

Cabrillo College

Foundation

Officers

President

Linda Burroughs

Vice President

Stephen Snodgrass

Secretary

Leola Lapides

Chief Financial Officer

Past President

Michael W. Machado

Community

Representatives

Alan Aman

Pegi Ard

Claire Biancalana

Carrie Birkhofer

Jess Brown

Owen Brown

Ceil Cirillo

Linda Downing

Lee Duffus

David Heald

Janet Heien

Kelly Nesheim

William Ow

June Padilla Ponce

Carlos Palacios

Carol Schmidt

College Trustee

Representatives

Margarita Carrillo

Rachael Spencer

Gary Reece

College Staff

Representatives

Laurel Jones

President

Victoria Lewis

VP Administrative Services

Kathleen Welch

VP Instruction

Dennis Bailey-Fougner

VP Student Services

Enrique Buelna

Faculty Representative

Executive Director

Melinda Silverstein

MEMORANDUM

SUPPLEMENT

DATE: November 6, 2015

TO: Alan Aman, Pegi Ard, Dennis Bailey-Fougner, Claire Biancalana, Carrie Birkhofer, Jess Brown, Owen Brown, Enrique Buelna, Margarita Carrillo, Ceil Cirillo, Linda Downing, Lee Duffus, David Heald, Janet Heien, Laurel Jones, Leola Lapides, Victoria Lewis, Michael W. Machado, Kelly Nesheim, William Ow, Carlos Palacios, June Padilla Ponce, Gary Reece, Carol Schmidt, Stephen Snodgrass, Rachael Spencer, Kathleen Welch

FROM: Linda Burroughs, Cabrillo College Foundation President

GUEST: Terri Montgomery, Vavrinek, Trine, Day, & Co., LLC
Angelo DeBernardo, Jr. and David Jacobs, The Santa Cruz Banker CPA

SUBJECT: Cabrillo College Foundation Board of Directors Meeting

Tuesday, November 10, 2015

12:00 - 2:00 pm

Seson House, Room 1804

Lunch Provided

AGENDA

| <u>Time</u> | <u>Item</u> | <u>Responsibility</u> | <u>Page</u> |
|-------------|---|-----------------------|-------------|
| 12:00 | 1. Welcome and Lunch | L. Burroughs | |
| 12:29 | 2. Public Comment Opportunity | L. Burroughs | |
| 12:30 | 3S. Check presentation by The Santa Cruz Attorney Banker CPA (ABC) by Angelo DeBernardo, Jr. and David Jacobs | M. Machado | At meeting |
| 12:31 | 3. Approve September 15, 2015 Board of Directors Meeting Minutes | L. Burroughs | |
| 12:32 | 4. Cabrillo College Report 4.1 Bond Feasibility Study Results | L. Jones | |
| 1:05 | 5. Discussion/Board Interaction | L. Burroughs | |

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www.cabrillo.edu/associations/foundation

Please remember Cabrillo College Foundation in your will

| <u>Time</u> | <u>Item</u> | <u>Responsibility</u> | <u>Page</u> |
|--------------------|--|------------------------------|------------------------|
| 1:20 | 6. Financial Statements 6.1 Accept FY 2014-15 Audit 6.2 Approve September 30, 2015 Financial Statements 6.2.1 Balance Sheet 6.2.2 Income Statement by Fund 6.2.3 Income Statement Operating Budget-to-Actual | M. Machado | |
| 1:22 | 7. Report on Ad Hoc Condensed Financial Reports | M. Machado | |
| 1:24 | 8. Review of Investments 8.1 CCF Investment Activity Report as of September 30, 2015 8.2 CCF Investment Activity Report as of October 31, 2015 | M. Machado | Provided at meeting |
| 1:25 | 9. Review Total Net Assets, Endowed Net Assets and Historical Gifts Charts as of September 30, 2015 | M. Machado | |
| 1:26 | 10. Review Contributions to Cabrillo College 2014-15 | M. Silverstein | |
| 1:27 | 11. Fundraising Totals to Date 11.1 July 1, 2015 to October 20, 2015 Outright Gifts \$ 411,179 <u>Unbooked Planned Gifts</u> \$ 426,571 Total \$ 837,270 | M. Silverstein | |
| 1:28 | 12. Report on President's Circle 12.1 President's Circle Update 12.2 President's Circle Member List 12.3 President's Circle History Report | C. Biancalana/O. Brown | |
| 1:31 | 13. Update on Faculty Innovation Grants | J. Heien | Provided at meeting |
| 1:34 | 14. Update on Women's Educational Success | P. Ard/L. Lapidés | |
| 1:37 | 15. Update on Planned Giving 15.1 New Heritage Club Brochure 15.2 Outright and Unbooked Planned Gifts | M. Silverstein | |
| 1:42 | 16. Review Quarterly Fundraising Goals | M. Silverstein | |

