



Executive Committee Meeting
Meeting to be held remotely
Wednesday, July 8, 2020 ❖ 4 – 5:30 p.m.

In response to the coronavirus pandemic, the Governor has issued [Executive Order N-25-20](#), [Executive Order N-29-20](#), and [Executive Order N-35-20](#) modifying the Brown Act in order to facilitate essential public meetings being held through remote methods, such as telephonically or electronically. Directors and staff will attend via video conference.

The meeting will be conducted via Zoom: Meeting ID <https://cccconfer.zoom.us/j/92142525187>

Please note the meeting may be recorded for future viewing.

AGENDA

	Page	Tentative Time
1. Call to Order		4:00 p.m.
2. Roll Call		
3. Public Comment <i>This section of the agenda is intended for members of the public to address the Executive Committee on items involving the Foundation that are being considered. Please note that directors are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda. If you wish to speak to any item listed, please complete a Request to Speak Card available from the executive director. It is suggested that speakers limit themselves to five minutes.</i>		
4. Approval of Agenda for July 8, 2020 (ACTION)		4:01 p.m.
5. Approval of Minutes – April 8, 2020 (ACTION)	1-6	4:05 p.m.
6. Consent Agenda (ACTION) <i>Consent agenda items are consistent with adopted policies and approved practices of the Foundation and are deemed routine in nature. They will be acted upon by a vote in one motion without discussion unless members of the board request an item's removal from the consent agenda.</i>		4:10 p.m.
6.A. 2020-21 Calendar	7	
6.B. Board Member Resignations – George Johnson and Guy Walker	8	
6.C. Board Member Nomination – Michael Gibson	9-10	
6.D. 2020-21 Slate of Officers	11	
6.E. 2020-21 Committees and Chairs	12	
6.F. New Faculty Representative – Nichole Dechaine	13	
6.G. New Student Representative – Fernando Gonzalez Orozco	14	
6.H. President's Circle Subcommittee Report	15-16	



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6.I. Scholarship Subcommittee Report	17	
7. Finance Committee	18-19	4:20 p.m.
7.A. Financial Statements through 5/31/2020 (ACTION)	20-22	
7.B. Unrestricted Gift (ACTION)	23	
7.B. 2020-2021 Foundation Budget for District and Foundation Operations Budget (Information)	24-26	
7.C. Auditor’s 2018-2019 IRS Form 990 Report (ACTION)		
8. Foundation Resolution 2020-01 Authorization of Savings, Checking, and Investment Account Signatures (ACTION)	27-28	4:50 p.m.
9. Foundation Resolution 2020-02 - Authorization to Borrow Funds Under the Paycheck Protection Program (ACTION)	29-30	4:55 p.m.
10. AHC Foundation Employee Handbook (ACTION)	31-62	5:05 p.m.
11. Consideration of New Business		5:10 p.m.
12. Executive Director’s Report (Information)		5:15 p.m.
13. Quarterly Board Meeting – July 23, 2020 – Agenda Review (Information)	63-64	5:25 p.m.
14. Next Meeting – October 7, 2020, 4-5 p.m.		
15. Adjourn (ACTION)		5:30 p.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Allan Hancock College Foundation office at (805) 925-2004. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

Jon Hooten, Executive Director
Allan Hancock College – College Advancement

Executive Committee Members:

- Lee-Volker Cox, Chair
- Jim Bray, Director
- Robert Manning, Director
- Mary Nanning, Director
- Glenn Owen, Director
- Guy Walker, Director
- Jeff Hall, AHC Trustee
- Kevin Walthers, AHC President/Superintendent

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The mission of the Allan Hancock College Foundation is to operate for the advancement of education by raising funds and building community support to meet the needs of the college in the areas of scholarships, capital/infrastructure projects and program support.

**ALLAN HANCOCK COLLEGE FOUNDATION
A JOINT MEETING OF THE EXECUTIVE AND FINANCE COMMITTEES
Minutes of April 8, 2020**

A joint meeting of the Executive and Finance Committees was held on Wednesday, April 8, 2020, at 4 p.m. via Zoom teleconference. This meeting was held remotely in compliance with Governor Newsom’s shelter-at-home order issued to help protect against the spread of COVID-19.

1. Call to Order

Foundation board president, L.V. Cox, called the meeting to order at 4:04 p.m.

