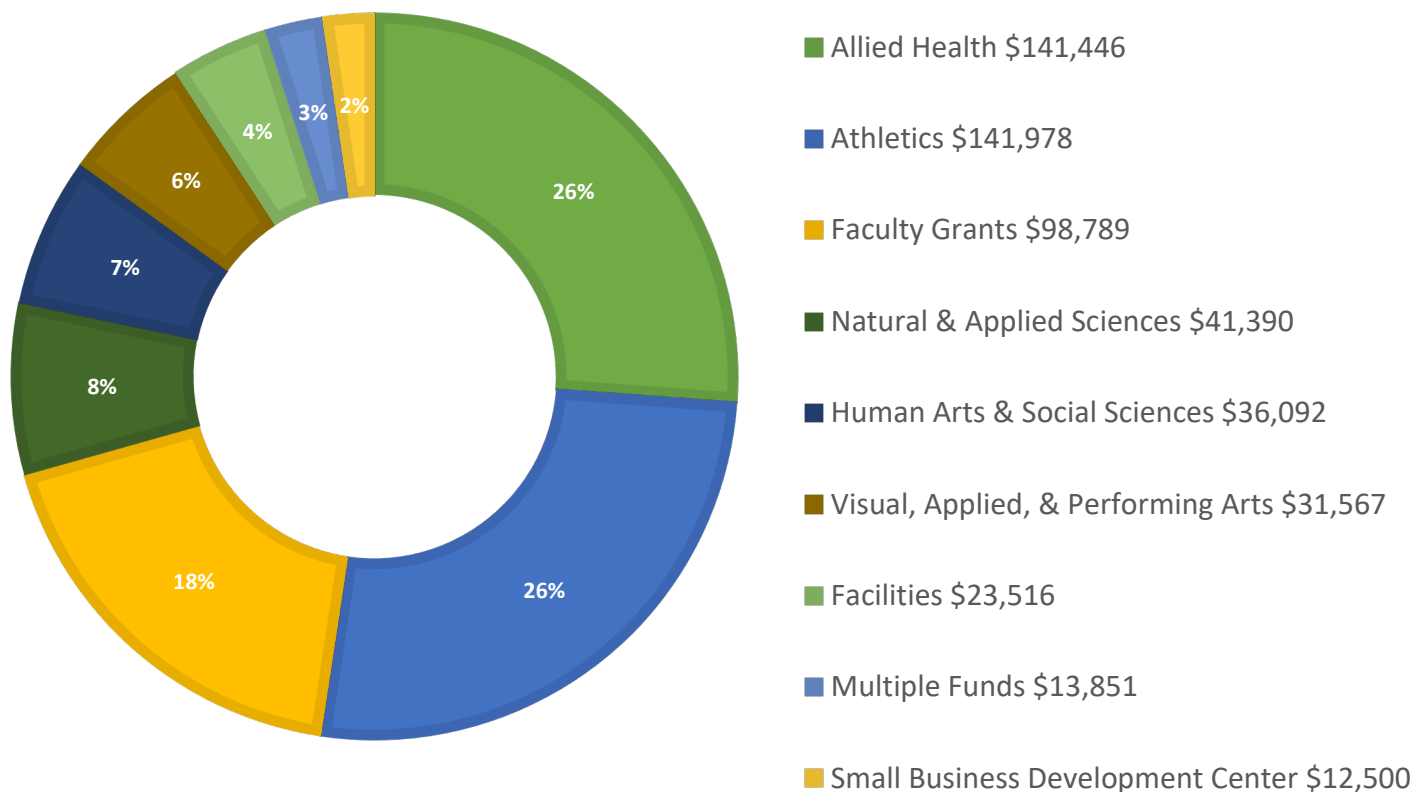
Notes: 1. For 2019-20, The Cabrillo College Foundation has been notified of five planned gifts.
2. The cumulative unbooked revocable planned gifts total is \$25,795,000.

