

Cabrillo College FOUNDATION

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VICE PRESIDENT
Rachel Wedeen

SECRETARY
Ed Newman

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Amy Lehman-Sexton
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Robin McFarland
VP Instruction

Bradley Olin
VP Administrative Services

Kristin Wilson
Faculty Representative

EXECUTIVE DIRECTOR
Eileen Hill

MEMORANDUM

DATE: January 19, 2023

TO: Pegi Ard, Ed Newman, Gun Ruder, Rachael Spencer, Rachel Wedeen, Matt Wetstein

FROM: Patty Quillin, CCF President

STAFF: Eileen Hill, Nancy Machado, Lori Hood

SUBJECT: **Executive Committee Meeting**
Thursday, January 26, 2023
9:00 am – 10:00 am
Sesnon House

Item	Responsibility	Page
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A. Regular Open Session

1. Welcome and Call to Order	P. Quillin	
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2. Approval of Agenda	G. Ruder	
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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.

3. October 24, 2022 meeting minutes	P. Quillin	4 – 8
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B. Public Comment

1. Public Comment Opportunity	P. Quillin	
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1. Adjournment	P. Quillin	

UPCOMING EXECUTIVE MEETINGS:

Thursday, April 20, 2023
9:00 – 10:30 a.m.

Executive Committee 2022-23 Attendance Chart

Executive Committee Members	8/25/22	10/24/22	1/26/23	4/20/23
Pegi Ard	P	A		
Ed Newman	P	P		
Patty Quillin	P	P		
Gun Ruder	P	P		
Rachael Spencer	P	P		
Rachel Wedeen	P	A		
Matt Wetstein	P	P		

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

Cabrillo College Foundation
Executive Committee Meeting Minutes
October 24, 2022

Present: Ed Newman, Patty Quillin, Gun Ruder, Rachael Spencer, Matt Wetstein

Absent: Pegi Ard and Rachel Wedeen were absent.

Staff: Eileen Hill, Nancy Machado, Lori Hood

Call to Order – Patty Quillin called the meeting to order at 2:03 pm.

Approval of Agenda

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

Approve Executive Committee Minutes

Motion: MSC: R. Spencer/G. Ruder. Pegi Ard, Ed Newman, Patty Quillin, Gun Ruder, Rachael Spencer and Matt Wetstein voted to approve the Executive Committee Minutes of August 25, 2022. Rachel Wedeen was absent.

Public Comment Opportunity

There were no members of the public in attendance.

Cabrillo College President's Report

Matt reported on recent department of education grants the college has received:

- Title V grant to support dual enrollment efforts in PVUSD, offering college courses and resources at the high schools
- Title III grant to support biotechnology curriculum, transfer pathways to CSUMB, and renovation and expansion of the Watsonville Science Lab.
- The Chancellor's Office and Monterey Peninsula Foundation grant to launch the Rising Scholars program to provide education in the jails and support to formerly incarcerated students on campus. It was noted that inquiries and efforts to provide the same services to the women's jail Blaine Street.

The housing application is underway with partnership with UCSC. The due date has been pushed out to January. Selections will be made likely in March.

The solar project to install solar panels over parking lot M is getting started. There will be an estimated \$10M in savings over 20 years.

The Name Exploration committee will be providing a report and recommendation to the Trustees next week. The college Trustees will be discussing and voting at the November 14th meeting.

Executive Director's Report

Eileen reported that Foundation staff have been working on the Tom Sourisseau Allied Health building dedication logistics. The Foundation has raised a total of \$848,073 so far this fiscal year. The Barbara Samper Foundation provided their annual gift to support CAP and an additional gift to provide scholarships for CAP students who go directly to 4-year universities after graduating from high school. The Foundation staff launched the Cabrillo Retiree Listserv for retirees to stay connected and interact, and hosted the first Cabrillo Retiree happy hour with approximately 70 retirees in attendance. The final President's Circle Sandy Lydon event was held on Saturday, October 22, with about 90 guests in attendance. It is bittersweet after holding this event for 20 years, but it was time to make adjustments to the benefits offered to reduce expenses, considering how much the President's Circle has grown.

Net Assets, Endowed Net Assets and Historical Gifts Chart

The ending net assets balance as of August 31, 2022 was \$40,810,012. The endowed net assets balance was \$35,935,729. The endowed historical gifts value was \$32,568,901.

Approve Financial Statements

Gun Ruder reported as of August 31, 2022, the total assets were \$43.4M, \$3.2M under prior year. Net assets were \$40.8M, \$4.3M less than prior year.

The total revenue for unrestricted, non-endowed and endowed funds was \$360K more than prior year. Total expenses were \$509K with a surplus for all funds of \$430K.

The total operating revenue was \$69K and expenses were \$193K. The operating fund deficit was \$124K post audit.

Motion: MSC: R. Spencer/M. Wetstein. The committee voted unanimously to approve the August 31, 2022 Post-Audit Financial Statements.

2021-22 Audit Draft

Nancy Machado reported that the Cabrillo College Foundation Audit Committee was informed that the Cabrillo College Foundation received an unmodified opinion for 2021-22 and there were no difficulties encountered during the audit process. The Audit Committee accepted the 2021-22 Draft Audit report on October 6, 2022.

Motion: MSC: G. Ruder/R. Spencer. The committee voted unanimously to accept and recommend the 2021-22 Audit Draft to the Board of Directors.

Review of CCF Investments as of September 30, 2022

Gun Ruder reviewed reported on CCF investments as of September 30, 2022.

September 30, 2022 Investment Returns

- Our return on investments for the MS Long-Term Pool fiscal year to date as of September 30, 2022 (3 months) is as follows:

Actual Return:	-6.61%
Benchmark Return:	-6.49%
Difference:	-0.12%

- Our return on investments for the MS ESG Long-Term Pool fiscal year to date as of September 30, 2022 (3 months) is as follows:

Actual Return:	-6.37%
Benchmark Return:	-5.80%
Difference:	-0.57%

- Our return on investments for the MS Intermediate-Term Pool year to date as of September 30, 2022 (3 months) is as follows:

Actual Return:	-3.14%
Benchmark Return:	-4.75%
Difference:	1.61%

- Our return on investments for the MS Short-Term Pool fiscal year to date as of September 30, 2022 (3 months) is as follows:

Actual Return:	-0.18%
Benchmark Return:	-0.36%
Difference:	0.18%

- Our return on investments for the MS Title III Pool fiscal year to date as of September 30, 2022 (3 months) is as follows:

Actual Return:	-1.99%
Benchmark Return:	-2.36%
Difference:	0.37%

- Our return on investments for the MS Title V Pool fiscal year to date as of September 30, 2022 (3 months) is as follows:

Actual Return:	-4.52%
Benchmark Return:	-4.77%
Difference:	0.25%

Update on Brown Advisory

The staff is working with Brown Advisory to transition accounts, which will be happening soon. There is a subcommittee that will be working with Brown Advisory to update the IPS. We will meet the Brown Advisory team at the upcoming November 8th Board Meeting. Gun noted to work with Brown Advisory on offering educational meetings on our investments to Board Members.

President's Circle

Rachael Spencer reported that Linda Burroughs and Karen Cogswell are Committee Co-chairs this year. Invitations to join the President's Circle are being personalized by committee members and will be mailed out the first week of November. The campaign goal is \$503,000 and \$57,158 has been raised to date. Sandy Lydon's final President's Circle event was held on Saturday and over 100 guests signed up to attend.

Scholarships

Rachael Spencer reported that \$1.6 million in scholarships was awarded to 1,558 students during the 2021-22 fiscal year. The Scholarship Committee will convene on November 10th to discuss the year end mailing to scholarship donors and how to personalize letters to thank them in a meaningful way.

WES

Patty Quillin reported that \$110,000 will be awarded in WES grants this year. After two years of hosting the WES event online, they had a great in-person celebration at the Samper Recital Hall on September 30th. It was the 25th anniversary of WES. As of October 14, \$223,855 has been raised from 420 donors, over \$20,000 ahead of where they were last year at this time.

Faculty Grants

Gun Ruder reported that there is \$129K available to award to Cabrillo faculty and staff through the faculty and staff grant process. The proposal deadline has passed and staff has sent proposals out to Deans and IT departments to review proposals before moving forward in the selection process. Rachael asked about the Covid Block grants. Matt explained that there is about \$1.5M available in federal Covid Block grants that are available for faculty and staff to apply. Noted that there needs to be coordination between Foundation Faculty grants selection and Covid Block grants selections.

Student Veterans Endowment

Eileen reported that there is \$15,000 raised so far for the student veterans endowment this year, towards the goal of \$27,000. There is a Quick Reaction Force Committee meeting the following day to ask committee members to follow up with their prospects. There will be a Veterans Celebration on November 10th to honor veterans and donors to the student veterans endowment.

Committee Calendar & Roster

Patty Quillin reviewed the Committee Calendar and Roster.

Adjournment

The meeting was adjourned at 3:00 pm.

Respectfully submitted,



Eileen Hill, Executive Director

UPCOMING EXECUTIVE MEETINGS:

9:00 – 10:00 am

1/26/23

4/20/23

(9:00 – 10:30 am)

Executive Committee 2022-23 Attendance Chart

Executive Committee Members	8/25/22	10/24/22	1/26/23	4/20/23
Pegi Ard	P	A		
Ed Newman	P	P		
Patty Quillin	P	P		
Gun Ruder	P	P		
Rachael Spencer	P	P		
Rachel Wedeen	P	A		
Matt Wetstein	P	P		

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



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

- \$2,830,688 raised so far this fiscal year!
- President's Circle: \$408,457 raised; 45 committee members at work
- Women's Educational Success: \$257,270 raised, \$110,000 to award this year
- Student Veterans Endowment: \$31,306 raised
- Scholarships: stewardship and solicitation of over 700 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: Executive Committee

FROM: Eileen Hill

SUBJECT: 2022-23 Fundraising Targets

BACKGROUND

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 \$850,000 in endowed gifts and \$500,000 in unbooked planned gifts. Focusing efforts on endowed gifts and legacy giving will help ensure the long-term health and sustainability of the Foundation.

Amount Raised 7/1/22-1/17/23	2022-23 Target	
\$384,640	\$480,000	President's Circle
\$183,698	\$175,000	Women's Educational Success
\$142,688	\$200,000	Cabrillo Advancement Program (Endowed)
\$427,936	\$500,000	Scholarships (Endowed)
\$153,155	\$250,000	Scholarships (Nonendowed)
\$323,086	\$395,000	Faculty/Department Support (Faculty Grants, Allied Health, Athletics, VAPA, etc.)
\$1,075,485	\$250,000	Student Support Services (foster youth, internships, tutoring, food resources, Veterans, Umoja, etc.)
\$140,000	\$250,000	Donor directed interests
\$0	\$500,000	Unbooked Planned Gifts
\$2,830,688	\$3,000,000	TOTAL

DATE: January 19, 2023

TO: Executive Committee

FROM: Eileen Hill

July 1, 2022 to January 13, 2023

Outright Gifts \$ 2,830,688

Unbooked Revocable Planned Gifts \$ 0

Total \$ 2,830,688

2022-23 Goal for Outright and Unbooked Revocable Planned Gifts \$ 3,000,000

Recorded Gifts 07-01-22 to 01-13-23:

Anonymous Donor (Umoja Program) \$ 387,500

Anonymous Donor (Guardian Scholars) \$ 372,500

The Barbara Samper Foundation (CAP) \$ 250,000

Monterey Peninsula Foundation (Rising Scholars) \$ 250,000

Davidson Family Foundation (Engineering) \$ 140,000

Robert Stephens (Scholarship) \$ 70,000

Robert & Sharon Bailey (Chorus, Scholarship & Emergency Grant) \$ 63,000

Joan Griffiths (Scholarships, WES, Tutorial, Nursing & President's Circle) \$ 60,074

Kathryn Shephard Cowan (WES, President's Circle, Scholarships & Student Veterans) \$ 53,097

Brian & Patti Herman (Guardian Scholars & President's Circle) \$ 40,000

Estate of Joseph Marvin (Unrestricted and Athletics) \$ 37,917

Vertical Raise (Football, Baseball & Softball) \$ 36,940

Leestma Family Foundation/Little Flower Fund (Scholarship) \$ 25,000

Craig Rowell & Corinda Ray (Scholarship, WES, Veterans & President's Circle) \$ 20,300

Anonymous (Scholarship) \$ 20,000

Rick & Ruth Moe (WES & President's Circle) \$ 20,000

Sheri Watson-Riley (Scholarship) \$ 20,000

Dan Rothwell & Marcy Wieland (Scholarship & WES) \$ 18,132

Claire Biancalana & William Kelsey (President's Circle, Scholarship & Stroke Center) \$ 15,677

