

Cabrillo College FOUNDATION

MEMORANDUM

OFFICERS

PRESIDENT

Patty Quillin

VICE PRESIDENT

Rachel Wedeen

SECRETARY

Ed Newman

CHIEF FINANCIAL OFFICER

Pegi Ard

PAST PRESIDENT

Gun Ruder

COMMUNITY REPRESENTATIVES

Rob Allen

Michele Bassi

Karen Cogswell

Kathryn Cowan

Sesario Escoto

Diane Koenig

Vance Landis-Carey

Erica Ow

Cory Ray

Maria Esther Rodriguez

Ron Sekkel

Karen Semingson

Trevor Strudley

Kate Terrell

Julie Thiebaut

COLLEGE TRUSTEE REPRESENTATIVES

Dan Rothwell

Rachael Spencer

Donna Ziel

COLLEGE STAFF REPRESENTATIVES

Matthew E. Wetstein

President

Amy Lehman-Sexton

VP Student Services

Robin McFarland

VP Instruction

Bradley Olin

VP Administrative Services

Kristin Wilson

Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

DATE: January 19, 2023

TO: David Heald and Barbara Scherer

FROM: Karen Semingson, Chair

STAFF: Eileen Hill and Nancy Machado

GUEST: Kirsten Moore
Eide Bailly LLP

SUBJECT: **Audit Committee Meeting**
Tuesday, January 23, 2023
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. October 6, 2022 meeting minutes	K. Semingson	3 – 5
B. Public Comment		
1. Public Comment Opportunity	K. Semingson	

Item	Responsibility	Page
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C. Reports

1. Cabrillo College Report	E. Hill	6 – 7
2. Executive Director Report	E. Hill	8

D. Action Items

1. Review Updated 2021-22 Audit Draft 1.1 Board Communication Letter 1.2 2021-22 Audit Draft	K. Moore	Emailed separately
2. Audit RFP for 2022-23	E. Hill	

E. Informational Items

1. 2021-22 Audit Timeline	N. Machado	9
2. Committee Calendar and Roster	K. Semingson	10 – 12

F. Adjournment

1. Adjournment	K. Semingson
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NEXT MEETING

May 2023 TBD

Audit Committee Attendance Chart

Audit Committee Members	10/11/19	5/29/20	6/11/21	5/25/22	10/6/22	1/23/23
David Heald	A	P	A	P	P	
Barbara Scherer	P	P	P	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 October 6, 2022, distributed to Audit Committee October 21, 2022

Present: David Heald and Karen Semingson

Absent: Barbara Scherer

Staff: Eileen Hill and Nancy Machado

Guests: Kirsten Moore, Eide Bailly, LLP

Call to Order – K. Semingson called the meeting to order at 10:00 a.m.

Approval of Agenda

Motion: MSC:D.Heald/K. Semingson: David Heald and Karen Semingson voted to approve the Audit Committee agenda. Barbara Scherer was absent.

Public Comment Opportunity

There were no members of the public in attendance.

Approve Audit Committee Minutes:

Motion: MSC:D.Heald/K. Semingson: Barbara Scherer and Karen Semingson voted to approve the Audit Committee Minutes of May 25, 2022 with a change to the meeting date from October 7, 2022 to October 7, 2021 in the minutes.

Cabrillo College Report & Executive Director Report

Eileen gave a brief update on the College and fundraising for the Foundation.

Review 2021-22 Board Communication Letter and Audit Draft

Board Communication Letter:

Kirsten Moore reported that the Cabrillo College Foundation received a clean audit report and there were no significant difficulties in dealing with management relating to the performance of the audit.

Audit Draft:

The Statement of Financial Position for 2021-22 reflects net assets of \$43M compared to \$48M for 2020-21.

The Statement of Activities for 2021-22 notes a change in net assets of -\$4.5M which is \$15.2M less than the change in net assets reported in 2021-22.

The Statement of Functional Expenses for 2021-22 shows expenses \$586K more than prior year.

202122 Audit Draft Acceptance

Motion:MSC:D.Heald/K. Semingson: to accept and recommend to Executive Committee the 2021-22 Audit Draft subject to the changes as discussed.

1. Kirsten to look @ CalPERS entries for accuracy
2. Nancy/Kirsten will look at the accuracy of the Management/General benefits amount in Statement of Functional expenses
3. Kirsten will change the title of the Accounts Payable column in the Note 8 to College Support and Accounts Payable.
4. Kirsten to see if we can add a sentence in the management letter for management override of Controls and Revenue Recognition that there were no findings.

2021-22 Audit Timeline

The Audit Timeline was provided.