2. Roll Call

<i>Executive/Finance Committee Members Present:</i>	L.V. Cox, G. Walker, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers, P. Hesse, J. Frost, J. Fields, E. Smith
<i>College Staff:</i>	J. Hooten
<i>Foundation Staff:</i>	J. Aiello, M. Cox, E. Gardner, N. Rucobo
<i>Non-committee Guests Present:</i>	T. Harrington, D. Hood, J. Dale, R. Rust, R. Klug
<i>Absent:</i>	M. Nanning
<i>Recorder:</i>	E. Gardner

3. Public Comment

None

4. Approval of Agenda (ACTION)

L.V. Cox requested moving item 13 – Cancellation of April Board Meeting to the top of the agenda, as well as adding an action to allow for special voting during this joint meeting.

MOTION: On a motion by J. Frost, seconded by G. Walker, the agenda for the April 8, 2020, joint meeting of the Executive and Finance Committees was approved as amended on a roll call vote as follows:

<i>Ayes:</i>	L.V. Cox, G. Walker, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers, P. Hesse, J. Frost, J. Fields, E. Smith
<i>Noes:</i>	None
<i>Abstentions:</i>	None

J. Hooten welcomed attendees to the remote meeting and advised all participants that the meeting is being recorded by Zoom for reference purposes.

The Foundation’s bylaws allow the Executive Committee to make decisions on behalf of the board, and all decisions made at this meeting are binding and replace decisions originally scheduled to be made during the April quarterly board meeting.

13. Cancellation of April Quarterly Board Meeting (Information)

Due to extenuating circumstances created by the COVID-19 pandemic, the board voted to cancel the April 23, 2020, quarterly board meeting to be replaced by this joint meeting of the Executive and Finance Committees. The vote was taken per the Brown Act via “reply all” email sent out to all board members by J. Hooten and L.V. Cox on April 2, 2020. All responses were recorded as follows:

- Ayes: L.V. Cox, G. Walker, M. Nanning, G. Owen, S. Appel, J. Bray, B. Manning, F. Campo, M. Carroll, M. Daane, J. Dale, J. Fields, J. Frost, T. Harrington, P. Hesse, D. Hood, G. Johnson, M. Juarez, R. Rust, C. Schur, J. Hall, G. Pensa, C. Diaz
- Noes: None
- Abstentions: None
- No reply: R. Klug, D. Lahr, S. Orozco, K. Walthers, E. Smith

Amending the Voting Process (ACTION)

The traditional voting process is amended for this joint meeting so that both committees can act simultaneously. For this meeting, on items that are being addressed by both the Finance and Executive Committees, all committee members will vote at the same time, on a single motion.

MOTION: On a motion by L.V. Cox, seconded by G. Walker, the voting process for this meeting is amended on a roll call vote as follows:

- Ayes: L.V. Cox, G. Walker, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers, P. Hesse, J. Frost, J. Fields, E. Smith
- Noes: None
- Abstentions: None

5. Approval of Minutes

5.A. Finance Committee, Minutes of January 8, 2020 (ACTION)

As this action only pertains to the Finance Committee, only those members will participate.

MOTION: On a motion by J. Frost, seconded by P. Hesse, the minutes were approved by a roll call vote as follows:

- Ayes: G. Owen, L.V. Cox, P. Hesse, J. Frost, J. Fields, E. Smith
- Noes: None
- Abstentions: None

5.B. Executive Committee, Minutes of January 8, 2020 (ACTION)

As this action only pertains to the Executive Committee, only those members will participate.

The last sentence in item 8A will be revised as follows: “Director Owen noted that money from the Boyd endowment is allocated to three different investment accounts, all two representing funding used for construction of the new fine arts building, and one representing funding for the music department.”

MOTION: On a motion by J. Bray, seconded by G. Owen, the minutes were approved as amended by a roll call vote as follows:

- Ayes: L.V. Cox, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers
- Noes: None
- Abstentions: G. Walker

5.C. Finance Committee, Minutes of January 15, 2020 (ACTION)

As this action only pertains to the Finance Committee, only those members will participate.

MOTION: On a motion by J. Fields, seconded by E. Smith, the minutes were approved by a roll call vote as follows:

Ayes: G. Owen, P. Hesse, J. Frost, J. Fields, E. Smith
Noes: None
Abstentions: L.V. Cox

6. Opening Remarks – L.V. Cox and J. Hooten (Information)

L.V. Cox extended his thanks to everyone for attending this joint meeting given the current pandemic, and thanked J. Hooten and E. Gardner for coordinating logistics for the remote meeting.

