

**Cabrillo College Foundation
Executive Committee Meeting Minutes
January 19, 2017**

Present: Pegi Ard, Claire Biancalana, Jess Brown, Owen Brown, William Ow, Steve Snodgrass, Rachael Spencer

Absent: Alan Aman, Linda Burroughs, David Heald, Laurel Jones, Leola Lapidés

Staff: Eileen Hill, Nancy Machado

Call to Order – S. Snodgrass called the meeting to order at 9:08 a.m.

Approval of Agenda

Motion: MSC: C. Biancalana/W. Ow. The committee voted unanimously to approve the Executive Committee agenda.

Public Comment Opportunity

There were no members of the public in attendance.

Approve Executive Committee Minutes

Motion: MSC: P. Ard/C. Biancalana. Pegi Ard, Claire Biancalana, Jess Brown, Owen Brown and William Ow voted to approve the Executive Committee Minutes of October 20, 2016. Rachael Spencer and Steve Snodgrass abstained. (Alan Aman, Linda Burroughs, David Heald, Laurel Jones and Leola Lapidés were absent).

Cabrillo College Report

E. Hill reported that the Faculty and Staff Grants Reception will take place this evening in Sesnon House. Participants include grant recipients and grant selection committees as well as Cabrillo College faculty who can receive Flex Week credit for attending the event. Enrollment at Cabrillo is essentially flat, but still down from previous years. Claire described this as being a trend across the state due to new regulations on registration requirements and emphasis on pathways to completion. As courses adjust, enrollment should increase.

Approve Financial Statements

The Finance Committee reviewed the November 30, 2016 Financial Statements. As of November 30, 2016 the total assets were \$29.5M and the ending net assets were \$28M. The total revenue for unrestricted, non-endowed and endowed funds was \$2.1M. Total expenses were \$1.3M with a net surplus for all funds of \$715,432. The total operating revenue was \$316K and expenses \$417K. The operating deficit was \$101K.

Motion: MSC: P. Ard/O. Brown. The committee voted unanimously to approve the November 30, 2016 Financial Statements.

Investment Activity review

The Cabrillo College Foundation Traditional Endowment pool return on investments update fiscal year to date as of December 31, 2016 (6 months) is as follows:

- Actual Return: 6.69%
- Benchmark Return 6.62%
- Difference .07%

The CCF return on investments for the UBS ESG Endowment pool return on investments fiscal year to date as of December 31, 2016 (6 months) is as follows:

- Actual Return: 2.50%
- Benchmark Return 2.46%
- Difference .04%

Net Assets, Endowed Net Assets and Historical Gifts Chart

The ending net assets balance as of November 30, 2016 was \$28,140,152. The highest net assets level was \$28,250,584 as of September 30, 2016. The endowed net assets balance was \$24,360,746, the highest net assets balance reported. The endowed historical gifts value was \$20,323,345, the highest reported by the Cabrillo College Foundation.

CalPERS Compliance

CalPERS requires Executive Committee approval of salary schedules (see pages 4-5).

Motion: MSC: J. Brown/R. Spencer. The committee voted unanimously to approve the 2012/13 to 2016/17 Cabrillo College Foundation salary schedules to comply with CalPERS regulations.

Insurance RFP Update

The Finance Committee requested the Foundation send an RFP for insurance coverage. The Foundation's current policies will expire March 5, 2017. Jess Brown, Pegi Ard, and Gun Ruder will be serving as our Ad-Hoc Insurance Committee and will review proposals and recommend a broker to the Board of Directors on February 14th.

President's Circle

President's Circle has raised \$275,333 as of January 9, 2017. Committee co-chair, Claire Biancalana reported that 177 members have joined and 15 are new members.

Fundraising Report

Eileen Hill reported \$1,950,369 raised as of December 31, 2016. The Foundation is working on a collaborative opportunity with other non-profits to support girls in Pajaro through a grant process with the Community Foundation. A Grove Foundation proposal for \$110,000 was recently submitted and we have several new donors establishing new scholarships. The Samper 4th Grade Experience will be held on March 3, 2017, and we will have 3,000 local 4th graders on campus.

Informational Items

Review of Budget Timeline
 Review of 990 Timeline
 Committee Calendar & Roster

Adjournment

The meeting was adjourned at 10:08 a.m.