CCF Investments as of June 30, 2022

The investment report for June 30, 2022 was provided.

Audit RFP for 2023-24

A timeline for the Audit RFP for the 2023-24 audit was reviewed:

Prior to May, 2023 staff will work with Karen to produce a draft RFP, draft timeline, and list of RFP recipients.

May, 2023 (Regularly scheduled meeting)

- Review draft RFP, timeline and select RFP recipients.

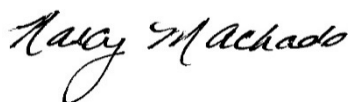
Committee Calendar & Roster

No meeting date has been set for May 2023. Nancy Machado will send an email with possible dates for the meeting.

Adjournment

Meeting adjourned at 10:56 a.m.

Respectfully submitted,



Nancy Machado
Accounting & Human Resources Manager

Next Meeting:

To be scheduled by Doodle poll for May, 2023

Audit Committee Attendance Chart

Audit Committee Members	5.29.20	10.7.20	06.11.21	10.7.21	5.25.22	10.6.22
David Heald	P	P	A	P	P	P
Barbara Scherer	P	P	P	P	P	A
Karen Semingson	P	P	P	P	P	P

A=Absent, P=Present, N=Not on Committees

Attendance is based on the Audit Committee meeting minutes. Please email namachad@cabrillo.edu or call 479-5032 if you believe this chart is in error.

Follow up items:

1. Kirsten to look @ CalPERS entries for accuracy
2. Nancy to break college support payables out of a/p
3. Nancy/Kirsten to look at the accuracy of the Management/General benefits amount in Statement of Functional expenses
4. Kirsten to see if we can add a sentence in the management letter for management override of Controls...and Revenue Recognition that there were no findings.



Board of Trustees Report, January 9, 2023
Matt Wetstein

Enrollment Report as of January 3, 2023

I am pleased to report that enrollment for spring 2023 classes is going strong. As of January 3, the day to day comparisons indicate that enrollment will be up by around 14% if current trends hold steady. The enrollment growth is happening across virtually all divisions (see the table below). Many thanks to the staff throughout the college that are working to get folks registered, and to the faculty and deans for building a schedule that is bringing students back to the college.

Division	FTES	% Increase
ACCESS (Counseling & Guidance classes)	13.01	+24.6
Business, English & Language Arts	390.28	+14.9
Humanities and Social Sciences	541.43	+13.9
Health, Athletics, Wellness & Kinesiology	174.70	+0.7
Library Classes	28.20	+49.1
Natural and Applied Sciences	722.55	+12.6
Visual and	334.00	+22.1
TOTAL	2204.17	+14.0

Good News - Federal Appropriations for Cabrillo College Projects - \$165,539

Last March, the college put in an application for two community project funding requests through the office of U.S. Rep. Jimmy Panetta. The projects included furniture, computers and equipment to help outfit a renovated science lab in the Watsonville Center, and for furniture and computers in the renovated Student Equity Center in Aptos (Room 913). Congressman Panetta selected the proposals for community project funding through the US Department of Education. When Congress passed the Omnibus Appropriations Bill two weeks ago, the Cabrillo projects were both included for funding (just over \$165,000 in direct support to the college). The bill was signed by President Biden just before the end of the year. We will be hearing soon about the appropriations.

This funding is the result of great work by our legislative advocacy committee and stems from the solid relationship we have built with Congressman Panetta and his terrific staff. Kudos to board members for helping to foster this relationship, and to Serina Eichelberger, Dave Reynolds, and Amy Lehman-Sexton for their assistance in pulling data together to make these requests.

Late November-December Community Events and Happenings

December was a whirlwind of activity. Besides the solar parking project launching in a real way (see the photo on the next page for proof of installed power panels), I attended two important conferences related to CCC operations. First, Student Trustee Devine Hardy joined me in attending the CCLC annual convention in Burlingame in late November. We learned a lot over two and half days and got to break bread a few times...we are so blessed to have Devine as a student representative. The following week I attended the Real College California Basic Needs Summit which was programmed to coincide with the statewide Housing and Affordability Task Force meeting. Then on December 12, Cindy and I flew to Israel to attend a three-day conference on judicial behavior at the Hebrew University of Jerusalem. We tacked on some vacation days to be able to walk the historic sites, then relax beachside in Tel Aviv. My vacation

ended with a rainy drive back to La Selva Beach, where I discovered that the recent storm had knocked down a tree just 100 yards from my home. After about 45 minutes of debris removal and hauling limbs to the side of the road, I was finished with my work-out for the day!