The Foundation was one of the first offices at the college to transition to remote workplaces in response to the COVID-19 pandemic. K. Walthers and the college’s administration team have been meeting twice a day over the last few weeks.

The Foundation canceled approximately six different fundraising and cultivation events, including those for the Promise, scheduled for this spring, and shifted fundraising efforts to the Student Emergency Fund. Nearly \$40,000 has been raised since March 17, 2020, including approximately \$10,000 from individual donors, \$10,000 from President’s Circle funds, and \$20,000 from the Santa Barbara Foundation.

Foundation staff is working to develop the Foundation’s estate planning program including marketing for planned gifts.

J. Hooten expressed his apologies to S. Appel for planning this meeting on the first night of Passover. S. Appel could not attend as she is observing this holiday with family.

7. Review and Approval of Financial Statements (ACTION)

7.A. Check Registers – 12/1/2019 - 2/29/2020

7.B. Contributions Report – 2/29/2020

7.C. Statement of Operations – 2/29/2020

7.D. Statement of Financial Position – 2/29/2020

7.E. General Operations Budget – 2/29/2020

G. Owen presented the financial statements, items 7.A. through 7.E., to the Finance Committee members. No questions were raised.

As this action only pertains to the Finance Committee, only those members will participate.

MOTION: On a motion by J. Fields, seconded by J. Frost, items 7.A. through 7.E., financial statements through 2/29/2020 were approved by a roll call vote as follows:

Ayes: G. Owen, L.V. Cox, P. Hesse, J. Frost, J. Fields, E. Smith
Noes: None
Abstentions: None

7.F. – 7.H. AHC Foundation Financial Overview – 2/29/2020 (ACTION)

G. Owen presented the Foundation’s financial overview through 2/29/2020 to the committees.

7.F. AHC Foundation Financial Overview – General Operations – 2/29/2020

The \$123,000 increase in revenue is district support that will be provided over three years pending AHC trustee approval. At the next committee meeting, the revised operating budget will reflect the change.

7.G. AHC Foundation Financial Overview – All – 2/29/2020

The unrealized loss of \$810,716 is based on the time frame of July 1, 2019, to February 29, 2020. This is largely due to the decrease in the stock market as a result of the COVID-19 pandemic.

7.H. AHC Foundation Financial Overview – Investments – 2/29/2020

The financial overview for the Foundation’s investments from June 30, 2019, to February 29, 2020, was presented.

MOTION: On a motion by G. Owen, seconded by G. Walker, the financial statements 7.F. through 7.H. were approved by a roll call vote as follows:

- Ayes:* L.V. Cox, G. Walker, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers, P. Hesse, J. Frost, J. Fields, E. Smith
Noes: None
Abstentions: None

8. Approval of 2020-2021 Operations Budget (ACTION)

J. Hooten introduced the 2020-2021 budget with significant changes outlined below.

EXPENSE and REVENUE BUDGET INCREASE/DECREASE:

- Staff salaries/Employee Benefits & Payroll Taxes: The budgeted amount of \$283,144 provides a 2% COLA for staff and a step increase for three positions.
- Brokerage Fees: The \$13,000 budget was decreased to \$6,000 since being released from the Title III grant. The Morgan Stanley Select UMA (Unrestricted) brokerage fees are accessed to the Foundation operating budget.
- Intrafund Transfers-Out: The budget was decreased from \$31,500 to \$23,500 since being released from the Title III grant. The proposed 2020-21 amount of \$23,500 is for the annual scholarship banquet.
- District/Grant Contribution: The district has permanently institutionalized the Foundation’s Advancement Officer position. The proposed budget amount for the position’s salary/benefits is \$70,690. In addition, the district has agreed to provide \$123,000 in direct operational support for three years beginning in the fiscal year 2019-2020.

Staff will revise Intrafund Transfers-In for FY 2019-20 Budget at the bottom of page 32 to reflect the revised budget passed in January 2020.