Rachel Wedeen (President's Circle, Scholarship & Student Veterans) \$ 15,640

Patty Quillin & Reed Hastings (President's Circle & WES) \$ 15,000

Edward Newman Family Charitable Fund (President's Circle) \$ 15,000

Anonymous (President's Circle) \$ 10,000

The Peggy & Jack Baskin Foundation (WES) \$ 10,000

Mark & Barbara Beck (President's Circle & Scholarship) \$ 10,000

Borina Foundation (CAP) \$ 10,000

Bob & Barbara Fifield (Engineering) \$ 10,000

Julie Packard (WES) \$ 10,000

Miles & Rosanne Reiter (President's Circle) \$ 10,000

Rae Victor (Scholarship) \$ 10,000

Jill & Dick Wilson (Scholarship) \$ 10,000

Esther & Gerry Levandoski (President's Circle) \$ 9,483

Gifts under \$9,482 (962 of 992 total donors) \$ 785,428

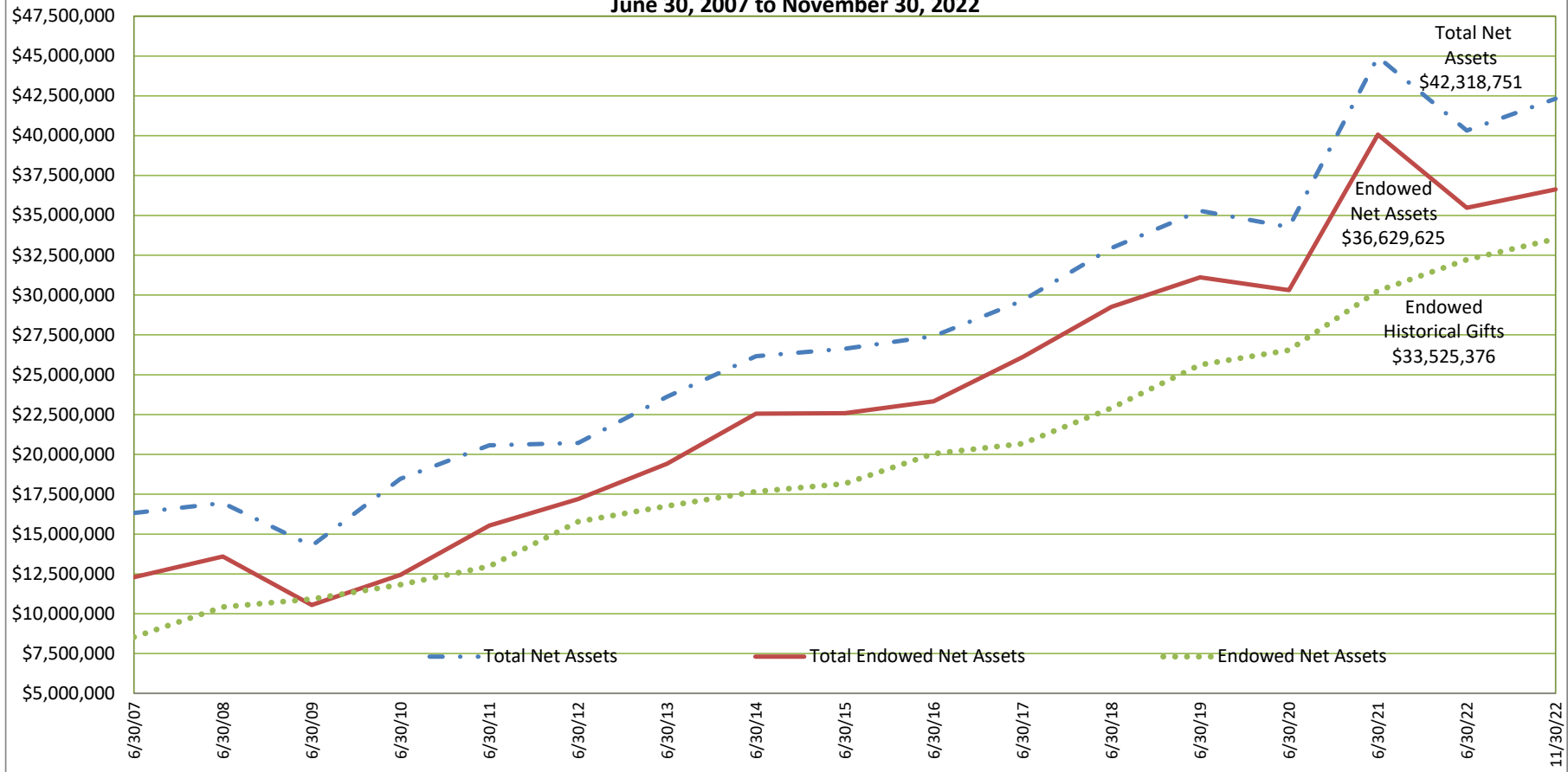
Total Outright Gifts **\$ 2,830,688**

Total Unbooked Revocable Planned Gifts \$ 0

TOTAL \$ 2,830,688

Notes: 1. The cumulative unbooked revocable planned gifts total is \$28,146,000

Cabrillo College Foundation
Total Net Assets, Endowed Net Assets, and Endowed Historical Gifts
June 30, 2007 to November 30, 2022



Total Net Assets highest level was \$46,478,063 as of December 31, 2021

Endowed Net Assets highest level was \$41,298,284 as of December 31, 2021

Endowed Historical Gifts highest level was \$33,525,376 as of November 30, 2022

MEMORANDUM

DATE: January 19, 2023

TO: Executive Committee

FROM: Eileen Hill

SUBJECT: Name change of Cabrillo College and impact to Foundation

Background

In November 2022, after a two-year analysis, the college Board of Trustees voted to change the school's name so that it will no longer be named after Juan Rodriguez Cabrillo — an explorer of the California coastline, whose expedition is considered to have cleared the way for the colonial conquest of California and the violent treatment of native people. During the work of the Name Exploration Subcommittee the foundation shared information and invited our community of donors to participate in public forums. A majority of donors that we heard from indicated they did not favor a name change.

When the decision was made on November 14, 2022, the foundation emailed our list of 4,164 supporters letting them know of the decision and sharing the college's Press Release on the subject. We heard back from over 50 donors who were disappointed, with several sharing that they would no longer support the college financially and a few saying they were removing Cabrillo from their estate plans.

Next Steps

After the foundation's Holiday Party in early December, Eileen reached out to over 80 stakeholders to invite them to share their thoughts and heard from approximately 50 via email and phone. There are several donors who are being scheduled for one on meetings with Matt and/or Eileen. Although a minority are open to this change, the majority of our supporters are experiencing some level of loss and grief over this decision. Eileen is continuing to reach out to donors to help process and reinforce foundation's mission to help students.

It will be impossible to predict the financial impact that the name change will have on our fundraising. We are proactively messaging to remind donors of our mission to support students and that the college will continue its life-changing work.

Future next steps:

- Keep donors apprised of and participation in renaming process
- Once selected, the foundation will change its name to align with the college.
 - The foundation will keep its tax id number. We were advised this will take a long time and to submit paperwork promptly when the name has been selected.
- Consult with a lawyer to understand legal ramifications of named gifts/legacy gifts left to CCF.

MEMORANDUM

DATE: January 19, 2023
TO: Executive Committee
FROM: Eileen Hill
SUBJECT: 2021-22 Audit Draft

BACKGROUND

The Cabrillo College Foundation Audit was performed in August 2022. The Audit Committee met and accepted the Audit draft on October 6, 2022 followed by the Executive Committee on October 24, 2022.

November 7, 2022, we received a call from Xiupin Guillaume the audit partner at Eide Bailley informing us that our audit was pulled for review and that we should be following FASB reporting guidelines and should not be reporting our OPEB and Pension liabilities in the audit or on our financial statements.

We had been following the direction of the former audit partner beginning in 2014 when GASB 68 was issued, as the Foundation is an auxiliary organization of Cabrillo College and it was our understanding that it was required. We understand now that we are required to report only under FASB and have removed the pension and OPEB liabilities. We have removed those liabilities based on their direction.

The auditors' management letter includes a description of this and is called out as a material weakness. We have included a response to the management letter and made the adjustments needed.

We have been working with Audit Committee Chair and Board Member, Karen Semingson on these changes from the auditor. The Audit Committee will be reviewing the new Audit Draft on January 23rd. Once the Executive Committee accepts the Audit Draft it will be brought forward to the Board of Directors for approval. The auditor will be present at the Board Meeting to review the audit draft.

2021-22 Audit Draft has been emailed separately.

RECOMMENDED MOTION

Audit Committee recommends the Executive Committee accepts the revised Audit Draft.

CABRILLO COLLEGE FOUNDATION
November 30, 2022 Condensed Narrative
Prepared January 19, 2023

Substantial changes to Financial Statements:

The Cabrillo College Foundation Audit was performed in August. The Audit Committee met and accepted the Audit draft on October 6, 2022 followed by the Executive Committee on October 24, 2022. November 7, 2022, we received a call from Xiupin Guillaume the audit partner informing us that our audit was pulled for review and informed us that we should be following FASB reporting guidelines and should not be reporting our OPEB and Pension liabilities in the audit or on our financial statements. We had been following the direction of the former audit partner beginning in 2014 when GASB 68 was issued, as the Foundation is an auxiliary organization of Cabrillo College and it was our understanding that it was required. We understand now that we are required to report only under FASB and have removed the pension and OPEB liabilities. We have removed those liabilities based on their direction.

(1) Balance Sheet

- **Total Assets:**
Total assets of \$43.3M are \$3.5M under prior year. This is due to the reduced value of the investments. The asset portion of Pension and OPEB liabilities removed was \$112K.
- **Receivables:**
Total pledges receivable are \$56K more than prior year.
- **Liabilities:**
Total Liabilities of \$1M are \$532K less than prior year. due to increased scholarships awarded, CAP scholarships awarded and accounts payable. Also, the removed Pension and OPEB liabilities were \$679K.
- **Net Assets:**
Total net assets of \$42.3M are \$3M less than prior year.

(2) Income Statement

- **Revenue:**
Total Revenue is \$1.3M more than prior year. Earned income is \$498K compared to the prior year balance of -\$7K. Contributed income of \$2.2M is \$1.3M higher than prior year.
- **Expenses:**
Total Expenses of \$1.3M are \$229K higher than prior year due to increased investment fees and program funding to the college.
- **Surplus/Deficit:**
As of November 30, 2022, the Cabrillo College Foundation has a \$1.4M surplus compared to prior year's surplus of \$389K.

(3) Operational Budget to Actual

- **Revenue:**
Operating revenue of \$417K is \$13K favorable vs budget. Earned income is \$64K unfavorable vs budget. Contributed income is \$77K favorable vs budget.
- **Expenses:**
Operating expenses of \$452K are \$19K favorable vs projection.
- **Surplus/Deficit:**
The operating fund deficit is \$35K.

Cabrillo College Foundation
Balance Sheet as of November 30, 2022
 With Comparative Totals as of November 30, 2021

	Operating 11/30/22 A	Nonendowed 11/30/22 B	Endowed 11/30/22 C	Total 11/30/22 D	Total 11/30/21 E
ASSETS					
CASH AND INVESTMENTS					
CASH					
SANTA CRUZ COUNTY BANK	\$73,825	(\$24,499)	\$92,338	\$141,665	\$258,949
SANTA CRUZ COUNTY BANK	(\$373,046)	\$778,538	\$846,792	\$1,252,284	\$203,367
PAYPAL	\$693	\$2,250	(\$1)	\$2,942	\$11,452
BAY FEDERAL CREDIT UNION	\$6,174	\$0	\$1,290	\$7,464	\$7,463
BAY FEDERAL CREDIT UNION	\$177,272	\$0	\$0	\$177,272	\$176,822
BROWN ADVISORY INTERMEDIATE POOL	\$949,794	\$1,122,318	\$0	\$2,072,112	\$2,269,244
BROWN ADVISORY SHORT TERM POOL	\$1,175,735	\$1,719,442	\$0	\$2,895,176	\$2,531,662
BROWN ADVISORY GIFTING	\$0	\$0	\$0	\$0	\$262,083
SUBTOTAL CASH	\$2,010,447	\$3,598,049	\$940,419	\$6,548,915	\$5,721,041
INVESTMENTS					
BROWN ADVISORY LONG TERM POOL	\$15,293	\$1,105	\$29,987,982	\$30,004,380	\$34,276,222
BROWN ADVISORY TITLE V	\$0	\$0	\$1,146,501	\$1,146,501	\$1,258,271
BROWN ADVISORY TITLE III	\$0	\$0	\$531,273	\$531,273	\$534,204
BROWN ADVISORY ESG	\$0	\$0	\$4,416,952	\$4,416,952	\$4,292,119
SUBTOTAL INVESTMENTS	\$15,293	\$1,105	\$36,082,707	\$36,099,105	\$40,360,816
TOTAL CASH AND INVESTMENTS	\$2,025,740	\$3,599,153	\$37,023,127	\$42,648,020	\$46,081,857
RECEIVABLES					
PLEDGES					
PLEDGES - UNRESTRICTED	\$11,302	\$0	\$0	\$11,302	\$6,053
PLEDGES - RESTRICTED	\$0	\$189,038	\$368,187	\$557,225	\$506,421
SUBTOTAL PLEDGES	\$11,302	\$189,038	\$368,187	\$568,528	\$512,474
ACCOUNTS RECEIVABLE					
ACCOUNTS RECEIVABLE	\$0	\$166	\$1,000	\$1,166	\$92
TOTAL ACCOUNTS RECEIVABLE	\$0	\$166	\$1,000	\$1,166	\$92
OTHER RECEIVABLES					
SPLIT INTEREST AGREEMENTS	\$29,849	\$34,188	\$9,092	\$73,129	\$91,652

Cabrillo College Foundation
Balance Sheet as of November 30, 2022
 With Comparative Totals as of November 30, 2021

	Operating 11/30/22 A	Nonendowed 11/30/22 B	Endowed 11/30/22 C	Total 11/30/22 D	Total 11/30/21 E
SUBTOTAL OTHER RECEIVABLES	\$29,849	\$34,188	\$9,092	\$73,129	\$91,652
TOTAL RECEIVABLES	\$41,152	\$223,392	\$378,279	\$642,823	\$604,218
FIXED ASSETS					
OFFICE EQUIPMENT	\$36,303	\$0	\$0	\$36,303	\$36,303
ACCUMULATED DEPRECIATION	(\$36,303)	\$0	\$0	(\$36,303)	(\$35,193)
TOTAL FIXED ASSETS (NET)	\$0	\$0	\$0	\$0	\$1,110
PREPAID EXPENSES	\$15,356	\$0	\$0	\$15,356	\$13,293
PREPAID RETIREMENT EXPENSE	\$21,094	\$0	\$0	\$21,094	\$20,298
DEFERRED OUTFLOWS - FY PERS EXPENSE	\$0	\$0	\$0	\$0	\$40,124
DEFERRED OUTFLOWS - PENSION INVESTMENTS	\$0	\$0	\$0	\$0	\$41,841
DEFERRED OUTFLOWS- OPEB PENSION INVESTMENTS	\$0	\$0	\$0	\$0	\$30,211
TOTAL ASSETS	\$2,103,342	\$3,822,545	\$37,401,406	\$43,327,293	\$46,832,952
LIABILITIES AND NET ASSETS					
LIABILITIES					
PAYABLES AND ACCRUED EXPENSES					
ACCOUNTS PAYABLE	\$13,199	\$3,789	\$0	\$16,987	\$11,334
ACCRUED PTO	\$70,658	\$0	\$0	\$70,658	\$58,607
ACCRUED HEALTH BENEFITS	\$54,436	\$0	\$0	\$54,436	\$57,009
SECTION 125 WITHHOLDINGS	\$865	\$0	\$0	\$865	\$927
EMPLOYEE PORTION OF BENEFITS	\$26	\$0	\$0	\$26	\$19
ACCRUED RETIREE MEDICAL BENEFITS	\$0	\$0	\$0	\$0	\$160,009
UNFUNDED PERS PENSION LIABILITY	\$0	\$0	\$0	\$0	\$515,027
DEFERRED INFLOWS - PERS	\$0	\$0	\$0	\$0	\$3,673
SUBTOTAL PAYABLES, ACCRUED EXPENSES	\$139,183	\$3,789	\$0	\$142,972	\$806,604
SCHOLARSHIPS AWARDED					
CAP SCHOLARSHIPS	\$0	\$35,997	\$708,003	\$744,000	\$656,000
ENDOWED SCHOLARSHIPS	\$0	\$0	\$9,000	\$9,000	\$7,500
NONENDOWED SCHOLARSHIPS	\$0	\$57,570	\$0	\$57,570	\$65,236
SUBTOTAL SCHOLARSHIPS AWARDED	\$0	\$93,567	\$717,003	\$810,570	\$728,736
WES GRANTS PAYABLE					

