

MEMORANDUM

DATE: May 8, 2013

TO: Pegi Ard, Dennis Bailey-Fougner, Carrie Birkhofer, Blaine Brokaw, Jess Brown, Margarita Cortez, Diane Craddock, Richard Crocker, Lee Duffus, Consuelo España, Greg Evans, Ramon Gomez, Ken Haber, Janet Heien, John Hendrickson, Erik Johnson, Leola Lapidés, Victoria Lewis, Michael W. Machado, William Ow, Jean Tschohl Quinn, Gary Reece, Pamela Santacrose, Carol Schmidt, Brigid Simpkins, Stephen Snodgrass, Rachel Wedeen, and Kathleen Welch

FROM: Ed Banks, President

GUESTS: Brian Sharpes, UBS Financial Services
Linda Downing, Prospective New Board Member
Pam Sanborn, Medical Assistant Program Chair/Instructor
Medical Assistant students: Mimi Gallagher, Katherine Casillas, and Ashlyn James

SUBJECT: **Cabrillo College Foundation Board Meeting**
Tuesday, May 14, 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>
12:25	1. Welcome 1.1 Honor retiring Board members: Diane Craddock, Richard Crocker and Erik Johnson	E. Banks	
12:26	2. Cabrillo College Report	J. Hendrickson	
12:30	3. Presidential Search Committee Report	J. Brown	
12:32	4. Board of Director's Meeting Minutes Approve February 12, 2013 Minutes	E. Banks	1-5
12:33	5. Medical Assistant Presentation by Pam Sanborn 5.1 Medical Assistant students: Mimi Gallagher, Katherine Casillas and Ashlyn James	K. Welch	
12:45	6. Financial Statements 6.1 Approve March 31, 2013 Financial Statements 6.1.1 Balance Sheet 6.1.2 Income Statement by Fund 6.1.3 Income Statement Operating Budget-to-Actual	M. Machado	6-16

Board Meeting Agenda

May 8, 2013

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<u>Time</u>	<u>Item</u>	<u>Responsibility</u>	<u>Pages</u>
12:48	7. 2013-14 Foundation Operating Budget	M. Machado	
	7.1 Review 2013-14 Budget Planning Parameters		17-20
	7.2 Review Full Time Equivalent Comparison		21
	7.3 Review Organizational Chart		22
	7.4 Approve 2013-14 Operating Budget		23-26
12:51	8. Review Total Net Assets, Endowed Net Assets & Historical Gifts Chart as of March 31, 2013	M. Machado	27
12:52	9. Review of Investments	B. Sharpes	
	CCF Investment Activity Report as of March 31, 2013		28-29
1:12	10. Fundraising Report	E. Banks	30
	10.1 July 1, 2012 to April 30, 2013 Fundraising Total \$2,719,945 (with Title V match)		
1:13	11. President's Circle	D. Craddock	
	11.1 President's Circle Update		31
	11.2 President's Circle Member List		32-33
	11.3 President's Circle History Report		34
	11.4 Press Release: History of the Croatians in the Pajaro Valley		35
1:15	12. Cabrillo Advancement Program (CAP) CAP Ceremony March 5, 2013	C. Birkhofer	36
1:17	13. Nominating Committee Recommendations (Closed Session)	D. Craddock	
	13.1 Bios of proposed new board members		37
	13.2 Approve 2013-14 Board of Directors and Officers		38
	13.3 2012-13 Terms of Office Spreadsheet		39
1:19	14. Approve Cabrillo College Foundation Employee Handbook	E. Banks	40
1:22	15. Review Cabrillo College Foundation Insurance Coverage and Bylaws Indemnification	N. Machado	41-42
1: 25	16. Approve Board Designated Santa Cruz County College Commitment (S4C) Scholarships	M. Silverstein	43-44
1:27	17. Executive Director's Report	M. Silverstein	
	17.1 Review Quarterly Goals Report		45-51
	17.2 Grant Submission and Report Approval		
	17.2.1 Approve submission of \$50,000 proposal to the Monterey Peninsula Foundation for the Youth Fund		52