| Time | Item | Responsibility | Page |
|-------------|--|-----------------------|-------------|
| 1:44 | 17. Review Updated Committee Calendar and Roster | L. Burroughs | S-5 |
| 1:45 | 18. Adjournment | L. Burroughs | |

2015-16 BOARD MEETINGS

Tuesday, February 9, 2016

12:00 - 2:00 pm

Sesnon House, Room 1804

Tuesday, May 10, 2016

12:00 - 2:00 pm

Sesnon House, Room 1804

BOARD OF DIRECTORS ATTENDANCE CHART

| Board of Directors | 9/9/14 | 11/4/14 | 2/10/15 | 5/12/15 | 9/15/15 |
|---------------------------|---------------|----------------|----------------|----------------|----------------|
| Alan Aman | N/A | N/A | N/A | N/A | P |
| Pegi Ard | P | A | P | P | P |
| Dennis Bailey-Fougner | P | A | P | P | P |
| Claire Biancalana | A | A | P | P | P |
| Carrie Birkhofer | A | A | A | P | P |
| Jess Brown | A | P | P | P | P |
| Owen Brown | P | P | P | P | P |
| Enrique Buelna | P | P | P | P | P |
| Linda Burroughs | P | P | P | P | P |
| Margarita Carrillo | P | P | P | P | P |
| Ceil Cirillo | N/A | N/A | N/A | N/A | P |
| Linda Downing | A | A | A | P | A |
| Lee Duffus | P | A | P | P | A |
| David Heald | P | P | P | P | A |
| Janet Heien | P | P | P | A | A |
| Laurel Jones | P | P | P | P | P |
| Leola Lapidés | P | P | A | P | P |
| Victoria Lewis | P | P | A | P | P |
| Michael W. Machado | P | A | P | P | P |
| Kelly Nesheim | N/A | N/A | N/A | N/A | P |
| William Ow | A | P | A | P | P |
| Carlos Palacios | P | P | A | A | P |
| June Padilla Ponce | P | P | A | P | P |
| Gary Reece | P | P | A | P | P |
| Carol Schmidt | A | P | P | A | P |
| Steve Snodgrass | P | P | P | P | A |
| Rachael Spencer | P | A | P | P | P |
| Kathleen Welch | A | A | A | P | A |

P=Present, A=Absent, N/A=Not applicable as per Board meeting minutes. Please contact CCF if you believe this chart is in error
 O:\Foundation\Committees\Board of Directors\Agendas for Meetings\2015-16 Agendas\2015 11 10\Agenda and Attachments\2015 11 10
 NOT USED SUPPLEMENT BoD AGENDA.docx

UPCOMING EVENTS

President's Holiday Party
Friday, December 4, 2015
6:00 pm – 8:00 pm
Sesnon House

EXCLUSIVE EVENTS FOR PRESIDENT'S CIRCLE MEMBERS

| | |
|---|-------------------|
| Winetasting Class led by Sue Slater <i>(\$10,000+ members)</i> | Spring 2016 (TBD) |
| Lunch with Laurel <i>(\$5,000+ members)</i> | March 2016 (TBD) |
| Cabrillo Culinary Arts Winemaker's Dinner <i>(\$2,500+ members)</i> | May 2016 (TBD) |
| Party at the Home of Erik and Judy Johnson <i>(\$1,500+ members)</i> | Spring 2016 (TBD) |
| Sandy Lyndon Historical Tour <i>(\$1,000+ members)</i> | Spring 2016 (TBD) |
| Cabrillo Stage Play and Reception <i>(\$1,500+ members)</i> | July 2016 (TBD) |

Cabrillo College Foundation Committee Meetings and Events

Updated November 5, 2015

Committee meetings are held in the Sesnon House unless otherwise specified.