Cabrillo College Foundation
Balance Sheet as of November 30, 2022
 With Comparative Totals as of November 30, 2021

	Operating 11/30/22 A	Nonendowed 11/30/22 B	Endowed 11/30/22 C	Total 11/30/22 D	Total 11/30/21 E
WES GRANTS	\$0	\$222	\$54,778	\$55,000	\$5,200
SUBTOTAL WES GRANTS PAYABLE	\$0	\$222	\$54,778	\$55,000	\$5,200
TOTAL LIABILITIES	\$139,183	\$97,577	\$771,781	\$1,008,542	\$1,540,540
NET ASSETS					
OPERATING NET ASSETS					
DESIGNATED-OPERATING RESERVE	\$867,658	\$0	\$0	\$867,658	\$541,766
DESIGNATED-PRESIDENT'S CIRCLE ENDOWMEN	\$10,000	\$0	\$0	\$10,000	\$10,000
DESIGNATED-EQUIPMENT	\$15,000	\$0	\$0	\$15,000	\$15,000
DESIGNATED-HURD TRIBUTE	\$255,759	\$0	\$0	\$255,759	\$255,759
DESIGNATED-RETIREE MEDICAL BENEFITS	\$75,003	\$0	\$0	\$75,003	\$75,003
UNDESIGNATED	\$740,739	\$0	\$0	\$740,739	\$521,297
SUBTOTAL OPERATING NET ASSETS	\$1,964,158	\$0	\$0	\$1,964,158	\$1,418,824
NET ASSETS - NONENDOWED	\$0	\$3,724,968	\$0	\$3,724,968	\$3,600,504
NET ASSETS - ENDOWED	\$0	\$0	\$36,629,625	\$36,629,625	\$40,273,083
TOTAL NET ASSETS	\$1,964,158	\$3,724,968	\$36,629,625	\$42,318,751	\$45,292,412
TOTAL LIABILITIES AND NET ASSETS	\$2,103,342	\$3,822,545	\$37,401,406	\$43,327,293	\$46,832,952
 BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENTS	 \$1,999,227	 \$3,415,086	 \$35,477,372	 \$40,891,685	 \$44,903,276
 NET SURPLUS/(DEFICIT)	 (\$35,069)	 \$309,882	 \$1,152,253	 \$1,427,066	 \$389,136
 ENDING NET ASSETS	 \$1,964,158	 \$3,724,968	 \$36,629,625	 \$42,318,751	 \$45,292,412

Cabrillo College Foundation
Income Statement by Fund as of November 31, 2022
 With Comparative Totals as of November, 2021

	Operating 11/30/22 A	Nonendowed 11/30/22 B	Endowed 11/30/22 C	Total 11/30/22 D	Total 11/30/21 E
REVENUE					
EARNED INCOME					
INVESTMENT INCOME/LOSS	(\$30,676)	\$0	\$338,514	\$307,838	(\$193,949)
FEE INCOME	\$33,432	\$0	\$0	\$33,432	\$28,505
OPERATIONAL ENDOWMENT PAYOUT	\$24,022	\$0	\$0	\$24,022	\$13,999
ENDOWMENT MANAGEMENT FEE	\$132,929	\$0	\$0	\$132,929	\$144,062
TOTAL EARNED INCOME	\$159,706	\$0	\$338,514	\$498,220	(\$7,383)
CONTRIBUTED INCOME					
RESTRICTED CONTRIBUTIONS	\$0	\$656,214	\$1,316,747	\$1,972,961	\$1,219,306
OTHER INCOME	\$1,220	\$0	\$0	\$1,220	\$140
ANNUAL FUND	\$0	\$0	\$0	\$0	\$225
PRESIDENT'S CIRCLE GIFTS	\$222,858	\$0	\$0	\$222,858	\$235,424
UNRESTRICTED GIFTS	\$22,640	\$0	\$0	\$22,640	\$7,332
INTERFUND CONTRIBUTIONS	\$0	(\$25,473)	\$25,473	\$0	\$0
IN KIND REVENUE-PROGRAM	\$528	\$8,447	\$0	\$8,975	\$5,730
IN KIND REVENUE-RENT	\$10,342	\$0	\$0	\$10,342	\$10,213
TOTAL CONTRIBUTED INCOME	\$257,589	\$639,187	\$1,342,221	\$2,238,997	\$1,478,369
TOTAL REVENUE	\$417,295	\$639,187	\$1,680,734	\$2,737,217	\$1,470,987
EXPENSES					
SALARIES & WAGES					
SALARIES & WAGES	\$226,718	\$0	\$4,720	\$231,438	\$222,814
TOTAL SALARIES & WAGES	\$226,718	\$0	\$4,720	\$231,438	\$222,814
PAYROLL TAXES, BENEFITS					
PAYROLL TAXES, BENEFITS	\$114,215	\$0	\$435	\$114,650	\$109,197
TOTAL PAYROLL TAXES, BENEFITS	\$114,215	\$0	\$435	\$114,650	\$109,197
PRINTING	\$12,649	\$0	\$0	\$12,649	\$15,864
PHOTOS	\$1,350	\$0	\$0	\$1,350	\$1,100
ACCOUNTING/LEGAL/PROFESSIONAL SERVICES	\$35,520	\$0	\$0	\$35,520	\$24,870
FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$22,178	\$0	\$0	\$22,178	\$7,375
OFFICE EQUIP & MAINTENANCE					
OFFICE EQUIPMENT	\$638	\$0	\$0	\$638	\$9,803

Cabrillo College Foundation
Income Statement by Fund as of November 31, 2022
 With Comparative Totals as of November, 2021

	Operating 11/30/22 A	Nonendowed 11/30/22 B	Endowed 11/30/22 C	Total 11/30/22 D	Total 11/30/21 E
DEPRECIATION EXPENSE	\$403	\$0	\$0	\$403	\$505
SOFTWARE MAINTENANCE	\$6,443	\$0	\$0	\$6,443	\$5,734
TOTAL OFFICE EQUIP & MAINTENANCE	\$7,484	\$0	\$0	\$7,484	\$16,041
BOOKS/PUBLICATIONS/MEMBERSHIPS	\$2,030	\$0	\$0	\$2,030	\$30
OFFICE SUPPLIES	\$1,805	\$0	\$0	\$1,805	\$1,615
POSTAGE & MAILING SERVICE	\$5,260	\$0	\$0	\$5,260	\$4,240
BOARD EXPENSES	\$521	\$0	\$0	\$521	\$28
OTHER EXPENSES					
MISCELLANEOUS	\$299	\$0	\$0	\$299	\$135
UNCOLLECTIBLE PLEDGES	\$0	\$0	\$9	\$9	\$100
MILEAGE & PARKING	\$234	\$0	\$0	\$234	\$314
INTERNET SERVICE	\$384	\$0	\$0	\$384	\$427
IT HOSTING SERVICE	\$0	\$0	\$0	\$0	\$300
BANK CHARGES	\$2,540	\$0	\$0	\$2,540	\$4,259
INVESTMENT FEES	\$3,777	\$0	\$195,152	\$198,929	\$76,284
MANAGEMENT FEES	\$0	\$0	\$132,929	\$132,929	\$144,062
DIRECTOR/OFFICER LIABILITY INS	\$1,889	\$0	\$0	\$1,889	\$1,381
LIABILITY AND PROPERTY INSURANCE	\$1,626	\$0	\$0	\$1,626	\$1,626
CYBER INSURANCE	\$1,017	\$0	\$0	\$1,017	\$754
TOTAL OTHER EXPENSES	\$11,765	\$0	\$328,090	\$339,855	\$229,642
IN KIND EXPENSE-PROGRAM	\$528	\$8,447	\$0	\$8,975	\$5,730
IN KIND EXPENSE - RENT	\$10,342	\$0	\$0	\$10,342	\$10,213
NONENDOWED PROGRAM EXPENSES	\$0	\$185,450	\$0	\$185,450	\$123,230
ENDOWED PROGRAM EXPENSES	\$0	\$0	\$62,378	\$62,378	\$89,020
SCHOLARSHIPS	\$0	\$135,408	\$132,859	\$268,267	\$220,841
TOTAL EXPENSES	\$452,364	\$329,305	\$528,481	\$1,310,151	\$1,081,851
 NET SURPLUS/(DEFICIT)	 (\$35,069)	 \$309,882	 \$1,152,253	 \$1,427,066	 \$389,136

Cabrillo College Foundation

Income Statement - Operating Budget as of 11/30/22

With Comparative Totals as of 11/30/21

	21/22 Actual 5 Months A	22/23 Actual 5 Months B	22/23 Budget 5 Months C	22/23 Actual To 22/23 Budget D	22/23 5 Mos. Actual and 7 Mos. Projected E	22/23 Annual Budget (Approved 5/9/22) F	Variance 22/23 5 Mos. Actual & 7 Mos. Projected to 22/23 Budget G
REVENUE							
EARNED INCOME							
INVESTMENT INCOME/LOSS	(\$9,600)	(\$30,676)	\$16,786	(\$47,462)	(\$17,998)	\$40,286	(\$58,284)
FEE INCOME	\$28,505	\$33,432	\$43,344	(\$9,912)	\$122,054	\$104,026	\$18,028
OPERATIONAL ENDOWMENT PAYOUT	\$13,999	\$24,022	\$23,961	\$61	\$24,022	\$23,961	\$61
ENDOWMENT MANAGEMENT FEE	\$144,062	\$132,929	\$139,813	(\$6,884)	\$552,368	\$559,250	(\$6,882)
TOTAL EARNED INCOME	\$176,965	\$159,706	\$223,903	(\$64,197)	\$680,446	\$727,523	(\$47,077)
CONTRIBUTED INCOME							
OTHER INCOME	\$140	\$1,220	\$500	\$720	\$2,000	\$2,000	\$0
ANNUAL FUND	\$225	\$0	\$0	\$0	\$0	\$0	\$0
PRESIDENT'S CIRCLE GIFTS	\$235,424	\$222,858	\$161,500	\$61,358	\$470,000	\$470,000	\$0
UNRESTRICTED GIFTS	\$7,332	\$22,640	\$8,333	\$14,307	\$22,640	\$20,000	\$2,640
INTERFUND CONTRIBUTIONS	\$1	\$0	\$0	\$0	\$0	\$0	\$0
IN KIND REVENUE-PROGRAM	\$0	\$528	\$0	\$528	\$528	\$0	\$528
IN KIND REVENUE-RENT	\$10,213	\$10,342	\$10,342	\$0	\$24,821	\$24,821	\$0
TOTAL CONTRIBUTED INCOME	\$253,334	\$257,589	\$180,675	\$76,913	\$519,989	\$516,821	\$3,168
TOTAL REVENUE	\$430,300	\$417,295	\$404,579	\$12,716	\$1,200,435	\$1,244,344	(\$43,909)
EXPENSES							
SALARIES & WAGES							
SALARIES & WAGES	\$218,449	\$226,718	\$240,197	\$13,479	\$576,473	\$576,473	\$0
TOTAL SALARIES & WAGES	\$218,449	\$226,718	\$240,197	\$13,479	\$576,473	\$576,473	\$0
PAYROLL TAXES, BENEFITS							
PAYROLL TAXES, BENEFITS	\$108,751	\$114,215	\$135,460	\$21,244	\$336,298	\$336,298	\$0
TOTAL PAYROLL TAXES, BENEFITS	\$108,751	\$114,215	\$135,460	\$21,244	\$336,298	\$336,298	\$0
ADVERTISING	\$0	\$0	\$0	\$0	\$1,000	\$1,000	\$0
PRINTING	\$15,864	\$12,649	\$9,583	(\$3,065)	\$23,000	\$23,000	\$0
PHOTOS	\$1,100	\$1,350	\$1,050	(\$300)	\$4,200	\$4,200	\$0
ACCOUNTING/LEGAL/PROFESSIONAL SERVICES	\$24,870	\$35,520	\$18,021	(\$17,499)	\$54,400	\$43,250	(\$11,150)
FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$7,375	\$22,178	\$28,395	\$6,217	\$77,644	\$68,148	(\$9,496)
OFFICE EQUIP & MAINTENANCE							

Cabrillo College Foundation
Income Statement - Operating Budget as of 11/30/22
 With Comparative Totals as of 11/30/21

