

CABRILLO COLLEGE FOUNDATION  
BOARD OF DIRECTORS MEETING  
Minutes of February 14, 2017

Directors Present: Alan Aman, Pegi Ard, Claire Biancalana, Jess Brown, Owen Brown, Enrique Buelna, Linda Burroughs, Linda Downing, Lee Duffus, David Heald, Laurel Jones, Leola Lapidés, Victoria Lewis, Kelly Nesheim, William Ow, Carlos Palacios, Patty Quillin, Gary Reece, Maria Esther Rodriguez, Gun Ruder, Stephen Snodgrass and Kathleen Welch

Directors Absent: Carsbia Anderson, Jr., Carrie Birkhofer, Ceil Cirillo, June Padilla Ponce, Rachael Spencer

Guests Present: Nancy Brown, Cabrillo College Philosophy Instructor, and Ethics Bowl Team  
Nancy Phillips, Reading Department Chair  
Bridgete Clark, Director Dental Hygiene  
Michelle Donohue, Dean of Student Services

Staff Present: Eileen Hill, Nancy Machado, Caitlin Bonura, Lori Hood

Call to Order

S. Snodgrass called the meeting to order at 12:10 pm.

Approval of Agenda

Motion: MSC: L. Lapidés/C. Biancalana. The committee voted unanimously to approve the Board agenda.

Approve Board Meeting Minutes

Motion: MSC: G. Reece/O. Brown.

The following Board Members voted to approve the minutes of November 1, 2016:  
Pegi Ard, Claire Biancalana, Owen Brown, Linda Burroughs, Linda Downing, Laurel Jones, Kelly Nesheim, Patty Quillin, Gary Reece, Maria Esther Rodriguez, Gun Ruder, Stephen Snodgrass and Kathleen Welch.

The following Board Members abstained:

Jess Brown, Enrique Buelna, Lee Duffus, David Heald, Leola Lapidés, Victoria Lewis and Carlos Palacios and William Ow.

The following Board Members were absent:

Alan Aman, Carsbia Anderson, Carrie Birkhofer, Ceil Cirillo, June Padilla Ponce and Rachael Spencer.

### Public Comment Opportunity

There were no members of the public in attendance.

### Special Presentations

Nancy Brown, Philosophy Instructor, gave an overview of the Ethics Bowl competition and reported that Cabrillo's team was the first in the competition's 21-year history to win the regional Competition against four-year colleges and universities from California, Utah and Arizona. Two team members spoke about the experience and their overall positive experiences as students of Cabrillo College.

Two recipients of faculty grants provided through the Foundation spoke about their projects and how they help students. Nancy Phillips, Reading Department Chair, described the HUB, which is a tutoring center for Cabrillo students. One of the student tutors from the HUB spoke of her positive experience being tutored which inspired her to become a tutor. Bridgete Clark, Director of Dental Hygiene, introduced the Conduction Local Anesthesia Model she purchased with grant funds. A Dental Hygiene student described how valuable this tool is to practice giving anesthesia shots.

### Reports

Cabrillo President L. Jones **gave an overview of Cabrillo's current focus on its next strategic plan and updated mission statement.** Community Forums are being held in different locations throughout Santa Cruz County to obtain feedback on the **community's perspective of Cabrillo.** The Board will have its own Community Forum on March 27<sup>th</sup>, 8:00 - 9:30 am at the Sesnon House. A summary report will be presented once all of the Community Forums have been completed.

Vice President of Instruction, K. Welch gave an overview of instructional highlights. She reported on an application for an Innovation Grant to develop a pathway for high school students to take prerequisite courses for the nursing program at Cabrillo so that they are able to enter the program right out of high school. She went on to describe several other grant-funded programs in place and new initiatives in the works.

Executive Director E. Hill reported that the Foundation Executive and Finance Committees have been working on CalPERS compliance and updating insurance services. She gave an overview of fundraising including new scholarships and a potential collaborative opportunity with other non-profits to support girls in Pajaro through a grant process with the Community Foundation. She also reported that the Foundation has been issuing a monthly E-newsletter and working on a new website. She introduced new team members Caitlin Bonura, Development Officer, and Lori Hood, Events Coordinator/Executive Assistant.