MOTION: On a motion by G. Owen, seconded by G. Walker, the 2020-2021 operations budget was approved pending the revision to intrafund transfers-in by a roll call vote as follows:

- Ayes:* L.V. Cox, G. Walker, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers, P. Hesse, J. Frost, J. Fields, E. Smith
Noes: None
Abstentions: None

9. Approval of Proposed 2020-2021 Foundation Budget for District (ACTION)

Each year the Foundation submits a proposed budget that encompasses all foundation funds – including operations, restricted, scholarship, and endowments – to the district for board approval.

The scholarship expenditures decreased from \$750,000 in fiscal year 2019-2020 to \$625,000 in fiscal year 2020-2021 as a result of Hancock Promise scholarships being supplemented by a grant from the State of California instead of by the Foundation’s Hancock Promise working fund.

Staff will research the change in the line titled Interest and Investment Income from \$700,000 in fiscal year 2019-2020 to \$277,100 in fiscal year 2020-2021 and report back to the committees.

MOTION: On a motion by G. Owen, seconded by J. Fields, the 2020-2021 proposed budget for the district was approved, pending the resolution to interest and investment income, by a roll call vote as follows:

Ayes: L.V. Cox, G. Walker, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers, P. Hesse,
J. Frost, J. Fields, E. Smith

Noes: None

Abstentions: None

10. Endowment Scholarship and Program Funding (ACTION)

In January 2020, the board approved a motion for 2019-20 endowment scholarship and program funding at 4% with a minimum of \$500 on staff-identified endowments. The approved funding total is approximately \$255,000. The COVID-19 pandemic has caused huge stock market losses, as illustrated by the endowment value analysis.

The committees discussed reducing endowment scholarship funding from 4% to 3% in order to protect the scholarship endowments’ value. The difference between 4% and 3% is approximately \$66,000.

L.V. Cox invited each committee member to share their opinion on how to proceed with funding.

MOTION: On a motion by Director Owen, seconded by Director Walker, the 2019-20 endowment scholarship and program funding was decreased to 3%, with a minimum of \$500 on staff-identified endowments, approved by a roll call vote as follows:

Ayes: L.V. Cox, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers, P. Hesse, J. Fields,
E. Smith

Noes: J. Frost, G. Walker

Abstentions: None

11. Independent Auditor’s Report (ACTION)

The practice of the Foundation is an annual independent audit performed as a part of the college’s annual audit in accordance with the standards and procedures developed by the California Community College Board of Governors and the State of California Department of Finance. The audit for the year ending June 30, 2019, was performed by representatives from the EideBailly, CPAs & Business Advisors.

MOTION: On a motion by J. Frost, seconded by G. Walker, the independent auditor’s report for the Allan Hancock College Foundation for the period ending June 30, 2019 was approved by a roll call vote as follows:

Ayes: L.V. Cox, G. Walker, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers, P. Hesse,
J. Frost, J. Fields, E. Smith
Noes: None
Abstentions: None

12. Approval of Staffing Change – Appointment of Erin Gardner as permanent Operations Specialist (ACTION)

E. Gardner stepped out of the meeting for discussion, and M. Cox assumed the role of recorder for this item.

E. Gardner was hired as Administrative Assistant on August 21, 2019, as a temporary employee. On April 1, 2020, E. Gardner was hired as a permanent, full-time Operations Specialist, with an annual salary of \$49,038, which is Step 3 on the Foundation Staff Salary Schedule, and receives an additional annual cash-in-lieu health and welfare benefit of \$5,000.

Because staffing changes fall under the duties of the Executive Committee, only the Executive Committee members will participate in this action.

MOTION: On a motion by G. Owen seconded by G. Walker, the appointment of E. Gardner as permanent Operations Specialist was approved by a roll call vote as follows:

Ayes: L.V. Cox, G. Walker, G. Owen, J. Bray, J. Hall, B. Manning, K. Walthers
Noes: None
Abstentions: None

14. Next Meetings (Information)

The next meetings are scheduled as follows:

- Finance Committee: July 8, 2020, 2-3:30 p.m., Zoom
- Executive Committee: July 8, 2020, 4-5:30 p.m., Zoom
- Annual Board Meeting: July 23, 2020, 4-6 p.m., Zoom

15. Adjourn

MOTION: On a motion by J. Bray and seconded by J. Hall, the joint meeting of the Executive and Finance committees was adjourned at 6:27 p.m. by unanimous voice vote.