	21/22 Actual 5 Months A	22/23 Actual 5 Months B	22/23 Budget 5 Months C	22/23 Actual To 22/23 Budget D	22/23 5 Mos. Actual and 7 Mos. Projected E	22/23 Annual Budget (Approved 5/9/22) F	Variance 22/23 5 Mos. Actual & 7 Mos. Projected to 22/23 Budget G
OFFICE EQUIPMENT	\$9,803	\$638	\$658	\$21	\$1,580	\$1,580	\$0
DEPRECIATION EXPENSE	\$505	\$403	\$302	(\$101)	\$403	\$302	(\$101)
SOFTWARE MAINTENANCE	\$5,734	\$6,443	\$6,140	(\$303)	\$14,736	\$14,736	\$0
TOTAL OFFICE EQUIP & MAINTENANCE	\$16,041	\$7,484	\$7,100	(\$383)	\$16,719	\$16,618	(\$101)
BOOKS/PUBLICATIONS/MEMBERSHIPS	\$30	\$2,030	\$799	(\$1,232)	\$2,030	\$1,917	(\$113)
OFFICE SUPPLIES	\$1,615	\$1,805	\$3,382	\$1,577	\$8,117	\$8,117	\$0
POSTAGE & MAILING SERVICE	\$4,240	\$5,260	\$4,385	(\$876)	\$10,523	\$10,523	\$0
BOARD EXPENSES	\$28	\$521	\$935	\$414	\$3,741	\$3,741	\$0
OTHER EXPENSES							
MISCELLANEOUS	\$135	\$299	\$292	(\$7)	\$700	\$700	\$0
MILEAGE & PARKING	\$314	\$234	\$199	(\$35)	\$795	\$795	\$0
INTERNET SERVICE	\$427	\$384	\$750	\$367	\$1,800	\$1,800	\$0
IT HOSTING SERVICE	\$300	\$0	\$0	\$0	\$10,314	\$10,314	\$0
BANK CHARGES	\$4,259	\$2,540	\$3,958	\$1,419	\$9,500	\$9,500	\$0
INVESTMENT FEES	\$5,114	\$3,777	\$2,042	(\$1,735)	\$4,900	\$4,900	\$0
DIRECTOR/OFFICER LIABILITY INS	\$1,381	\$1,889	\$1,731	(\$158)	\$4,154	\$4,154	\$0
LIABILITY AND PROPERTY INSURANCE	\$1,626	\$1,626	\$1,969	\$343	\$4,726	\$4,726	\$0
CYBER INSURANCE	\$754	\$1,017	\$784	(\$233)	\$1,882	\$1,882	\$0
TOTAL OTHER EXPENSES	\$14,310	\$11,765	\$11,724	(\$40)	\$38,771	\$38,771	\$0
IN KIND EXPENSE-PROGRAM	\$0	\$528	\$0	(\$528)	\$528	\$0	(\$528)
IN KIND EXPENSE - RENT	\$10,213	\$10,342	\$10,342	\$0	\$24,821	\$24,821	\$0
TOTAL EXPENSES	\$422,886	\$452,364	\$471,373	\$19,009	\$1,178,265	\$1,156,877	(\$21,388)
NET SURPLUS/(DEFICIT)	\$7,414	(\$35,069)	(\$66,795)	\$31,726	\$22,170	\$87,467	(\$65,297)

MEMORANDUM

DATE: January 19, 2023

TO: Executive Committee

FROM: Pegi Ard

SUBJECT: Revised Investment Policy Statement

BACKGROUND

In September Brown Advisory was selected as the Cabrillo College Foundation's new investment advisor. As part of the process of starting with new advisors, the Investment Policy Statement (IPS) was reviewed. A subcommittee of four Finance and Investment Committee members was formed and met several times with Brown Advisory to update the IPS prior to Finance and Investment Committee approval.

Here is a recap of the major changes made to the IPS:

- Merged our long term portfolio and (ESG) portfolio into one portfolio (**Long-Term Sustainable Endowment**) that will be invested with ESG principles. ESG (Environmental, Social, And Governance) is a framework that helps stakeholders understand how an organization is managing risks and opportunities related to environmental, social, and governance criteria.
 - The Committee believes (ESG) factors will impact the long-term financial success of its investments. The Committee supports the practice of integrating ESG factors with other conventional financial analytical tools as part of the investment decision making process and to improve long term risk-adjusted returns. Material ESG factors are important considerations when evaluating long-term investment opportunities and risks for all asset classes, public and private markets.
 - Expanded on the background and definition of ESG.
 - Moved ESG language to the main portion of the IPS, so that it applies to all Foundation assets.
 - Updated exclusionary screens to remove Nuclear Power and add in definition around measurement.
 - Better aligned our investment principals with the values of the college and foundation without impacting performance.
- Updated the roles and responsibilities to expand the language for an Investment Advisor.
- Established policy for monitoring portfolio investment and performance.
- Determined asset class targets.
- Expanded the investment objectives and allocation guidelines.

Attached is the revised Investment Policy Statement.

RECOMMENDED MOTION

Finance and Investments Committee recommends the Executive Committee approves the revised Investment Policy Statement.



INVESTMENT POLICY STATEMENT

OBJECTIVES & GUIDELINES

**Board of Directors
Approved May 11, 2021**

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GENERAL INFORMATION

Background Information

The Cabrillo College Foundation (“Foundation”) was established in 1965. The Foundation is crucial to the continuing development of Cabrillo College and the surrounding community.

Mission Statement

The Foundation’s mission is to operate for the advancement of education; to solicit and raise money for scholarship, facilities, equipment, research and education projects; to improve faculty-teaching competence; to provide departmental support; and to otherwise provide aid supplementary to public tax dollars for the support and benefit of Cabrillo College.

Scope of This Investment Policy

This Investment Policy Statement reflects the investment policy, objectives, and constraints of the Cabrillo College Foundation. The assets of the Foundation shall be invested to preserve in real terms its purchasing power and maximize the total rate of return over the long-term, while providing a relatively consistent stream of earnings to support the Cabrillo College. In general, the purpose of this IPS is to guide the investment management of the assets toward the desired results. It is intended to be sufficiently specific as to be meaningful, yet flexible enough to be practical.

Purpose of This Investment Policy Statement

This Investment Policy Statement is set forth by the Board of the Cabrillo College Foundation in order to:

1. Outline the philosophy and policies which will guide the investment of Foundation assets toward desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical.
2. Define and assign the responsibilities of all involved parties.
3. Establish the relevant investment horizon for which Foundation assets will be managed.
4. Establish a clear statement of the investment goals and objectives of Foundation assets.
5. Set forth guidelines for managing Foundation assets according to prudent standards as established by the Board in accordance with UPMIFA.
6. Offer guidance and limitations to the Investment Consultant regarding the investment of Foundation assets.
7. Establish a basis for evaluating investment results.

Charitable Fund Types:

The Foundation’s investments include both endowed and non-endowed assets, each can be donor restricted or unrestricted.

For endowed assets, regardless of purpose restriction, the Foundation’s time horizon with respect to

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these assets will be of a perpetual duration with an outlook of beyond 5 years. Such gifts or funds shall be invested in the Long-Term Portfolios, and follow the Spending Policy set forth by the Foundation.

For non-endowed assets, the Foundation's time horizon with respect to these assets will depend on the timeframe that spending will occur.

- For gifts or funds that are expected to be expended in less than 12 months, such assets shall be invested in the Short-Term Portfolio
- For gifts or funds that are expected to be expended between 1 to 5 years, such assets shall be invested in the Intermediate-Term Portfolio

The Board of the Foundation may choose to designate non-endowed, unrestricted assets to serve as long-term reserves and follow the Spending Policy set forth by the Foundation. Such gifts or funds shall be invested in the Long-Term Portfolios.

DUTIES AND RESPONSIBILITIES

Members of the Board of Directors of the Cabrillo College Foundation are fiduciaries, and are responsible for directing and monitoring the investment of Foundation assets. Additionally, they are responsible for establishing policies used to administer the Foundation's investment activities. As such, the Board is authorized to delegate certain responsibilities and may employ or arrange for the services of such other persons, agents, or assistants as, in its opinion, are deemed necessary or desirable for the proper administration of the Foundation's investments, and to pay reasonable compensation for their services and expenses. The Board expects that any such parties associated with the Foundation will discharge their respective responsibilities in accordance with normal fiduciary standard. These parties may include, but are not limited to:

1. Finance and Investment Committee. The Finance and Investment Committee is established pursuant to Article 7b(3) of the Foundation's Bylaws. Subject to the general supervision and ratification of the Board, the Finance and Investment Committee shall exercise control over the funds of the Foundation. Specific responsibilities of the Finance and Investment Committee include:
 - a. Carrying out all current policies set forth in the Foundation's Investment Policy;
 - b. Advising the Board on the selection of an Investment Advisor;
 - c. Overseeing and monitoring the status of the Foundation's assets;
 - d. Advising the Board on spending (SEE APPENDIX A), investment, and cash management policies, including asset allocation and prohibited transactions;
 - e. Setting and evaluating the target total return on investments;
 - f. Making recommendations to the Board on other fiscal policies and procedures;
 - g. Carrying out a performance review of the Investment Advisor every 5 years, or earlier if conditions warrant;
 - h. Carrying out an annual review of the Investment Policy Statement.
2. Investment Advisor. Specific responsibilities of the Investment Advisor include:
 - a. Assist the Finance and Investment Committee in establishing investment policy, objectives, and guidelines.
 - b. Direct asset allocation and select funds/Investment Managers on a discretionary basis to execute on the strategy of the investment program, subject to the guidelines

- and limits of this policy, and review such managers quarterly.
- c. Rebalance the portfolio to maintain the target asset allocation within the ranges described in this Investment Policy Statement. Cash inflows and outflows shall be used to assist in the rebalancing of assets to the target mix.
 - d. Monitor and report investment performance and portfolio risks.
 - e. Report to the Finance and Investment Committee on a regular basis.
 - f. Maintain frequent and open communication on significant matters pertaining to the Investment Policy, including, but not limited to, the following:
 - Major changes in the Investment Advisor's investment outlook, investment strategy, investment process, subadvisors or portfolio structure;
 - Significant changes in its ownership structure or key portfolio managers;
 - Distributions, size and frequency, scheduled and/or ad hoc.
 - g. Comply with this Investment Policy Statement.
 - h. Educate Committee and Board on fiduciary matters.
 - i. Other tasks as deemed appropriate.
3. Investment Manager. Investment Managers have discretion to purchase, sell, or hold the specific securities that will be used to meet the Foundation's investment objectives. Investment Managers are expected to adhere to the investment management styles for which they were hired. Investment Managers will be evaluated regularly for adherence to investment discipline.
4. Custodian. The custodian will physically (or through agreement with a sub-custodian) maintain possession of securities owned by the Foundation, collect dividend and interest payments, redeem maturing securities, and effect receipt and delivery following purchases and sales. The custodian may also perform regular accounting of all assets owned, purchased, or sold, as well as movement of assets into and out of the Foundation accounts.
5. Additional specialists such as attorneys, auditors, actuaries, retirement plan consultants, and others may be employed by the Finance and Investment Committee to assist the Board in meeting its responsibilities and obligations to administer Foundation assets prudently.

GENERAL INVESTMENT PRINCIPLES

1. Investments shall be made solely in the interest of the Foundation.
2. The Foundation shall be invested with the care, skill, prudence, and diligence under the circumstances then prevailing that a prudent man acting in like capacity and familiar with such matters would use in the investment of a Foundation of like character and with like aims.
3. Pursuant to UPMIFA, the Foundation will consider the following factors, if relevant, in managing and investing each donor fund, except as otherwise provided by a fund agreement:
 - a. The purposes of the Foundation;
 - b. The purposes of the donor fund;
 - c. General economic conditions;
 - d. The possible effect(s) of inflation or deflation;

- e. The expected tax consequences, if any, of investment decisions or strategies;
 - f. The role that each investment plays within the overall investment portfolio;
 - g. The expected total return;
 - h. Other resources of the Foundation;
 - i. The needs of the Foundation and the donor fund to make distributions and to preserve capital; and an asset's special relationship or value, if any, to the purposes of the Foundation or donor fund.
4. Cash is to be employed productively at all times by investment in short-term cash equivalents to provide safety, liquidity, and return. As soon as it is practical, the Cabrillo College Foundation will invest in institutions within the FDIC insured limits.

Definition of Risk

The Finance and Investment Committee realizes that there are many ways to define risk. It believes that any person or organization involved in the process of managing the Cabrillo College Foundation assets understands how it defines risk so that the assets are managed in a manner consistent with the Foundation's objectives and investment strategy as designed in this Investment Policy Statement. The Finance and Investment Committee defines risk as:

The probability of not meeting the Foundation's objectives.

Liquidity

To minimize the possibility of a loss occasioned by the sale of a security forced by the need to meet a required payment, the Finance and Investment Committee will periodically provide the Investment Advisor with an estimate of expected net cash flow. The Finance and Investment Committee will notify the Investment Advisor in a timely manner, to allow sufficient time to build up necessary liquid reserves.

To maintain the ability to deal with unplanned cash requirements that might arise, the Finance and Investment Committee requires that a minimum of 2% of Foundation assets shall be maintained in cash or cash equivalents, including money market Funds or short-term U.S. Treasury bills.

Allowable Investments

1. Cash Equivalents
 - Treasury Bills
 - Money Market Funds
 - Short Term Investment Funds
 - Commercial Paper
 - Banker's Acceptances
 - Repurchase Agreements
 - Certificates of Deposit



2. Fixed Income Securities

- U.S. Government and Agency Securities
- Corporate Notes and Bonds
- Mortgage Backed Bonds
- Preferred Stock
- Fixed Income Securities of Foreign Governments and Corporations
- Planned Amortization Class Collateralized Mortgage Obligations (PAC CMOs) or other "early tranche" CMOs

3. Equity Securities

- U.S. Common Stocks
- Convertible Notes and Bonds
- Convertible Preferred Stocks
- American Depositary Receipts (ADRs) of Non-U.S. Companies
- International Common Stocks including Developed & Emerging Markets
- REITS

4. Mutual Funds

- Mutual Funds which invest in securities as allowed in this statement.

5. Alternative Investments

- Definition
While there is no uniform definition of the term "alternative investments," for the purpose of this policy, the Foundation defines alternative investments as strategies that seek to provide attractive returns and diversification through the ownership of non-traditional assets (those other than public equities, fixed income, or cash), or through the use of innovative and flexible strategies (such as the ability to short, add leverage and/or hedge). Examples could include, but are not limited to private equity, private real estate, other private investments focusing on real assets, commodities, hedge funds, and derivatives-based strategies. These strategies may be structured as illiquid, partially liquid, or fully marketable investments.
- Liquidity
The Foundation recognizes that certain alternative investments entail a greater degree of illiquidity, such as private equity, real estate, infrastructure, private partnership vehicles, etc. As a long-term investor, the Foundation has the ability to bear some degree of illiquid investments, but consideration should be given to the size that such allocations may comprise in times of market stress to ensure that the overall allocation to such categories does not exceed the intent of policy and negatively impact the Foundation's ability to meet ongoing cash flow needs. Therefore, investment strategies or vehicles that require longer than three (3) months to liquidate will require Finance and Investment Committee approval.
- Transparency
The Foundation shall only invest in alternative investments which provide sufficient transparency into the investment decision-making process and any expenses.

