

Position Title: Director of the Foundation
Date of Hire: January 19, 2004

OHLONE COLLEGE FOUNDATION
43600 Mission Boulevard
Fremont, California 94539-0390

September 23, 2004

Board of Directors
Ohlone College Foundation

Dear Board Members:

I have notified the President of Ohlone College and the President of the Ohlone College Foundation that, effective January 15, 2005, I will be retiring from my position as Executive Director of the Foundation.

During the next three months, there will be an orderly transition as the College and the Foundation search for a new Director. I will concentrate my efforts, working with President Treadway, on continued solicitation of members of the President's Circle, corporate sponsors, and development of the planned giving program of the Foundation.

Patrice Birkedahl in the President's Office will supervise the day-to-day operations of the Foundation during the transition of leadership.

I have thoroughly enjoyed working with the Board of Directors and the Executive Committee of the Foundation and I believe you have a strong platform upon which to continue to build an excellent program of fund-raising for Ohlone College. Thank you for the support you have given me and the College. You have my very best wishes for every good success in your continuing endeavors.

Sincerely,

G. Robin Koelkeback
Executive Director

cc: Douglas Treadway
Rick Geha