To: Executive Committee	CONSENT
From: Jon Hooten, Executive Director College Advancement	July 8, 2020
Subject: 2020-21 Calendar	

BACKGROUND

The Allan Hancock College Foundation's meeting and event calendar for 2020-21 is submitted for review. Please note that locations for meetings are listed as TBD and will be updated as the year progresses.

Meetings and Events – Fiscal Year 2020-2021

Meeting or Event	Day	Date	Time	Location
Board of Directors Annual Organizational Meeting	Th	7/23/2020	4-6 p.m.	Zoom
Class of 2020 Commencement (rescheduled)	W	8/12/2020	TBD	TBD
Advancement Committee	Th	10/1/2020	2-3 p.m.	TBD
Governance and Nominations Committee	M	10/5/2020	10:30-11:30 a.m.	TBD
Finance Committee	W	10/7/2020	2-3:30 p.m.	TBD
Executive Committee	W	10/7/2020	4-5 p.m.	TBD
Board of Directors Quarterly Meeting	Th	10/22/2020	4-6 p.m.	TBD
Advancement Committee	Th	1/7/2021	2-3 p.m.	TBD
Governance and Nominations Committee	M	1/11/2021	10:30-11:30 a.m.	TBD
Finance Committee	W	1/13/2021	2-3:30 p.m.	TBD
Executive Committee	W	1/13/2021	4-5 p.m.	TBD
Board of Directors Quarterly Meeting and Board Retreat	Th	1/28/2021	TBD	TBD
Save the Date - Centennial Gala (tentative)	S	3/20/2021	TBD	TBD
Advancement Committee	Th	4/1/2021	2-3 p.m.	TBD
Governance and Nominations Committee	M	4/5/2021	10:30-11:30 a.m.	TBD
Finance Committee	W	4/7/2021	2-3:30 p.m.	TBD
Executive Committee	W	4/7/2021	4-5 p.m.	TBD
Board of Directors Quarterly Meeting	Th	4/22/2021	4-6 p.m.	TBD
Scholarship Annual Event	Th	5/27/2021	6-7:30 p.m.	TBD
Advancement Committee	Th	7/1/2021	2-3 p.m.	TBD
Governance and Nominations Committee	M	7/5/2021	10:30-11:30 a.m.	TBD
Finance Committee	W	7/7/2021	2-3:30 p.m.	TBD
Executive Committee	W	7/7/2021	4-5 p.m.	TBD
Board of Directors Annual Organizational Meeting	Th	7/22/2021	4-6 p.m.	TBD

RECOMMENDATION

Staff recommends the Executive Committee accepts the 2020-21 calendar as submitted.

To: Executive Committee	CONSENT
From: Mario Juarez, Chair Governance and Nominations Committee	July 8, 2020
Subject: Board Member Resignations – George Johnson and Guy Walker	

BACKGROUND

George Johnson and Guy Walker have submitted resignations from the Allan Hancock College Foundation Board of Directors. Foundation staff would like to thank them for their years of service as board members.

RECOMMENDATION

The Governance and Nominations Committee recommends the Executive Committee accept the resignations of George Johnson and Guy Walker.

To: Executive Committee	CONSENT
From: Mario Juarez, Chair Governance and Nominations Committee	July 8, 2020
Subject: Board Member Nomination – Michael Gibson	

BACKGROUND

Mike Gibson has been nominated to serve on the Allan Hancock College Foundation Board of Directors. He is currently one of the Foundation’s emeritus directors, and previously served as a Foundation director from 2002-2011. His nomination form can be found on the next page.

Michael Gibson

Mike Gibson has been active in numerous Santa Maria non-profit organizations for over 30 years and has been a member of the Rotary Club of Santa Maria Breakfast since 1989. He has co-chaired the Rotary Christmas Parade of Lights since its inception in 1995. Mike was honored for his numerous service activities at the Celebrate Philanthropy luncheon sponsored by the Santa Barbara Foundation in 2013. He was Controller of Mid-State Bank & Trust for 15 years until the Bank was purchased by Rabobank (now Mechanics Bank) in 2007. Mike recently retired from Andre, Morris & Buttery having served as their Business Administrator. He is married to his wife Marla, a retired nurse from Marian Regional Medical Center, and has three adult children and six grandchildren.

RECOMMENDATION

The Governance and Nominations Committee recommends the Executive Committee accept the nomination of Mike Gibson.



