

Cabrillo College FOUNDATION

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PRESIDENT

Michele Bassi

VICE PRESIDENT

Julie Thiebaut

SECRETARY

Cory Ray

CHIEF FINANCIAL OFFICER

Karen Cogswell

PAST PRESIDENT

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COMMUNITY REPRESENTATIVES

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Claire Biancalana

Freny Cooper

Kathryn Cowan

Sesario Escoto

Duf Fischer

Jan Furman

Omar Gonzalez-Benitez

Diane Koenig

Vance Landis

Rick Li Fo Sjoie

Ginny Solari Mazry

Keith McKenzie

Erica Ow

Spenser Russell

Ron Sekkel

Rachael Spencer

Trevor Strudley

COLLEGE TRUSTEE REPRESENTATIVES

Christina Cuevas

Dan Rothwell

Donna Ziel

COLLEGE STAFF REPRESENTATIVES

Jenn Capps

President

Travaris Harris

VP Instruction

Blanca Baltazar-Sabbah

VP Student Services

Kristin Wilson

Faculty Representative

EXECUTIVE DIRECTOR

Eileen Hill

MEMORANDUM

DATE: February 3, 2026

TO: Pegi Ard, Blanca Baltazar-Sabbah, Claire Biancalana, Jenn Capps, Karen Cogswell, Freny Cooper, Kathryn Cowan, Christina Cuevas, Sesario Escoto, Duf Fischer, Jan Furman, Omar Gonzalez-Benitez, Travaris Harris, Diane Koenig, Vance Landis, Rick Li Fo Sjoie, Ginny Solari Mazry, Keith McKenzie, Ed Newman, Erica Ow, Cory Ray, Dan Rothwell, Spenser Russell, Ron Sekkel, Rachael Spencer, Trevor Strudley, Julie Thiebaut, Kristin Wilson, Donna Ziel

FROM: CCF President, Michele Bassi

GUESTS: Meredith Shuey Etherington, Brown Advisory
Kyle Holtz, CWDL

SUBJECT: Cabrillo College Foundation Board of Directors

Tuesday, February 10, 2026

11:00 am – 12:00 pm Stroke Center/Allied Health Tour (optional)

12:00 pm – 2:00 pm Board of Directors Meeting

Sesnon House

Item	Responsibility	Page
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A. Regular Open Session

1. Welcome and Call to Order	M. Bassi	
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2. Approval of Agenda	M. Bassi	
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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.

B. Public Comment

1. Public Comment Opportunity	M. Bassi	
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C. Presentation		
1. Welcome Cabrillo President Dr. Jenn Capps	E. Hill	
D. Action Items		
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5. Spending Policy for Unrestricted Funds	E. Hill	20 – 21
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E. Reports		
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July 1, 2025 to January 31, 2026		
Outright Gifts:	\$6,732,946	
Unbooked Revocable Planned Gifts:	\$ 0	
Total:	\$6,732,946	
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G. Adjournment		
1. Adjournment	M. Bassi	

2024-25 BOARD MEETINGS:
Tuesdays, 12:00 pm – 2:00 pm

May 12, 2026

BOARD OF DIRECTORS ATTENDANCE CHART

Board of Directors	9/9/25	11/11/25	2/10/26	5/12/26
Pegi Ard	P	A		
Blanca Baltazar-Sabbah	A	P		
Michele Bassi	P	P		
Claire Biancalana	P	P		
Jenn Capps	NA	NA		
Karen Cogswell	P	P		
Freny Cooper	P	A		
Kathryn Cowan	P	P		
Christina Cuevas	P	P		
Sesario Escoto	A	A		
Duf Fischer	P	A		
Jan Furman	A	A		
Omar Gonzalez-Benitez	P	P		
Travaris Harris	P	P		
Diane Koenig	P	P		
Vance Landis	A	P		
Rick Li Fo Sjo	P	P		
Ginny Solari Mazry	A	P		
Keith McKenzie	P	P		
Ed Newman	P	P		
Erica Ow	A	A		
Cory Ray	P	P		
Dan Rothwell	P	P		
Spenser Russell	P	A		
Ron Sekkel	P	P		
Rachael Spencer	A	P		
Trevor Strudley	P	P		
Julie Thiebaut	P	P		
Kristin Wilson	P	P		
Donna Ziel	P	P		

*P=Present, A=Absent, N/A=Not applicable, not on the Board at the time. Based on Board of Director's meeting minutes.
Please contact Cabrillo College Foundation if you believe this chart is in error.*

CABRILLO COLLEGE FOUNDATION BOARD OF DIRECTORS MEETING Minutes of November 11, 2025

Directors Present: Blanca Baltazar-Sabbah, Michele Bassi, Claire Biancalana, Karen Cogswell, Kathryn Cowan, Christina Cuevas, Omar Gonzalez-Benitez, Travaris Harris, Diane Koenig, Vance Landis, Rick Li Fo Sjoie, Ginny Solari Mazry, Keith McKenzie, Ed Newman, Cory Ray, Dan Rothwell, Ron Sekkel, Rachael Spencer, Trevor Strudley, Julie Thiebaut, Kristin Wilson, Donna Ziel

Directors Absent: Pegi Ard, Freny Cooper, Sesario Escoto, Duf Fischer, Jan Furman, Erica Ow, Spenser Russell, Matt Wetstein

Staff Present: Eileen Hill, Patrick Andrews, Caitlin Bonura, Jessie Palmer, Kate Staveland, Lori Hood

GUESTS: Maria Esther Rodriguez, Associate Engineering Instructor, Engineering Abroad

Call to Order

Michele Bassi called the meeting to order at 12:17 pm.

Approval of Agenda

Motion: MSC: C. Ray/K. Wilson. The Board voted unanimously to approve the Board agenda with the amendment that the Special Presentation be moved to the end of the agenda.

Public Comment Opportunity

There were no members of the public in attendance.

Cabrillo College President's Report

Eileen Hill gave an update on the Student Housing Project. The project broke ground at the end of September. The college has hired a housing coordinator to get everything organized and in order for when students are expected to move in Fall of 2027. Eileen reminded the Board that the Presidential Search Forums would be held on November 12 at Samper Recital Hall and on Zoom.

Executive Director's Report

Eileen reported that the Foundation has raised \$3,774,690 to date. \$2.2M of this is an estate gift. The Foundation has raised \$3M towards the \$5M goal for the Student Housing Childcare Center (\$500,000 from a Monterey Peninsula Foundation grant). Eileen also reported that the Foundation raised \$73,000 for a Title III Stem Scholarship matching opportunity by the deadline.

Approve Board Meeting Minutes

Motion: MSC: C. Biancalana/J. Thiebaut.

The following Board Members voted to approve the minutes of September 9, 2025:

Michele Bassi, Claire Biancalana, Karen Cogswell, Kathryn Cowan, Christina Cuevas, Omar Gonzalez-Benitez, Travaris Harris, Diane Koenig, Rick Li Fo Sjoie, Ed Newman, Cory Ray, Dan Rothwell, Ron Sekkel, Trevor Strudley, Julie Thiebaut, Kristin Wilson, Donna Ziel

The following Board Members abstained:

Blanca Baltazar-Sabbah, Vance Landis, Ginny Solari Mazry, Rachael Spencer

The following Board Members were absent:

Pegi Ard, Freny Cooper, Sesario Escoto, Duf Fischer, Jan Furman, Erica Ow, Spenser Russell, Matt Wetstein. Keith McKenzie arrived after the vote.

Approve Financial Statements

Karen Cogswell reported as of September 30, 2025, the total assets were \$65.6M, \$6.8M over prior year. Net assets were \$63.7M, \$6.8M more than prior year.

The total revenue for unrestricted, non-endowed and endowed funds was \$5.3M. Total expenses were \$1.8M with a surplus for all funds of \$3.5M.

The total operating revenue was \$478K and expenses \$382K. The operating fund surplus is \$95K.

Motion: MSC: K. Cowan/R. Spencer. The Board voted unanimously to approve the September 30, 2025 Financial Statements.

Review of CCF Investments as of September 30, 2025

Karen Cogswell reviewed CCF investments as of September 30, 2025.

WES

Diane Koenig reported that this year, we'll award \$132,000 to those most in need.

The WES Celebration was held in September at the Samper Recital Hall, with 145 guests in attendance. As of November 7, nearly \$280,000 has been raised from more than 480 donors. All gifts made by December 31 will count toward the 2025 WES Campaign.

President's Circle

Rachael Spencer reported that she and Owen Brown are serving as our co-chairs this year, and there are nine new committee members. A fundraising goal of \$550,000 has been set and \$116,298 has already been raised. Invitations to join the President's Circle have been personalized by committee members and most were mailed out last week

Scholarships

Claire Biancalana reported that this year, \$1.5 million in scholarships has been awarded to more than 1,600 Cabrillo students, most of which was distributed at the beginning of the semester. Last month we hosted a Scholarship Donor Reception with about 100 guests in attendance, including

eight student speakers who shared their stories. Claire highlighted on the student speakers, Dulce Lizarraga. She is a Cabrillo graduate who went on to earn her bachelor's from CSUMB and her master's in social work from San Jose State, and is now a social worker with Hospice of Santa Cruz.

Faculty Grants

Omar Gonzalez-Benitez reported that the Cabrillo College Foundation offers three grant programs to support Cabrillo faculty and staff: Faculty Grants for Student Success, the Crocker Endowment Grants, and the Engineering and Applied Science Endowment. This year, there is over \$154,000 available to award, with the goal of enhancing student learning and increasing student success. The proposal period closed in October, and we're now finalizing selections. The Crocker Grant recipients have been selected, and now our Faculty Grants for Student Success Committee is reviewing remaining proposals. Our group will meet on Thursday, November 20th over Zoom to choose the final recipients.

Student Veterans Endowment

Donna Ziel reported that Linda Mejia and Kevin Umana are the co-chairs of the 2025 SVE Campaign. The Quick Reaction Force Committee, consisting of 16 members, sent out personalized SVE invitations to approximately 235 prospective donors in September. To date, \$22,190 has been received from 37 donors for the 2025 campaign. Donations made through June 30, 2026 will be counted toward our current campaign. Veteran Mike Brandy has generously provided a matching grant of \$10,000 to inspire donors to increase their support and give gifts of \$250 or more. The first-ever SVE Donor Luncheon took place on November 5th, bringing together supporters who contributed \$100 or more. Attendees heard from student speakers who were recipients of SVE emergency grants.

Stroke and Disability Center

Eileen Hill gave an overview of the new SDLC Fundraising Committee. She reported that last year, \$53,700 was received from 92 donors for the 2024 SDLC campaign. The Foundation is taking an active role in the SDLC campaign, working in partnership with SDLC Director, Sally Weiss. The SDLC Committee, consisting of 15 members, and has sent personalized SDLC invitations to approximately 430 prospective donors. Longtime supporters Dr. Jennie Jet, and Dick and Judy Zscheile have partnered to give a matching grant of \$10,000 to inspire donors to increase their support and give gifts of \$100 or more. So far the SDLC has raised \$25,846 from 45 donors.

990 Timeline

Patrick Andrews reviewed the 990 timeline.

Committee Calendar & Roster

Michele Bassi reviewed the Committee Calendar and Roster.

Special Presentation

Maria Esther Rodriguez, Associate Engineering Instructor gave a presentation on the Engineering Abroad program at Cabrillo College. She described two student experiences, one in Guatemala and one in Costa Rica in which the students were involved in community projects focusing on sustainability. Maria highlighted the objectives of the program which aim to increase student awareness of real world problems and to get them thinking of engineering as a helping

profession. Three students who participated in the Costa Rica experience spoke about the details of their projects and who the experience changed their way of thinking about how they want to apply their engineering degrees in the future.

Adjournment

The meeting was adjourned at 1:06 pm

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Eileen Hill".

Eileen Hill, Executive Director

2025-26 BOARD MEETINGS:

Tuesdays, 12:00 pm – 2:00 pm

February 10, 2026

May 12, 2026

BOARD OF DIRECTORS ATTENDANCE CHART

Board of Directors	9/9/25	11/11/25	2/10/26	5/12/26
Pegi Ard	P	A		
Blanca Baltazar-Sabbah	A	P		
Michele Bassi	P	P		
Claire Biancalana	P	P		
Karen Cogswell	P	P		
Freny Cooper	P	A		
Kathryn Cowan	P	P		
Christina Cuevas	P	P		
Sesario Escoto	A	A		
Duf Fischer	P	A		
Jan Furman	A	A		
Omar Gonzalez-Benitez	P	P		
Travaris Harris	P	P		
Diane Koenig	P	P		
Vance Landis	A	P		
Rick Li Fo Sjoie	P	P		
Ginny Solari Mazry	A	P		
Keith McKenzie	P	P		
Ed Newman	P	P		
Erica Ow	A	A		
Cory Ray	P	P		
Dan Rothwell	P	P		
Spenser Russell	P	A		
Ron Sekkel	P	P		
Rachael Spencer	A	P		
Trevor Strudley	P	P		
Julie Thiebaut	P	P		
Matt Wetstein	P	A		
Kristin Wilson	P	P		
Donna Ziel	P	P		

P=Present, A=Absent, N/A=Not applicable, not on the Board at the time. Based on Board of Director's meeting minutes. Please contact Cabrillo College Foundation if you believe this chart is in error.

CABRILLO COLLEGE FOUNDATION
December 31, 2025 Condensed Narrative
Updated January 26, 2026

(1) Balance Sheet

- **Total Assets:**
Total assets of \$68.7M are \$9.2M more than prior year primarily due to the increase in value of the assets in the investment accounts.
- **Receivables:**
Total pledges receivable are \$34K more than prior year.
- **Liabilities:**
Total Liabilities of \$2.0M are \$50K more than prior year.
- **Net Assets:**
Total net assets of \$66.8M are \$9.2M more than prior year.

(2) Income Statement

- **Revenue:**
Total Revenue of \$9.6M is \$3.4M more than prior year. Earned income year to date of \$3.9M is \$866K more than prior year, primarily due to an increase in investment income. Contributed income of \$5.7M is \$2.5M more than prior year, primarily due to a \$2.3M gift from the Estate of Janet and Lawrence Fogel.
- **Expenses:**
Total Expenses of \$3.1M are \$1.0M more than prior year, primarily due to the timing of the annual program expense payments to Cabrillo College.
- **Surplus/Deficit:**
As of December 31, 2025, the Cabrillo College Foundation has a \$6.5M surplus.

(3) Operational Budget to Actual

- **Revenue:**
Operating revenue of \$1.2M is \$271K favorable vs budget. Investment income is \$56K favorable vs. budget. Contributed income is \$31K favorable vs. budget.
- **Expenses:**
Operating expenses of \$757K are \$2K favorable as compared to budget.
- **Surplus/Deficit:**
The operating fund surplus is \$446K.