- **Leverage**
Leverage is a condition where the net potential monetary exposure of an obligation exceeds the value of the underlying assets. Leverage is not permitted at the total portfolio level. Underlying investment managers may use leverage so long as it is used in a manner consistent with the discipline for which the Foundation hired the investment manager and does not introduce material leverage at the total portfolio level. Use of leverage will be controlled by the investment manager's guidelines and will be subject to review by the Investment Advisor and Investment Committee.
- **Derivatives and Derivative Securities**
Certain of the Foundation's managers may be permitted under the terms of their specific investment guidelines to use derivative instruments. Derivatives are contracts or securities whose market value is related to the value of another security, index, or financial instrument. Investments in derivatives include (but are not limited to) futures, forwards, options, options on futures, warrants, and interest-only and principal-only strips. Examples of appropriate applications of derivative strategies include hedging market, interest rate, or currency risk, maintaining exposure to a desired asset class while making asset allocation changes, gaining exposure to an asset class when it is more cost-effective than the cash markets, and adjusting duration within a fixed income portfolio. No derivative positions can be established that have the effect of creating portfolio characteristics outside of portfolio guidelines. Investment managers must ascertain and carefully monitor the creditworthiness of any third parties involved in derivative transactions. Each manager using derivatives shall (1) exhibit expertise and experience in utilizing such products; (2) demonstrate that such usage is strategically integral to their security selection, risk management, or investment processes; and (3) demonstrate acceptable internal controls regarding these investments.

Prohibited Investments

While the Foundation may consider professionally managed strategies that include one or more of the following, direct investment in the following investment or transaction types are prohibited:

1. Private Placements
2. Direct investment in venture-backed private companies
3. Derivative Investments (except as described above)
4. Non traded REITs
5. Short Selling (except within alternative investments)
6. Margin Transactions
7. Investments based on algorithmic trading where there is a lack of access to the internal workings or parameters of functions of the model. These type of investment strategies are sometimes referred to as black box models.

Diversification for Investment Managers

The Finance and Investment Committee does not believe it is necessary or desirable that securities held in the Foundation represent a cross-section of the economy. However, in order to achieve a prudent level of portfolio diversification, the securities of any one company or

government agency, except the U.S. government, should not exceed 5% of the total Foundation assets, and no more than 20% of the total Foundation assets should be invested in any one industry.

ENVIRONMENTAL, SOCIAL & GOVERNANCE (“ESG”) AND MISSION-ALIGNED CONSIDERATIONS

The Committee believes the consideration of material Environmental, Social and Governance (ESG) factors will impact the long-term financial success of its investments. The Committee supports the practice of integrating ESG factors with other conventional financial analytical tools as part of the investment decision making process and to improve long term risk-adjusted returns. Material ESG factors are important considerations when evaluating long-term investment opportunities and risks for all asset classes, public and private markets.

The Committee expects the investment managers to consider ESG factors such as climate change, natural resources, pollution and waste, human capital, product safety, social opportunity, corporate governance and ethics along with a range of other potential factors in order to assess the expected performance and risk of the investments over time. Integrating ESG factors into the evaluation process does not mean that ESG information is the sole consideration for an investment decision; instead the investment managers are expected to evaluate a variety of financial and non-financial factors, which can include ESG considerations, to make investment decisions. It is expected that by increasing the information assessed, the investment management teams are able to generate a more holistic view of an investment, which will generate opportunities to enhance returns and reduce risk.

Engagement

Engagement with companies, bond issuers and related stakeholders to improve the sustainability of their business practices can generate a greater ESG impact than simply excluding companies and issuers with poor ESG metrics. The Committee seeks investment managers that will engage with companies and bond issuers to encourage strategic and operational improvements, promote transparency, defensively identify risks and encourage companies/issuers to responsibly manage them, and promote action on material and salient ESG issues.

Exclusionary Screens

The Committee understands that applying values-based constraints to the portfolio may decrease returns and /or increase risk over time. In addition to integrating ESG factors into the investment management process, the Foundation will look to minimize investments in controversial business practices, industries and products to provide additional values-alignment. The Foundation will measure its public equity exposure in these controversies versus the MSCI All-Country World Index, with a goal overtime to hold equal or less of these investments than the market index.

- Target controversial business practices, industries and products: Alcohol, Firearms, Tobacco, Military Weapons, Gambling, and Adult Entertainment, Coal and Consumable Fuels* (*Defined by MSCI and Standard & Poor’s as companies primarily involved in the

production and mining of coal, related products and other consumable fuels related to the generation of energy. Excludes companies primarily producing gases classified in the Industrial Gases sub-industry and companies primarily mining for metallurgical [coking] coal used for steel production.)

INVESTMENT ADVISOR REVIEW

Every five years, or earlier if conditions warrant, the Finance and Investment Committee will determine if they want to entertain having other Investment Advisors submit proposals to manage the Cabrillo College Foundation investments.

INVESTMENT POLICY REVIEW

To assure continued relevance of the guidelines, objectives, financial status and capital markets expectations as established in this Investment Policy Statement, the Finance and Investment Committee plans to review the Investment Policy Statement at least annually.

MONITORING PORTFOLIO INVESTMENTS AND PERFORMANCE

The Committee will monitor the Portfolio's investment performance against the Portfolio's stated investment objectives. At a frequency decided by the Committee, it will formally assess the Portfolio and the performance of its underlying investments as follows:

- A. The Portfolio's composite investment performance (net of fees) will be judged against the following standards:
 - 1. The Portfolio's absolute long-term real return objective.
 - 2. A composite benchmark consisting of the following unmanaged market indexes weighting according to the expected target asset allocations stipulated by the Portfolio's investment guidelines.
 - a. Global Equities: MSCI All-Country World Index
 - b. Fixed Income: Barclays Capital U.S. Aggregate Bond Index
 - c. Cash: Citigroup 3-Month T-Bill Index
- B. The performance of investment managers will be judged against the following standards:
 - 1. A market-based index appropriately selected or tailored to the manager's agreed-upon investment objective and the normal investment characteristics of the manager's portfolio.
 - 2. The performance of other investment managers having similar investment objectives.
- C. In keeping with the Portfolio's overall long-term financial objective, the Committee will evaluate the Portfolio and manager performance over a suitably long-term investment horizon, generally across full market cycles or, at a minimum, on a rolling five-year basis.

The original Investment Policy Statement was adopted on March 10, 1999 by the Finance and Investment Committee of the Cabrillo College Foundation.



**The Investment Policy Statement was revised and approved by the Board of Directors
May 11, 2021.**



APPENDIX A - LONG-TERM SUSTAINABLE ENDOWMENT

Time Horizon

The Long-Term Sustainable Endowment (the “Portfolio”) is intended for endowed funds and donor funds with long-term (5+ years) spending plans.

Investment Objectives and Spending Policy

1. The Long-Term Sustainable Endowment assets are to be invested with the objective of preserving the long-term, real purchasing power of assets while providing a relatively predictable and growing stream of annual distributions in support of the College.
2. For the purpose of making distributions, the Foundation shall make use of a total-return based spending policy, meaning that it will fund distributions from net investment income, net realized capital gains, and proceeds from the sale of investments.
3. The distribution of Foundation assets will be permitted to the extent that such distributions do not exceed a level that would erode the Foundation’s real assets over time. The Committee will seek to reduce the variability of annual Foundation distributions by factoring past spending and portfolio asset values into its current spending decisions. The Committee will review its spending assumptions annually for the purpose of deciding whether any changes therein necessitate amending the Foundation’s spending policy, its target asset allocation, or both.
 - The target distribution rate of 4.0% will be calculated over a trailing 12-quarter period for endowment funds with a current market value that is greater than or equal to 80% of the historical gift balance. This policy provides for more consistent and predictable spending for the programs supported by the Foundation and has the benefit of mitigating extreme market outcomes.
 - To meet the target distribution rate of 4% and preserve the long-term, real purchasing power of assets, the Endowment will seek a 7% - 8% target return (*4.0% distribution rate + CPI + 1.5% management fee. The average U.S. inflation rate as measured by CPI over the last 30 years is 2.5%*).
4. Periodic cash flow, either into or out of the Portfolio, will be used to better align the investment portfolio to the target asset allocation outlined.

Asset Allocation Guidelines

1. The Committee recognizes that the strategic allocation of Portfolio assets across broadly defined financial assets and sub-asset categories with varying degrees of risk, return, and return correlation will be the most significant determinant of long-term investment returns and Portfolio asset value stability.
2. The Committee expects that actual returns and return volatility may vary from expectations and return objectives across short periods of time. While the Committee wishes to retain flexibility with respect to making periodic changes to the Portfolio’s asset allocation, it expects

to do so only in the event of material changes to the Foundation, to the assumptions underlying the Foundation spending policy, and/or to the capital markets and asset classes in which the Portfolio invests.

3. The Portfolio will be managed as a balanced portfolio.

The expected role of Portfolio equity investments will be to maximize long-term real growth of Portfolio assets. Equity investments will be selected with the objective of building a portfolio that is diversified by geographic region, economic sector, industry, and market capitalization. The role of fixed income investments will be to generate current income, provide for more stable periodic returns, and provide some protection against a prolonged decline in the market value of Portfolio equity investments. As a result, both credit quality and preservation of principal are a core emphasis of this allocation.

Investments in alternatives include, but are not limited to, enhancing diversification through less-market-dependent strategies, seeking positive absolute rates of return regardless of the general direction of equity and fixed-income markets, and reducing risk. Investments in alternatives may include hedge funds through direct placement, fund of funds and/or the secondary market. Private investments are defined as investments that do not have redemption provisions and distribute capital back to the Portfolio as underlying investments are sold. Private Investments may consist of private equity (i.e. venture capital, growth equity or buyout), real estate and/or private credit. The purpose of allocating to illiquid investments is to provide a meaningful inflation hedge and higher return than is often attainable in the public markets.

4. Cash investments will, under normal circumstances, only be considered as temporary Portfolio holdings, and will be used for Foundation liquidity needs or to facilitate a planned program of dollar-cost averaging into investments in either or both equity and fixed income asset classes.

- a. Cash Reserves, as needed annually for Foundation operating expenses, should be kept in a separate account and managed separately from the asset allocation set forth in this policy.

5. Outlined below are the long-term strategic asset allocation guidelines, determined by the Committee to be most appropriate, given the Foundation's long-term objectives and short-term constraints. Portfolio assets will, under normal circumstances, be allocated across broad asset and sub-asset classes in accordance with the following guidelines.

	Target %	Minimum %	Maximum %
Cash and Cash Equivalents	5%	0%	10%
Fixed Income	20%	15%	40%
Global Equities	65%	55%	85%
U.S. Equities	40%	25%	65%
International Equities	25%	15%	40%
Alternatives	10%	0%	20%

6. The composite benchmark will consist of the following unmanaged market indexes and weights:
 - a. 70% Global Equities: MSCI All-Country World Index
 - b. 25% Fixed Income: Barclays Capital U.S. Aggregate Bond Index
 - c. 5% Cash: Citigroup 3-Month T-Bill Index



APPENDIX B - SHORT-TERM PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Time Horizon

The Short-Term Portfolio is intended for non-endowed donor funds with short-term (0-1 year) spending plans.

Investment Objective

The objectives of the Short-Term Portfolio are capital preservation and liquidity. The portfolio will be invested in cash or cash equivalents, including money market funds and Treasury Bills.

Asset Allocation Guidelines

	Target %	Minimum %	Maximum %
Cash and Cash Equivalents	100%	100%	100%



APPENDIX C - INTERMEDIATE PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Time Horizon

The Intermediate Portfolio is intended for non-endowed donor funds with intermediate-term (1-5 years) spending plans.

Investment Objective

The objective of the Intermediate Portfolio is preservation of purchasing power. The portfolio may hold cash, but will primarily be invested in a combination of U.S. Government and Corporate bonds with a maximum average duration of four years, and no single security maturity greater than 10 years.

Asset Allocation Guidelines

	Target %	Minimum %	Maximum %
Cash and Cash Equivalents	0%	0%	50%
Fixed Income	100%	50%	100%



APPENDIX D – TITLE III ENDOWMENT PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Background

The Title III Endowment was established in September 2012 as part of The Foundation's efforts to meet the challenge of matching available federal funds, which are to be used to provide STEM scholarships for low-income and Latino students. At the end of the 20-year grant term, the endowment will revert to the Cabrillo College Foundation Investment Policy Statement, and the Board may approve returning a portion of the distributable percentage to the principal to be reinvested.

Time Horizon

The corpus of Title III Endowment is intended to be held in perpetuity.

Investment Objective

The investment objective of the Title III Portfolio is principal preservation and conservative growth.

Allowable Investments

Savings accounts or low-risk securities in which a regulated insurance company may invest under California law, including interest bearing accounts, money market funds, certificates of deposit, mutual funds, stocks, or bonds. The endowment may not be invested in real estate.

Given the size of this portfolio, it is expected that only liquid alternative investments, in the form of a mutual fund or exchange-traded fund, will be used.

