

CABRILLO COLLEGE FOUNDATION
BOARD OF DIRECTORS MEETING
Minutes of May 9, 2017

Directors Present: Alan Aman, Claire Biancalana, Carrie Birkhofer, Jess Brown, Owen Brown, Enrique Buelna, Ceil Cirillo, Lee Duffus, David Heald, Laurel Jones, Leola Lapedes, Victoria Lewis, William Ow, Gary Reece, Maria Esther Rodriguez, Gun Ruder, Stephen Snodgrass, Rachael Spencer and Kathleen Welch

Directors Absent: Pegi Ard, Linda Burroughs, Linda Downing, Kelly Nesheim, Carlos Palacios, June Padilla Ponce, Patty Quillin

Guests Present: Brian Sharpes, UBS Financial Services
Chuck Mornard, Construction and Energy Management Chair
Isabel O'Connor, Dean of Human Arts and Social Sciences
Marcy Alan Craig, English Instructor
Rachel Mayo, Dean of Education Centers

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

Call to Order

S. Snodgrass called the meeting to order at 12:22 pm.

Approval of Agenda

Motion: MSC: L. Lapedes/R. Spencer. The committee voted unanimously to approve the Board agenda.

Approve Board Meeting Minutes

Motion: MSC: O. Brown/M. Rodriguez.

The following Board Members voted to approve the minutes of February 14, 2017:

Alan Aman, Claire Biancalana, Jess Brown, Owen Brown, Lee Duffus, David Heald, Leola Lapedes, William Ow, Gary Reece, Maria Esther Rodriguez, Gun Ruder and Stephen Snodgrass

The following Board Members abstained:

Carrie Birkhofer, Ceil Cirillo, Rachael Spencer

The following Board Members were late:

Enrique Buelna, Laurel Jones, Victoria Lewis and Kathleen Welch

The following Board Members were absent:

Pegi Ard, Linda Burroughs, Linda Downing, Kelly Nesheim, Carlos Palacios, June Padilla Ponce and Patty Quillin

Public Comment Opportunity

There were no members of the public in attendance.

Special Presentations

Rachel Mayo, Dean of Education Centers, gave an overview of the Watsonville Center. Building A was built in 2001 and the two newer buildings, C & D of the Solari Green Technology Center, opened in 2012. She spoke about the funding and how the Cabrillo College Foundation raised \$1.2 million in 2001 for equipment and furnishings and \$600K in 2008 for a program endowment. She spoke about the importance of the center in the community, ensuring access to higher education for the underrepresented population in Watsonville. Two Watsonville Center students and tutors, Ariel and Christina described their positive experience at the campus.

Chuck Mornard, Construction and Energy Management Chair gave an overview of the CEM program at the Watsonville Center. He described the different degrees and certifications available to students in the program and the professions they can pursue upon completion. He explained that the Solari Green Technology Center is a LEED certified building and built as a “teaching building”. He noted that many LEED features are exposed to showcase how sustainable building works.

Marcy Alanraig, English Instructor, and Isabel O’Connor, Dean of Human Arts and Social Sciences, spoke about the Guided Pathways model. Cabrillo College was selected to be 1 of 20 California Community Colleges to participate in the Guided Pathways model which is a structure that guides a student through college with a specific pathway of prescribed classes that results in a faster completion of a degree, transfer to a university, or certificate in a career technical education program. Guided Pathways will involve restructuring the class sequencing, class availability, and role of the counselor.