Cabrillo College Foundation
Balance Sheet as of December 31, 2025
With Comparative Totals as of December 31, 2024

	Operating 12/31/25	Nonendowed 12/31/25	Endowed 12/31/25	Total 12/31/25	Total 12/31/24
ASSETS					
CASH AND INVESTMENTS					
CASH					
WEST COAST COMMUNITY BANK	\$286,212.22	\$232,885.75	\$180,979.79	\$700,077.76	\$431,254.64
BAY FEDERAL CREDIT UNION	\$7,487.47	\$0.00	\$0.00	\$7,487.47	\$7,479.95
BAY FEDERAL CREDIT UNION	\$195,660.80	\$0.00	\$0.00	\$195,660.80	\$188,208.22
BROWN ADVISORY INTERMEDIATE POOL	\$3,289,893.37	\$2,629,682.78	\$0.00	\$5,919,576.15	\$4,248,288.86
BROWN ADVISORY SHORT TERM POOL	\$883,866.38	\$632,392.33	\$0.00	\$1,516,258.71	\$1,791,171.21
BROWN ADVISORY GIFTING	\$13,051.58	\$1,542.10	\$262,510.22	\$277,103.90	\$146,859.06
SUBTOTAL CASH	\$4,676,171.82	\$3,496,502.96	\$443,490.01	\$8,616,164.79	\$6,813,261.94
INVESTMENTS					
BROWN ADVISORY L/T SUSTAINABILITY POOL	\$214,706.56	\$0.00	\$57,539,358.53	\$57,754,065.09	\$50,500,192.68
BROWN ADVISORY TITLE V	\$0.00	\$0.00	\$1,580,374.01	\$1,580,374.01	\$1,476,340.64
BROWN ADVISORY TITLE III	\$0.00	\$0.00	\$635,871.81	\$635,871.81	\$593,218.16
SUBTOTAL INVESTMENTS	\$214,706.56	\$0.00	\$59,755,604.35	\$59,970,310.91	\$52,569,751.48
TOTAL CASH AND INVESTMENTS	\$4,890,878.38	\$3,496,502.96	\$60,199,094.36	\$68,586,475.70	\$59,383,013.42
RECEIVABLES					
PLEDGES					
PLEDGES - UNRESTRICTED	\$8,966.50	\$0.00	\$0.00	\$8,966.50	\$13,460.50
PLEDGES - RESTRICTED	\$0.00	\$64,707.74	\$5,388.59	\$70,096.33	\$31,673.69
SUBTOTAL PLEDGES	\$8,966.50	\$64,707.74	\$5,388.59	\$79,062.83	\$45,134.19
OTHER RECEIVABLES					
SPLIT INTEREST AGREEMENTS	\$0.00	\$4,411.20	\$12,403.65	\$16,814.85	\$27,408.47
SUBTOTAL OTHER RECEIVABLES	\$0.00	\$4,411.20	\$12,403.65	\$16,814.85	\$27,408.47
TOTAL RECEIVABLES	\$8,966.50	\$69,118.94	\$17,792.24	\$95,877.68	\$72,542.66
FIXED ASSETS					
OFFICE EQUIPMENT	\$36,302.65	\$0.00	\$0.00	\$36,302.65	\$36,302.65
ACCUMULATED DEPRECIATION	(\$36,302.65)	\$0.00	\$0.00	(\$36,302.65)	(\$36,302.65)
TOTAL FIXED ASSETS (NET)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
PREPAID EXPENSES	\$13,412.04	\$0.00	\$0.00	\$13,412.04	\$32,322.27
PREPAID RETIREMENT EXPENSE	\$27,147.00	\$0.00	\$0.00	\$27,147.00	\$22,308.00

Cabrillo College Foundation
Balance Sheet as of December 31, 2025
With Comparative Totals as of December 31, 2024

	Operating 12/31/25	Nonendowed 12/31/25	Endowed 12/31/25	Total 12/31/25	Total 12/31/24
TOTAL ASSETS	\$4,940,403.92	\$3,565,621.90	\$60,216,886.60	\$68,722,912.42	\$59,510,186.35
LIABILITIES AND NET ASSETS					
LIABILITIES					
PAYABLES AND ACCRUED EXPENSES					
ACCOUNTS PAYABLE	\$4,942.61	\$37.18	\$0.00	\$4,979.79	\$6,623.00
SCHOLARSHIPS PAYABLE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ACCRUED PTO	\$70,980.66	\$0.00	\$0.00	\$70,980.66	\$62,233.24
ACCRUED HEALTH BENEFITS	\$95,410.19	\$0.00	\$0.00	\$95,410.19	\$79,950.58
PAYROLL WITHHOLDINGS	\$6,578.41	\$0.00	\$0.00	\$6,578.41	\$5,992.04
SECTION 125 WITHHOLDINGS	\$4,315.65	\$0.00	\$0.00	\$4,315.65	\$4,118.66
OTHER POST EMPLOYMENT BENEFITS	\$132,663.00	\$0.00	\$0.00	\$132,663.00	\$173,235.00
UNFUNDED PENSION OBLIGATION	\$591,312.00	\$0.00	\$0.00	\$591,312.00	\$594,822.00
SUBTOTAL PAYABLES, ACCRUED EXPENSES	\$906,202.52	\$37.18	\$0.00	\$906,239.70	\$926,974.52
SCHOLARSHIPS AWARDED					
CAP SCHOLARSHIPS	\$0.00	\$35,997.01	\$741,502.99	\$777,500.00	\$762,000.00
ENDOWED SCHOLARSHIPS	\$0.00	\$0.00	\$100,414.27	\$100,414.27	\$47,000.34
NONENDOWED SCHOLARSHIPS	\$0.00	\$119,327.64	\$0.00	\$119,327.64	\$127,878.12
SUBTOTAL SCHOLARSHIPS AWARDED	\$0.00	\$155,324.65	\$841,917.26	\$997,241.91	\$936,878.46
WES GRANTS PAYABLE					
WES GRANTS	\$0.00	\$0.00	\$66,000.00	\$66,000.00	\$55,750.00
SUBTOTAL WES GRANTS PAYABLE	\$0.00	\$0.00	\$66,000.00	\$66,000.00	\$55,750.00
TOTAL LIABILITIES	\$906,202.52	\$155,361.83	\$907,917.26	\$1,969,481.61	\$1,919,602.98
NET ASSETS					
OPERATING NET ASSETS					
DESIGNATED-OPERATING RESERVE	\$1,122,749.00	\$0.00	\$0.00	\$1,122,749.00	\$1,025,962.50
DESIGNATED-PRESIDENT'S CIRCLE ENDOWMENT	\$10,000.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
DESIGNATED-EQUIPMENT	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$15,000.00
DESIGNATED-HURD TRIBUTE	\$255,759.18	\$0.00	\$0.00	\$255,759.18	\$255,759.18
DESIGNATED-RETIREE MEDICAL BENEFITS	\$132,663.00	\$0.00	\$0.00	\$132,663.00	\$173,235.00
UNDESIGNATED	\$2,498,030.22	\$0.00	\$0.00	\$2,498,030.22	\$1,625,685.95
2023 BEGINNING FUND BALANCE ADJUSTMENT	\$0.00	\$0.00	\$0.00	\$0.00	(\$409,803.00)
SUBTOTAL OPERATING NET ASSETS	\$4,034,201.40	\$0.00	\$0.00	\$4,034,201.40	\$2,695,839.63

Cabrillo College Foundation
Balance Sheet as of December 31, 2025
 With Comparative Totals as of December 31, 2024

	Operating 12/31/25	Nonendowed 12/31/25	Endowed 12/31/25	Total 12/31/25	Total 12/31/24
NET ASSETS - NONENDOWED	\$0.00	\$3,410,260.07	\$0.00	\$3,410,260.07	\$3,044,789.63
NET ASSETS - ENDOWED	\$0.00	\$0.00	\$59,308,969.34	\$59,308,969.34	\$51,849,954.11
TOTAL NET ASSETS	\$4,034,201.40	\$3,410,260.07	\$59,308,969.34	\$66,753,430.81	\$57,590,583.37
TOTAL LIABILITIES AND NET ASSETS	\$4,940,403.92	\$3,565,621.90	\$60,216,886.60	\$68,722,912.42	\$59,510,186.35
BEGINNING BALANCE WITH CURRENT YEAR ADJUSTMENT	\$3,588,572.83	\$3,582,750.90	\$53,051,717.58	\$60,223,041.31	\$53,404,823.25
NET SURPLUS/(DEFICIT)	\$445,628.57	(\$172,490.83)	\$6,257,251.76	\$6,530,389.50	\$4,185,760.12
ENDING NET ASSETS	\$4,034,201.40	\$3,410,260.07	\$59,308,969.34	\$66,753,430.81	\$57,590,583.37

Cabrillo College Foundation

Income Statement by Fund as of December 31, 2025

With Comparative Totals as of December 31, 2024

	Operating 12/31/2025	Nonendowed 12/31/2025	Endowed 12/31/2025	Total 12/31/2025	Total 12/31/2024
REVENUE					
EARNED INCOME					
INVESTMENT INCOME/LOSS	\$168,521	\$0	\$3,130,444	\$3,298,966	\$2,612,950
FEE INCOME	\$170,226	\$0	\$0	\$170,226	\$31,245
OPERATIONAL ENDOWMENT PAYOUT	\$17,904	\$0	\$0	\$17,904	\$18,052
ENDOWMENT MANAGEMENT FEE	\$413,972	\$0	\$0	\$413,972	\$372,763
TOTAL EARNED INCOME	\$770,623	\$0	\$3,130,444	\$3,901,068	\$3,035,010
CONTRIBUTED INCOME					
RESTRICTED CONTRIBUTIONS	\$0	\$1,057,663	\$4,250,665	\$5,308,327	\$2,766,898
OTHER INCOME	\$0	\$0	\$0	\$0	\$1,219
PRESIDENT'S CIRCLE GIFTS	\$404,419	\$0	\$0	\$404,419	\$421,589
UNRESTRICTED GIFTS	\$14,691	\$0	\$0	\$14,691	\$10,237
INTERFUND CONTRIBUTIONS	\$0	(\$67,001)	\$67,001	\$0	\$0
IN KIND REVENUE	\$0	\$7,999	\$0	\$7,999	\$20,878
IN KIND REVENUE-RENT	\$12,833	\$0	\$0	\$12,833	\$12,411
TOTAL CONTRIBUTED INCOME	\$431,944	\$998,660	\$4,317,666	\$5,748,270	\$3,233,231
TOTAL REVENUE	\$1,202,567	\$998,660	\$7,448,110	\$9,649,338	\$6,268,241
EXPENSES					
SALARIES & WAGES					
SALARIES & WAGES	\$389,839	\$0	\$9,572	\$399,411	\$340,298
TOTAL SALARIES & WAGES	\$389,839	\$0	\$9,572	\$399,411	\$340,298
PAYROLL TAXES, BENEFITS					
PAYROLL TAXES, BENEFITS	\$197,316	\$0	\$853	\$198,169	\$168,817
TOTAL PAYROLL TAXES, BENEFITS	\$197,316	\$0	\$853	\$198,169	\$168,817
ADVERTISING	\$0	\$0	\$0	\$0	\$835
PRINTING	\$16,472	\$0	\$0	\$16,472	\$14,194
ACCOUNTING/LEGAL/PROFESSIONAL SERVICES	\$22,185	\$0	\$0	\$22,185	\$23,614
FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$55,249	\$0	\$0	\$55,249	\$27,717
OFFICE EQUIP & MAINTENANCE					
OFFICE EQUIPMENT	\$799	\$0	\$0	\$799	\$915
SOFTWARE MAINTENANCE	\$15,432	\$0	\$0	\$15,432	\$10,000
TOTAL OFFICE EQUIP & MAINTENANCE	\$16,232	\$0	\$0	\$16,232	\$10,915

Cabrillo College Foundation
Income Statement by Fund as of December 31, 2025
With Comparative Totals as of December 31, 2024

	Operating 12/31/2025	Nonendowed 12/31/2025	Endowed 12/31/2025	Total 12/31/2025	Total 12/31/2024
BOOKS/PUBLICATIONS/MEMBERSHIPS	\$2,248	\$0	\$0	\$2,248	\$2,297
OFFICE SUPPLIES	\$4,490	\$0	\$0	\$4,490	\$2,390
POSTAGE & MAILING SERVICE	\$7,783	\$0	\$0	\$7,783	\$5,607
BOARD EXPENSES	\$2,695	\$0	\$0	\$2,695	\$3,110
OTHER EXPENSES					
MISCELLANEOUS	\$241	\$0	\$0	\$241	\$273
UNCOLLECTIBLE PLEDGES	\$0	\$0	\$0	\$0	\$130
MILEAGE & PARKING	\$14	\$0	\$0	\$14	\$6
INTERNET SERVICE	\$0	\$0	\$0	\$0	\$593
IT HOSTING SERVICE	\$4,756	\$0	\$0	\$4,756	\$6,435
BANK CHARGES	\$7,167	\$0	\$0	\$7,167	\$5,405
INVESTMENT FEES	\$12,748	\$0	\$71,627	\$84,376	\$82,971
MANAGEMENT FEES	\$0	\$0	\$413,972	\$413,972	\$372,763
DIRECTOR/OFFICER LIABILITY INS	\$2,263	\$0	\$0	\$2,263	\$2,263
LIABILITY AND PROPERTY INSURANCE	\$1,425	\$0	\$0	\$1,425	\$1,960
CYBER INSURANCE	\$982	\$0	\$0	\$982	\$982
TOTAL OTHER EXPENSES	\$29,596	\$0	\$485,600	\$515,196	\$473,780
IN KIND EXPENSE	\$0	\$7,999	\$0	\$7,999	\$20,878
IN KIND EXPENSE - RENT	\$12,833	\$0	\$0	\$12,833	\$12,411
NONENDOWED PROGRAM EXPENSES	\$0	\$894,017	\$0	\$894,017	\$444,194
ENDOWED PROGRAM EXPENSES	\$0	\$0	\$480,493	\$480,493	\$204,608
SCHOLARSHIPS	\$0	\$269,135	\$214,340	\$483,475	\$326,817
TOTAL EXPENSES	\$756,939	\$1,171,151	\$1,190,859	\$3,118,949	\$2,082,481
 NET SURPLUS/(DEFICIT)	 \$445,629	 (\$172,491)	 \$6,257,252	 \$6,530,390	 \$4,185,760