NOMINATION FOR BOARD OF DIRECTORS

As our communities grow, we will also want and need for this foundation to grow. We are constantly looking for that special person who is a reflection of the vibrant communities we live in and who can help us meet the growing needs of the college, its students and its staff. The following is an excerpt from the roles and responsibilities of the Allan Hancock College Foundation Board of Directors:

Director's Role: The Board of Directors of the Allan Hancock College Foundation establishes goals and policies, ensures that adequate resources are available to carry out its policies, and monitors the achievement of its goals. Board members are drawn from the community. They contribute to board diversity and possess these qualifications:

- ◆ Esteemed in the community.
- ◆ Cares about the role and future of Allan Hancock College.
- ◆ Willing to serve a full term and to invest in the foundation and its activities.

Please assist the nominating committee by recommending community members you think should be considered as prospective members to the Foundation Board of Directors. Please remember that this information is strictly for the nominating committee to consider. We ask that you not contact anyone until after the nominating committee has made the decision to invite the prospective nominees to the board.

Name Michael Gibson Spouse's Name Marla Gibson
Address [Redacted] City Santa Maria Zip [Redacted]
Occupation Retired Banker/Law Firm Phone Number [Redacted]

Why do you think this person would be a good ^{Administrator} community representative for the board?
Prior AHC Foundation board member. I love AHC.

Please check the education/skills you feel this person could contribute to our board:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> accounting | <input checked="" type="checkbox"/> fund raising | <input type="checkbox"/> philanthropy |
| <input type="checkbox"/> advocacy | <input checked="" type="checkbox"/> investment | <input type="checkbox"/> planned giving |
| <input checked="" type="checkbox"/> community relations | <input type="checkbox"/> legal | <input checked="" type="checkbox"/> public speaking |
| <input type="checkbox"/> education | <input type="checkbox"/> management | <input type="checkbox"/> technology |
| <input type="checkbox"/> event planning | <input type="checkbox"/> marketing | <input checked="" type="checkbox"/> volunteer at events |

On what other boards has this person served? S.M. Breakfast Rotary, Santa Maria Valley YMCA, C.A.L.M., Boys & Girls Club, AHC Foundation Board, Orcutt Childrens Arts' Foundation, Orcutt School Board
What other charitable or community activities has this person participated in? Various

If the nominating committee selects this person to be nominated, would you be willing to visit with the prospective member and discuss his/her interest in becoming a member of the board?

Yes No I think Jon Hooten contacted me should be the contact person.

Director Submitting Nomination: _____
Signature Date

3/25/2010

Short Bio Follows

To: Executive Committee	CONSENT
From: Mario Juarez, Chair Governance and Nominations Committee	July 8, 2020
Subject: 2020-21 Slate of Officers	

BACKGROUND

The slate of officers for the 2020-2021 fiscal year is presented for approval, to be forwarded to the Allan Hancock College Foundation Board of Directors.

- President – Lee-Volker Cox
- Vice President – Judith Dale
- Secretary – Mary Nanning
- Treasurer – Glenn Owen
- Member-at-Large #1 – Bob Manning
- Member-at-Large #2 – Jim Bray

RECOMMENDATION

The Governance and Nominations Committee recommends the Executive Committee accept the 2020-21 slate of officers as presented.

To: Executive Committee	CONSENT
From: Mario Juarez, Chair Governance and Nominations Committee	July 8, 2020
Subject: 2020-21 Committees and Chairs	

BACKGROUND

Updated rosters for the Allan Hancock College Foundation’s committees for the 2020-21 fiscal year are presented for approval.