<u>Time</u>	<u>Item</u>	<u>Responsibility</u>	<u>Pages</u>
1:30	18. Review Committee Calendar and Roster	E. Banks	53-54
1:31	19. Adjournment	E. Banks	

2013-14 BOARD MEETINGS:

Tuesday, September 10, 2013
12:00 - 2:00 p.m.
Sesnon House, Room 1804

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

Tuesday, November 12, 2013
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	11/8/11	2/14/12	5/8/12	9/11/12	11/13/12	2/12/13
Pegi Ard	P	A	P	P	P	P
Dennis Bailey-Fougner	P	P	P	A	P	P
Ed Banks	P	P	P	P	P	P
Carrie Birkhofer	P	A	P	P	A	A
Blaine Brokaw	P	A	P	P	P	P
Jess Brown	P	P	P	A	A	P
Margarita Cortez	N/A	N/A	N/A	P	P	P
Diane Craddock	P	P	P	P	P	A
Richard Crocker	P	A	P	A	A	A
Lee Duffus	P	P	P	P	P	P
Consuelo España	N/A	N/A	N/A	P	P	P
Greg Evans	A	A	A	A	A	A
Ramon Gomez	A	P	P	P	A	P
Ken Haber	P	P	A	P	A	P
Janet Heien	A	P	A	A	P	P
John Hendrickson	N/A	N/A	N/A	N/A	N/A	P
Erik Johnson	P	P	P	P	P	P
Brian King	P	P	P	P	P	P
Leola Lapides	N/A	N/A	N/A	P	P	P
Victoria Lewis	P	P	P	P	P	P
Mike Machado	P	P	P	P	P	P
William Ow	N/A	N/A	N/A	P	P	P
Jean Tschohl Quinn	P	P	A	A	A	P
Gary Reece	A	P	A	A	A	P
Pam Santacroce	P	P	P	A	A	P
Carol Schmidt	A	A	P	A	P	P
Brigid Simpkins	P	P	P	P	P	P
Steve Snodgrass	A	A	A	A	A	P
Rachel Wedeen	P	A	P	P	P	P
Kathleen Welch	N/A	N/A	N/A	N/A	N/A	P

P=Present

A=Absent

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

Samper 4th Grade Experience <i>Cabrillo College Football Stadium</i>	Friday, May 17, 2013 10:00 a.m. – 1:00 p.m.
American Dream Scholarship Ceremony <i>Sesnon House</i>	Tuesday, May 28, 2013 4:00 – 5:00 p.m.
Winemaker's Dinner <i>Exclusive event for President's Circle members \$5,000 + members</i>	Thursday, May 30, 2013 6:00 p.m. – 9:00 p.m.
Wine Blending at Bargetto Winery <i>Exclusive event for President's Circle members \$2,500 + members</i>	Sunday, June 23, 2013 4:00 p.m. – 7:00 p.m.
President's Circle Reception and Play <i>Exclusive event for President's Circle members \$1,000 + members</i>	Friday, August 2, 2013 5:30 p.m.
Baskin Center <i>Engineering, Physics, and Computing Gala Grand Opening</i>	Friday, October 4, 2013 6:00 – 8:00 p.m.
Baskin Center <i>Community Open House</i>	Saturday, October 5, 2013 10:00 a.m. – 1:00 p.m.
Women's Educational Success Luncheon <i>Horticulture Center</i>	Friday, October 18, 2013 11:30 a.m. – 1:30 p.m.
Faculty Grants Reception <i>Sesnon House</i>	Thursday, November 14, 2013 4:30 p.m. – 6:00 p.m.
President's Holiday Party <i>Sesnon House</i>	Friday, December 6, 2013 6:00 p.m. – 8:00 p.m.