Cabrillo College Foundation

Income Statement - Operating Budget as of 12/31/25

With Comparative Totals as of 12/31/24

	25/26 Actual JUL '25 - DEC '25	24/25 Actual JUL '24 - DEC '24	25/26 Budget JUL '25 - DEC '25	25/26 JUL-DEC Actual + JAN-JUN Projected	25/26 Budget (Approved 5/13/25)	25/26 Actual & Projected vs Budget
REVENUE						
EARNED INCOME						
INVESTMENT INCOME/LOSS	\$168,521	\$156,504	\$112,500	\$225,000	\$225,000	\$0
FEE INCOME	\$170,226	\$31,245	\$36,991	\$240,946	\$123,628	\$117,318
OPERATIONAL ENDOWMENT PAYOUT	\$17,904	\$18,052	\$17,904	\$17,904	\$17,904	\$0
ENDOWMENT MANAGEMENT FEE	\$413,972	\$372,763	\$362,500	\$780,000	\$725,000	\$55,000
TOTAL EARNED INCOME	\$770,623	\$578,564	\$529,895	\$1,263,850	\$1,091,532	\$172,318
CONTRIBUTED INCOME						
OTHER INCOME	\$0	\$1,219	\$0	\$0	\$0	\$0
PRESIDENT'S CIRCLE GIFTS	\$404,419	\$421,589	\$378,376	\$525,000	\$525,000	\$0
UNRESTRICTED GIFTS	\$14,691	\$10,237	\$10,000	\$20,000	\$20,000	\$0
INTERFUND CONTRIBUTIONS	\$0	(\$100)	\$0	\$0	\$0	\$0
IN KIND REVENUE-RENT	\$12,833	\$12,411	\$12,833	\$25,667	\$25,667	\$0
TOTAL CONTRIBUTED INCOME	\$431,944	\$445,356	\$401,209	\$570,667	\$570,667	\$0
TOTAL REVENUE	\$1,202,567	\$1,023,920	\$931,104	\$1,834,517	\$1,662,199	\$172,318
EXPENSES						
SALARIES & WAGES						
SALARIES & WAGES	\$389,839	\$330,919	\$395,847	\$791,694	\$791,694	\$0
TOTAL SALARIES & WAGES	\$389,839	\$330,919	\$395,847	\$791,694	\$791,694	\$0
PAYROLL TAXES, BENEFITS						
PAYROLL TAXES, BENEFITS	\$197,316	\$167,802	\$196,323	\$392,646	\$392,646	\$0
TOTAL PAYROLL TAXES, BENEFITS	\$197,316	\$167,802	\$196,323	\$392,646	\$392,646	\$0
ADVERTISING	\$0	\$835	\$0	\$1,000	\$1,000	\$0
PRINTING	\$16,472	\$14,194	\$12,500	\$25,000	\$25,000	\$0
PHOTOS	\$0	\$0	\$2,200	\$4,400	\$4,400	\$0
ACCOUNTING/LEGAL/PROFESSIONAL SERVICES	\$22,185	\$23,614	\$33,616	\$57,740	\$57,740	\$0
FUNDRAISING/EVENTS/PUBLIC RELATIONS	\$55,249	\$27,717	\$47,509	\$76,045	\$76,045	\$0
OFFICE EQUIP & MAINTENANCE						
OFFICE EQUIPMENT	\$799	\$915	\$910	\$1,820	\$1,820	\$0
SOFTWARE MAINTENANCE	\$15,432	\$10,000	\$10,298	\$20,595	\$20,595	\$0
TOTAL OFFICE EQUIP & MAINTENANCE	\$16,232	\$10,915	\$11,207	\$22,415	\$22,415	\$0

Cabrillo College Foundation
Income Statement - Operating Budget as of 12/31/25
With Comparative Totals as of 12/31/24

	25/26 Actual JUL '25 - DEC '25	24/25 Actual JUL '24 - DEC '24	25/26 Budget JUL '25 - DEC '25	25/26 JUL-DEC Actual + JAN-JUN Projected	25/26 Budget (Approved 5/13/25)	25/26 Actual & Projected vs Budget
BOOKS/PUBLICATIONS/MEMBERSHIPS	\$2,248	\$2,297	\$1,234	\$2,467	\$2,467	\$0
OFFICE SUPPLIES	\$4,490	\$2,390	\$3,598	\$7,196	\$7,196	\$0
POSTAGE & MAILING SERVICE	\$7,783	\$5,607	\$5,411	\$10,823	\$10,823	\$0
BOARD EXPENSES	\$2,695	\$3,110	\$3,000	\$6,000	\$6,000	\$0
OTHER EXPENSES						
MISCELLANEOUS	\$241	\$273	\$425	\$850	\$850	\$0
MILEAGE & PARKING	\$14	\$6	\$473	\$945	\$945	\$0
INTERNET SERVICE	\$0	\$593	\$1,080	\$0	\$2,160	\$2,160
IT HOSTING SERVICE	\$4,756	\$6,435	\$7,812	\$15,624	\$15,624	\$0
BANK CHARGES	\$7,167	\$5,405	\$5,500	\$11,000	\$11,000	\$0
INVESTMENT FEES	\$12,748	\$9,626	\$12,000	\$24,000	\$24,000	\$0
DIRECTOR/OFFICER LIABILITY INS	\$2,263	\$2,263	\$2,430	\$4,860	\$4,860	\$0
LIABILITY AND PROPERTY INSURANCE	\$1,425	\$1,960	\$2,765	\$5,529	\$5,529	\$0
CYBER INSURANCE	\$982	\$982	\$1,370	\$2,741	\$2,741	\$0
TOTAL OTHER EXPENSES	\$29,596	\$27,543	\$33,854	\$65,549	\$67,709	\$2,160
IN KIND EXPENSE - RENT	\$12,833	\$12,411	\$12,833	\$25,667	\$25,667	\$0
TOTAL EXPENSES	\$756,939	\$629,352	\$759,133	\$1,488,642	\$1,490,802	\$2,160
NET SURPLUS/(DEFICIT)	\$445,629	\$394,568	\$171,971	\$345,875	\$171,397	\$174,478

MEMORANDUM

DATE: February 3, 2026
TO: Board of Directors
FROM: Spencer Russell
SUBJECT: Acceptance of the 2024-25 Audit

BACKGROUND

The Cabrillo College Foundation Audit Committee received an unmodified opinion for 2024-25, and there were no difficulties encountered during the audit process. The Audit Committee and Executive Committee have accepted the 2024-25 Draft Audit report and is recommending the Board of Directors accept the 2024-25 Draft Audit Report. (attached separately)

RECOMMENDED MOTION

The Audit Committee and the Executive Committee are recommending the Board of Directors to accept the 2024-25 Draft Audit Report.

MEMORANDUM

DATE: February 3, 2026
TO: Board of Directors
FROM: Eileen Hill
SUBJECT: Form 990

Form 990 provides a snapshot of the organization's purpose, staffing, sources of financial support, and use of funds. It is required that the Form 990 draft is provided to the Board of Directors for review prior to filing. (attached separately)

Form 990 must be filed by February 15, 2026.

RECOMMENDED MOTION

Accept the 2024 Form 990 as presented.

MEMORANDUM

DATE: February 3, 2026

TO: Board of Directors

FROM: Eileen Hill

SUBJECT: Spending Policy for Unrestricted Funds

Background

Over the past three years, the Cabrillo College Foundation has generated approximately \$1.9 million in unrestricted funds through:

- Significant estate gifts from Jane Walton, Glenn McConkey, and Tom Sourisseau
- Strong President's Circle fundraising
- Prudent budgeting and expense management

Goal

To establish a policy for allocating unrestricted funds in a manner that supports:

- The Foundation's long-term financial stability and operational resilience
- Priority one-time college or Foundation needs
- Clear annual guidance for consistent, transparent decision-making

SPENDING POLICY FOR UNRESTRICTED FUNDS

After satisfying all current-year operating obligations, the post-audit surplus is unrestricted funding to be allocated in the following order:

1. Operating Reserve

Unrestricted funds will first be used to fully fund the Operating Reserve to its target level, in accordance with the Foundation's Operating Reserve Policy.

2. Retiree Medical Benefit Liability

Next, funds will be used to fulfill the Foundation's retiree medical benefit liability, as determined by actuarial assessment.

3. Remaining Unrestricted Funds

The Executive Committee will determine whether any remaining unrestricted funds will be directed to one or both of the following:

3. Remaining Unrestricted Funds (continued)

The Executive Director will work with the Foundation Executive Committee, College President and Cabinet to assess foundation and college funding needs and priorities. Based on the needs of the Foundation and College, the Executive Committee will determine whether any remaining unrestricted funds will be directed to one or both of the following funds.

A. Strategic Reserve Fund

- Funds are set aside for long term investment, intending to preserve the principal and use only the spending rate draw down to support operations, programs, or scholarships.
- Annually on July 1st the distribution will be calculated.
- Executive Director, in conjunction with the Cabrillo Foundation Board, Cabrillo College President and College Cabinet, may recommend expenditures.
- All expenditures are reviewed, selected, and approved by the Executive Committee and ratified by the Board at quarterly meetings.
- Board may vote to spend some or all of the principal in extraordinary circumstances.

B. Board-Directed Fund

A fund used to address priority college or Foundation needs that are:

- One-time in nature
- Able to serve as bridge funding or provide matching opportunities
- Executive Director, in conjunction with the Cabrillo Foundation Board, Cabrillo College President and College Cabinet, may recommend expenditures.
- All expenditures are reviewed, selected, and approved by the Executive Committee and ratified by the Board at quarterly meetings.

4. Review Cycle

This policy shall be reviewed at least every five years by the Executive Committee and approved by the full Board.

Recommended Motion

The Executive Committee recommends the Board of Directors approves the Spending Policy for Unrestricted Funds.

MEMORANDUM

DATE: February 3, 2026
TO: Board of Directors
FROM: Eileen Hill
SUBJECT: Proposed edits to Foundation Bylaws

BACKGROUND

The foundation reviews of our Bylaws every three years, most recently in October 2024. Foundation staff is recommending two changes outside of this cycle to provide more flexibility for our volunteers.

1. College Trustee Representation on the Board (page 2 of Bylaws)

Current Bylaws require three College Trustees to serve on the Foundation Board. Revising this provision to allow one, two, or three Trustees will provide greater flexibility in board composition and better accommodate the availability of volunteer Trustees and Board Members.

2. Secretary Service on the Executive Committee (pages 7-8 of Bylaws)

Current Bylaws require the Foundation Board Secretary to serve on the Executive Committee. To reduce the mandatory meeting commitments for volunteer officers, we propose removing this requirement. The Secretary will be strongly encouraged to serve on the Executive Committee; however, eliminating the mandate will provide additional flexibility for our volunteers.

RECOMMENDED MOTION

The Executive Committee recommends the Board of Directors approves Foundation Bylaw changes to reflect flexibility in College Trustee representation and Secretary Service on the Executive Committee.

**Bylaws of the
Cabrillo College Foundation, Inc.
As Amended**

1. NAME.

The name of this corporation is THE CABRILLO COLLEGE FOUNDATION.

2. OFFICES.

The principal office for the transaction of the activities and affairs of this corporation is located at 6500 Soquel Drive, Aptos, in Santa Cruz County, California 95003.

3. PURPOSES.

This corporation is a non-profit public benefit corporation and is not organized for the private gain of any person. It is organized pursuant to the California Non-Profit Public Benefit Corporation Law, Education Code sections 72670 *et seq.* and the relevant provisions of Title 5 of the California Code of Regulations.

- A. The corporation is formed exclusively to benefit and support the Cabrillo Community College District, including:
- (1) to solicit and raise money for the purpose of awarding scholarships and loans to assist students to pursue education at Cabrillo College, which scholarships and loans shall be awarded in accordance with these bylaws, and the rules and procedures adopted by the Board of Directors of this corporation;
 - (2) to afford and encourage opportunities for the establishment of permanent collections, endowments, research and educational projects, special educational and community service programs, improvement of faculty teaching, and the provision of facilities and equipment for Cabrillo College;

(3) and to otherwise provide aid, supplementary to Federal, State and local tax means, for the support and benefit of the Cabrillo Community College District.

B. This corporation is organized exclusively for public and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these bylaws or the Articles of Incorporation, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the stated purposes of this corporation, nor will this corporation carry on any other activities not permitted

(1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or

(2) by a corporation, contributions to which are deductible under Section 170(b)(1)(A)(vi) of the Internal Revenue Code.

4. **THE FOUNDATION BOARD OF DIRECTORS.**

A. Number. The Board of Directors shall consist of at least twenty-five (25) but no more than thirty-two (32) Directors unless changed by amendment to these bylaws.

B. Categories of Directors.

(1) Up to Eight (8) of the Directors shall be representatives of Cabrillo College, at least one (1) of whom shall be a full-time faculty member of Cabrillo College. The College's Superintendent/President, three (3) Vice Presidents, and one, two, or three (3) College Trustees will be selected to serve on the Foundation Board. The College representatives shall be selected by the Foundation's Board of Directors from a slate submitted by the Nominating Committee.

(2) The remaining Directors will be community representatives selected by the Board of Directors from a slate submitted by the Nominating Committee.

C. Election and Term of Office.

- (1) Each Director's three-year term shall commence July 1 after elected at the May meeting and shall expire June 30 three years thereafter. No community Director shall hold office for more than two (2) consecutive full three-year terms. The President of the Board who is serving in their last year shall serve an additional one-year term to serve as Past President.
 - (2) The Directors who are representatives of Cabrillo College shall hold office for three (3) years, except in the event of an earlier termination of any such Director's status as a representative of the College. In that event, such a Director's term of office shall end at the same time as that Director ceases to be a College representative. There is no limit on the number of consecutive three-year terms a Director who is a representative of Cabrillo College may serve.
 - (3) The Secretary shall keep a record of the appropriate term for each Director, and any vacancies shall be filled to hold office only until the expiration of the term for which the Director was originally appointed or elected or until the election of a qualified successor. The Board may from time to time establish a shorter term for a vacancy as appropriate.
 - (4) Any Director may be removed, with or without cause, by the vote of a majority of the Board, subject to the approval of the Superintendent/President.
- D. Vacancies on the Board. Vacancies on the Board may be filled by action of the President of the Foundation Board, in consultation with a majority of the Directors then in office, and subject to the prior approval of the Superintendent/President of the District. No reduction of the authorized number Directors shall have the effect of removing any Director before that Director's term of office expires.

5. MEETINGS OF THE FOUNDATION BOARD OF DIRECTORS.

- A. Meetings of the Foundation Board shall be conducted in compliance with the Ralph M. Brown Act

- B. Place of Meetings. Meetings of the Board shall be held on the campus of Cabrillo College, or elsewhere within the territory of the District subject to exceptions permitted by the Ralph M. Brown Act.
- C. Meetings by Teleconference and Virtual Meetings. Individual Directors may participate in a Board meeting in accordance with the teleconference and virtual meeting rules set forth in the Ralph M. Brown Act and applicable Board policy.
- D. Quarterly meetings will be held on the second Tuesday of September, November, February, and May of each year.
- E. Special Meetings. Special meetings of the Board may be called at any time by the President, Vice President, Secretary, or any two Directors consistent with the requirements of the Ralph M. Brown Act
- F. Quorum. A majority of the Directors shall constitute a quorum for the transaction of business, except to adjourn. Adjournment shall be in accordance with Government Code section 54955.