### Approve Financial Statements

As of November 30, 2016, the total assets were \$29.5M and the ending net assets were \$28.1M. The revenue for unrestricted, non-endowed and endowed funds was \$2.1M in total. Total expenses were \$1.3M with a net surplus for all funds of \$715K. The total operating revenue was \$316,000 and expenses \$417,000. The operating deficit was \$101,000.

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

### 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 by the Cabrillo College Foundation. The endowed historical gifts value was \$20,323,345, the highest reported by the Cabrillo College Foundation.

### 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. The Ad-Hoc Insurance Committee has received and will review two proposals submitted through the RFP process.

Motion: MSC: L. Lapidés/O. Brown. The committee voted unanimously to give the Ad-Hoc Insurance Committee the authority to select the insurance broker upon clarification of proposals.

### 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%

### Fundraising Report

E. Hill reported the fundraising total from July 1, 2016 to December 31, 2016:

Outright gifts:	\$ 1,395,216
Unbooked Revocable Planned Gifts:	\$ <u>750,000</u>
Total:	\$ 2,145,216

E. Hill reported that the Foundation is on track to meet the goal of \$3M.

**President's Circle**

C. Biancalana reported the **President's Circle** campaign has raised \$309,053 towards the \$318,000 goal as of February 13, 2017. Claire reported that 199 members have joined and 17 are new members. Claire reported we received our first \$15,000 donation from Patti Quillin and Reed Hastings.

**Cabrillo Advanced Program (CAP) Update**

L. Lapidés described the CAP program as a scholarship and support program designed to increase the academic success of high risk, low income students and support their preparation for attending college. A solicitation has been sent to help reach the remaining budget goal of \$15,565. The CAP Ceremony for incoming 6<sup>th</sup> graders and graduating seniors will be on March 7, 2017 at 6:00 pm, Crocker Theater.

**Upcoming Deadlines and Dates**

S. Snodgrass reviewed the Budget Timeline, 990 Timeline, and Committee Calendar and Roster.

**Adjournment**

The meeting was adjourned at 1:22 PM.

BOARD OF DIRECTORS ATTENDANCE CHART

Board of Directors	11/10/15	2/9/16	5/10/16	9/13/16	11/1/16	2/14/17
Alan Aman	A	P	A	P	P	P
Carsbia Anderson, Jr.	N/A	N/A	N/A	P	P	A
Pegi Ard	P	P	A	A	P	P
Claire Biancalana	P	P	P	A	P	P
Carrie Birkhofer	P	P	P	P	P	A
Jess Brown	P	P	P	P	A	P
Owen Brown	P	P	P	P	P	P
Enrique Buelna	P	P	P	P	A	P
Linda Burroughs	P	P	P	A	P	P
Ceil Cirillo	A	P	P	A	P	A
Linda Downing	P	P	A	P	P	P
Lee Duffus	A	P	P	A	A	P
David Heald	A	P	P	A	A	P
Laurel Jones	P	P	P	P	P	P
Leola Lapidés	P	P	P	P	A	P
Victoria Lewis	A	A	P	P	A	P
Kelly Nesheim	P	P	P	P	P	P
William Ow	A	P	P	P	A	P

Carlos Palacios	P	A	A	A	A	P
June Padilla Ponce	A	A	P	P	P	A
Patty Quillin	N/A	N/A	N/A	A	P	P
Gary Reece	P	A	A	P	P	P
Maria Esther Rodriguez	N/A	N/A	N/A	P	P	P
Gun Ruder	N/A	N/A	N/A	P	P	P
Steve Snodgrass	A	P	P	P	P	P
Rachael Spencer	P	A	P	A	P	A
Kathleen Welch	P	P	P	P	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.*

2016-17 BOARD MEETINGS

*Tuesdays, 12:00 PM – 2:00 PM - Sesnon House unless otherwise noted*

May 9, 2017  
 (Watsonville Center)