Honor Retiring Board Members

S. Snodgrass recognized and presented Certificates of Appreciation to Jess Brown, and in absentia Pegi Ard.

President’s Report

Cabrillo President L. Jones gave a summary of the Community Forum Report Out which was a summary of the results of the six Forums held throughout Santa Cruz County. She reported that once the top comments were aggregated, there were five basic things most frequently mentioned that Cabrillo is doing well: Quality of Instruction, Student Support Services, Community/Culture/Performing Arts/Career Technical Education and Success in Transfer to 4-Year Institutions. The things that came up that Cabrillo could improve are: Community Outreach, Professional Development, Academics, Student Experience CTE/Skill Building and Staff. A link to the results can be found here: <http://cabrillocforums.com>

Executive Director Report

E. Hill reported that the Foundation has raised \$3,033,665 towards the \$3M annual goal! The **President's Circle Campaign has surpassed its goal with \$331,158 raised. The 2017 WES campaign** has launched. Website reconstruction is a Foundation goal for the upcoming year. The goal is to make the website mobile friendly, ADA compliant, and improve ease of online giving. The American Dream Scholarship Ceremony is coming upon June 1st, 2017.

Approve Financial Statements

As of February 28, 2017, the total assets were \$30.8M and the ending net assets were \$29.8M. The revenue for unrestricted, non-endowed and endowed funds was \$4.4M in total. Total expenses were \$2.0M with a net surplus for all funds of \$2.4M. The total operating revenue was \$671,000 and expenses \$630,000. The operating surplus was \$41,213.

Motion: MSC: R. Spencer/C. Biancalana. The committee voted unanimously to approve the February 28, 2017 Financial Statements.

Approve 2017-18 Operating Budget

A. Aman presented and reviewed the 2017-18 Foundation Operational Budget.

Motion: MSC: C. Biancalana/C. Birkhofer. The committee voted unanimously to approve the \$981,423 2017-18 Operating Budget.

Fundraising Goal

E.Hill reported that the Foundation has a fundraising goal of \$3M for outright and unbooked planned gifts for 2017-18.

Motion: MSC: C. Cirillo/G. Reece. The committee voted unanimously to approve the 2017-18 Fundraising Goal of \$3M for outright and unbooked planned gifts.

Review Nominations Committee Recommendations

The Nominating Committee met on March 1, 2017 to discuss prospective Board members, officers, and Audit Committee members. The goal was to add three to five new members to the Board. The **following update shows the Committee's recommendations.**

- New Board Members: Charles Montoya, Kate Terrell and Amy Newell
- New Officers: President: Leola Lapidés
Vice President: William Ow
Treasurer: Alan Aman
Secretary: Owen Brown
Assistant Secretary: Laurel Jones
Assistant Treasurer: Victoria Lewis
Past President: Steve Snodgrass

- College Representatives: President: Laurel Jones
VP Student Services (to be hired)
VP Administrative Services: Victoria Lewis
VP Instruction: Kathleen Welch
Faculty: Enrique Buelna
Trustee: Rachael Spencer
Trustee: Gary Reece
Trustee: Donna Ziel
- Audit Committee Members: Lee Duffus (Chair), Pegi Ard, Carrie Birkhofer, David Heald, Laurel Jones, Barbara Scherer, Norm Schwartz, Karen Semington

Motion: MSC: R. Spencer /C. Cirillo. The committee voted unanimously to approve the 2017-18 new Board Members, Officers, College Representatives and Audit Committee Members.

Form 990

A. Aman presented the CCF 2015 Form 990.

Motion: MSC: C. Cirillo /G. Reece to approve the 2015 Form 990 as presented.

Net Assets, Endowed Net Assets and Historical Gifts Chart

The ending net assets balance as of February 28, 2017 was \$29,780,323. The highest net assets level was \$29,780,323 as of February 28, 2017. The endowed net assets balance was \$25,681,968, the highest net assets balance reported by the Cabrillo College Foundation. The endowed historical gifts value was \$20,577,639, the highest reported by the Cabrillo College Foundation.

Review of CCF Investments

The Foundation's investment consultant, Brian Sharpes of UBS, presented the latest market picture.

Brian Sharpes reported that the stock market continues to accelerate and he predicts that the bull market will continue in the near term. Although the Cabrillo College Foundation has a more conservative asset allocation, the actual investment returns for 1 year, 3 years, 5 years and 10 years was very similar to the investment returns reported in the NACUBO Study compared to Cal State Universities, Colleges less than \$25M, and Colleges more than \$25M.