6. OFFICERS OF THE BOARD OF DIRECTORS.

The officers of the corporation shall be the President, Secretary, Chief Financial Officer, and the Past President. The corporation may also have, at the Board's discretion, one or more Vice Presidents, one or more Assistant Secretaries, and one or more Assistant Financial Officers. Any number of offices may be held by the same person, at the discretion of the Board.

- A. Election. The officers of the corporation shall be chosen annually by the Board and shall serve at the pleasure of the Board. Each officer shall have the title, have the authority, and perform the duties specified in these bylaws or as otherwise determined by the Board. Each new officer's one-year term shall commence July 1 after elected at the May meeting and shall expire June 30 one year thereafter.

B. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or any other cause shall be filled by action of the Board.

C. Responsibilities of Officers.

- (1) President. Subject to the control of the Board, the President shall be the general manager of the corporation and shall supervise, direct and control the corporation's activities, affairs, and officers. The President shall preside at all Board meetings and shall have such other powers and duties as the Board or bylaws may prescribe.
- (2) Vice President. In the absence or disability of the President, the Vice President shall perform all duties of the President. When so acting, a Vice President shall have all the powers of and be subject to all restrictions on the President. The Vice President shall have such other powers and perform such other duties as the Board or the bylaws may prescribe.
- (3) Secretary. The Secretary shall oversee that Articles of Incorporation, bylaws, minutes of all meetings and actions of the Board and Board committees are recorded, maintained and accessible. The minutes of meetings shall include the time and place of the meeting, whether regular or special, and if special how authorized, the notice given and the names of those present. The President of Cabrillo College will serve as an Assistant-Secretary.
- (4) Chief Financial Officer. The Chief Financial Officer shall ensure that adequate and correct books and accounts of the corporation's properties and transactions are kept and maintained. The Chief Financial Officer shall ensure that financial statements and reports as required by law, by these bylaws, or as directed by the Board are provided to the Directors. The books of account shall be open to inspection by any Director at all reasonable times. The Chief Financial Officer shall ensure that all money and other valuables in the name and to the credit of the corporation are deposited with such depositories as

the Board may designate, shall disburse the corporation's funds as the Board may direct, and shall have such other powers and perform such other duties as the Board or the bylaws may prescribe. The Vice President of Business Services for Cabrillo College will serve as an Assistant Financial Officer.

- (5) Past President. The immediately preceding President will serve as Past President, if available. If not available, this office will remain vacant. The Past President will be an advisor to the other officers, the Executive Committee, and the Board of Directors at large, taking on such other specific duties as the President shall prescribe from time to time.

D. Indemnification. To the fullest extent permitted by law, this corporation shall indemnify its Directors, officers, employees and other persons described in Section 5238 of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with any proceeding as that term is used in that Section and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that Section where such liability arose during the course and scope of said duties.

7. COMMITTEES OF THE BOARD.

A. Committees of the Board. The Board may create one or more committees, each consisting of at least two Directors to serve at the pleasure of the Board. The committees shall comply with the Ralph M. Brown Act, except for ad hoc committees or advisory/fundraising committees.

- (1) Authority of Board Committees. No committee may:
 - a) take any final action on any matter that also requires approval or ratification of the Board;
 - b) fill vacancies on the Board;
 - c) provide for compensation of any Director;
 - d) amend or repeal bylaws or adopt new bylaws;
 - e) amend or repeal any resolution of the Board ;
 - f) create any other committees of the Board or appoint the members of committees of the Board;
 - g) expend corporate funds without approval or ratification of the Board.
- (2) Action of Board Committees. The Board may adopt rules for the governing of any committee, provided they are consistent with these bylaws. In the absence of rules adopted by the Board, the committee may adopt its own rules which are consistent with these by laws and applicable legal provisions.

B. Specific Board Committees.

- (1) The total membership of any committee of the Board shall be less than a majority of the Board. A quorum of the committee shall consist of a majority of its members.
- (2) Executive Committee. The corporation shall have an Executive Committee with such power and authority as is delegated to it by the Board of Directors and as is authorized by law. The Executive Committee shall consist of the President, Vice President, ~~Secretary~~, Chief Financial Officer, Past President of the Foundation, and the Superintendent/President of Cabrillo Community College

District, together with no more than ~~six (6)~~four (4) currently sitting Directors at large, to be appointed by the President, making a total of no less than ~~six~~five and no more than nine members of the Executive Committee. The Secretary is strongly encouraged to be a member of the Executive Committee.

- (3) Finance and Investment Committee. There shall be a finance and investment committee composed of the Chief Financial Officer and at least two other Directors. This committee will report to the Board at each regular meeting concerning the income, expenses, and investments of the corporation, and will submit a budget annually for Board approval. Subject to the general supervision and ratification of the Board, the Finance and Investment Committee shall exercise control over the funds of the corporation, which funds may be invested by the Committee in such securities, banks, instruments, real and personal property, and other assets as the Committee shall determine to be prudent and appropriate from time to time in accordance with the Investment Policy adopted by the Board. The Committee shall have the authority to sell gifts received by the Foundation, and may authorize the Chief Financial Officer or other Officer to transfer, assign, convey title, execute stock powers, and to buy and sell stock, and other securities and instruments, and in general to exercise the powers of the corporation with regard to its assets and investments subject to Board policy and ratification.
- (4) There shall be an Audit Committee. The Audit Committee shall meet with the auditor prior to the audit, and review the audit after the audit is completed. The Audit Committee is separate from the Finance Committee and presents its findings directly to the Executive Committee and the Board. Audit Committee members are appointed by the Board of Directors. There shall be a minimum of three members. At least one member shall have a strong accounting background with experience preparing, auditing, analyzing or evaluating financial statements and an understanding of

internal controls and procedures for financial reporting. Members of the Finance Committee may serve on the Audit Committee so long as they make up less than half of the committee and do not serve as the chair of the Audit Committee. The Audit Committee members shall not include any members of the staff, including the president or chief executive officer and the treasurer or chief financial officer.

- (5) Nominating Committee. A Nominating Committee consisting of at least three Directors shall prepare a slate of nominees for all officers and for an appropriate number of Directors, due regard being given to the number of Directors with terms that will expire June 30 and to the total number of Directors sought for the Board. Concerning nomination of those Directors who are representatives of Cabrillo College, the committee may solicit and consider suggestions for nominees from the Governing Board of the Cabrillo College District and from the Cabrillo Faculty Senate. In the event of vacancies created by the death, resignation, removal or disqualification of a Director who is a college representative, either the Nominating Committee or the Executive Committee may recommend new college representative nominees for election by the Foundation Board at its next regular or special meeting.

- C. Advisory/Fundraising Committees. The corporation shall have such advisory/fundraising committees as it may establish by resolution of the Board. Advisory committees will function for such purposes and under such rules as established by the Board, or in the absence thereof, such rules as adopted by the committee, provided in all events that they are consistent with these bylaws. Advisory/fundraising committees shall take no action except as authorized by the Board.

8. CORPORATE POWERS AND DUTIES.

- A. General Corporate Powers. Subject to the provisions and limitations of the California Non-Profit Public Benefit Corporation Law, Education Code sections 72670-72682, Title 5 of the California Administrative Code, the Ralph M. Brown Act, and any other applicable laws, and subject to any limitations of the Articles of Incorporation, the District's implementing regulations, the master agreement between the District and the Foundation, and these bylaws, the corporation's activities and affairs shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board.
- B. Specific Powers. Without prejudice to the general powers set forth above, and subject to the same limitations, the Board shall have the power to:
- (1) Appoint and remove, at the pleasure of the Board, any or all of the corporation's officers or agents; prescribe powers and duties for them that are consistent with law, with the Articles of Incorporation, and with these bylaws; and fix their compensation and require from them, if deemed appropriate, security for faithful performance of their duties.
 - (2) Adopt, amend, and repeal bylaws;
 - (3) Purchase and maintain insurance to the full extent permitted by law on behalf of its officers, Directors, employees, and other agents, insuring against any liability asserted against or incurred by any officer, Director, employee, or agent in such capacity or arising out of such person's association with the corporation.
 - (4) To have the other powers set forth in Corporations Code Section 5140.
- C. Budget and Related Issues. The Board of Directors shall approve all Foundation expenditures and fund appropriations. The Board shall ensure that an annual budget is prepared which shall be reviewed and approved by the Board and the President/Superintendent in May of each year. The Board shall adopt a written policy that specifies the procedures for accepting gifts, donations, bequests, trusts and specially funded grants.

- D. Annual Audit. The Board of Directors shall select a certified public accountant who shall be provided with the applicable auditing and reporting procedures of the Foundation. The accountant shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the Board of Directors. The accountant does not need to be a member of the Board of Directors. The accountant shall conduct an annual audit of any and all Foundation funds and shall submit such audit to the Board, the Board of Trustees of the College District, and to the Board of Governors. The audited financial statements shall be available upon request and shall be distributed to the District's Board of Trustees at the first regularly scheduled meeting following acceptance of the audit report by the Board of Directors of the Foundation.
- E. An attorney admitted to practice in California shall be selected to provide advice and counsel to the Board of Directors. The attorney shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the Board of Directors which he/she serves. The attorney does not need to be a member of the Board of Directors.

9. RECORDS AND REPORTS.

- A. Corporate Records. The corporation shall keep:
- (1) adequate and correct books and records of account;
 - (2) written minutes of the proceedings of its Board and committees of the Board;
and
 - (3) a record of each Director's name, address, telephone number, and term of office.
- B. Inspection. On written demand, at any reasonable time, any Director may inspect, copy, and make extracts from the accounting books and records and the minutes of the proceedings of the Board of Directors, and Board committees. This right of inspection extends to the records of any advisory committee to the corporation.

- C. Annual Report. The Board shall ensure that an annual report is sent to all Directors and to the Superintendent/President by September 15 of each year. That report shall contain the following information, in appropriate detail, for the fiscal year:
- (1) All financial statements required to be filed with the California Community Colleges Chancellor's Office
 - (2) A comparison of budgeted and actual expenditures
 - (3) A description of major accomplishments of the organization
 - (4) A description of improvements proposed for operation of the organization.
 - (5) There shall be available for examination in the corporation's business office any reports and the annual report of independent accountants.
- D. Audit. The accounts of the Chief Financial Officer and the annual report shall be audited by a certified public accountant appointed by the Directors at the end of each fiscal year, and at such other times as are deemed by the Directors to be appropriate.

10. PROHIBITED TRANSACTIONS.

No Director shall be financially interested in any contract or other transaction entered into by the Board of which he or she is a member subject to the provisions of Education Code Sections 72677-72679. No Director shall utilize any information, not a matter of public record, which is received by reason of his or her membership on the Board for personal pecuniary gain in accordance with Education Code section 72680.

11. CODE OF CONDUCT.

No Director shall act, either by motion, second, deliberation or vote, or have influence in any way on any matter brought before the Foundation through its

committees or to the Board of Directors, or otherwise, when such matter will, or might, result in a direct or indirect personal or financial gain to such Director. No member of the Foundation's Board of Directors shall be financially interested in any contract or other transaction entered into by the Foundation except as permitted by law. No Director shall utilize any information, not a matter of public record, which is received by the person by reason of his or her membership on the Board, for personal pecuniary gain, regardless of when the gain is realized.

12. RESTRICTIONS ON LOANS AND OTHER TRANSACTIONS.

- A. No loans shall be contracted on behalf of the Foundation and no negotiable paper shall be issued in its name, unless and except as authorized by the Board of Directors. When so authorized by the Board of Directors, any officer or agent of the Foundation may effect loans and advances at any time for the Foundation from any bank, trust company, or other institution, or from any firm, corporation or individual, and for such loans and advances may make, execute and deliver promissory notes, bonds or other evidences of indebtedness of the Foundation and when authorized as aforesaid, as security for the payment of any and all loans, advances, indebtedness and liabilities of the Foundation, may pledge, hypothecate or transfer any and all stocks, securities and other personal property at any time held by the Foundation and to that end endorse, assign, and deliver the same.
- B. The Foundation shall not enter into any transaction concerning real property without the prior written approval of the Superintendent/President.

13. MISCELLANEOUS.

- A. Construction and Definitions. Unless the context requires otherwise, the general provisions, rules of construction, and definitions of the applicable statutes shall govern the construction of these bylaws. Without limiting the generality of the preceding sentence, the masculine gender includes the feminine and neuter, the

singular includes the plural, the plural includes the singular, and the term "person" includes both a legal entity and a natural person.

- B. Compensation. No Director shall be compensated for his or her services as a Director of the corporation.
- C. Fiscal Year. The fiscal year of the corporation shall begin on the first day of July and end on the last day of June of each year.
- D. References to Public Laws. Any references to specific sections of any public law shall be deemed to refer to the appropriate corresponding provision of any future amendment, re-enactment, or successor laws, as required to carry out the intent of the original provision.
- E. Interpretation. These bylaws shall be interpreted as necessary to maintain the corporation's tax exempt status.

14. AMENDMENTS.

New bylaws may be adopted, or these bylaws may be amended or repealed by a majority of the Directors then in office, provided a quorum is present. No amendment may extend the term of a Director beyond that for which the Director was elected with the sole exception of the President who has served two three-year terms and is extended a one year term to serve as Past President, if necessary. These Bylaws will be reviewed every three years and brought to the Board of Directors for approval.