Asset Allocation Guidelines

	Target %	Minimum %	Maximum %
Cash and Cash Equivalents	5%	0%	15%
Fixed Income	65%	50%	80%
Global Equities	30%	15%	45%
U.S. Equities	18%	5%	25%
International Equities	12%	5%	25%
Alternatives	0%	0%	10%

Spending Policy

Spendable income from the endowment shall be calculated annually as a percentage of the growth of the endowment. The maximum allowable percentage of earnings on the endowment that may be expended annually must be in compliance with the Cabrillo College Foundation's Title III investment and spending policy and in compliance with Title III Federal guidelines. Of the allowable amount that may be expended annually, fifty percent (50%) shall be returned to the principal and reinvested, and the remaining fifty percent (50%) shall be distributed for the administrative costs and purposes designated by the donor as follows:

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- Up to 1.5% Cabrillo College Foundation management fee as funds are available
- Up to 4.0% of 12 trailing quarters as funds are available after assessing the management fee

At the end of the 20-year grant term, the endowment will revert to the Cabrillo College Foundation Investment Policy Statement. If in the best judgment of the Cabrillo College Foundation Board of Directors it is deemed wise and prudent, a portion of the distributable percentage may be returned to the principal and be reinvested. Endowment funds may be pooled with other invested assets for purposes of determining total annual return.



APPENDIX E – TITLE V ENDOWMENT PORTFOLIO

INVESTMENT OBJECTIVES AND ALLOCATION GUIDELINES

Background

The Title V Endowment was established in October 2009 as part of the Foundation's efforts to meet the challenge of matching available federal funds, which are to be used for scholarships for students. At the end of the 20-year grant term, the endowment will revert to the Cabrillo College Foundation Investment Policy Statement, and the Board may approve returning a portion of the distributable percentage to the principal to be reinvested.

Time Horizon

The corpus of Title V Endowment is intended to be held in perpetuity.

Investment Objective

The investment objective of the Title V Portfolio is principal preservation and conservative growth.

Allowable Investments

Savings accounts or low-risk securities in which a regulated insurance company may invest under California law, including interest bearing accounts, money market funds, certificates of deposit, mutual funds, stocks, or bonds. The endowment may not be invested in real estate.

Given the size of this portfolio, it is expected that only liquid alternative investments, in the form of a mutual fund or exchange-traded fund, will be used.

Asset Allocation Guidelines

	Target %	Minimum %	Maximum %
Cash and Cash Equivalents	5%	0%	15%
Fixed Income	65%	50%	80%
Global Equities	30%	15%	45%
U.S. Equities	18%	5%	25%
International Equities	12%	5%	25%
Alternatives	0%	0%	10%

Spending Policy

Spendable income from the endowment shall be calculated annually as a percentage of the growth of the endowment. The maximum allowable percentage of earnings on the endowment that may be expended annually must be in compliance with the Cabrillo College Foundation's Title V investment and spending policy and in compliance with Title V Federal guidelines. Of the allowable amount that may be expended annually, fifty percent (50%) shall be returned to the principal and reinvested, and the remaining fifty percent (50%) shall be distributed for the



administrative costs and purposes designated by the donor as follows:

- Up to 1.5% Cabrillo College Foundation management fee as funds are available
- Up to 4.0% of 12 trailing quarters as funds are available after assessing the management fee

At the end of the 20-year grant term, the endowment will revert to the Cabrillo College Foundation Investment Policy Statement. If in the best judgment of the Cabrillo College Foundation Board of Directors it is deemed wise and prudent, a portion of the distributable percentage may be returned to the principal and be reinvested. Endowment funds may be pooled with other invested assets for purposes of determining total annual return.



MEMORANDUM

DATE: January 19, 2023
TO: Executive Committee
FROM: Eileen Hill
SUBJECT: Increase Named Nonendowed Scholarship Minimum to \$5,000

BACKGROUND

For 15 years, the minimum to establish a named nonendowed scholarship has been \$2,000, which can be pledged over 4 years (\$500/year). Foundation staff met with the Scholarship Committee in November 2022 to discuss increasing the named nonendowed scholarship minimum to \$5,000 for the following reasons:

1. For the last few years, named nonendowed scholarship donors have been giving more than the \$2,000 minimum to establish new scholarships.
2. Administrative work to set up individual named scholarships on the front end is substantial (establish a new fund, set up criteria, system of awarding, work with financial aid). A larger investment means the scholarship will last longer and allow for more time to create a deeper donor connection and opportunities for stewardship.
3. With the cost of living increasing, a larger scholarship award will go farther in helping students stay on track.

Attached is an outline of the Cabrillo College Foundation Scholarship program, award cycle, and scholarship giving options.

RECOMMENDED MOTION

Scholarship Committee recommends the Executive Committee approves increasing the name nonendowed scholarship minimum to \$5,000.

CABRILLO COLLEGE SCHOLARSHIP PROGRAM

The Cabrillo College Foundation administers a robust scholarship program, which distributes funds annually to academically promising students, as well as students with financial need.

While Cabrillo is affordable for many students, rising textbook prices and the high cost of living in Santa Cruz County can be huge financial obstacles. Scholarships help alleviate some of these burdens, helping our students reach their educational goals.

Scholarships also help students plan for their future — knowing that they have financial support can encourage them to stay enrolled and gives them hope during challenging times.

During the 2021-22 fiscal year, we awarded over **\$1.6 million in scholarships to 1,558 students.**

SCHOLARSHIP AWARD CYCLE

Students apply for scholarships at Cabrillo through one application we call the “General Scholarship Application.” Once the application deadline passes, a group of volunteer Cabrillo staff and faculty review and score applications. Recipient selections are finalized by the Financial Aid office according to the established criteria.

November:	The General Scholarship Application opens and students are encouraged to apply.
February:	Deadline to apply for the General Scholarship Application.
March:	Scholarship Selection Committees review and score applications.
April:	Recipient selection is finalized by the Financial Aid Office.
May:	Recipients are notified by mail/email that they have been selected. Students receive information regarding scholarship fund distribution.
Summer:	Donors are notified of the recipient(s) selected to receive their scholarship. Due to student confidentiality, we are unable to share scholarship recipient contact information.
August:	Students receive scholarship funds upon verification of any specific scholarship requirements.
December:	Students often write a thank-you notes, which will be sent to the donors by the Cabrillo College Foundation.

SCHOLARSHIP OPTIONS

As a scholarship donor, you can choose from the options below when establishing a new scholarship.

Endowed Named Scholarship

With a minimum gift of \$15,000, you may establish and name an endowed scholarship and work with foundation staff to develop specific selection criteria. The corpus of an endowment remains intact, while the earnings are awarded each year in perpetuity. Our spending policy is a 4% distribution over 12 trailing quarters. A minimum of \$14,000 will be placed in the historical gift fund and a minimum of \$1,000 will be reserved for immediate scholarship award disbursement for the first two years while the endowment is building earnings. Depending on the fluctuations of the stock market, a \$14,000 endowment will produce a \$500 scholarship award annually.

Nonendowed Named Scholarship

A nonendowed scholarship may be established with a minimum gift of \$5,000. A minimum scholarship award of \$1,000 each year must be awarded. You may choose the scholarship name and work with foundation staff to develop the selection criteria. Once the funds have been depleted, donors may renew their support to continue the scholarship. There is a 5% fee on gifts of \$15,000 or more for the administration of the scholarship.

General Scholarship Endowment

Donors may contribute to the general scholarship fund to support students. Donations may be made in memory or honor of someone. If there is a family member to notify of the gifts received in honor or memory of someone, we will notify them. There is no minimum and there is not an option to name a scholarship or develop criteria.

JOIN US!

The Cabrillo College Foundation staff are excited to help you establish a meaningful scholarship fund that will have a tremendous impact on the lives of the recipients. We are available guide you in creating selection criteria for your scholarship that is both important to you and in line with Cabrillo's mission and values.

For more information, contact:

Eileen Hill, Executive Director

eihill@cabillo.edu

831-479-6458

Caitlin Bonura, Development Officer

cbonura@cabrillo.edu

831-479-6338

ASSET ALLOCATION | TOTAL PORTFOLIO

As of 12/31/2022



	Cash & Treasury Bills		Fixed Income		Large Cap U.S.		Small/Mid Cap U.S.		Global/Developed Intl.		Emerging Markets		Alternatives*		Totals
Long-Term Portfolio	1,013,634	3.4%	7,204,411	23.9%	9,352,208	31.0%	3,311,628	11.0%	5,683,421	18.8%	1,800,146	6.0%	1,837,504	6.1%	\$30,202,953 72.0%
ESG Long-Term Portfolio	157,726	3.1%	1,463,873	28.9%	2,010,820	39.6%	513,971	10.1%	695,892	13.7%	230,282	4.5%	0	0.0%	\$5,072,564 12.1%
Intermediate-Term Portfolio	45,546	2.2%	2,034,337	97.8%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	\$2,079,884 5.0%
Short-Term Portfolio	1,942,890	66.6%	972,959	33.4%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	\$2,915,849 7.0%
Title 3 Portfolio	31,095	5.9%	341,388	64.8%	91,337	17.3%	20,248	3.8%	26,133	5.0%	16,276	3.1%	0	0.0%	\$526,476 1.3%
Title 5 Portfolio	67,085	5.9%	735,463	64.8%	195,959	17.3%	44,166	3.9%	56,924	5.0%	35,097	3.1%	0	0.0%	\$1,134,693 2.7%
Gifting	3,968	100.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	0	0.0%	\$3,968 0.0%
Totals	\$3,261,945	7.8%	\$12,752,431	30.4%	\$11,650,325	27.8%	\$3,890,013	9.3%	\$6,462,370	15.4%	\$2,081,800	5.0%	\$1,837,504	4.4%	\$41,936,387 100.0%

*

Alternatives	Real Estate		Credit		Private Equities	
Long-Term Portfolio	1,388,508	4.6%	363,371	1.2%	85,625	0.3%

PERFORMANCE | TOTAL PORTFOLIO

As of 12/31/2022

	Allocation		Performance	
	Market Value (\$)	%	Since Inception	Inception Date
Long-Term Portfolio - Gross	30,202,953	72.0%	3.8%	10/31/2022
Long-Term Portfolio - Net			3.8%	
5% Merrill Lynch 0-3 Month US Tbill, 25% Bloomberg Aggregate, 70% MSCI ACWI			3.3%	
ESG Long-Term Portfolio - Gross	5,072,564	12.1%	2.4%	10/31/2022
ESG Long-Term Portfolio - Net			2.4%	
5% Merrill Lynch 0-3 Month US Tbill, 25% Bloomberg Aggregate, 70% MSCI ACWI			3.3%	
Intermediate-Term Portfolio - Gross	2,079,884	5.0%	-0.2%	11/30/2022
Intermediate-Term Portfolio - Net			-0.2%	
Bloomberg Gov't / Credit 1-5 Year			0.1%	
Short-Term Portfolio - Gross	2,915,849	7.0%	0.9%	10/31/2022
Short-Term Portfolio - Net			0.9%	
Merrill Lynch 0-3 Month US Tbill			0.7%	
Title 3 Portfolio - Gross	526,476	1.3%	1.2%	10/31/2022
Title 3 Portfolio - Net			1.2%	
5% Merrill Lynch 0-3 Month US Tbill, 65% Bloomberg Aggregate, 30% MSCI ACWI			3.2%	
Title 5 Portfolio - Gross	1,134,693	2.7%	3.3%	10/31/2022
Title 5 Portfolio - Net			3.3%	
5% Merrill Lynch 0-3 Month US Tbill, 65% Bloomberg Aggregate, 30% MSCI ACWI			3.2%	

TRANSACTION SUMMARY

As of 12/31/2022

- As Cabrillo's assets have transitioned to Brown Advisory, our team has been working to rebalance each account in accordance with the transition plans outlined in previous meetings.
 - We began trading the Long-Term portfolio mid-December in accordance with our Phase 1 plan, and we finished the transition process on 12/22/22. We are aiming to build the portfolio's allocation to private markets steadily each year.
 - We began trading the ESG portfolio mid-December in accordance with the transition plan and finished the rebalance process on 12/16/22. The portfolio is positioned in-line with the committee's ESG goals and screening criteria.
 - We fully transitioned the Title 3 and Title 5 portfolios at the end of November. Both portfolios are invested in-line with the Investment Policy Statement.
- The team has been working to transition the Short-Term and Intermediate-Term portfolios to meet the needs of the Foundation.
 - The Short-Term portfolio is expected to hold at least \$200K cash at all times with a remaining \$1M invested between 6 and 9 month treasuries.
 - All remaining assets between the accounts, roughly \$3.7M, are in the process of transitioning to the Intermediate-Term portfolio where they will be invested in the Brown Advisory Sustainable Short Duration individual bond strategy.
 - The strategy is a 1-5 duration, high quality strategy that is benchmarked to the 1-5 Year Government/Credit Index.
 - The primary objectives for this strategy are income generation and principal protection.
 - The strategy carries a high average credit quality rating of Aa2, with a current average duration of 2.5 years and a current yield to worst of 4.53%.
 - By investing in an individual bond strategy, it allows us to manage to a sustainable/ESG mandate.
 - The current bond portfolio has a higher duration of 3.7 years with a slightly lower yield of 4.36%