The Cabrillo College Foundation Traditional Endowment pool return on investments update fiscal year to date as of March 31, 2017 (9 months) is as follows:

- Actual Return: 11.54%
- Benchmark Return 11.25%
- Difference 0.29%

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

- Actual Return: 6.23%
- Benchmark Return 6.92%
- Difference - 0.69%

President's Circle

President's Circle has raised \$331,158 as of May 2, 2017. Committee Co-chair, Claire Biancalana reported that 214 members have joined and 19 are new members. There is a 93% retention rate of past PC donors. Ceil Cirillo has agreed to be Co-chair for 2017-18 along with Mahlon Foote.

Cabrillo Advanced Program (CAP) Update

C. Birkhofer 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. The CAP Ceremony for incoming 6th graders and graduating seniors was on March 7, 2017 at Crocker Theater. There will be a CAP Summer Institute June 12-June15. A total of \$66,220 has been raised for CAP, reaching the annual budget goal.

2017 Women's Educational Success (WES)

L. Lapidés reported that Mary Anne Carson and Carolyn Mecozzi are co-chairs for the 2017 WES Campaign. Four new members have joined: Cathy Conway, Janet Krassow, Amy Newell and Donna Ziel. The WES Luncheon is on September 15, 2017 and \$15,500 has been raised towards the \$21,000 goal to cover expenses. This year, \$68,000 will be given to women in need at Cabrillo – the most WES has ever awarded.

Scholarship Program

R. Spencer spoke about the financial obstacles for Cabrillo students (rising text book prices, high cost of living in Santa Cruz County, etc.). She reported that 1,117 scholarships were awarded this year and a total of \$870,764 was distributed to deserving students to help alleviate the financial burden helping students reach their educational goals. Six new scholarship funds have been established with various donors.

Presentation to S. Snodgrass

E. Hill recognized and thanked Steve Snodgrass for serving as CCF Board President.

Committee Calendar & Roster

Adjournment

The meeting was adjourned at 1:58 pm

Respectfully submitted,
Eileen Hill, Executive Director

Adjournment

The meeting was adjourned at 1:58 PM.

BOARD OF DIRECTORS ATTENDANCE CHART

Board of Directors	2/9/16	5/10/16	9/13/16	11/1/16	2/14/17	5/9/17
Alan Aman	P	A	P	P	P	P
Pegi Ard	P	A	A	P	P	A
Claire Biancalana	P	P	A	P	P	P
Carrie Birkhofer	P	P	P	P	A	P
Jess Brown	P	P	P	A	P	P
Owen Brown	P	P	P	P	P	P
Enrique Buelna	P	P	P	A	P	P
Linda Burroughs	P	P	A	P	P	A
Ceil Cirillo	P	P	A	P	A	P
Linda Downing	P	A	P	P	P	A
Lee Duffus	P	P	A	A	P	P
David Heald	P	P	A	A	P	P
Laurel Jones	P	P	P	P	P	P
Leola Lapidés	P	P	P	A	P	P
Victoria Lewis	A	P	P	A	P	P
Kelly Nesheim	P	P	P	P	P	A
William Ow	P	P	P	A	P	P
Carlos Palacios	A	A	A	A	P	A
June Padilla Ponce	A	P	P	P	A	A
Patty Quillin	N/A	N/A	A	P	P	A
Gary Reece	A	A	P	P	P	P
Maria Esther Rodriguez	N/A	N/A	P	P	P	P
Gun Ruder	N/A	N/A	P	P	P	P
Steve Snodgrass	P	P	P	P	P	P
Rachael Spencer	A	P	A	P	A	P
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.

2017-18 BOARD MEETINGS

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

September 12, 2017

November 14, 2017

February 13, 2018

May 8, 2018 (Watsonville Center)