Approved, as amended by the CCF Board of Directors on September 14, 2021

Approved, as amended by the Cabrillo Community College Governing Board of Directors on October 5, 2021

Approved, as amended by the CCF Board of Directors on September 10, 2024

Approved, as amended by the Cabrillo Community College Governing Board of Directors on October 7, 2024

Executive Director Report: February 2026

Administration

- 2026-27 Budget Work and 990 Form
- Board Recruitment/Nominating Committee
- Annual Report: 8,277 mailed with an additional 127 sent with personal note
- Awarded 149 students a total of \$144,850 in WES and Emergency grants within days of request (fall semester)
- Introducing new President to our community of donors



Fundraising

- \$6,732,946 raised so far this fiscal year!
- Student Housing Childcare Center
 - (\$4M raised towards \$5M goal, construction started!)
- President's Circle, WES, Student Veterans, Cabrillo Stage, and Stroke and Disability Learning Center Committees are working to raise funds for their programs.
- Proposals and Reports: Arts Council, College Futures, Dreyfus Foundation, Foundation for CA Community Colleges, Kaiser Permanente, Nicholson Foundation, Peggy and Jack Baskin Foundation, Rotaries, Sunlight Giving, Sutter/PAMF, and US Bank.
- Legacy Giving: working with five new donors, developing MOCIs for existing donors, working with Trustees on one estate gift



Upcoming Events

- New President Jenn Capps Welcome Reception, Sesnon House
February 17, 5:00 – 7:00 pm
- President's Circle: Lunch with President (\$5k+ donors)
February 25, 12:00 – 1:30 pm
- Cabrillo Advancement Program (CAP) Ceremony, Crocker Theater
March 10, 6:00 – 8:00 pm
- Heritage Club Luncheon, Sesnon House
March 18, 12:00 – 1:30 pm
- Foundation Board Meeting, Sesnon House
May 12, 12:00 – 2:00 pm



MEMORANDUM

DATE: February 3, 2026

TO: Board of Directors

FROM: Eileen Hill

SUBJECT: 2025-26 Fundraising Targets

BACKGROUND

The Cabrillo College Foundation Board approved a \$5M fundraising goal in outright and unbooked planned gifts. The \$5M goal includes a target of \$1,500,000 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 7/1/25-1/31/26	2025-26 Target	
\$471,306	\$525,000	President's Circle
\$287,814	\$275,000	Women's Educational Success
\$132,458	\$150,000	Cabrillo Advancement Program (Endowed)
\$3,171,604	\$1,000,000	Scholarships (Endowed)
\$245,826	\$300,000	Scholarships (Nonendowed)
\$1,528,167	\$1,000,000	Faculty/Department Support (Faculty Grants, Allied Health, Athletics, VAPA etc)
\$835,771	\$1,000,000	Student Support Services (foster youth, internships, tutoring, Veterans, Umoja, etc.)
\$60,000	\$250,000	Donor directed interests
\$0	\$500,000	Unbooked Planned Gifts
\$6,732,946	\$5,000,000	TOTAL

DATE: February 3, 2026

TO: Board of Directors

FROM: Eileen Hill

July 1, 2025 to January 31, 2026	\$ 6,732,946
Outright Gifts	
Unbooked Revocable Planned Gifts	\$ <u>0</u>
Total	\$ 6,732,946

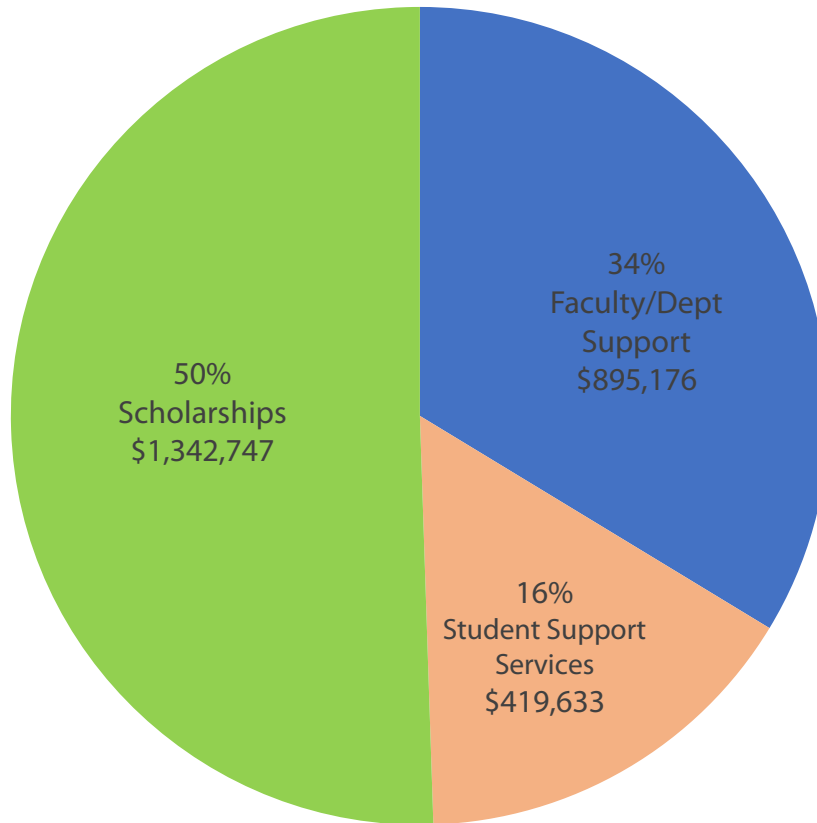
2025-26 Goal for Outright and Unbooked Revocable Planned Gifts	\$ 5,000,000
Recorded Gifts 07-01-25 to 01-31-26	
Estate of Janet & Lawrence Fogel (Scholarship)	\$ 2,280,464
Anonymous (WES, President's Circle, Guardian Scholars, Umoja)	\$ 800,000
Monterey Peninsula Foundation (New Childcare Center)	\$ 500,000
The Estate of Muriel Schuetz (Scholarship)	\$ 417,478
The Barbara Samper Foundation (CAP)	\$ 250,000
Foundation for California Community Colleges (Nursing Grant, Scholarship)	\$ 194,371
Richard & Theresa Crocker (Emergency Grants, President's Circle)	\$ 101,500
Paul & Pat Shirley (Scholarship)	\$ 100,000
Kathy & Alfred Herbermann (President's Circle, New Childcare Center)	\$ 65,000
Joan Griffiths (President's Circle, WES, Nursing, Tutoring, Scholarships Stroke Center)	\$ 62,611
Mary Solari (President's Circle, New Childcare Center; WES)	\$ 55,000
Ronald & Cynthia Sekkel (Scholarship, Veterans, President's Circle)	\$ 52,500
Sutter Health Palo Alto Medical Foundation (Allied Health & WES)	\$ 52,500
Rachel Wedeen (Scholarship)	\$ 46,469
Craig Rowell and Corinda Ray (Scholarship, President's Circle, Veterans)	\$ 45,000
Julie Packard (President's Circle, Scholarship, WES)	\$ 42,630
Kathryn Shephard Cowan (WES, Scholarships, President's Circle, New Childcare Center, Veterans)	\$ 40,488
Paul Dutra & Holly Liu (Scholarship)	\$ 40,000
Brian & Patty Herman (Scholarship, President's Circle, WES)	\$ 40,000
Leestma Family Foundation (Nursing)	\$ 35,000
Julie Packard (President's Circle, WES, Scholarship)	\$ 35,000
Robert & Sharon Bailey (WES, Emergency Grants)	\$ 30,500
Brenda Torres (WES & Ceramics)	\$ 30,100
Gitta Ryle (Scholarship)	\$ 30,000
Vertical Raise (Volleyball, Baseball, Softball, Water Polo)	\$ 25,980
The David William Upham Foundation (New Childcare Center)	\$ 25,000
Kate & Ira Pohl (President's Circle, Tutoring, Scholarship)	\$ 23,500
Anonymous (Scholarship)	\$ 20,000
Rick & Ruth Moe (WES, President's Circle)	\$ 20,000
Linda Lou Mosgrove (President's Circle, WES)	\$ 20,000
Donald Mungai (Scholarship)	\$ 20,000
National Humanities Center (AI Ethics curriculum)	\$ 20,000
Miles & Rosanne Reiter (President's Circle)	\$ 20,000
Felix & Harriett Robles (Scholarship)	\$ 20,000
Richard & Ginny Strock (Emergency Grants, Scholarship)	\$ 20,000
Gifts under \$19,999 (1,252 of 1,287 total donors)	\$ 1,152,355
Total Outright Gifts	\$ 6,732,946
Total Unbooked Revocable Planned Gifts	\$ <u>0</u>
TOTAL	\$ 6,732,946

Notes:

1. For the 2025-26 Fiscal year, the Cabrillo College Foundation has been notified of 2 planned gifts
2. The cumulative unbooked revocable planned gifts total is \$32,045,868

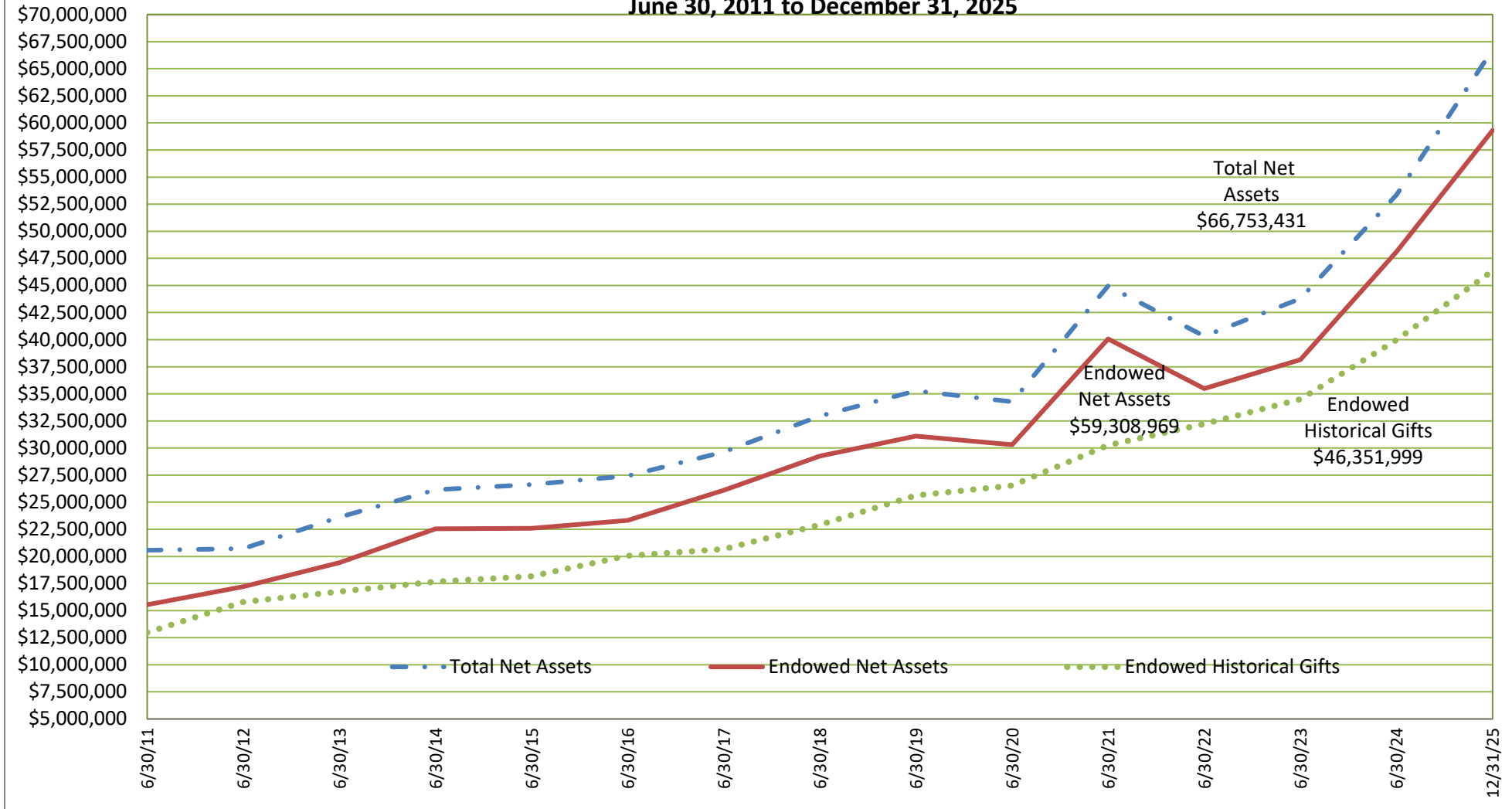
Cabrillo College FOUNDATION

Disbursements to Cabrillo College and Students
July 1, 2025 to December 31, 2025
Total: \$2,657,556



Faculty/Department Support	34%	\$895,176
Allied Health, Stroke Center, Athletics, VAPA, Engineering		
Student Support Services	16%	\$419,633
Internships, Tutoring, CAP, Umoja, Guardian Scholars		
Scholarships	51%	\$1,342,747
TOTAL		\$2,657,556

Cabrillo College Foundation
Total Net Assets, Endowed Net Assets, and Endowed Historical Gifts
June 30, 2011 to December 31, 2025



Total Net Assets highest level was \$66,753,431 as of December 31, 2025

Endowed Net Assets highest level was \$59,308,969 as of December 31, 2025

Endowed Historical Gifts highest level was \$46,351,999 as of December 31, 2025

MEMORANDUM

DATE: February 3, 2026

TO: Board of Directors

FROM: Kathryn Cowan

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 **\$132,000** will be given out to students in need by the end of the 2025-26 academic year. **Since the program's inception in 1997, we have awarded nearly \$1.3 million to 2,600 students.**

Thanks to the leadership of WES Co-Chairs Peggy Flynn and Cynthia Druley, along with the dedication of our incredible Best Friends committee, we achieved our most successful fundraising year for WES to date. We closed the calendar year having raised **\$348,789 from 526 donors**—more than \$27,000 above our 2024 total.

Kathryn Cowan has joined Cynthia Druley as our newest committee co-chair, and we'll begin planning the 2026 campaign in late February.

Caitlin and Eileen will present at the CASE Conference in March, sharing best practices for fundraising and sustaining emergency grant programs like WES. WES is a highly successful model that began on a small scale and has grown significantly over time, and the presentation will focus on providing practical tools for institutions interested in replicating the program to better support their students.

Thank you so much for your generosity and support through WES. During this past year, my work hours were unexpectedly reduced, which created financial stress at a critical time in my education. Receiving this grant provided much-needed relief and allowed me to stay focused on my studies rather than worrying about meeting basic expenses.

As I pursue a career in nursing, my goal is to give back to my community and to be there for my patients during their most vulnerable moments. I hope to provide care that is not only clinically competent but also empathetic and patient-centered. Your generosity has helped make this goal possible, and I am sincerely thankful for the support and belief you have shown in students like me.



Jennifer M. (2025 WES Recipient)

MEMORANDUM

DATE: February 3, 2026
TO: Board of Directors
FROM: Vance Landis
SUBJECT: **President's Circle Campaign**

2025-26 President's Circle Campaign

Rachael Spencer and Owen Brown are co-chairs of the 2025-26 President's Circle Committee.

As of January 28, 2026:

- \$515,107 has been raised toward our goal of \$550,000
- 213 members
 - 18 NEW members
 - 27 renewing donors increased their support this year

We will be hosting a Welcome Reception for Cabrillo's new president, Dr. Jenn Capps, on **Tuesday, February 17th from 5:00 – 7:00pm** at the Sesnon House. All President's Circle members have been invited.