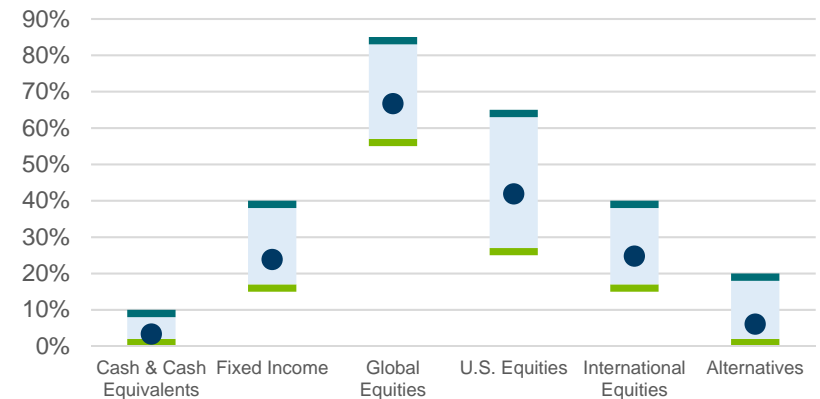
ASSET ALLOCATION | LONG-TERM PORTFOLIO

As of 12/31/2022

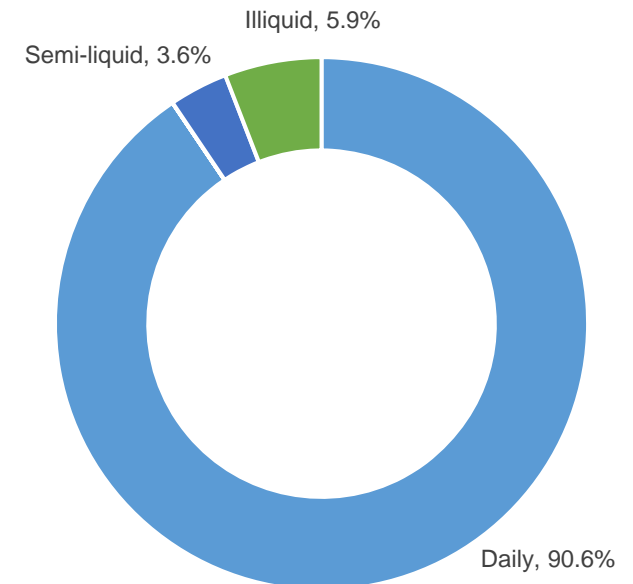
Investment	Market Value	%	Policy Range*	Policy Target*
Cash & Cash Equivalents	1,014,307	3.4%	0 - 10%	5.0%
Cash & Cash Equivalents	1,013,634	3.4%		
Fixed Income	7,204,411	23.9%	15 - 40%	20.0%
U.S. Treasury Bill	901,316	3.0%		
Vanguard Short-Term Treasury ETF	1,194,214	4.0%		
Brown Advisory Sustainable Core Fixed Income	5,108,881	16.9%		
Global Equities	20,147,404	66.7%	55 - 85%	65.0%
U.S. Equities	12,663,836	41.9%	25 - 65%	40.0%
<i>Large Cap U.S. Equities</i>	<i>9,352,208</i>	<i>31.0%</i>		
Vanguard Wellington Dividend Growth	2,767,329	9.2%		
Brown Advisory Sustainable Growth	3,013,283	10.0%		
Beutel Goodman Large Cap Value	3,571,597	11.8%		
<i>Small / Mid Cap U.S. Equities</i>	<i>3,311,628</i>	<i>11.0%</i>		
Brown Advisory Small Cap Growth	1,813,467	6.0%		
Brown Advisory Small Cap Value	1,498,161	5.0%		
International Equities	7,483,568	24.8%	15 - 40%	25.0%
<i>Global Equities</i>	<i>3,250,493</i>	<i>10.8%</i>		
Brown Advisory Global Leaders	2,087,920	6.9%		
Lazard Global Listed Infrastructure	1,162,573	3.8%		
<i>Developed International</i>	<i>2,432,928</i>	<i>8.1%</i>		
Artisan International Value	2,423,868	8.0%		
Surgutneftegas Public Joint Stock Company	9,060	0.0%		
<i>Emerging Markets</i>	<i>1,800,146</i>	<i>6.0%</i>		
Brown Advisory Emerging Markets Select	794,394	2.6%		
UBS AG London	1,005,752	3.3%		
Alternatives	1,837,504	6.1%	0 - 20%	10.0%
<i>Private Equity</i>	<i>85,625</i>	<i>0.3%</i>		
KKR Global Infrastructure IV	85,625	0.3%		
<i>Real Estate</i>	<i>1,388,508</i>	<i>4.6%</i>		
Boyd Watterson GSA	1,073,854	3.6%		
Bridge WFAH Fund II	314,655	1.0%		
<i>Credit</i>	<i>363,371</i>	<i>1.2%</i>		
PIMCO Bravo Fund IV	363,371	1.2%		
Total Portfolio	30,202,953	100.0%		

*Policy targets and ranges taken from draft IPS

Asset Allocation Weights Relative to Policy Target Ranges



Portfolio Liquidity



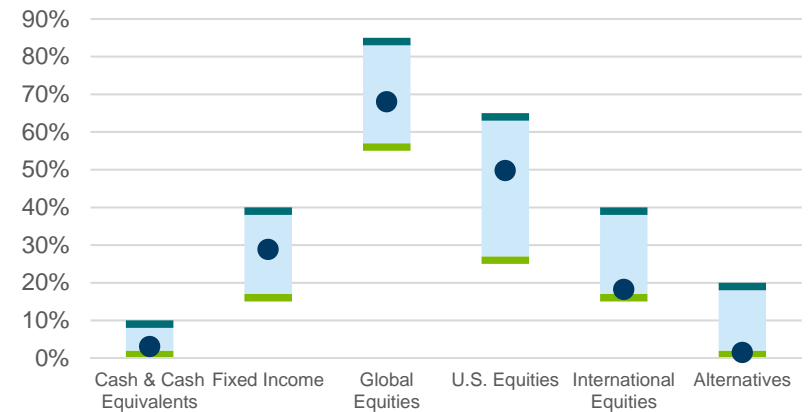
ASSET ALLOCATION | ESG LONG-TERM PORTFOLIO

As of 12/31/2022

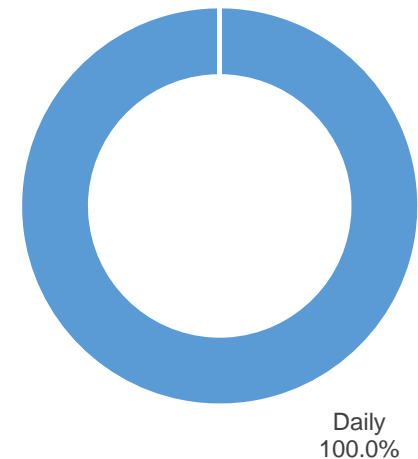
Investment	Market Value	%	Policy Range*	Policy Target*
Cash & Cash Equivalents	157,726	3.1%	0 - 10%	5.0%
Cash & Cash Equivalents	157,726	3.1%		
Fixed Income	1,463,873	28.9%	15 - 40%	20.0%
U.S. Treasury Bill	155,406	3.1%		
Vanguard Short-Term Treasury ETF	258,860	5.1%		
Brown Advisory Sustainable Bond Fund	1,049,606	20.7%		
Global Equities	3,450,965	68.0%	55 - 85%	65.0%
U.S. Equities	2,524,791	49.8%	25 - 65%	40.0%
<i>Large Cap U.S. Equities</i>	<i>2,010,820</i>	<i>39.6%</i>		
DFA U.S. Sustainability Core	262,563	5.2%		
Brown Advisory Sustainable Growth	525,871	10.4%		
Beutel Goodman Large Cap Value	430,631	8.5%		
Parnassus Core Equity	791,755	15.6%		
<i>Small / Mid Cap U.S. Equities</i>	<i>513,971</i>	<i>10.1%</i>		
Calvert Small Cap	513,971	10.1%		
International Equities	926,173	18.3%	15 - 40%	25.0%
<i>Developed International</i>	<i>695,892</i>	<i>13.7%</i>		
DFA International Sustainability Core	695,892	13.7%		
<i>Emerging Markets</i>	<i>230,282</i>	<i>4.5%</i>		
DFA Emerging Markets Sustainability Core	230,282	4.5%		
Alternatives	0	0.0%	0 - 20%	10.0%
Total Portfolio	5,072,564	100.0%		

*Policy targets and ranges taken from draft IPS

Asset Allocation Weights Relative to Policy Target Ranges



Portfolio Liquidity



ASSET ALLOCATION | INTERMEDIATE & SHORT-TERM PORTFOLIOS

As of 12/31/2022

Intermediate

Investment	Market Value	%	Policy Range*	Policy Target*
Cash & Cash Equivalents	45,546	2.2%	0 - 50%	0.0%
Cash & Cash Equivalents	45,546	2.2%		
Fixed Income	2,034,337	97.8%	50 - 100%	100.0%
Intermediate FI Portfolio	2,034,337	97.8%		
Total Portfolio	2,079,884	100.0%		

Short-Term

Investment	Market Value	%	Policy Range*	Policy Target*
Cash & Cash Equivalents	1,942,890	66.6%	100 - 100%	100.0%
Cash & Cash Equivalents	1,942,890	66.6%		
Fixed Income	972,959	33.4%		
U.S. Treasury Bill	972,959	33.4%		
Total Portfolio	2,915,849	100.0%		

*Policy targets and ranges taken from draft IPS

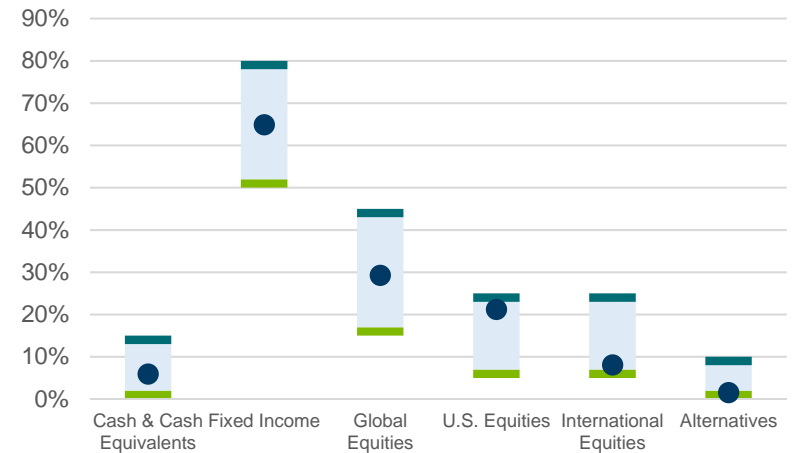
ASSET ALLOCATION | TITLE 3 PORTFOLIO

As of 12/31/2022

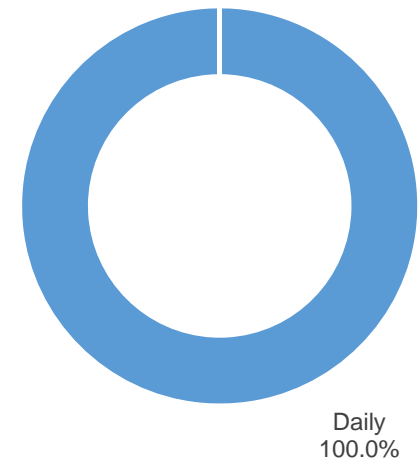
Investment	Market Value	%	Policy Range*	Policy Target*
Cash & Cash Equivalents	31,095	5.9%	0 - 15%	5.0%
Cash & Cash Equivalents	31,095	5.9%		
Fixed Income	341,388	64.8%	50 - 80%	65.0%
Vanguard Short-Term Treasury ETF	103,035	19.6%		
Brown Advisory Sustainable Bond Fund	238,352	45.3%		
Global Equities	153,993	29.2%	15 - 45%	30.0%
U.S. Equities	111,585	21.2%	5 - 25%	18.0%
<i>Large Cap U.S. Equities</i>	<i>91,337</i>	<i>17.3%</i>		
Brown Advisory Sustainable Growth	25,383	4.8%		
Beutel Goodman Large Cap Value	35,023	6.7%		
Vanguard Wellington Dividend Growth	30,931	5.9%		
<i>Small / Mid Cap U.S. Equities</i>	<i>20,248</i>	<i>3.8%</i>		
Brown Advisory Small Cap Growth	10,223	1.9%		
Brown Advisory Small Cap Value	10,025	1.9%		
International Equities	42,408	8.1%	5 - 25%	12.0%
<i>Global Equities</i>	<i>15,447</i>	<i>2.9%</i>		
Brown Advisory Global Leaders	15,447	2.9%		
<i>Developed International</i>	<i>10,686</i>	<i>2.0%</i>		
Artisan International Value	10,686	2.0%		
<i>Emerging Markets</i>	<i>16,276</i>	<i>3.1%</i>		
Brown Advisory Emerging Markets Select	16,276	3.1%		
Alternatives	0	0.0%	0 - 10%	0.0%
Total Portfolio	526,476	100.0%		

*Policy targets and ranges taken from draft IPS

Asset Allocation Weights Relative to Policy Target Ranges



Portfolio Liquidity



ASSET ALLOCATION | TITLE 5 PORTFOLIO

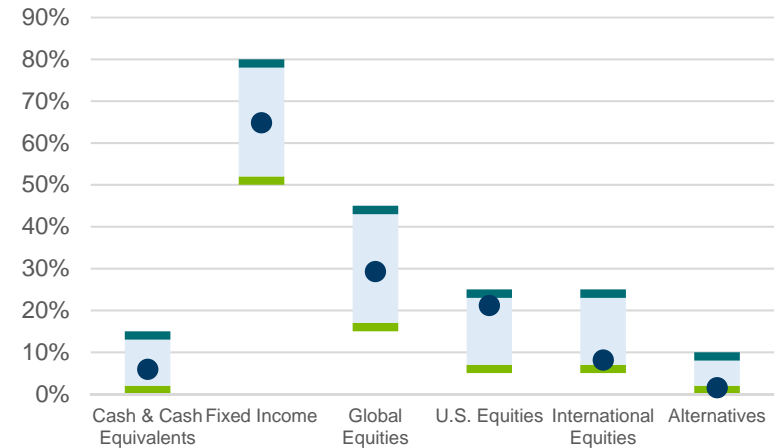
As of 12/31/2022

Investment	Market Value	%	Policy Range*	Policy Target*
Cash & Cash Equivalents	67,085	5.9%	0 - 15%	5.0%
Cash & Cash Equivalents	67,085	5.9%		
Fixed Income**	735,463	64.8%	50 - 80%	65.0%
Vanguard Short-Term Treasury ETF	218,039	19.2%		
Brown Advisory Sustainable Bond Fund	517,423	45.6%		
Global Equities	332,146	29.3%	15 - 45%	30.0%
U.S. Equities	240,125	21.2%	5 - 25%	18.0%
<i>Large Cap U.S. Equities</i>	<i>195,959</i>	<i>17.3%</i>		
Brown Advisory Sustainable Growth	54,951	4.8%		
Beutel Goodman Large Cap Value	75,712	6.7%		
Vanguard Wellington Dividend Growth	65,297	5.8%		
<i>Small / Mid Cap U.S. Equities</i>	<i>44,166</i>	<i>3.9%</i>		
Brown Advisory Small Cap Growth	22,338	2.0%		
Brown Advisory Small Cap Value	21,828	1.9%		
International Equities	92,021	8.1%	5 - 25%	12.0%
<i>Global Equities</i>	<i>33,677</i>	<i>3.0%</i>		
Brown Advisory Global Leaders	33,677	3.0%		
<i>Developed International</i>	<i>23,247</i>	<i>2.0%</i>		
Artisan International Value	23,247	2.0%		
<i>Emerging Markets</i>	<i>35,097</i>	<i>3.1%</i>		
Brown Advisory Emerging Markets Select	35,097	3.1%		
Alternatives	0	0.0%	0 - 10%	0.0%
Total Portfolio	1,134,693	100.0%		

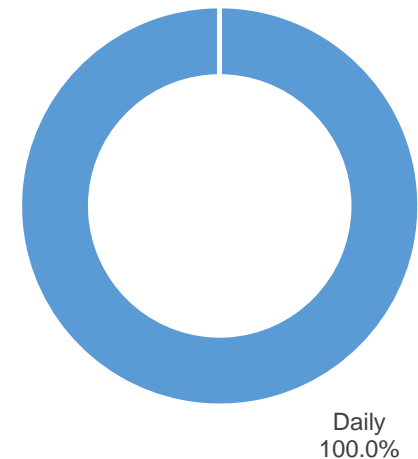
*Policy targets and ranges taken from draft IPS

**Excludes 1.72 shares of PSDTX received via dividend

Asset Allocation Weights Relative to Policy Target Ranges



Portfolio Liquidity



MEMORANDUM

DATE: January 19, 2023
TO: Executive Committee
FROM: Rachel Wedeen
SUBJECT: President's Circle Campaign

2022-23 President's Circle Campaign

Linda Burroughs and Karen Cogswell are co-chairs of the 2022-23 President's Circle Committee. As of January 18, 2023:

- \$408,457 has been raised, toward our goal of \$503,000
- 192 members have joined
- 21 NEW members
- 17 renewing donors increased their support this year

President's Circle Events

Due to Covid-19, all events will be planned with an eye to safety and well-being of guests and staff. All events are subject to change.