BOARD OF DIRECTORS

Board Meetings:

Tuesdays, 12:00-2:00 pm

Orientation for new board members:

September 15, 2015, 10:30-11:45 am,

Walking Tour for ALL board members:

September 15, 2015, 11:00-11:45 am

September 15, 2015

November 10, 2015

February 9, 2016

May 10, 2016

AUDIT

Fridays, 10:00-11:00 am

October 9, 2015

*May 25, 2016

June 10, 2016

EXECUTIVE

Thursdays, 9:00-10:00 am

August 27, 2015

October 22, 2015

January 21, 2016

April 21, 2016

FINANCE & INVESTMENTS

Thursdays, 8:30-9:30 am

August 13, 2015

October 15, 2015

January 7, 2016

March 31, 2016

AD HOC LIFE & DISABILITY

INSURANCE

TBD

AD HOC PLANNED GIVING

TBD

CABRILLO ADVANCEMENT

PROGRAM (CAP)

February 2016

May 2016

FACULTY INNOVATION GRANTS

November 20, 2015, 3:30 - 5:30 pm

NOMINATING

9:00-10:00 am:

November 17, 2015 (*Tuesday*) TBD

PRESIDENT'S CIRCLE

September 23, 2015, 5:30-7:30pm

October 21, 2015, 8:30-10:30am

SCHOLARSHIP

TBD

WOMEN'S EDUCATIONAL

SUCCESS (WES)

Annual Luncheon

September 25, 2015

EXCLUSIVE EVENTS FOR PRESIDENT'S CIRCLE MEMBERS

Exclusive Winetasting Class

led by Sue Slater

\$10,000 + Members

Spring 2016 TBD

Lunch with Laurel

\$5,000 + Members

March 2016 TBD

Winemaker's Dinner

Pino Alto Room, Sesnon House

\$2,500+ Members

May 2016 TBD

Garden Party at the home of

Erik and Judy Johnson

\$1,500 + Members

June 9, 2016

Sandy Lydon Historical Tour

\$1,000+ Members

Spring 2016 TBD

EVENT DATES

**Women's Educational Success
Luncheon**

September 25, 2015

11:30am

Horticulture Center

Heritage Club Lunch

October 6, 2015

12 pm

Sesnon House

President's Holiday Party

December 4, 2015

6 pm

Sesnon House

Faculty and Staff

Grants Reception

January 2016 TBD

Sesnon House

Cabrillo Advancement Program

(CAP) Ceremony

March 2016

American Dream

Scholarship Ceremony

May 2016

High Achiever Scholarship

Ceremony

TBD

Samper 4th Grade Experience

October 17, 2015

***Newly Added Meeting/Event Dates**

~~Cancelled Meeting/Event~~

Cabrillo College Foundation Committee Roster 2015-2016

Updated November 5, 2015

CCF BOARD OF DIRECTORS

Alan Aman
 Pegi Ard
 Dennis Bailey-Fougner, VP Student Ser.
 Claire Biancalana
 Carrie Birkhofer
 Jess Brown
 Owen Brown
 Enrique Buelna, Faculty Representative
 Linda Burroughs, CCF President
 Margarita Carrillo, College Trustee
 Ceil Cirillo
 Linda Downing
 Lee Duffus
 David Heald
 Janet Heien
 Laurel Jones, College President
 Leola Lapidés, CCF Secretary
 Victoria Lewis, VP Admin. Services
 Michael W. Machado, CCF CFO, Past Pres
 Kelly Nesheim
 William Ow
 Carlos Palacios
 June Padilla Ponce
 Gary Reece, College Trustee
 Carol Schmidt
 Stephen Snodgrass, CCF Vice President
 Rachael Spencer, College Trustee
 Kathleen Welch, Asst. Superintendent &
 VP of Instruction

AUDIT

Chair: Carrie Birkhofer
 Pegi Ard
 Blaine Brokaw
 Lee Duffus
 David Heald
 Janet Heien
 Laurel Jones
 Barbara Scherer
Lead Staff:
 Melinda Silverstein
 Nancy Machado

EXECUTIVE

Pegi Ard
 Claire Biancalana
 Jess Brown
 Owen Brown
 Linda Burroughs, CCF President
 Laurel Jones, College President
 Leola Lapidés, CCF Secretary
 Michael W. Machado, CCF Treasurer and
 Past President
 Steve Snodgrass, CCF Vice President
 Rachael Spencer
Lead Staff:
 Melinda Silverstein