President's Circle Events

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

Reception and Cabrillo Stage Summer Musical	July 19, 2026
President's Holiday Reception	December 4, 2026

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

Tapas with Teachers: flash lectures by Cabrillo Faculty	April 8, 2026
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Director Level (\$2,500+)

Culinary Student Showcase	April 30, 2026
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Trustee Level (\$5,000+)

President's Lunch at Pino Alto	February 25, 2026
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Benefactor level (\$10,000+)

Intimate dinner party at the home of one of our donors	Summer 2026
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Luminary Level (\$15,000+)

A special, curated Cabrillo experience	Spring 2026
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CABRILLO COLLEGE FOUNDATION
President's Circle Members 2025-26

Updated 02/03/26

\$15,000+

Jim Baker and Nancy Millslagle
Kathy and Alfred Herbermann
Rick and Ruth Moe
Edward Newman Family Charitable Fund
Julie Packard
Miles and Rosanne Reiter

\$10,000+

Claire Biancalana and William Kelsay
Freny Cooper
Brian and Patti Herman
Esther and Gerry Levandoski
Linda Lou Mosgrove
Kathryn Shephard Cowan and Edward Houghton

\$5,000+

Karen Cogswell and John Maenchen
Lou Falek and Lyn MacDonald
Joan Griffiths
Rick Li Fo Sjoie and Virginia Morris
James and Jacquelyn Mullarky
Ned Nemacheck
Gayle and Joseph Ortiz
Elio and Joy Rodoni

Mary Solari
Ginny Solari Mazry
Mark Tarantino and Sharon Beaty
Julie Thiebaut
Michael Thornburgh and Andrea Lilly
Rachel Wedeen
Melanie and Alan Wirtanen

\$2,500+

Michael and Toby Alexander
Mike and Kalena Allard
Pegi and Tom Ard
Maryann Barry
Steven and Mary Bignell
Ian and Kathy Blackwood
Sue Broadston and Jim Ostendorf
Owen Brown and Mary Akin
Barbara Canfield
Daryl Dichek and Kenneth Smith
Lee and Emily Duffus
Roberta Dunton
Duf and Paula Fischer
Cynthia FitzGerald and James Day
Jerri and John Hammond
Therese Johnson
Judy B. Jones

Trisha and Brandon Kett
Ron Kusel and Carolyn Gong-Guy
Gerry Mandel
Marilyn Manning Lonergan and Richard Lonergan
John and Megan Martinelli /S. Martinelli & Co.
Dominic and Karen Massaro
Joe and Susan Mingione
Bill and Karen Moncovich
Amy Newell
Pfotenhauer Wilshusen Family
Kate and Ira Pohl
Burton Rees
Ko-Kahuna Trust
James Thompson
Evans Whitaker and Deborah Bronstein
Theo Wierdsma and Julie Hamilton Wierdsma
Sue Wilson

CABRILLO COLLEGE FOUNDATION
President's Circle Members 2025-26

W. Todd and Corinne Wipke

\$1,500+

Carlos and Jane Arcangeli
 Philip and Kathryn Bates
 Paul and Carol Berman
 Carrie Birkhofer/Bay Federal
 Credit Union
 Larry and Holly Brenner
 Blaine and Connie Brokaw
 Ted Burke
 John and Linda Burroughs
 Frederick and Kate Chen
 Rashmi Cole
 Diane Craddock and David
 Hogye
 Richard and Theresa Crocker
 Martina Cummings
 Michelle Donohue-Mendoza
 and Graciano Mendoza
 Dwayne and Linda Downing
 Geoff and Sandy Eisenberg

Esch Family
 Peggy Flynn
 Stephen Green
 James Griffin
 Diane and Conrad Hamako
 Donald and Diana Henrichsen
 Eileen and Dave Hill
 Ron and Evelyn Hirsch
 David and Katharine Hopkins
 Kent and Marie Imai
 Tom and Nanette Kelsey
 Ralph and Julie Kimball
 George and Diane Koenig
 John Laird and John Flores
 Julie Lambert
 Nancy Lenox
 Mark Linder and Mary Dean
 Keith McKenzie

Earleen Overend and Wayne
 Palmer
 Laura Pease and Bill Scurr
 Robert Scott
 Ronald and Cynthia Sekkel
 Greg and Tangie Solow
 Rachael Spencer and Kevin
 Rooney
 Heather Stiles and Trevor
 Strudley
 Richard and Ginny Strock
 Angela Thalls and Neil
 McKenzie
 Peter and Melanie Vizzusi
 Jerry and Robynn Walters
 West Coast Community Bank
 Susan and Nels Westman
 Thomas and Connie Wilson

\$1,000+

Thomas Adam and Linda Nicholson
 Walter and Janet Alexander
 Mary Altier Walker and John Walker
 Kate Anderton
 Ann Asche/Locatelli Moving and
 Storage
 Edward and Kathleen Banks
 Tila Bañuelos
 Pat Barton
 Bogard Construction, Inc.
 Steve and Meg Bontadelli
 Bob and Susan Bosso
 Rosemary Brogan and Gary Caballero
 George and Elizabeth Bunch
 Thomas Bush and Grace Sanchez
 Paul Carrubba and Teresa O'Connell
 Carrubba
 Patrick and Carla Carstens
 Sara Clarenbach
 Joanne Clever
 Virginia Coe
 Susan Cony
 Arne and Carol Croce
 Wallace Dale
 Robert Darrow
 Gerlinde and Willy de Broekert
 Chris Eckstrom and Frans Lanting
 Nancy Eidam
 Charles Engbers
 Kristin Fabos and Rye Livingston
 Corrine Flanagan and Rich Rubin
 Rocky and Judy Franich

Lesley Franz
 Jonathan Franzen and Kathy
 Chetkovich
 Craig and Mimi French
 Don and Donelle Gartner
 Jan Furman
 Mary Gaukel and Les Forster
 Steven Graham
 Beverly Grova and Salem Magarian
 Amy and David Harrington
 Travaris Harris
 Kathleen Hatfield
 David and Jacqueline Heald
 Joseph and Bette Hirsch
 Steve and Susie Hotelling
 John Hurd and Kate Kelly
 Ronald and Linda Israel
 Joni and Andrew Janecki
 Charlotte Kim Meisel and Jay Meisel
 Richard and Diane Klein
 George and Diane Koenig
 David Koo and Anna Hackenbracht
 Victoria and David Lewis
 Patty Lezin
 Gary and Elizabeth Maushardt
 Mike and Bertie McElroy
 Paul Meltzer
 Larry and Therese Meyer
 Carrie and Billy Mulcaire
 Linda and Bruce Nicholson
 Fane and Corie Opperman
 James Poth

Alex and Karen Potts
 Paula Quinn
 Ken Reed
 William and Joan Rentz
 Randy Repass and Sally-Christine
 Rodgers
 Lindsey Roscoe
 Phyllis Rosenblum
 Craig Rowell and Corinda Ray
 Spenser and Shayna Russell
 Sandbar Solar & Electric
 Barbara and William Scherer
 Kris Sidman-Gale and Jacob Sidman
 Ronnette and Sharen Smithcamp
 Elaine-Maryse Solari
 Linda and Kris Sorensen
 Carol Spragens
 Mimi and Gilbert Stein
 Robert Stephens
 Bruce and Barbara Swenson
 Lonnie Truax and Ian MacGregor
 Brad and Linda Wiles
 Terrence Willett and Jennifer Cross
 Kathleen Willott and Glenn Joy
 Joan and Marc Winquist
 Jon and Jill Winston
 Georgina Wong
 Oscar and Genevieve Woo
 Marian Zeidler

MEMORANDUM

DATE: February 3, 2026
TO: Board of Directors
FROM: Claire Biancalana
SUBJECT: Scholarship Program

Our annual year-end scholarship solicitation letters were mailed in December to nearly 450 donors. 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 many of the scholarship solicitations. **As of January 28, we have received \$475,547 in scholarship support from 122 donors since this solicitation was mailed.**

Thank you for such a generous contribution to my future. When I began my education in America, I faced many challenges and obstacles, but with the support of teachers, foundations like yours, and now this scholarship, I have been able to move forward with confidence in my goals. I am deeply grateful for your generosity and the encouragement it gives me to continue working hard.

Looking to the future, I hope to work as a Phlebotomy technician while continuing my education in nursing. My long-term goal is to serve patients in my community with compassion and skill, and your generosity brings me one step closer to making that dream a reality. Thank you once again for supporting students like me—I am truly honored to be a recipient of this scholarship.

-Krisna L.

*2025 Tom Sourisseau Biology Endowed
Scholarship Recipient*



Scholarship committee members serve as community ambassadors for our scholarship program. Committee members include: Rachael Spencer (Chair), Claire Biancalana, Virginia Coe, Karen Cogswell, Kathryn Cowan, Linda Downing, Adele Miller, Corinne Miller, Dan Rothwell, Julie Thiebaut, Rachel Wedeen and Jill Wilson

MEMORANDUM

DATE: February 3, 2026
TO: Board of Directors
FROM: Diane Koenig
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: \$118,161 awarded**
- 2. Crocker Endowment Grants: \$27,421 awarded**
 - Crocker Nursing Endowment Grants
 - Crocker Dental Hygiene Endowment Grants
 - Crocker VAPA Endowment Grants
 - Crocker Campus-Wide Endowment Grants
- 3. Engineering and Applied Science Endowment: \$8,797 awarded**

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 **\$155,050 to date** to Cabrillo staff and faculty to enhance student learning and increase student success. An additional **\$12,159** was awarded by the Student Senate.

A list of 2025-26 funded projects is attached.

The Faculty and Staff Grant Awards Reception was held on Thursday, January 22nd at the Sesnon House and 101 guests attended. The award recipients had the opportunity to speak about their projects and the impact they'll have on Cabrillo students.



Current committee members include: Owen Brown, Les Forster, Mary Gaukel, Francisco Íñiguez, Diane Koenig, Vance Landis, Rick Li Fo Sjoe, Omar Gonzalez-Benitez, Inga Gonzalez Moses, Ana Ruiz, David Schwartz and Ron Sekkel

Erica Bailey, Art Studio

New, Reliable, and Safer Bandsaws for the Power Tool Room: \$5,651

Mark Bidelman, Music

Driving Student Excellence through Performances: \$4,000

Matt Blostein, Music

Polyphonic Analog Synthesizer for Music Technology and Recording Arts Students: \$4,500

Catherine Brennan, Watsonville/STEM

Bridging the Resource Gap: Equipping the Watsonville Center for Equitable STEM Education: \$4,467

Mirella Brokaw, Nursing

Level UP RN: Medical-Surgical, Electrocardiogram (EKG) and Pharmacology Flashcard Study Bundles. Nursing School Study Planners and Dosage Calculation Workbooks: \$1,400

Sam Clarkson, Studio Art

Chairs for All Students: \$3,457

Emily Dansker, Early Childhood Education

Color Copier/Printer for Faculty and Student Support: \$3,180

Brandy Dickinson, Stroke and Disability Learning Center

Music and The Brain: \$1,210

Skip Epperson, Theatre Arts

Low-Lying Theatrical Fog Machine: \$2,200

Christa Fink, Chemistry

Chem+Plus Sessions for Chem 30A: \$2,640

Adrienne Frisbee, Biology

Equipment for Physiology, Microbiology, and General Biology: \$8,419

Skye Gentile, Communication Studies

Field Experiences in COMM 12: Community Beyond the Classroom: \$3,000

Andrea Hart, Theatre Arts

Theatre Department and Crocker Theatre wireless microphone upgrade: \$11,945

Michelle Haverly, Tutoring and Academic Support Services

Disarticulated Skeletons for Biology Tutoring: \$1,284

Cisco Jimenez, Chemistry

Giant Molecular Modeling Kit for Chem Lectures: \$967

Cisco Jimenez, Chemistry

Room-Visible Spectroscopy: RSpec Explorer for Chem 1A Labs (and Chem 3/Chem 30A Demos): \$1,526

Crystal Kamoroff, Ceramics

Soda Kiln Furniture Procurement Project (Shelves, Posts & Damper): \$5,432

Faye Khoury, Dental Hygiene

Microphone & System: \$3,100

David King, Dance

Dance Studio Classroom Window Blinds: \$5,170

David King, Dance

Folklórico Dance Vestuario & footwear:
\$3,400

Dana Logston, Employment and Internship Office

Employment and Internship Outreach
Resources Refresh: \$3,500

Lesley Loudon, Art Photography

35mm Film Cameras & Medium Formats:
\$4,500

Kelly Mack, Theatre Arts

DMX Irises for Blackbox Studio Theater:
\$1,502

Joanna Manoff, Adaptive PE, and Stroke and Disability Center

Adapt PE Pool Access Wheelchair: \$2,756

Joanna Manoff, Adaptive PE, and Stroke and Disability Center

Grasping Aid Gloves: \$474

Shaun Martins, STEM

Anatomy Models: \$12,214

Fernanda Mazzillo, Geo/Ocean/Environmental Sciences

Laboratory Innovations for Introduction to Oceanography Course: \$2,192

Payson McNett, Studio Art

3D Printers: \$3,900

Greg Mettler, Art Photography

Funds for Camera Repairs: \$4,375

Michelle Morton, Library

Creating a Family Friendly Study Space in the Library & ILC: \$7,800

Rick Nolthenius, Astronomy

Replacement Camera for Cabrillo Observatory Dome Telescope: \$2,500

Sandra Paiva, Early Childhood Education

Laminator: \$2,299

Sylvia Rios, Ceramics

Tools for empowering all students: \$2,353

Gail Ritchie Bobeda, Ceramics

New controller for test kiln: \$ 903

Steve Schessler, English

Cabrillo Reads: Amplify: How to Use The Power of Connection to Engage, Take Action, and Build a Better World: \$1,850

Steven Schloemer, Studio Art

Upgrade of Aging Battery-Powered Drills and Drivers: \$1,396

Raphaella Siedler-NyBlom, Dental Hygiene

Dental Infection Control Boot Camp: \$2,110

Tasha Sturm, Biology

Replacement of Eco Funnels for Safe Chemical Waste Disposal in Science Classrooms: \$1,511

Yves Tan, Biology

Spectrophotometers for Biology Labs:
\$8,615

Clare Taylor, Horticulture

Lab equipment for Horticulture teaching
lab: \$5,500

Kristin Wilson, Anthropology

The Hands-on Science Lecture Project:
\$3,632

Jenna Zeller, Nursing

Expanding Nursing Skills Competency
Through Wearable and Modular Simulation
Equipment: \$5,580

MEMORANDUM

DATE: February 3, 2026

TO: Board of Directors

FROM: Travaris Harris

SUBJECT: **Cabrillo Advancement Program (CAP) Update**

BACKGROUND

The Cabrillo Advancement Program (CAP) is a scholarship and support program that helps high-risk, low-income students prepare for college and succeed academically. CAP serves more than 350 students across 12 schools in Santa Cruz County, selecting scholars through a competitive process open to students who qualify for free or reduced-price lunches. Beginning in middle school and continuing through high school, CAP students receive tutoring, counseling, and enrichment activities focused on college readiness. Students who complete the program earn \$3,000 in scholarships for their first and second years at Cabrillo.

CAP CEREMONY

Seventy new sixth grader are being selected and we will be celebrating the students and their families at the **CAP Ceremony on Tuesday, March 10th from 6-8pm at the Crocker Theater.**

2025 SCHOLARSHIPS

- 1. CAP Scholarships: \$1,500 per student (19 awarded)**
For CAP students who complete the CAP program, graduate from high school and attend Cabrillo. Students must be enrolled in 12+ units at Cabrillo.
- 2. Barbara Samper CAP Second Year Scholarships: \$1,500 per student (16 awarded)**
For CAP students who have completed 24 units at Cabrillo in the prior 12 months. Students must be enrolled in 12+ units at Cabrillo.
- 3. Barbara Samper CAP Four-year Scholarships: \$1,000 for select students (5 awarded)**
For CAP students who graduate from high school and go directly to a four-year college. Proof of enrollment is required.
- 4. CAP Transfer Scholarships: \$1,000 - \$2,500 for select students (2 awarded)**
For Cabrillo students transferring to four-year colleges.