Respectfully submitted,
 Eileen Hill, Executive Director

Meeting follow-up items:

1. Hurd Tribute Funds – provide background at next meeting
2. ESG and Traditional Pool asset allocation
 - a. The portfolios are treated separately but the spending policy is the same for both. UBS is aiming for the same asset allocation for both, but we will have differences mainly due to the limited alternative options in the ESG portfolio.

Next Meeting:
Thursday, April 20, 2017
 9:00 – 10:00 am
 Sesnon House, Room 1824

Executive Committee 2016-17 Attendance Chart

Executive Committee Members	3/8/16 Special	4/21/16	7/20/16	8/25/16	10/20/16	1/19/17
Alan Aman	N/a	N/A	A	P	P	A
Pegi Ard	A	P	P	P	P	P
Claire Biancalana	P	A	A	P	P	P
Jess Brown	A	A	A	A	P	P
Owen Brown	A	P	P	P	P	P
Linda Burroughs	P	P	P	A	P	A
David Heald	N/A	N/A	P	A	A	A
Laurel Jones	P	P	P	A	P	A
Leola Lapidés	P	P	P	P	A	A
William Ow	N/A	N/A	A	P	P	P
Steve Snodgrass	P	A	P	P	A	P
Rachael Spencer	P	P	A	A	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.

Cabrillo College Foundation
Salary Schedules 2016/17
effective 7/1/16

2016/17 Administrative Salary Schedule (Annual/Monthly)							
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Executive Director	\$ 137,500.00	\$ 143,837.00	\$ 150,466.00	\$ 157,400.00	\$ 164,654.00	\$ 172,242.00	\$ 180,180.00
	\$ 11,458.33	\$ 11,986.42	\$ 12,538.83	\$ 13,116.67	\$ 13,721.17	\$ 14,353.50	\$ 15,015.00
Associate Director	\$ 87,807.96	\$ 92,198.35	\$ 96,808.27	\$ 101,648.69	\$ 106,731.12	\$ 112,067.68	\$ 117,671.06
	\$ 7,317.33	\$ 7,683.20	\$ 8,067.36	\$ 8,470.72	\$ 8,894.26	\$ 9,338.97	\$ 9,805.92
Accounting and Human Resource Manager	\$ 60,060.07	\$ 63,063.07	\$ 66,216.23	\$ 69,527.04	\$ 73,003.39	\$ 76,653.56	\$ 80,486.24
	\$ 5,005.01	\$ 5,255.26	\$ 5,518.02	\$ 5,793.92	\$ 6,083.62	\$ 6,387.80	\$ 6,707.19
Development Officer II Operations & Communications Director	\$ 56,235.83	\$ 59,047.62	\$ 62,000.00	\$ 65,100.00	\$ 68,355.00	\$ 71,772.75	\$ 75,361.39
	\$ 4,686.32	\$ 4,920.63	\$ 5,166.67	\$ 5,425.00	\$ 5,696.25	\$ 5,981.06	\$ 6,280.12
Development Officer I	\$ 51,050.11	\$ 53,602.61	\$ 56,282.74	\$ 59,096.88	\$ 62,051.72	\$ 65,154.31	\$ 68,412.03
	\$ 4,254.18	\$ 4,466.88	\$ 4,690.23	\$ 4,924.74	\$ 5,170.98	\$ 5,429.53	\$ 5,701.00
2016/17 Clerical Salary Schedule (Monthly/Hourly)							
Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Events Coordinator/Executive Assistant	\$ 3,714.42	\$ 3,900.14	\$ 4,095.15	\$ 4,299.91	\$ 4,514.90	\$ 4,740.65	\$ 4,977.68
	\$ 21.60	\$ 22.68	\$ 23.81	\$ 25.00	\$ 26.25	\$ 27.56	\$ 28.94
Annual Fund Coordinator	\$ 3,370.45	\$ 3,538.97	\$ 3,715.92	\$ 3,901.71	\$ 4,096.80	\$ 4,301.64	\$ 4,516.72
	\$ 19.60	\$ 20.58	\$ 21.60	\$ 22.68	\$ 23.82	\$ 25.01	\$ 26.26
Administrative Coordinator	\$ 2,823.68	\$ 2,964.86	\$ 3,113.11	\$ 3,268.76	\$ 3,432.20	\$ 3,603.81	\$ 3,784.00
	\$ 16.42	\$ 17.24	\$ 18.10	\$ 19.00	\$ 19.95	\$ 20.95	\$ 22.00
Accounting & Human Resources Specialist	\$ 2,772.34	\$ 2,910.96	\$ 3,056.50	\$ 3,209.33	\$ 3,369.80	\$ 3,538.29	\$ 3,715.20
	\$ 16.12	\$ 16.92	\$ 17.77	\$ 18.66	\$ 19.59	\$ 20.57	\$ 21.60
CAP Coordinator/Advisor Foundation Assistant	\$ 2,652.15	\$ 2,784.76	\$ 2,924.00	\$ 3,070.20	\$ 3,223.71	\$ 3,384.90	\$ 3,554.14
	\$ 15.42	\$ 16.19	\$ 17.00	\$ 17.85	\$ 18.74	\$ 19.68	\$ 20.66
Annual Fund Clerk	\$ 2,237.12	\$ 2,348.98	\$ 2,466.43	\$ 2,589.75	\$ 2,719.24	\$ 2,855.20	\$ 2,997.96
	\$ 13.01	\$ 13.66	\$ 14.34	\$ 15.06	\$ 15.81	\$ 16.60	\$ 17.43
Annual Fund Callers (Minimum Wage Seasonal Position)	\$ 1,806.00						\$ 1,806.00
	\$ 10.50						\$ 10.50