Disbursements to Cabrillo College and Students
July 1, 2019 to June 30, 2020
Total: \$2,594,325*

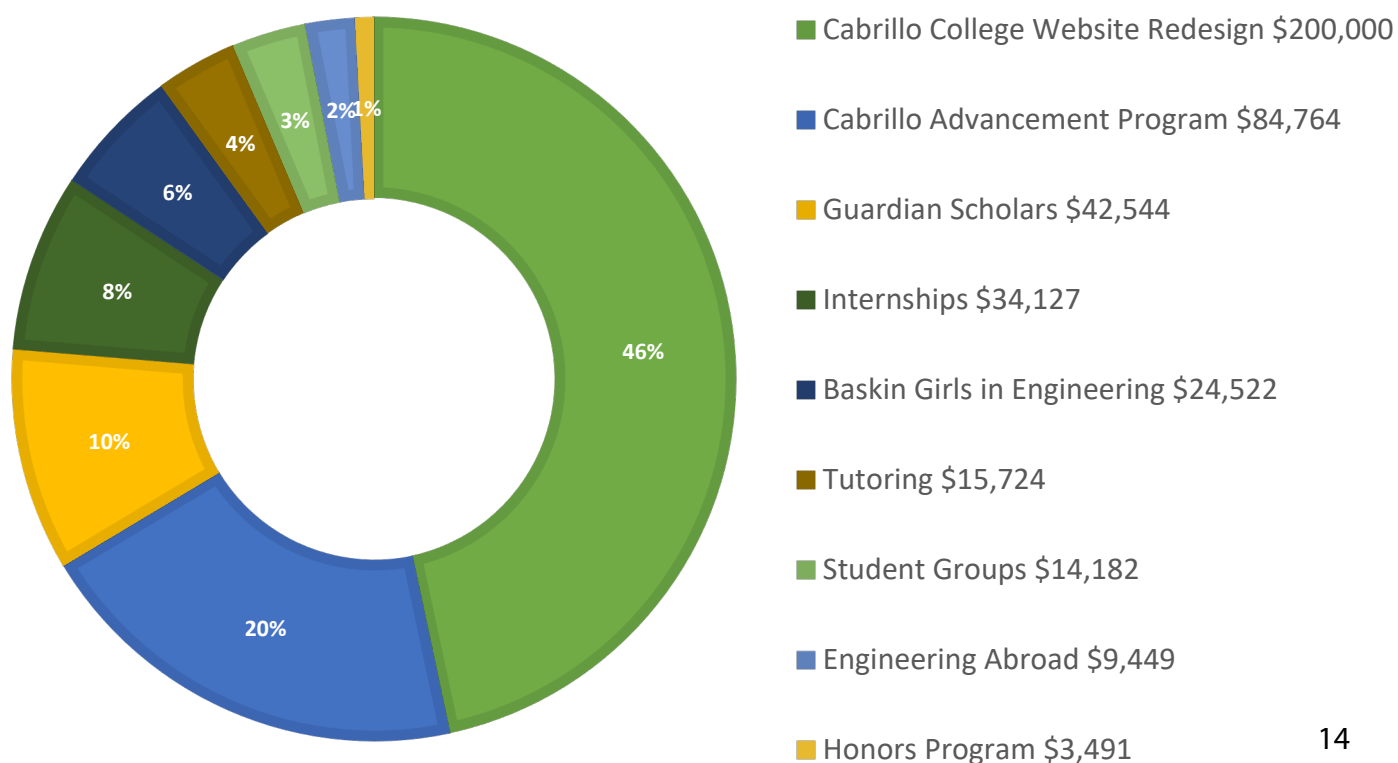


Faculty/Department Support (Nursing, Stroke Center, Dental Hygiene, Peace Library)	21%	\$541,129
Student Support Services (Foster Youth, Tutoring, CAP, Girls in Engineering)	17%	\$428,803
Scholarships (Direct support to students)	62%	\$1,574,394
SUB TOTAL		\$2,544,326
Cabrillo Measure R Campaign Contribution		\$49,999
	TOTAL	\$2,594,325

2019-20 FACULTY AND DEPARTMENT SUPPORT \$541,129



2019-20 STUDENT SUPPORT SERVICES \$428,803



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.