Thank you so much for this opportunity. I am super grateful! I am Anahi Zavala and am attending Fresno State. I wish to help people, people who can't fight for themselves, people who are just trying to live. Being a lawyer means I get to stand up for people and their rights. I have been dreaming of becoming a lawyer since I was a little girl, and my little self will not be disappointed. Thank you, Donors, for making this possible for me and I cannot express how thankful I truly am.

-Anahi Z. (2025 Recipinet of the Banbara Samper Four-year Scholarship)

MEMORANDUM

DATE: February 3, 2026

TO: Executive and Finance & Investment Committees

FROM: Donna Ziel

SUBJECT: Student Veterans Endowment (SVE) Campaign

When challenges arise, the SVE offers timely, meaningful support—helping Cabrillo’s student veterans stay focused on their education and future. The SVE ensures they have the resources, opportunities, and encouragement they need to thrive—not just today, but for generations to come.

2025-26 CAMPAIGN:

- Linda Mejia and Kevin Umana are the co-chairs of the 2025-26 SVE Campaign
- The Quick Reaction Force Committee, consisting of 16 members, sent out personalized SVE invitations to approximately 235 prospective donors in September.
- To date, \$36,620 has been received from 62 donors for the 2025-26 campaign. Donations made through June 30, 2026 will be counted toward our current campaign.
- Veteran Mike Brandy has generously provided a matching grant of \$10,000 to inspire donors to increase their support and give gifts of \$250 or more.
- Donors who gave \$100 or more were invited to attend the SVE Donor Luncheon and tour of the Veteran Information Center on November 5th.



*"I was facing financial hardship after not receiving my GI Bill MHA due to issues with the VA (Federal Government Shutdown)... The SVE Grant to helped with groceries for my family and gas for my car to get to class."
-Brandon K., 2025 SVE Grant Recipient*

MEMORANDUM

DATE: February 3, 2026

TO: Board of Directors

FROM: Eileen Hill

SUBJECT: 2025-26 Stroke and Disability Learning Center (SDLC) Campaign

The SDLC has been a unique model of continued rehabilitation after medical care for over 50 years. Adults with acquired disabilities receive thoughtful, adaptive support as they continue to make life adjustments and pursue new goals. The SDLC ensures that people managing disabling conditions continue to find strength, connection, and the care they deserve, while future caregivers enrolled in Cabrillo's Allied Health programs learn how to serve with humanity and skill.

2025-26 CAMPAIGN:

- Last year, \$53,700 was received from 92 donors for the 2024 SDLC campaign.
- The Foundation is taking an active role in the SDLC fundraising campaign, working in partnership with SDLC Director, Sally Weiss.
- The SDLC Committee, consisting of 15 members, and has sent personalized SDLC invitations to approximately 430 prospective donors.
- Long time supporters Dr. Jennie Jet, and Dick and Judy Zscheile have partnered to give a matching grant of \$10,000 to inspire donors to increase their support and give gifts of \$100 or more.
- So far the SDLC has raised \$59,244 from 141 donors —\$16,000 more than at this point last year.
- All supporters of the SDLC will be invited to the Spring Donor Reception in April.



"The Stroke Center has been a true gift to me. It has given me confidence to re-enter the world. I can't imagine what I would have done without the amazing support that I receive from staff and faculty."
-SDLC Student

MEMORANDUM

DATE: February 3, 2026

TO: Board of Directors

FROM: Eileen Hill

SUBJECT: Cabrillo Stage 2025-26 Campaign

Background

Cabrillo Stage has been a cultural cornerstone in Santa Cruz County for over 41 years, producing more than 72 professional-caliber musical theatre productions that draw thousands of audience members each summer and offering a dynamic apprenticeship-style model that provides hands-on training to up to 300 students and community participants each season. This inclusive approach builds real-world pathways into the entertainment industry, empowering emerging artists to take on vital production roles in lighting, sound, costumes, and stage operations while working alongside seasoned theatre professionals. Many participants go on to secure paid positions, using their Cabrillo Stage experience as a launchpad into careers in theatre and entertainment.

2025-26 Campaign:

- The Foundation is taking a more active role in the Cabrillo Stage fundraising campaign, working in partnership with Cabrillo Stage's Artistic Director, Andrea Hart to reach their fundraising goal of \$50,000.
- In December 2025, the 5-member Cabrillo Stage Committee sent personalized invitations to 600 prospective donors and has since raised \$48,136 for the 2026 summer production of *Sister Act the Musical*. All gifts received through 9/30/26 will be counted toward our current campaign.
- Cabrillo Stage supporters who give \$100 or more will be invited to the Behind the Curtain event in August 2026.



As the world changes at breakneck speed, gathering in theatres can fill an essential function within our community. It offers us a venue to experience that electric shared energy that you can't stream, can't download, and certainly can't count on AI to create for you. -Andrea Hart, Artistic Director, Cabrillo Stage

MEMORANDUM

DATE: February 3, 2026
TO: Board of Directors
FROM: Eileen Hill
SUBJECT: Planned Giving/Heritage Club

Planned giving plays a vital role in sustaining the long-term future of the Cabrillo College Foundation. When donors choose to include Cabrillo College in their estate plans, they create a lasting legacy that supports students and programs for generations to come. Donors who share their intentions with us are recognized as members of the Foundation's Heritage Club.

The Heritage Club currently includes 122 members, all of whom will be invited to our annual appreciation lunch at the Sesnon House on March 18, 2026. This event provides an opportunity to thank our planned giving donors while keeping them engaged and informed about the college.

Since 2003, the Foundation has tracked unbooked planned gifts, reflecting donors who have shared estimated future gift amounts from their estate plans. 40 donors have disclosed intentions totaling an estimated \$32 million in future support for Cabrillo.



The Cabrillo choral program has been a major part of our lives for decades. Many years ago, we set up a scholarship to support choral and vocal students. It has meant a lot to us to see those scholarships make a difference in the lives of the students we sing with. As we look to our future, it is likely that when the time comes there will be some assets "left over," and we have decided to donate a portion to the foundation. We are very happy that our contributions will keep the students singing long after we are gone.

Dinah Phillips and Gail Groves

In three major mailings throughout the year, donors are invited to notify the Foundation if Cabrillo is included in their estate plans. When a donor's intent is confirmed, Foundation staff follow up to learn more about their relationship with the college and their philanthropic priorities, provide recommended bequest language, and invite them to complete a Memorandum of Charitable Intent (MOCI) for our records.

Attachments:

- Next Steps for including Cabrillo in your Estate Plans
- Samples of our Memorandum of Charitable Intent (MOCI)
- Heritage Club Member List

NEXT STEPS FOR INCLUDING CABRILLO COLLEGE FOUNDATION IN YOUR ESTATE PLANS

Thank you for your interest in including Cabrillo College Foundation in your estate plans. It is an honor to be a part of making sure that your estate plans are executed as you wish and we are so grateful to you for supporting our students with this potential legacy gift. A gift to Cabrillo provides huge opportunities for students that otherwise might not be able to attend college and we are grateful to you for supporting their dreams. As you know, education has a ripple effect in our society. One drop can initiate a cascade of possibility, each concentric circle gaining in size and traveling further. Your generosity will make an impact on both individual students and our larger community for years to come.

1) UPDATE YOUR WILL OR TRUST

Your estate gift can be given specifically to support scholarships, programs, or the greatest areas of need. In your estate plans you can specify that you want the beneficiary to be the "Cabrillo College Foundation, a 501(c)(3) nonprofit organization (tax id #94-6121953) the sum of \$_____ OR the following described property _____ OR _____% of the residue of my estate to be directed as described in the memorandum of charitable intent on file with the organization"

2) COMPLETE A MEMORANDUM OF CHARITABLE INTENT (MOCI)

A MOCI at the Cabrillo College Foundation will outline details of the intent of your gift. A MOCI can be updated at any time by the donor. A MOCI is useful to those donors who would like to be very specific with their gift and how the funds are allocated. A MOCI can also outline if you would like your gift to be a permanent endowment or a non-endowed gift. A permanent endowment spends the earnings each year and may be named in your honor or in honor of a loved one. Endowments ensure that your gift will have an impact on students in perpetuity. All estate gifts have a 5% gift fee.

3) HERITAGE CLUB MEMBERSHIP [optional]

Those who support Cabrillo College in their estate plans are honored members of the Cabrillo College Foundation Heritage Club. We list the members on our Heritage Club donor wall in the Sesnon House and Heritage Club members are invited to campus events throughout the year. Please let us know if you would like to be listed as one of our valued donors who has left a legacy at Cabrillo College.

4) PROVIDE COPY OF PAGE OF TRUST [optional]

Some donors provide a copy of the page of their trust which includes the Cabrillo College Foundation. It allows us to review the page(s) of the trust pertinent to Cabrillo College so that we can carry out your intentions and have documentation to keep on file.

Cabrillo College Foundation
DRAFT MEMORANDUM OF CHARITABLE INTENT
For charitable distributions from the estate of
JOHN SMITH
1/1/2017

The purpose of this Memorandum of Charitable Intent is to serve as a guide to the Cabrillo College Foundation in carrying out the philanthropic objectives of John Smith.

John Smith has stated that funds distributed from his estate to the Cabrillo College Foundation will support the **John Smith Endowment**.

Terms and Conditions of the John Smith Endowment:

1. To support the Cabrillo College Foundation general fund to support the greatest areas of need.
2. Cabrillo College Foundation will determine allocation of funds.

Cabrillo College Foundation Policies

Endowed funds are invested with other endowed assets and administered according to the investment and spending policies set by the Cabrillo College Foundation board of directors. The spending policy has a target total return of 7.0% representing 1.5% consumer price index, 1.5% management fee and 4.0% distribution rate calculated over a trailing 12 quarter period. The distribution will be only for endowment funds with a value of 80% or greater than the historical gift value.

The Cabrillo College Foundation meets all standards according to the Uniform Prudent Management of Institutional Funds Act (UPMIFA) governing fiduciary responsibility. The foundation complies with this responsibility by completing the following: prepares a written Statement of Investment Guidelines; develops a Spending Policy; performs due-diligence on investment option; diversifies the assets with "Prudent Experts"; evaluates plan performance to objectives; and continues to evaluate the foundation's investments through changing financial markets.

Earnings on permanently restricted and temporarily restricted assets will be temporarily restricted. Investment earnings and losses, net of investment and management fees, on permanently restricted funds are to be used for the stated intention of those permanently restricted funds.

If it is found that all or part of the income from this fund is no longer needed for the purpose stated, then such gift may be used for other purposes as determined by the Board of Directors, giving special consideration to the interest as evidenced by the criteria of the fund. A 5% gift fee is assessed on all planned gifts and gifts over \$15,000.

Donors' Review and Confirmation

I have reviewed this Memorandum of Charitable Intent (MOCI) and confirm that it reflects my wishes. I understand that I have the right to update this MOCI at any time. This MOCI does not constitute a commitment to provide for Cabrillo College Foundation in my estate plan, as my estate plan may be amended, changed, and updated at any time. The MOCI applies to any gifts we do choose to make to Cabrillo College Foundation in my estate plan.

John Smith

Date

Cabrillo College Foundation

HERITAGE CLUB

Updated 12.17.25

The Heritage Club honors those who have included a gift to Cabrillo College in their estate plans. Though Cabrillo does not have to be notified of a bequest, it is useful for planning purposes to know that a gift is anticipated. It is often helpful to discuss with donors in advance both the structuring of a gift and whether it will achieve the donors' goals. Additionally, we like to acknowledge the generosity of donors who remember Cabrillo in their wills.

Cornelia S. Ackley
 Dick and Lani Adams
 Robert Agrella
 Martha Ainsworth
Fran Anderson
 Anonymous Donors
Dr. Werner Barasch
 Tila Bañuelos
 Sharon Barrett
Greta Bell
Colleen Berlin-Timmons
 Carol F. Berman
Charles and Lil Blakely
Jack and Helen Boone
Patricia Bowden
 Janice Bremis
 Barbara Briley
 Sue Broadston
 Douglas and Leslie Brown
 Jahdo Brown
 Jess and *Laura* Brown
 Owen Brown and Mary Akin
 Stephen W. Brown
 John and Linda Burroughs
 Lynne and *John* Caldwell
Max and Marion Caldwell
Mary Frances Callantine
Al and Robert Castagnola
 Mark Chambers-Bray
 Frederick Chen, M.D.
 Ceil Cirillo
 Susan Clow
 Karen Cogswell and John Maenchen
Joan Cook
 George W. Couch III
 Kathryn Cowan and *Paul Shephard*
 Diane Craddock
 Richard and Theresa Crocker
Fern Cruz
 Mary Cunningham and Bart Kent
 Wally Dale
Betty Dalziel
James and Jean Davidson
 Marshall G. and Sabrina Delk
Darryl Dill and Marilyn Potash
 Michelle Donohue-Mendoza and Graciano Mendoza
 Nancy Drinkard
 Lee and Emily Duffus
Merritt S. Duncan
 Benjamin and Janice Dunn
 Steve Evers
 Cynthia S. T. FitzGerald
Marguerite Fling
 Peggy Flynn
 Elizabeth Foster
 Rocky and Judy Franich
 Lawrence M. Friedman and Thomas E. Ellison
 Denise Gallant and Kevin Monahan
Jim and Lynda Gentry
 Maria Gitin Torres

Jim and Dolores Graefe
Nancy Gregg
 Jane Gregorius
Angelo and Beverly Grova
 Ken Haber
Dorothy A. Hale
 Linda G. Halloran
M. C. Haman
 Brad and Teri Handzel
 Herrick and Julie Hanks
Richard and DeAnne Hart
 Paul Harvell
Harry Held
 Brian and Patti Herman
 Bette and Joseph Hirsch
Josephine Holohan
 David and Katharine Hopkins
Marilyn L. Horjes
Sheila R. Hough
 John Hurd
Harold A. Hyde
Helen Irwin
 Millard and Elizabeth Irwin
 Roger Janow
 Erik and Judy Johnson
Harland and Therese Johnson
Walter Francis Johnson
Evelyn Kaslow
 Peggy Swenson Kaysen
 Jeannette and Patricia Keesling Moretti
Ragnhild B. Kemme
 Brian King
 Richard and Diane Klein
 Leola Lapides and Bob Katz
James and Velma Leask
Robert Leet-Corday
Lionel and Catherine Lenox
Albert Leoni
 Hayley Leventhal
 Paul and *Anne* Levin
 Jocelyn Levy
Les and Jeane Ley
Norman Lezin
Martha A. Lipsanen
Bailey and Josie Little
Wm. F. and Terry Locke-Paddon
 Robert and Janet Lockwood
 Susan Lonnblad
 Nancy Loshkajian
L. Rod Lundquist
 Sandy Lydon
Richard Daggett Lynde
Emily Maloney
 Gerry Mandel
 Dave and Carol Mann
 Patrick and Jules Martin
Joseph and Jean Marvin
 Dan and Stephanie Mathews
 Glenn McConkey
 Sloan McCormick
Joseph McGarry