FINANCE & INVESTMENTS

CFO: Michael Machado
 Pegi Ard
 John Burroughs
 Marshall Delk
 David Heald

Laurel Jones, College
 President
 Carlos Palacios
 Gun Ruder
 Bob Sheperd
 Steve Snodgrass
Lead Staff:
 Melinda Silverstein
 Nancy Machado

AD HOC LIFE & DISABILITY

Blaine Brokaw
 Michael W. Machado

AD HOC PLANNED GIVING

Chair: Rachel Wedeen
 Eileen Hamilton
 Jill Wilson
Lead Staff:
 Melinda Silverstein

CABRILLO ADVANCEMENT PROGRAM (CAP)

Chair: Carrie Birkhofer
 Dennis Bailey-Fougner
 Enrique Buelna
 Sesario Escoto
 Ramon Gomez
 Leola Lapidés
 Rachel Mayo
 June Padillo Ponce
 Pamela Santacroce
 Carol Schmidt
 Eva Acosta
College Advisors:
 Erika Zamora-Magana
 Liz Dominguez
 Michelle Donohue
Lead Staff:
 Eileen Hill
 Melinda Silverstein

FACULTY INNOVATION GRANTS

Co-Chairs:
 Janet Heien
 Dave Schwartz
 Alan Aman
 Cherie Barkey
 Kim Belliveau
 Owen Brown
 Susan Bruckner
 Ray Knapp
 June Padilla Ponce
 Gary Reece
Lead Staff:
 Eileen Hill

NOMINATING

Chair: Carlos Palacios
 Jess Brown
 Janet Heien
 Leola Lapidés
 Michael W. Machado
 Stephen Snodgrass
Lead Staff:
 Melinda Silverstein

PRESIDENT'S CIRCLE

Co-chairs:
 Claire Biancalana
 Owen Brown
 Jill Adachi
 Wayne Adachi
 Pegi Ard
 Edward K. Banks
 Jim Baker
 Pat Barton
 Mary Blanchard
 Blaine Brokaw
 Connie Brokaw
 Ted Burke
 Linda Burroughs
 Ceil Cirillo
 Diane Craddock
 Wally Dale
 Linda Downing
 Lee Duffus
 John Eiskamp
 Mahlon Foote
 Jackie Heald
 Hal Hyde
 Kent Imai
 Laurel Jones
 Keith McKenzie
 Fred McPherson
 Kelly Nesheim
 William Ow
 June Padilla Ponce
 Pam Santacroce
 Bob Shepherd
 Helen Shepherd
 Ginny Solari Mazry
 Rachael Spencer
 Rachel Wedeen
 Theo Wierdsma
Lead Staff:
 Kate Staveland

SCHOLARSHIP

Chair: Rachael Spencer
 Dennis Bailey-Fougner
 Edward K. Banks
 Diane C. Craddock
 Ofelia Garcia
 Edda W. Tusinac
College Advisors:
 Tootie Tzimal
Lead Staff:
 Eileen Hill
 Melinda Silverstein

WOMEN'S EDUCATIONAL SUCCESS (WES)

Co-chairs:
 Pegi Ard
 Leola Lapidés
 Robin Adkins
 Pat Alvarez
 Kathleen Banks
 Pat Barton
 Carrie Birkhofer
 Lindy Bixby
 Ann Bolger Peruzzi
 Rhonda Bonett
 Mary Anne Carson
 Angela Chesnut
 Elizabeth Clifton
 Kimberley Dawn
 Linda Downing
 Julie Hanks
 Diana Hayden
 Janet Heien
 Bette Hirsch
 Nancy Machado
 Carolyn Mecozzi
 Debra Menges
 Cathy Richards-Bradley
 Mary Spire
 Bunny Tavares
 Teresa Thomae
 Ronda Williams-Kniffin
WES Advisors:
 Marcy Alancraig
 Antonio Alarcon
 Jenna Becker
 Sue Bruckner
 Rosemary Brogan
 Lori Chavez
 Olga Diaz
 Mario Garcia
 Ofelia Garcia
 Irma Gil
 Caryn Hodges
 Jay Jackson
 Elissa Kurk
 Teri Martin
 Sandi Moore
 Diego Navarro
 Beth Regardz
 Ana Rodriguez
 Gabriela Rodriguez
 Sue Slater
 Nancy Spangler
WES Emeriti:
 Peggy Downes Baskin
 Rachael Spencer
Lead Staff:
 Kate Staveland