The solar parking lot project is under way at Cabrillo (behind VAPA); A photo from Jerusalem; Storm damage near my home on Dec. 30, 2022

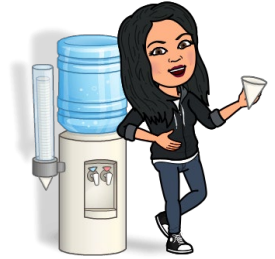
In the table below are some of the events and activities I have been involved with since November 14, 2022.

College Events, Meetings and Visits	Community Events and Visits
Legislative Advocacy Committee, 11/15	Central Coast K-16 Planning Meeting, 11/16
Transgender Day of Remembrance, 11/15	SC Sentinel Editorial Board, 11/16
Faculty Senate, 11/15	CCLC Annual Conference in SF, 11/17 to 11/19
Meeting with Grant Directors, 11/15	Aptos Rotary Roast of Willy Elliott-McCrae, 11/18
Dinner with Carrie Mulcaire, 11/15	Dept of Ed – Everardo Gil – Title V, 11/22
Guided Pathways Meeting, 11/16	Foundation Holiday Party, 12/2
College Planning Committee, 11/16	Region 6 CEO Meeting, 12/5
President’s Roundtable, 11/16	SC Symphony Education Committee, 12/5
Guided Pathways Exec Advisory Meeting, 11/28	Ron Duncan, Soquel Creek Water District, 12/5
Interviews for ASC Counselor, 11/30	ACCJC Standards Review Committee, 12/5
John Escobedo Meeting, 12/2	Second Harvest Food Bank, 12/7
Ann Endris, 12/5	Aptos Chamber of Commerce, 12/8
Adam Spickler & B. Olin re: BOT Agenda, 12/5	Basic Needs Conference, 12/8 to 12/9
College Planning Committee, 12/7	CCC Affordability Task Force Meeting, 12/8
Ugly Sweater Contest, 12/7	Oxford Conference on Judicial Behavior, 12/14-16
Dinner with Adam Spickler, 1/3	Dinner with Larry Samuels, 1/4
	Cal OSHA Training, 1/4
	VA CC College Name Change Discussion, 1/4
	Lookout Media Interview, 1/5
	JLL Housing Application Meeting, 1/5
	Coffee with Jim Baker, 1/6
	IEPI Partnership Training, 1/6

Executive Director Report: January 2023

Administration

- Cabrillo rename: connecting with donors 1:1
- Investment Advisor transition
- Finalizing Audit
- Faculty and Staff Grants awards completed: \$ \$126,646 awarded
- Annual Report: 8580 mailed with an additional 113 sent with personal note
- Awarded 89 students a total of \$70,000 in WES and Emergency Grants within days of request (fall semester)



Fundraising

- \$2,015,539 raised so far this fiscal year!
- President's Circle: \$346,908 raised; 45 committee members at work
- Women's Educational Success: \$183,973 raised, \$110,000 to award this year
- Student Veterans Endowment: \$30,886 raised
- Scholarships: stewardship and solicitation of over 500 existing scholarship donors
- Funding for special groups: Rising Scholars, Guardian Scholars, CAP, Umoja,
- Legacy Giving: two pending estate gifts, developing MOCIs for existing donors



Upcoming Events

- Faculty and Staff Grants Reception (in person!)
January 26, 4:00 pm – 6:00 pm, Sesnon House
- Board of Directors Meeting at Sesnon House
February 14, 12:00 – 2:00 pm



MEMORANDUM

DATE: January 19, 2023

TO: Audit Committee

FROM: Nancy Machado

SUBJECT: Updated 2021-22 Cabrillo College Foundation Audit Schedule

May 25, 2022	Auditor meets via Zoom with Audit Committee to review how the audit will be conducted. Kirsten Moore, from EideBailly will attend.
Week of August 8, 2022	Cabrillo College Foundation remote audit.
September 5, 2022	Foundation receives proposed audit adjustments for review by Nancy Machado.
September 15, 2022	Foundation receives audit draft for review by Nancy Machado and Eileen Hill.
October 6, 2022	Audit Committee meets to review/accept audit draft. Representative(s) of Audit firm will attend meeting.
January 17, 2023	Audit Committee meets to review/accept updated audit draft. Representative(s) of Audit firm will attend meeting.
January 19, 2023	Executive Committee receives e-mail audit draft for review prior to Executive Committee meeting.
January 26, 2023	Executive Committee receives recommended audit draft for review and acceptance.
February 7, 2023	Cabrillo College Foundation staff e-mails Audit Committee a red-line draft Audit so they are aware of any changes made to the Audit Report after the Executive Committee meeting.
February 14, 2023	Cabrillo College Foundation Board of Directors meet to accept audit. Representative(s) of audit firm will attend meeting.