Fred and Linda McPherson
Louella Mehne
 Richard and Yedida Merrill
Karl and Joan Mertz
 Norah and David Miller
 Glenn and Rachelle Millhauser
 Katharine P. Minott
 Rick and Ruth Moe
 Charles Mons and Jan Ledoux
John F. Morgan
Elliott and Trudy Mozée
 Lloyd Nattkemper
Elice E. Neubauer
 Amy Newell
Garrett C. and Ruth Nichols
 Carol Moore Notaras
 Christopher Nutley
 Anne and Daniel Oliver
Dale O'Rourke
Zoe Ann Orr
Joseph Padula
Helen and Fred Palmer
Mary Ann Parker
Rena Perlino
Dorothy Perry
John and Norma Petersen
 Thomas and Deborah Peterson
 Dinah Phillips and Gail Groves
Mary Polo
 Richard and Alyce Prudden
Vera Pulido
Edward and Alpeda P. Rampone
 Mickey and Elaine Rebecchi
Rowland and Pat Rebele
 Gary Reece
Irma Rhodes
Bud and Lisa Rice
Esther L. Rice
 John A. and Mary Barrins Roberts
Bernice Robertson
Dr. J. Arthur and Iris Rodgers
 Anna Sophia Ruiz
Erica Schilling
Ben Schneider
Seeds of Tomorrow – Cat Steele
Daphne Sgarlato
Elinor and Keith Shaffer
 Madeleine Silber
 Melinda and Thomas Silverstein
Alan and Phyllis Simpkins
 Dale and Kathie Sinor
 Mr. Robert C. Slawinski
 Kirkland Smidt
 Alan J. and Barbara M. Smith
Gertrude Snibley
 Ginny Solari Mazry
Tom Sourisseau
 Alan Souza
 Rachael Spencer and Kevin Rooney
 Mr. and Mrs. Jerald Spodick
 Carl Stancil

John Stenovich
Jack and Wendy Stevens
David Stier
Robert and Frances Swenson
Marcela Tavantzis and Jesse Plasencia
Julie Thiebaut
Tibbetts Ellis Family Trust
Al and Barbara Tosta
Vermont Triebig
Margo Trombetta
Donna and Rod Trombly
Johna and Lee Vanderpool
Miguel Vasquez, M.D. and Ann Carroll, M.D.
Edith Waddell
Mary Altier Walker and John Walker
Jane Walton
Jean Walton Wolff
Jane Ward
Peter Weber and Victor Ruder
Rachel Wedeen
Alice Weisenberger
Evans Whitaker and Deborah Bronstein
Lura White
Theo Wierdsma and Julie Hamilton Wierdsma
Wm. and P. A. Winterhalder
Gladys Wishard
Georgina Wong
Abby Young
Floyd and Millie Younger
Sharon Younger
Alice Zecher

MEMORANDUM

DATE: February 3, 2026
TO: Board of Directors
FROM: Patrick Andrews
SUBJECT: Employee Handbook Update

BACKGROUND

The Cabrillo College Foundation Employee Handbook was updated in 2017. There have not been any changes to Foundation personnel policies or benefits. Foundation staff has researched other nonprofit employee handbooks and received a local nonprofit organization's handbook that was recently updated, reflecting the latest employment laws. Staff is currently revamping the employee handbook to mirror these updates. (attached separately)

The revisions reflect best practices for nonprofit employers and support consistency, transparency, and risk management. Updates are administrative and operational in nature and do not alter the Foundation's mission, governance structure, or Board authority.

SUMMARY OF KEY UPDATES

- Alignment with current federal and California employment laws.
- Updated language related to equal employment opportunity, harassment prevention, and workplace conduct.
- Clarified policies regarding dress code and appearance.
- Reorganized sections for ease of reference and improved navigation.

TIMING

January 22	Executive Committee receives first draft of Employee Handbook
February 10	Foundation Board receives draft of Employee Handbook (Consider forming an Ad Hoc Committee to review)
March 1	Final Employee Handbook review by legal counsel
April 9	Executive Committee receives final Employee Handbook for review
April 23	Executive Committee approves Employee Handbook
April 30	Foundation Board receives Employee Handbook to review
May 12	Foundation Board approves Employee Handbook

MEMORANDUM

DATE: February 3, 2026
TO: Board of Directors
FROM: Patrick Andrews
SUBJECT: 2026-27 Budget Timeline

The following is the schedule for the 2026-27 Cabrillo College Foundation budget process:

Week of January 5, 2026	Patrick Andrews begins requesting and collecting information for the 2026-27 budget
Week of January 20, 2026	Eileen Hill and Patrick Andrews to review information and determine if further information is needed
January 26, 2026	Eileen Hill and Patrick Andrews meet to compare prior year trends to 2025-26 plan
February 17, 2026	Patrick Andrews provides Eileen Hill with draft of 2026-27 Budget. Eileen Hill reviews, recommends changes and approves final 2026-27
March 26, 2026	Send recommended Budget to Finance and Investment Committee
April 2, 2026	Finance and Investment Committee reviews 2026-27 Budget and makes recommendation to Executive Committee
April 16, 2026	Send recommended Budget to Executive Committee
April 23, 2026	Executive Committee reviews 2026-27 Budget and makes recommendations to Board of Directors
May 5, 2026	Send recommended Budget to Board of Directors
May 12, 2026	Board of Directors approves 2026-27 Budget

2025-26 Cabrillo College Foundation Committee Meetings and Events

July 1, 2025 - June 30, 2026

Updated 2/3/26

<p><u>BOARD OF DIRECTORS</u> <i>Tuesdays, 12:00-2:00 pm</i></p> <p>New Member Orientation August 18, 2025 1:00 - 3:00 pm Sesnon House</p> <p>Meetings: September 9, 2025 (4:00 pm - 6:00 pm) November 11, 2025 February 10, 2026 May 12, 2026</p> <p><u>AUDIT</u> July 9, 2025 October 6, 2025 2:00 - 3:00 (zoom) November 17, 2025 1:30 - 2:00 (zoom)</p> <p><u>EXECUTIVE</u> <i>9:00-10:30 am</i> August 21, 2025 October 30, 2025 January 22, 2026 April 23, 2026</p> <p><u>FINANCE AND INVESTMENT</u> <i>9:00-10:30 am</i> August 14, 2025 October 30, 2025 January 15, 2026 April 2, 2026</p> <p><u>NOMINATING</u></p> <p><u>PRESIDENT'S CIRCLE</u> September 2, 2025 5:00 pm (kick-off party)</p> <p>October 19, 2025 (packet pick up)</p> <p>Spring, 2025 TBD 5:00 pm – 7:00 pm (wrap-up party)</p>	<p><u>FACULTY GRANTS</u> November 20, 2025 2:00 - 4:00 pm</p> <p><u>WOMEN'S EDUCATIONAL SUCCESS (WES)</u> September 19, 2025 12:00 pm – 1:00 pm (Luncheon) Samper Recital Hall</p> <p><u>SCHOLARSHIP</u> August 11, 2025 10:30am</p> <p><u>CABRILLO ADVANCEMENT PROGRAM</u> Spring 2026</p> <p><u>STUDENT VETERANS ENDOWMENT</u> August 26, 2025 3:00 pm (kick-off meeting)</p> <p>October 13, 2025 3:00 pm - 4:00 pm</p> <p>November 5, 2025 11:30 am (donor luncheon)</p> <p><u>STROKE AND DISABILITY CENTER</u> October 9, 2025 2:30 pm- 3:00 pm (Kick-off meeting #1)</p> <p>October 10, 2025 1:45 pm-2:30 pm (Kick-off meeting option #2)</p> <p>November 5, 2025 2:30 pm- 3:30 pm</p> <p><u>CABRILLO STAGE</u> October 28, 2025 (Kick-off meeting)</p>	<p><u>EXCLUSIVE EVENTS FOR PRESIDENT'S CIRCLE MEMBERS</u></p> <p>Cabrillo Stage Play and PC Reception <i>\$1,000+ Members</i> July 20, 2025 12:30 pm</p> <p>Dinner at the home of Karen Cogswell and John Maenchen <i>\$10,000+ Members</i> August 20, 2025 5:00 pm</p> <p>Lunch with Cabrillo College President <i>\$5,000 + Members</i> February 25, 2026 12:00 - 1:30 pm Sesnon House</p> <p>Tapas with Teachers <i>\$1,500+ Members</i> April 8, 2026 5:30 - 7:30 pm Horticulture Center</p> <p>Culinary Student Showcase <i>\$2,500+ Members</i> April 30, 2026 6:00 - 8:00 pm Sesnon House</p> <p>Curated Cabrillo Experience <i>\$15,000+ Members</i> Spring 2026 TBD</p> <p><i>Next fiscal year</i> Cabrillo Stage Play and PC Reception <i>\$1,000+ Members</i> July 19, 2026 12:30 pm Sesnon House</p>	<p><u>EVENT DATES</u></p> <p>Retiree Happy Hour October 14, 2025 4:00 pm – 6:00 pm Sesnon House</p> <p>Scholarship Donor Reception October 28, 2025 4:00 pm - 6:00 pm Sesnon House</p> <p>President's Holiday Party December 5, 2025 5:00 PM Sesnon House</p> <p>Faculty and Staff Grants Awards January 22, 2026 4:00 pm – 6:00 pm Sesnon House</p> <p>President's Welcome Reception February 17, 2026 5:00 - 7:00 pm Sesnon House</p> <p>Cabrillo Advancement Program (CAP) Ceremony March 10, 2026 6:00 pm Crocker Theater</p> <p>Heritage Club Lunch March 18, 2026 12:00 pm – 1:30 pm Sesnon House</p> <p>American Dream Scholarship Ceremony May 2026 TBD 4:00 - 5:00 pm</p>
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2025-26 Cabrillo College Foundation Committee Roster – Updated 1/15/2026

BOARD OF DIRECTORS

Pegi Ard
 Blanca Baltazar-Sabbah,
 VP Student Services
 Michele Bassi, President
 Claire Biancalana
 Jenn Capps, CC President
 Karen Cogswell, CFO
 Freny Cooper
 Kathryn Cowan
 Christina Cuevas, College
 Trustee
 Sesario Escoto
 Duf Fischer
 Jan Furman
 Omar Gonzalez-Benitez
 Travaris Harris, VP
 Instruction
 Diane Marvin Koenig
 Vance Landis
 Rick Li Fo Sjoie
 Keith McKenzie
 Ed Newman, Past
 President
 Erica Ow
 Cory Ray, Secretary
 Dan Rothwell, College
 Trustee
 Spenser Russell
 Ron Sekkel
 Ginny Solari Mazry
 Rachael Spencer
 Trevor Strudley
 Julie Thiebaut, Vice
 President
 Kristin Wilson, Faculty
 Representative
 Donna Ziel, College Trustee

AUDIT

Chair: Karen Semingson
 David Heald
 Spenser Russell
Staff: Eileen Hill
 Patrick Andrews

EXECUTIVE

Michele Bassi, President
 Karen Cogswell, CFO
 Ed Newman, Past
 President
 Julie Thiebaut, Vice
 President
 Jenn Capps, CC President
Staff: Eileen Hill
 Patrick Andrews

WOMEN'S EDUCATIONAL

FINANCE & INVESTMENTS

CFO: Karen Cogswell
 Pegi Ard
 Owen Brown
 Marshall Delk
 David Heald
 Gun Ruder
 Trevor Strudley
Staff: Eileen Hill
 Patrick Andrews

CABRILLO ADVANCEMENT PROGRAM (CAP)

Chair: Carrie Birkhofer
 Eva Acosta
 Rob Allen
 Enrique Buelna
 Sesario Escoto
 Omar Gonzalez-Benitez
 June Padilla Ponce
 Maria Esther Rodriguez
College Advisors:
 Liz Dominguez
 Michelle Donohue
Staff: Eileen Hill, Caitlin Bonura

FACULTY GRANTS

Owen Brown
 Les Forster
 Mary Gaukel
 Omar Gonzalez-Benitez
 Inga Gonzalez Moses
 Francisco Iñiguez
 Diane Koenig
 Vance Landis
 Rick Li Fo Sjoie
 Ana Ruiz
 David Schwartz
 Ron Sekkel
Staff: Eileen Hill, Caitlin Bonura

NOMINATING

Michele Bassi
 Claire Biancalana
 Cory Ray
 Julie Thiebaut
 Rachel Wedeen
Lead Staff: Eileen Hill

STROKE AND DISABILITY CENTER

PRESIDENT'S CIRCLE

Co-chairs:
 Rachael Spencer
 Owen Brown
 Kalena Allard
 Mike Allard
 Mary Altier Walker
 Pegi Ard
 Jim Baker
 Ed Banks
 Claire Biancalana
 Linda Burroughs
 Marilyn Calciano
 Karen Cogswell
 Freny Cooper
 Kathryn Cowan
 Michelle Donohue-Mendoza
 Lee Duffus
 Kristin Fabos
 Duf Fischer
 Paula Fischer
 Peggy Flynn
 Jan Furman
 Jackie Heald
 Kent Imai
 Mary James
 Diane Koenig
 Julie Lambert
 Vance Landis
 Patty Lezin
 Keith McKenzie
 Fred McPherson
 Annie Morhauser
 Ed Newman
 Earleen Overend
 Erica Ow
 William Ow
 Wayne Palmer
 Cam Primavera
 Karen Primavera
 Ron Sekkel
 Ginny Solari Mazry
 Julie Thiebaut
 John Walker
 Rachel Wedeen
 Theo Wierdsma
Staff: Caitlin Bonura

SCHOLARSHIP

Chair: Rachael Spencer
 Claire Biancalana
 Jess Brown
 Virginia Coe
 Karen Cogswell
 Kathryn Cowan
 Linda Downing
 Adele Miller
 Corinne Miller
 Dan Rothwell
 Julie Thiebaut
 Rachel Wedeen
 Jill Wilson
Staff: Caitlin Bonura

VETERANS COMMITTEE

Co-chairs:
 Kevin Umana
 Linda Mejia
 JuanDiego Alvarez
 Flor Chacon
 Ricardo Espinoza
 Kristin Fabos
 Les Forster
 Mary Govaars
 John Gaulty
 Rick Gubash
 Katherine Love
 Tera Martin
 Steve Schearer
 Rachael Spencer
 Chuck Woodson
 Donna Ziel
Staff: Eileen Hill, Jessie
 Palmer

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