

MEMORANDUM

DATE: October 31, 2013

TO: Pegi Ard, Dennis Bailey-Fougner, Ed Banks, Blaine Brokaw, Jess Brown, Margarita Cortez, Linda Downing, Lee Duffus, Consuelo España, Greg Evans, Ramon Gomez, Ken Haber, Janet Heien, Laurel Jones, Leola Lapidés, Victoria Lewis, Michael W. Machado, William Ow, Carlos Palacios, Jean Tschohl Quinn, Gary Reece, Pamela Santacroce, Carol Schmidt, Stephen Snodgrass, Rachel Wedeen, and Kathleen Welch

FROM: Carrie Birkhofer, President

GUESTS: Jo-Ann Panzardi, Engineering Department Chair & Instructor
Girls in Engineering Teaching Assistants: Shae Conner, Sarah Kalman and Rhoxanne Morris
Terri Montgomery, Vavrinek, Trine, Day & Co., LLP

SUBJECT: **Cabrillo College Foundation Board Meeting**
Tuesday, November 12, 2013
12:00 - 2:00 p.m.
Sesnon House, Room 1804
Lunch Provided

AGENDA

<u>Time</u>	<u>Item</u>	<u>Responsibility</u>	<u>Pages</u>
12:00	1. Lunch and welcome	C. Birkhofer	
12:25	2. Cabrillo College Report	L. Jones	1-3
12:28	3. Board of Director's Meeting Minutes Approve September 10, 2013 Minutes	C. Birkhofer	4-8
12:29	4. Girls in Engineering Presentation Jo-Ann Panzardi, Engineering Department Chair & Instructor Shae Conner, Sarah Kalman & Rhoxanne Morris	K. Welch	
12:45	5. Approve 2012-13 Audit	T. Montgomery	Appendix A
12:50	6. Cabrillo College Visioning <ul style="list-style-type: none">Economic Development and Community RelationsBusiness Engagement and InnovationThe Face of Cabrillo	L. Jones	
1:46	7. Financial Statements 7.1 Approve August 31, 2013 Financial Statements	M. Machado	9-19

Board Meeting Agenda

October 31, 2013

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<u>Time</u>	<u>Item</u>	<u>Responsibility</u>	<u>Pages</u>
	7.1.1 Balance Sheet		
	7.1.2 Income Statement by Fund		
	7.1.3 Income Statement Operating Budget-to-Actual		
	7.2 Review & approve September 30, 2013 Financial Statements	M. Machado	To be provided
	7.2.1 Balance Sheet		
	7.2.2 Income Statement by Fund		
	7.2.3 Income Statement Operating Budget-to-Actual		
1:49	8. Review of Investments	M. Machado	
	8.1 CCF Investment Activity Report as of September 30, 2013		20-21
	8.2 Approve Statement of Investment Policy		Appendix B
1:51	9. Review Total Net Assets, Endowed Net Assets & Historical Gifts Chart as of August 31, 2013	M. Machado	22
	Review Total Net Assets, Endowed Net Assets & Historical Gifts Chart as of September 30, 2013		To be provided
1:52	10. Fundraising Report	C. Birkhofer	23
	10.1 July 1, 2013 to October 29, 2013		
	Fundraising Total \$716,920 (with Title V match)		
1:53	11. President's Circle	E. Banks	24-27
	11.1 President's Circle Update		
	11.2 President's Circle Member List		
	11.3 President's Circle History Report		
1:54	12. Women's Educational Success	L. Downing	28
1:55	13. Cabrillo College Foundation Employee Handbook	C. Birkhofer	29-32
	13.1 Approve the update to the Executive Director Performance Appraisal Review		
	13.2 Approve the update to the Retirement Plans		
1:57	14. Executive Director's Report	M. Silverstein	33-38
	14.1 Review Quarterly Goals Report		
	14.2 Accreditation Site Visit, October 14-17, 2013		
1:59	15. Review Committee Calendar and Roster	C. Birkhofer	
	15.1 Faculty Grants, Thursday, November 21, 2013		
	From 4:30 to 6:00 p.m. at the Sesnon House		
	15.2 President's Holiday Party, Friday, December 6, 2013		
	From 6:00 to 8:00 p.m. in the Sesnon House		
2:00	16. Adjournment	C. Birkhofer	

2013-14 BOARD MEETINGS:

Tuesday, February 11, 2014
 12:00 - 2:00 p.m.
 Sesnon House, Room 1804

Tuesday, May 13, 2014
 12:00 - 2:00 p.m.
 Sesnon House, Room 1804

Board of Director's Attendance Chart

Board of Director's	5/8/12	9/11/12	11/13/12	2/12/13	5/14/13	9/10/13
Pegi Ard	P	P	P	P	A	A
Dennis Bailey-Fougner	P	A	P	P	A	P
Ed Banks	P	P	P	P	P	P
Carrie Birkhofer	P	P	A	A	P	P
Blaine Brokaw	P	P	P	P	P	P
Jess Brown	P	A	A	P	P	A
Margarita Cortez	N/A	P	P	P	P	P
Linda Downing	N/A	N/A	N/A	N/A	N/A	A
Lee Duffus	P	P	P	P	P	P
Consuelo España	N/A	P	P	P	P	A
Greg Evans	A	A	A	A	A	A
Ramon Gomez	P	P	A	P	A	A
Ken Haber	A	P	A	P	P	P
Janet Heien	A	A	P	P	P	A
Laurel Jones	N/A	N/A	N/A	N/A	N/A	P
Leola Lapidés	N/A	P	P	P	P	P
Victoria Lewis	P	P	P	P	P	P
Michael Machado	P	P	P	P	P	P
William Ow	N/A	P	P	P	P	A
Carlos Palacios	N/A	N/A	N/A	N/A	N/A	P
Jean Tschohl Quinn	A	A	A	P	P	P
Gary Reece	A	A	A	P	P	A
Pam Santacroce	P	A	A	P	P	P
Carol Schmidt	P	A	P	P	P	P
Steve Snodgrass	A	A	A	P	P	P
Rachel Wedeen	P	P	P	P	A	A
Kathleen Welch	N/A	N/A	N/A	P	P	P

P=Present

A=Absent

N/A=Not applicable, not on committee at the time

Attendance is based on the Board of Director's meeting minutes. Please call the Cabrillo College Foundation office if you believe this chart is in error.

UPCOMING EVENTS

Faculty Grants Reception
Sesnon House

Thursday, November 21, 2013
4:30 p.m. – 6:00 p.m.

President's Holiday Party
Sesnon House

Friday, December 6, 2013
6:00 p.m. – 8:00 p.m.

Cabrillo Advancement Ceremony
Crocker Theater

Tuesday, March 4, 2014
6:00 p.m. – 8:30 p.m.