Amount Raised 7/1/20 – 9/29/20	2020-21 Target	
\$69,929	\$398,000	President's Circle
\$0	\$50,000	Annual Fund
\$121,006	\$175,000	Women's Educational Success
\$4,290	\$150,000	Cabrillo Advancement Program (Endowed)
\$34,566	\$500,000	Scholarships (Endowed)
\$263,783	\$250,000	Scholarships (Nonendowed)
\$23,470	\$477,000	Faculty/Department Support (Faculty Grants, Allied Health, Athletics, VAPA, etc.)
\$7,007	\$250,000	Student Support Services (Disabled student services, internships, tutoring, etc.)
\$76,000	\$250,000	Donor directed interests
\$0	\$500,000	Unbooked Planned Gifts
\$600,051	\$3,000,000	TOTAL

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	\$ <u>0</u>
Total	\$ 600,051

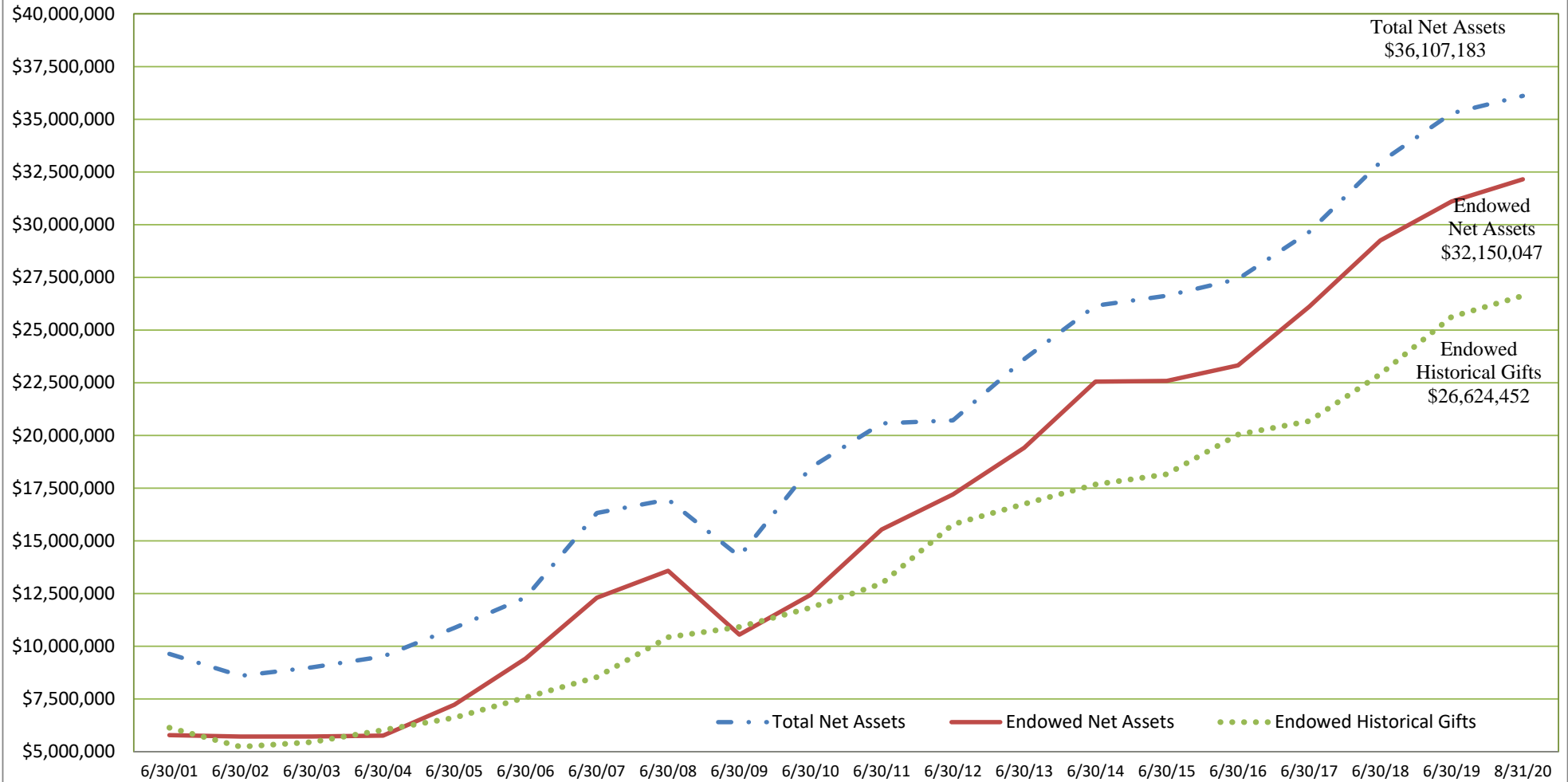
2020-21 Fundraising Goal for Outright and Unbooked Revocable Planned Gifts	\$ 3,000,000
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Recorded Gifts 07-01-20 to 09-29-20:

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	\$ <u>0</u>
TOTAL	\$ 600,051

Notes: 1. The cumulative unbooked revocable planned gifts total is \$25,795,000.