<p><u>Executive Committee</u></p> <ul style="list-style-type: none"> - Lee-Volker Cox (2025), President/Chair - Judith Dale (2029), Vice President - Mary Nanning (2021), Secretary - Glenn Owen (2026), Treasurer - Jim Bray (2023), Member-at-large - Bob Manning (2022), Member-at-large - Jeff Hall - Kevin Walthers 	<p><u>Finance Committee</u></p> <ul style="list-style-type: none"> - Glenn Owen (2026), Treasurer/Chair - Lee-Volker Cox (2025) President - Peggy Hesse (2023) - Jim Fields (2025) - Judy Frost (2027) - Eric Smith
<p><u>Advancement Committee</u></p> <ul style="list-style-type: none"> - Mike Gibson (2030), Chair - Susan Appel (2030) - Mike Carroll (2024) - Maggi Daane (2027) - Jim Fields (2025) - Doris Lahr (2022) - Bob Manning (2022) - Greg Pensa - Kevin Walthers <p><u>President’s Circle Subcommittee</u></p> <ul style="list-style-type: none"> o Maggi Daane (2027), Chair o Jim Bray (2023) <p><u>Scholarship Subcommittee</u></p> <ul style="list-style-type: none"> o Bob Manning (2022), Chair o Tim Harrington (2027) <p><u>Ambassadors Subcommittee</u></p> <ul style="list-style-type: none"> o Mike Carroll (2024), Chair o Rick Rust (2028) o Frank Campo (2026) o Rob Klug (2024) o Cynthia Schur (2028) 	<p><u>Governance and Nominations Committee</u></p> <ul style="list-style-type: none"> - Mario Juarez (2025), Chair - Judith Dale (2029), Vice President - Judy Frost (2027) <p><i>Note: According to the Foundation’s bylaws, a director will term off at the January meeting following their 9th year of service. Each director will term off in January of the year listed. These years are based on each director’s election date according to board minutes.</i></p>

RECOMMENDATION

The Governance and Nominations Committee recommends the Executive Committee accept the 2020-21 committees and chairs as presented.

To: Executive Committee	CONSENT
From: Mario Juarez, Chair Governance and Nominations Committee	July 8, 2020
Subject: New Faculty Representative – Nichole Dechaine	

BACKGROUND

Nichole Dechaine has been appointed as the faculty representative for the Foundation by the Allan Hancock College Academic Senate.

Nichole Dechaine

Assistant Professor of Music
Allan Hancock College

Dr. Dechaine received her Bachelor of Music degree from the University of Redlands and her Master of Music and Doctor of Musical Arts degrees in vocal performance from the University of California, Santa Barbara. She has performed a variety of leading roles in opera and musical theater productions and regularly appears as soloist with numerous choirs, orchestras, and ensembles in the U.S. and abroad.

Dr. Dechaine enjoys working with composers performing their works, recording for film, and recording as a studio musician. She is an active local singer having performed as a soloist, section leader, and/or member of many organizations including the Santa Barbara Choral Society, Quire of Voyces, the Schola and Choir at the Old Mission Santa Barbara, All Saints by the Sea Episcopal Church Montecito, First Presbyterian Church Santa Barbara, the Santa Barbara Master Chorale, the Santa Ynez Valley Master Chorale, the Lompoc Master Chorale, Music Academy of the West, the Lompoc Pops Orchestra, First United Methodist Church Santa Barbara, El Montecito Presbyterian Church Montecito, Adelfos, and Opera Santa Barbara. She worked with the Santa Barbara Children's chorus as an instructor and assistant conductor, and as the children's chorus master/conductor for Opera Santa Barbara.

Dr. Dechaine has taught private voice and music courses and conducted choirs at Westmont College and Santa Barbara City College. She also maintains an active private voice studio and is the Director of Vocal Music at St. Mark's in the Valley Episcopal Church in Los Olivos.

RECOMMENDATION

The Governance and Nominations Committee recommends the Executive Committee accept Nichole Dechaine as faculty representative.

To: Executive Committee	CONSENT
From: Mario Juarez, Chair Governance and Nominations Committee	July 8, 2020
Subject: New Student Representative – Fernando Gonzalez Orozco	

BACKGROUND

Fernando Gonzalez Orozco has been elected to serve as president of the Allan Hancock College Associated Student Body Government for the 2020-21 academic year. Fernando will act as student representative to the Allan Hancock College Foundation while in office.

Fernando Gonzalez Orozco

President, Associated Student Body Government
Allan Hancock College

Fernando Gonzalez Orozco is a first-generation college student studying political science. Fernando takes pride in the fact that Hancock is a safe space for people of all races, genders, and backgrounds, and plans to use his platform as ASBG President to spread the word about Hancock’s inclusivity with our community. Fernando enjoys playing music, practicing drumming, and plans to become an immigration lawyer.

RECOMMENDATION

The Governance and Nominations Committee recommends the Executive Committee accept Fernando Gonzales Orozco as student representative.