2022-23 Cabrillo College Foundation Committee Meetings and Events

Updated 11/30/2022

<p><u>BOARD OF DIRECTORS</u> <i>Tuesdays, 12:00-2:00 pm</i> New Member Orientation September 13, 2022 11:00 am-12:00 pm</p> <p>Meetings: September 13, 2022 November 8, 2022 February 14, 2023 May 9, 2023</p> <p><u>AUDIT</u> 10:00-11:00 am October 6, 2022 January 17, 2023 May 2023 TBD</p> <p><u>EXECUTIVE</u> 9:00-10:00 am August 25, 2022 (9:00 – 10:30 am) October 24, 2022 (2:00 - 3:00 pm) January 26, 2023 April 20, 2023 (9:00 – 10:30 am)</p> <p><u>FINANCE AND INVESTMENT</u> 9:00-10:30 am August 18, 2022 September 8, 2022 (12pm) October 13, 2022 January 12, 2023 March 30, 2023 (Sesnon House)</p>	<p><u>FACULTY GRANTS</u> November 2022 TBD</p> <p>NOMINATING March 2023 TBD</p> <p><u>PRESIDENT’S CIRCLE</u> September 13, 2022 5:00 – 7:00 pm (kick-off party)</p> <p>October 12, 2022 (packet pick up)</p> <p>March 2023 TBD 5:00 pm – 7:00 pm (wrap-up party)</p> <p><u>WOMEN’S EDUCATIONAL SUCCESS (WES)</u> September 30, 2022 12:00 pm – 1:00 pm (Luncheon) Samper Recital Hall</p> <p><u>RETIREEES</u> August 24, 2022 10:00 am - 11:00 am</p> <p><u>SCHOLARSHIP</u> November 2022 TBD</p> <p><u>CABRILLO ADVANCEMENT PROGRAM</u> February 2023 TBD May 2023 TBD</p>	<p><u>EXCLUSIVE EVENTS FOR PRESIDENT’S CIRCLE MEMBERS</u></p> <p>Sandy Lydon Virtual History \$1,000 + Members October 22, 2022 9:30 am Cabrillo College Cafeteria</p> <p>Happy Hour at Matt’s \$5,000 + Members Spring 2023 TBD</p> <p>Tapas with Teachers \$1,500+ Members Spring 2023</p> <p>Culinary Student Showcase \$2,500+ Members May 2023 TBD 6:00 - 9:00 pm</p> <p>TBD \$10,000+ Members Summer 2023 TBD</p> <p>TBD \$15,000+ Members Summer 2023 TBD</p>	<p><u>EVENT DATES</u></p> <p>Colligan Family Scholarship Ceremony August 17, 2022</p> <p>Retiree Happy Hour October 11, 2022 4:00 pm – 6:00 pm</p> <p>Heritage Club Lunch November 2022 TBD 12:00 pm – 1:00 pm</p> <p>President’s Holiday Party December 2, 2022 5:30 PM</p> <p>Faculty and Staff Grants Awards January 26, 2023 4:00 pm – 6:00 pm</p> <p>Cabrillo Advancement Program (CAP) Ceremony March 14, 2023 6:00 – 8:00 pm Crocker Theater</p>
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2022-23 Cabrillo College Foundation Committee Roster – Updated 10/24/2022

BOARD OF DIRECTORS

Rob Allen
 Pegi Ard, CFO
 Michele Bassi
 Karen Cogswell
 Kathryn Cowan
 Sesario Escoto
 Diane Marvin Koenig
 Vance Landis-Carey
 Amy Lehman-Sexton, VP
 Student Services
 Robin McFarland, VP
 Instruction (Interim)
 Ed Newman, Secretary
 Bradley Olin, VP Admin.
 Services, Asst. Treasurer
 Erica Ow
 Patty Quillin, President
 Cory Ray
 Maria Esther Rodriguez
 Dan Rothwell, College
 Trustee
 Gun Ruder, Past President
 Ron Sekkel
 Karen Semingson
 Rachael Spencer, College
 Trustee
 Trevor Strudley
 Kate Terrell
 Julie Thiebaut
 Rachel Wedeen, Vice
 President
 Matt Wetstein, Asst.
 Secretary,
 CC President
 Kristin Wilson, Faculty
 Representative
 Donna Ziel, College Trustee

AUDIT

Chair: Karen Semingson
 David Heald
 Barbara Scherer
Staff: Eileen Hill
 Nancy Machado