Revised 12/6/16
Executive Committee approved January 19, 2017

Cabrillo College Foundation
Salary Schedules 2012-13 through 2015-16

2012-13		
Position	Annual	Monthly
Executive Director	\$103,168 to \$145,167	\$8,597.33 to \$12,097.25
Associate Director	\$60,320 to \$84,876	\$5,026.67 to \$7,073.00
Foundation Program Associate	\$47,263 to \$66,336	\$3,938.58 to \$5,278.02
Development Officer I	\$47,263 to \$66,336	\$3,938.58 to \$5,278.02
Accounting Manager	\$41,250 to \$58,043	\$3,437.50 to \$4,836.91
Executive Assistant	\$32,320 to \$43,313	\$2,693.33 to \$3,609.38

2013-14		
Position	Annual	Monthly
Executive Director	\$106,975 to \$150,523	\$8,914.58 to \$12,543.58
Associate Director	\$62,546 to \$88,008	\$5,212.17 to \$7,334.00
Foundation Program Associate	\$49,007 to \$68,957	\$4,083.92 to \$5,746.42
Development Officer I	\$49,007 to \$68,957	\$4,083.92 to \$5,746.42
Accounting Manager	\$42,780 to \$60,196	\$3,565.00 to \$5,016.33
Executive Assistant	\$33,519 to \$44,919	\$2,793.25 to \$3,743.25
Accounting Specialist	\$33,519 to \$44,919	\$2,793.25 to \$3,743.25

2014-15		
Position	Annual	Monthly
Executive Director	\$118,272 to \$165,000	\$9,856.00 to \$13,750.00
Associate Director	\$76,025 to \$106,975	\$6,335.42 to \$8,914.58
Development Officer I	\$49,026 to \$68,986	\$4,085.50 to \$5,748.83
Foundation Program Associate	\$49,026 to \$68,986	\$4,085.50 to \$5,748.83
Accounting Manager	\$42,780 to \$60,196	\$3,565.00 to \$5,016.33
Executive Assistant	\$33,519 to \$44,582	\$2,793.25 to \$3,715.20
Accounting Specialist	\$33,519 to \$44,582	\$2,793.25 to \$3,715.20
Development Assistant	\$25,013 to \$33,519	\$2,084.42 to \$2,793.25

2015-16		
Position	Annual	Monthly
Executive Director	\$125,401 to \$171,600	\$10,450 to \$14,300.00
Associate Director	\$76,025 to \$106,975	\$6,335.42 to \$8,914.58
Development Officer I	\$49,026 to \$68,986	\$4,083.92 to \$5,748.33
Foundation Program Associate	\$49,026 to \$68,986	\$4,083.92 to \$5,748.33
Accounting Manager	\$45,261 to \$61,147	\$3,771.77 to \$5,896.67
Executive Assistant	\$34,049 to \$45,629	\$2,837.38 to \$3,802.42
Accounting Specialist	\$34,049 to \$45,629	\$2,837.38 to \$3,802.42
Development Assistant	\$33,959 to \$34,328	\$2,829.92 to \$2,860.67

Revised 1/13/17

Executive Committee approved January 19, 2017