Cabrillo College Foundation
Total Net Assets, Endowed Net Assets, and Endowed Historical Gifts
June 30, 2001 to August 31, 2020



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.



_____, 2020

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 [REDACTED], 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

2020-21 Cabrillo College Foundation Committee Meetings and Events

Updated 9/16/2020

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)

Meetings:

September 8, 2020

November 10, 2020

February 9, 2021

May 11, 2021

(Watsonville Center)

AUDIT

10:00-11:00 am

Sesnon House or Zoom TBD

October 7, 2020

May, 2021 TBD

EXECUTIVE

Thursdays, 9:00-10:00 am

Sesnon House or Zoom TBD

August 27, 2020

October 22, 2020

January 21, 2021

April 15, 2021

FINANCE AND

INVESTMENT

Thursdays, 9:00-10:00 am

Sesnon House or Zoom TBD

August 19, 2020

October 8, 2020

January 7, 2021

March 25, 2021

CABRILLO

ADVANCEMENT

PROGRAM (CAP)

February 2021

May 2021

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

2020-21 Cabrillo College Foundation Committee Roster – Updated 9/1/2020

BOARD OF DIRECTORS

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

AUDIT

Chair: Karen Semingson
Carrie Birkhofer
David Heald
Barbara Scherer
Norm Schwartz
Staff: Eileen Hill
Nancy Machado

EXECUTIVE

Pegi Ard, CFO
Claire Biancalana, President
Owen Brown, Past President
Linda Burroughs
David Heald
Gun Ruder, Vice President
Rachael Spencer
Matt Wetstein, 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
Trevor Strudley
Staff: Eileen Hill
Nancy Machado

CABRILLO ADVANCEMENT PROGRAM (CAP)

Chair: Carrie Birkhofer
Rob Allen
Enrique Buelna
Sesario Escoto
Leola Lapides
Rachel Mayo
Amy Newell
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 Íñiguez
Tobin Keller
Amy Newell
Gun Ruder
David Schwartz
Natalie Vanoli
Staff: Eileen Hill, Caitlin Bonura

NOMINATING

Chair: Owen Brown
Claire Biancalana
Jess Brown
Linda Burroughs
Ceil Cirillo
William Ow
Gun Ruder
Rachael Spencer
Lead Staff: Eileen Hill

PRESIDENT'S CIRCLE

Co-chairs:
Vance Landis-Carey
Duf Fischer
Paula Fischer
Pegi Ard
Jim Baker
Ed Banks
Pat Barton
Michele Bassi
Claire Biancalana

Mary Blanchard
Jess Brown
Owen Brown
Ted Burke
Linda Burroughs
Ceil Cirillo
Karen Cogswell
Wally Dale
Linda Downing
Lee Duffus
Kristin Fabos
Peggy Flynn
Joel-Ann Foote
Mahlon Foote
DeAnne Hart
Rich Hart
Jackie Heald
Hal Hyde
Kent Imai
Julie Lambert
Marilyn Manning Loneragan
Richard Loneragan
Keith McKenzie
Fred McPherson
Bob Millslagle
Kelly Nesheim
Ed Newman
Erica Ow
William Ow
June Padilla Ponce
Ginny Solari Mazry
Rachael Spencer
Steve Snodgrass
Julie Thiebaut
Rachel Wedeen
Matt Wetstein
Theo Wierdsma
Bjorg Yonts
Staff: Caitlin Bonura

SCHOLARSHIP

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

WOMEN'S EDUCATIONAL SUCCESS (WES)

Co-chairs:
Rhonda Bonett
Tonée Picard
Peggy Downes Baskin, cofounder
Sue Broadston
Lynette Cleland
Cathy Conway
Freny Cooper

Mary Culley
Cynthia Druley
Corrine Flanagan
Peggy Flynn
Pam Goodman
Kathleen Jones
Janet Krassow
Angie McClellan
Mara Palandrani
Carolyn Parham
Patty Quillin
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 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