EXECUTIVE

Pegi Ard, CFO
 Ed Newman, Secretary
 Patty Quillin, President
 Gun Ruder, Past President
 Rachael Spencer
 Rachel Wedeen, Vice
 President
 Matt Wetstein, CC
 President
Staff: Eileen Hill
 Nancy Machado

FINANCE & INVESTMENTS

CFO: Pegi Ard
 Owen Brown
 Karen Cogswell
 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
 Eva Acosta
 Rob Allen
 Enrique Buelna
 Sesario Escoto
 Leola Lapides
 Rachel Mayo
 June Padilla Ponce
 Maria Esther Rodriguez
College Advisors:
 Liz Dominguez
 Michelle Donohue
Staff: Eileen Hill, Caitlin Bonura

FACULTY GRANTS

Cherie Barkey
 Owen Brown
 Linda Burroughs
 Ceil Cirillo
 Linda Downing
 Les Forster
 Mary Gaukel
 Francisco Iñiguez
 Tobin Keller
 Inga Gonzalez Moses
 Amy Newell
 Gun Ruder
 Ana Ruiz
 David Schwartz
 Natalie Vanoli
Staff: Eileen Hill, Caitlin Bonura

NOMINATING

Michele Bassi
 Claire Biancalana
 Patty Quillin
 Gun Ruder
 Rachael Spencer
 Rachel Wedeen
Lead Staff: Eileen Hill

PRESIDENT'S CIRCLE

Co-chairs:
 Linda Burroughs
 Karen Cogswell
 Mike Allard
 Pegi Ard

Jim Baker
 Pat Barton
 Michele Bassi
 Claire Biancalana
 Mary Blanchard
 Owen Brown
 Ted Burke
 Ceil Cirillo
 Kathryn Cowan
 Lee Duffus
 Kristin Fabos
 Duf Fischer
 Paula Fischer
 Peggy Flynn
 Jackie Heald
 Kent Imai
 Diane Koenig
 Julie Lambert
 Vance Landis-Carey
 Marilyn Manning Lonerger
 Richard Lonerger
 Robin McFarland
 Fred McPherson
 Kelly Nesheim
 Ed Newman
 Erica Ow
 William Ow
 Ron Sekkel
 Margie Sisk
 Steve Snodgrass
 Ginny Solari Mazry
 Rachael Spencer
 Julie Thiebaut
 Rachel Wedeen
 Matt Wetstein
 Theo Wierdsma
 Paula Woods
Staff: Caitlin Bonura

SCHOLARSHIP

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

RETIREE COMMITTEE

Dale Attias
 Claire Biancalana
 Doug Deaver
 Jane Gregorius
 Alan Holbert
 Andre Neu
 Janet King
 Lynda Watson
 Francine Van Meter

VETERANS COMMITTEE

Co-chairs:
 Mark Hinojosa
 Chuck Woodson
 Stoney Brook
 Flor Chacon
 Ceil Cirillo
 Steve Curtin
 Christopher DiMaio
 Ricardo Espinoza
 Kristin Fabos
 Les Forster
 Thomas Ghio
 Mary Govaars
 John Gaulty
 Robin McFarland
 Linda Mejia
 Cory Ray
 Melissa Rose
 Rachael Spencer
 Desha Staley-Raator
 Terrence Willet
 Donna Ziel

WOMEN'S EDUCATIONAL SUCCESS (WES)

Co-chairs:
 Mary Culley
 Freny Cooper
 Peggy Downes Baskin,
 cofounder
 Shannon Brady
 Deborah Bronstein
 Lynette Cleland
 Cathy Conway
 Kathryn Cowan
 Cynthia Druley
 Cynthia FitzGerald
 Corrine Flanagan
 Peggy Flynn
 Pam Goodman
 Amy Ivey
 Janet Krassow
 Chris Maffia
 Angie McClellan
 Rose Odland
 Martina O'Sullivan
 Carolyn Parham
 Gail Pellerin
 Karen Semingson
 Rachael Spencer, cofounder

			<p>Bunny Tavares Kate Terrell Kristin Wilson</p> <p><i>WES Advisors:</i> Eva Acosta Leti Amezcua Jenna Becker Rosemary Brogan Sue Bruckner Emily Burton Lauren Cole Olga Diaz Eden Ganley Mario Garcia Ofelia Garcia Irma Gil Holly Goodman Judith Guerrero Gabby Huezo Katherine Love Michelle Morton Christina Ortega Beth Regardz Ana Rodriguez Lupe Rodriguez Barbara Schultz-Perez Magdalena Serrano Nancy Spangler Tasha Sturm Windy Valdez Marilyn Zanetti <i>Staff:</i> Caitlin Bonura</p>
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