

**Cabrillo College Foundation
Executive Committee Meeting Minutes
January 21, 2016**

Present: Pegi Ard, Claire Biancalana, Jess Brown, Owen Brown, Linda Burroughs, Laurel Jones, Leola Lapidés, Michael W. Machado, Stephen Snodgrass, Rachael Spencer

Staff: Melinda Silverstein, Nancy Machado, Marina Glagolev

Call to Order - Linda Burroughs called the meeting to order at 9:03 am.

Approve Executive Committee Minutes

Motion: MSC: C. Biancalana/L. Lapidés to approve the Executive Committee Meeting minutes of October 22, 2015.

Public Comment Opportunity - There were no public comments.

Bond Update

L. Jones reported that she is following up the bond proposal polling results via personal conversations with 30 local persons of influence and has completed 27 of these conversations to date. In February 2016 four public forums will be held to discuss the bond proposal and with focus on how Cabrillo College (CC) will respond to its facilities and technology needs. L. Jones is also accepting invitations from the community to present information on this bond proposal. L. Jones shared that she would appreciate CCF Board members to be Cabrillo ambassadors and "pulse takers" in the community.

Entered Closed Session to Discuss Full-time Staff Salary Ranges at 9:12 am.

Returned to Open Session at 10:00 am.

L. Burroughs reported that in Closed Session a motion was made and passed unanimously to approve the Cabrillo College Foundation (CCF) Executive Director's recommended salary range for the four full-time positions and to retro-actively effective January 1, 2016 increase the Accounting/Human Resources Manager's salary 10% with the requirement that Nancy Machado, Accounting/Human Resources Manager, get the appropriate Human Resources certification training deemed appropriate by the Executive Director.

Financial Statements:

October 31, 2015 and November 30, 2015 Audit Financial Statements

As of November 30, 2015, the total assets were \$27M and the ending net assets were \$26M. The total revenue for all funds was \$431,925. Total expenses were \$847,375 with a net deficit for all funds of \$415,451. The total actual operating revenue was \$349,098 and expenses \$381,850. The operating surplus based on five-month actual and seven-month projected is \$10,782.

Motion: MSC: R. Spencer/P. Ard to approve the October 31, 2015 and November 30, 2015 Financial Statements.

Review of Endowed Investments

The Cabrillo College return on investments fiscal year to date as of December 31, 2015 (6 months) is -4.04%.

Net Assets and Endowment Chart

The ending net assets balance as of November 30, 2015 was \$25,918,580. The endowed net assets balance was \$22,178,228. The endowed historical gifts value was \$18,346,972.

New Condensed Financial Reporting System for Board of Directors

Executive Committee reviewed the CCF Condensed Financial Reports as of June 30, 2015. The CCF Condensed Financial Report will be provided quarterly to the Board of Directors for review at their quarterly meetings. The Board of Directors will receive the full financial report as an attachment in addition to their Board Agenda Packet should they wish to have more detailed information.

The One-Page Statement of Financial Position report was reviewed. This report will be prepared annually after the audit is accepted in November and will be presented to the Board of Directors, Executive Committee, and Finance Committee.

The full financial report and narrative will be submitted and provided at all Executive Committee and Finance Committee meetings.

2015-16 Fundraising Totals

M. Silverstein reviewed the Fundraising Dashboard and Totals and reported that from July 1, 2015 to January 11, 2016, a total of \$1,396,671 has been raised.

Environmental, Social and Governance (ESG) Investment Option

M. Machado presented an overview of the ESG Investment Option noting that Brian Sharpes will be presenting a full report on the ESG Investment Option at the CCF Board of Director's meeting on February 9, 2016. The Executive Committee reviewed the updated Statement of Investment Policy.

Motion: MSC: M. Machado/C. Biancalana to approve the following update to the CCF Statement of Investment Policy to include Environmental, Social and Governance Investment Option:

Environmental, Social, and Governance Investment Policy Statement

Cabrillo College Foundation is sensitive to providing an opportunity to donors wishing to take into consideration Environmental, Social, and Corporate Governance (ESG) issues when making investment decisions. The Cabrillo College Foundation Board continues to monitor and take into account a wide variety of information to help it determine what it considers to be socially responsible investments. In carrying out its ESG policy, the Board will continue to give specific instructions to its investment managers about investing or not investing in particular products, companies, and countries.

In accordance with this policy, the Environment, Social, and Governance Portfolio will seek to include those companies that promote environmental, social, and corporate governance concerns and will be screened based on the following:

Environmental Screens – Climate Change Responsible Disposal of Hazardous Waste, Promotion and Use of Alternative Energy, and Sustainability.

Social Screens – Promotion of Diversity, Human rights, Consumer Protection, and Animal Welfare, in addition to the exclusion of companies producing Alcohol, Nuclear Power, Firearms, Tobacco, Military Weapons, Gambling, and Adult Entertainment.

Corporate Governance Screens – Management Structure, Employee Relations, and Executive Compensation.

*Exclusionary Screen – Divestment from ownership of companies that are members of the Global Industry Classification Standard (GICS) sub-industry Coal and Consumable Fuels**

**Defined by MSCI and Standard & Poor's as companies primarily involved in the production and mining of coal, related products and other consumable fuels related to the generation of energy. Excludes companies primarily producing gases classified in the Industrial Gases sub-industry and companies primarily mining for metallurgical (coking) coal used for steel production.*

President's Circle

President's Circle co-chairs C. Biancalana and O. Brown reported \$272,661 has been raised towards the goal of \$317,000. To date 180 members have joined including 18 new members.

Review of Articles of Incorporation

M. Silverstein shared that CCF review's its Articles of Incorporation every three years and that on December 8, 2015 document was reviewed by attorney Patrick Wilson who recommend that no changes be made at this time.

Informational Items

Budget Timeline – No changes were requested by the committee.

990 Timeline - No changes were requested by the committee.

Committee Calendar and Roster - No additions or corrections were requested by the committee.

Adjournment

The meeting was adjourned at 10:18 am.

Respectfully submitted,



Melinda Silverstein
Executive Director

Executive Committee 2015-16 Attendance Chart

Executive Committee Members	8/27/15	10/22/15	1/21/16	4/21/16
Pegi Ard	P	P	P	
Claire Biancalana	A	P	P	
Jess Brown	A	A	P	
Owen Brown	P	P	P	
Linda Burroughs	P	P	P	
Laurel Jones	P	P	P	
Leola Lapidés	P	P	P	
Mike Machado	P	P	P	
Steve Snodgrass	A	A	P	
Rachael Spencer	P	A	P	

P=Present A=Absent N/A=Not applicable, not on committee at that time

Attendance is based on the Executive Committee meeting minutes. Please call the Cabrillo College Foundation office if you believe this chart is in error.