President's Level (\$1,000+)

Reception and Cabrillo Stage Summer Musical	July 2023
President's Holiday Reception	December 2023

President's Plus Level (\$1,500+)

Tapas with Teachers: flash lectures by Cabrillo Faculty	March 2023
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Director Level (\$2,500+)

Culinary Student Showcase	April 2023
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Trustee Level (\$500+)

Happy Hour at the home of President Matt Wetstein	May 2023
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Benefactor level (\$10,000+)

Homemade Pizza Party at the home of Claire Biancalana and Bill Kelsay	Summer 2023
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Luminary Level (\$15,000+)

A curated Cabrillo experience designed for you	TBD 2023
--	----------

MEMORANDUM

DATE: January 19, 2023
TO: Executive Committee
FROM: Patty Quillin
SUBJECT: Women's Educational Success (WES)

WES grants are a critical resource for faculty on campus, empowering them to send a lifeline to a struggling student. This year a total of **\$110,000** will be given out to students in need and by the end of the 2022-23 academic year, **we will have awarded over \$1 million to students since the program's inception in 1997!**

2022 CAMPAIGN

Thanks to the WES Co-chairs, Mary Culley and Freny Cooper, and our fabulous committee of Best Friends, we had our most stellar year of fundraising for WES to date: **\$257,270 was raised from 476 donors**, nearly \$10,000 more than what was raised in 2021!

We were fortunate that the Wedeen Hammer Locatelli Group at Morgan Stanley partnered with the Sharanam Foundation to give a matching grant that inspired donors to increase their support and give gifts of \$250 or more.

2023 CAMPAIGN

We are excited that Angie McClellan will be teaming up with Freny Cooper to Co-chair the 2023 campaign. Freny and Angie will meet with foundation staff in March to begin campaign planning.



This grant means a lot of things for me. I come from a low-income family and I struggled to ask for, and accept help. My parents had minimal education and limited opportunities. Asking for help was not an encouraged means of gaining opportunities. This sense of pride was also passed onto myself and my sisters. But the WES grant allowed me to realize that help is available and there are people who want me to do well. I'm so thankful for this opportunity and have so much gratitude for this program.

-Marie
(2022 WES Recipient)

MEMORANDUM

DATE: January 19, 2023
TO: Executive Committee
FROM: Eileen Hill
SUBJECT: Scholarship Program

Our annual year-end scholarship solicitation letters were mailed to over 700 donors before the holiday break in December. Committee members added personal notes to the letters for some of our scholarship donors, thanking them for their support. Student thank you letters were included with the scholarship solicitation. As of January 18, 2023, we have received over \$253,00 in scholarship support from our donors in response to this mailing.

Scholarship committee members serve as community ambassadors for our scholarship program. Committee members include: Rachael Spencer (Chair), Claire Biancalana, Jess Brown, Ceil Cirillo, Virginia Coe, Karen Cogswell, Kathryn Cowan, Linda Downing, Jan Furman, Rich Hart, Adele Miller, Corinne Miller, Cory Ray, Julie Thiebaut, Rachel Wedeen and Jill Wilson



Coming to California with hardly any educational background, my parents' only opportunity towards economic stability was agriculture, more specifically picking raspberries. As a child I could see the financial hardships my parents were experiencing from living in crowded apartments, to renting a home with multiple families, to losing our home during the financial crisis that hit America in 2008. It had become evident that their expectations of me were to achieve the much desired American Dream.

Through my job as an Instructional Assistant for Special Education, I have learned about the dire need for teachers in this community and the great impact one can make on students at a young age. This has led me towards my choice of career: teaching. My parent's limited education was due to financial necessity in a country that was filled with poverty. In this country students are given equal opportunity for success and I intend to help them achieve it by tearing down learning barriers. My future calls for an Educational Specialist to help make a greater change within my culture and this community.

I will be transferring to CSUMB this Spring 2023 to continue my career as an educator, and this scholarship will help me gain much needed financial stability. I am very thankful for the Dr. Linda G. Wisher Memorial Endowed Scholarship for believing in me.

-Maria R.
(2022 Scholarship Recipient)

MEMORANDUM

DATE: January 19, 2023
TO: Executive Committee
FROM: Gun Ruder
SUBJECT: **Faculty and Staff Grants**

Faculty and Staff Grants

Cabrillo College Foundation has three grant programs to support Cabrillo College faculty:

1. Faculty Grants for Student Success
2. Crocker Endowment Grants
 - Crocker Nursing Endowment Grants
 - Crocker Dental Hygiene Endowment Grants
 - Crocker VAPA Endowment Grants
 - Crocker Campus-Wide Endowment Grants
3. Engineering and Applied Science Endowment

Crocker Endowment selections were made in late October, and in November, a committee of Foundation Board Members, Cabrillo faculty, and community members reviewed proposals and selected recipients for Faculty Grants for Student Success. This year the Cabrillo Foundation awarded a total of **\$120,682** to Cabrillo staff and faculty to enhance student learning and increase student success.

A list of 2022-23 funded projects is attached, which includes proposals funded by the ASCC Student Senate Endowment.

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

Faculty and Staff Grant Awards Reception

Thursday, January 26th

4:00 – 6:00pm

Sesnon House

Current committee members include: Cherie Barkey, Owen Brown, Linda Burroughs, Les Forester, Mary Gaukel, Inga Gonzalez Moses, Francisco Iniguez, Tobin Keller (co-chair), Gun Ruder, Ana Ruiz, David Schwartz, Ron Sekkel, and Marcie Wald

2022 Faculty and Staff
Awarded Projects

Mark Bidelman, VAPA

Tool for a Contemporary Vocal Musician: \$1,419

Mark Bidelman, VAPA

Adjudicated performance to drive student excellence!: \$4,000

Matthew Blostein, VAPA

Creation of the Cabrillo Music Technology and Recording Arts Immersive Audio Lab: \$4,977

Celia Brezner, SDLC

Adaptive & Athletic Exercise Equipment: \$5,500

Mirella Brokaw, HAWK

(Allied Health)

Escape Deck Card Game - Breakout RN Escape Deck Activity: \$1,600

Binh Cheung, NAS

Welding Coats: \$641

Brandy Dickinson, SDLC

Accessible Technology for SDLC: \$5,416

William (Skip) Epperson, VAPA

Fee for Camera Operator for TA21 Acting for the Camera in Spring Semester 2023, \$1,050: \$1,050

William (Skip) Epperson, VAPA

A new sewing machine for the Costume Shop: \$1,100

William (Skip) Epperson, VAPA

Purchase of Chain Hoists for safe Stage Rigging in the Crocker Theatre: \$5,056

Carlos Figueroa, NAS

In need of two more Thomson tube setups: \$4,247

Leslie Gabbert, HAWK

(Allied Health)

Supporting Smiles: \$1,529

Leslie Gabbert, HAWK

(Allied Health)

Prevention is Powerful: \$300

Carol Hoffman, NAS

Pulse Oximeters for Measuring Heart Rate: \$306

Gabriela Huezo, NAS

Calming and Beautifying Math Spaces: \$1,500

Zach Joseph, ACCESS

Celebrating transfer at Graduation: \$5,000

David King, VAPA

Ballet Barres for Wats. A-130 dance studio: \$800

Lesley Loudon, VAPA

"The Empathy Project: Cabrillo Gallery and Cabrillo Library Gallery: \$4,100

Gary Marcoccia, NAS

Vinyl Cutter: \$2,400

Tera Martin, Watsonville Center and ILC

Mugs for Success: \$2,052

Javier Martinez-Cabrera, Watsonville Center and ILC

Improvement of the Tutoring Experience through the Usage of iPads: \$8,718

Gladys Mondragon, HAWK

(Athletics)

Cabrillo College Women's Soccer: Developing Student-Athletes for Their Next Level of Play: \$4,600

Michelle Morton, Library

Photo Set for Library, HUB, Integrated Learning Center: \$2,000

Dawn Nakanishi, VAPA

Casting & Metal Forming Room Acoustic Panels: \$4,200

Tootie Olsen, Student Services

Artwork for Welcome Center and the Watsonville Office (Admissions and Financial Aid): \$5,000

James Page, HAWK

(Athletics)

WEC Go Green Initiative: \$5,000

Jo-Ann Panzardi, NAS

Engineering Machining Tooling: \$7,500

Jesse Patterson, NAS

Welding Helmets: \$1,308

2022 Faculty and Staff
Awarded Projects

Rebecca Ramos, VAPA

Binoculars/Field glasses for drawing and scientific illustration: \$3,129.39

Sylvia Rios, VAPA

Ceramic Art in offices serving the public.: \$2,000

Sylvia Rios, VAPA

Oxyprobe: Firing safety and control: \$1,850

Kim Sakamoto Steidl, HASS

Learning to See: Nature Journaling for Early Childhood Educators: \$2,000

Aloha Sargent, Library

Textbooks for Watsonville ILC: \$4,488

Steve Schessler, Honors Transfer

Technology for Honors Transfer Program
Collaborative Learning and Community Building:
\$3,174

Lalu Simcik, NAS

Advanced STEM Calculator Free Access: \$720

Michael Strunk, VAPA

Afro-Cuban Batá Drums: \$1,918

Natalie Vanoli, HAWK

(Allied Health)

Patient Care Simulator: \$1,300

Natalie Vanoli, HAWK

(Allied Health)

Blood Pressure Training Syster with Omni and
Speakers: \$1,058

Natalie Vanoli, HAWK

(Allied Health)

Dental Light Curing Shields: \$325

Natalie Vanoli, HAWK

(Allied Health)

Ergonomic Clinician Stools: \$5,939

Jenna Zeller, HAWK

(Allied Health)

Active and Engaged Learning for Nursing Students:
\$7,421

MEMORANDUM

DATE: January 19, 2023
TO: Executive Committee
FROM: Eileen Hill
SUBJECT: **Cabrillo Advancement Program (CAP) Update**

BACKGROUND

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

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



CAP Roller Skating Party

CEREMONY

Seventy new sixth grader are currently being selected and we will be celebrating the students and their families at the **CAP Ceremony on Tuesday, March 14th from 6-8pm at the Crocker Theater.**

SCHOLARSHIPS

1. CAP Scholarships: \$1,500 per student

- For CAP students who complete the CAP program, graduate from high school and attend Cabrillo no later than one academic year after graduation. Students must be enrolled in 12+ units at Cabrillo to receive the full scholarship award.

2. Barbara Samper CAP Four-year Scholarships: \$1,500 for select students

- For CAP students who graduate from high school and go directly to a four-year college. Proof of enrollment is required.

3. Barbara Samer CAP Second Year Scholarships: \$1,500 per student

- For CAP students who have completed 24 units at Cabrillo in the prior 12 months. Students must be enrolled in 12+ units at Cabrillo to receive the full scholarship award.

4. CAP Transfer Scholarships: \$1,000 - \$2,500 for select students

- For Cabrillo students transferring to four-year colleges.

MEMORANDUM

DATE: January 19, 2023
TO: Executive Committee
FROM: Nancy Machado
SUBJECT: 2023-24 Budget Timeline

The following is the schedule for the 2023-24 Cabrillo College Foundation budget process:

Week of January 2, 2023	Nancy Machado begins requesting and collecting information for the 2023-24 budget
Week of January 23, 2023	Eileen Hill and Nancy Machado to review information and determine if further information is needed
January 30, 2023 to March 13, 2023	Eileen Hill and Nancy Machado to compare prior year trends to 2023-24 plan Nancy Machado provides Eileen Hill with draft of 2023-24 Budget. Eileen Hill reviews, recommends changes and approves final 2023-24 Budget
March 16, 2023	Send recommended Budget to Finance and Investment Committee
March 23, 2023	Finance and Investment Committee reviews 2023-24 Budget and makes recommendation to Executive Committee
April 13, 2023	Send recommended Budget to Executive Committee
April 20, 2023	Executive Committee reviews 2023-24 Budget and makes recommendations to Board of Directors
May 2, 2023	Send recommended Budget to Board of Directors
May 9, 2023	Board of Directors approve 2023-24 Budget

2022-23 Cabrillo College Foundation Committee Meetings and Events

Updated 1/19/2023

<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 23, 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>TBD \$15,000+ Members Spring 2023 TBD</p> <p>Culinary Student Showcase \$2,500+ Members April 2023 TBD 6:00 - 9:00 pm</p> <p>TBD \$10,000+ 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>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 1/19/2023

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
 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 Huevo 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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