To: Executive Committee	CONSENT
From: Maggi Daane, Chair President's Circle Subcommittee	
Subject: President's Circle Subcommittee Report	

BACKGROUND**Membership Report**

	July 1, 2019 – October 1, 2019	October 1, 2019 – December 31, 2019	January 1, 2020 – June 30, 2020
Current	84	71	77
Pending			
Renewal	3	14	11
Lapsed	2	3	2

Financial Report

	July 1, 2019 – October 1, 2019	October 1, 2019 – December 31, 2019	January 1, 2020 – June 30, 2020
Opening Balance	\$96,866.00	\$70,695.00	\$69,811.00
Revenue	\$3,519.00	\$20,556.00	\$15,107.00
Subtotal	\$100,385.00	\$86,251.00	\$84,915.00
Expenses	\$29,690.00	\$16,440.00	\$32,527.00
Balance	\$70,695.00	\$69,811.00	\$52,388.00

2019-2020 Event Report

This year's President's Circle campaign was impacted by the events of the past months. Two of our three annual events were cancelled due to Hancock's safety measures. Despite this, President's Circle responded in an unprecedented way to the needs of our students and community by directing \$10,000 to the Student Emergency Fund. The President's Circle fund is also supporting new anti-racism resources for staff and faculty, which is critical to those of us at the forefront of building the critical thinking skills required to work for racial justice.

This year, the President's Circle funded the textbook lending program, Skills USA Leadership Training, the President's Leadership Academy, and the AIM-to-Dream Center Opening Celebration—programs vital to the success of our students and community. It also supported the Hancock community with the "Fuel Up for Finals" Coffee Day raising morale at a time that it was much needed and supporting local coffee shops in northern Santa Barbara County.

The next President's Circle Event will be held virtually, via Zoom, on Thursday, July 16, 2020, at 5:30 p.m. "Behind the Scenes" with President Walthers will feature a presentation on how Hancock is positioned to meet the challenges we face as we continue to provide our students with the highest quality

education in a future that is constantly changing. We will also be treated to a short presentation by our new Foundation faculty representative and choral instructor, Nichole Dechaine, on how she pivoted her classes online. Please contact June Aiello at june.aiello@hancockcollege.edu, if you will be attending.

Each member of the Foundation's Board of Directors is invited and encouraged to become a member of the President's Circle. The President's Circle is a wonderful way to show your support for Hancock and support the vision of our President.

To: Executive Committee	CONSENT
From: Bob Manning, Chair Scholarship Subcommittee	July 8, 2020
Subject: Scholarship Subcommittee Report	

BACKGROUND

The 2019-2020 scholarship season has come to an end, and staff would like to thank the scholarship committee for all their work on reviewing, ranking, and awarding 451 scholarships to 303 students.

This year, nearly 1,000 applications were initiated with approximately 600 that were completed and submitted in February. The coronavirus pandemic prevented the Foundation from hosting the traditional scholarship banquet in the Joe White Gym, so donors were invited to participate in Zoom calls to meet their students in June. About 60 donors and 120 students participated in four different Zoom receptions.

To streamline the post-acceptance process, this year’s recipients’ thank you letters and photos will be submitted online via AcademicWorks.

The 2020 – 2021 scholarship season will open in November.

RECOMMENDATION

The Scholarship Subcommittee recommends the Executive Committee accept the report as presented to be forwarded to the board of directors.

To: Executive Committee	ACTION
From: Glenn Owen, Chair Finance Committee	July 8, 2020
Subject: Finance Committee	

BACKGROUND**7.A. Financial Statements through 5/31/2020 (ACTION)**

- AHC Foundation Financial Overview – General Operations 5/31/2020 pg. 20
- AHC Foundation Financial Overview – All 5/31/2020 pg. 21
- AHC Foundation Financial Overview – Investments 5/31/2020 pg. 22

7.B. Unrestricted Gift (ACTION)

Margaret Sjovold, retired AHC counselor, passed away on April 20, 2020. Meg and her late husband were long-time supporters of AHC. Their established scholarship, Urbach-Sjovold Endowment, has a fund balance of \$141,369, and annually supports scholarships for students majoring in STEM and nursing programs.

The Sjovold Family Trust named the Foundation as beneficiary of an annuity and investment account. The unrestricted gift is approximately \$292,000.

Staff is recommending the gift be a quasi, pooled endowment to support and benefit the operations of the Foundation. A quasi endowment allows the principal to be invaded down as needed. As a pooled endowment, the operations will receive the 1.5% management fee and annual proceeds.

The General Operations Sustainability Plan that includes the proposed M. Sjovold Memorial Endowment can be found on page 23.

(Continued)

RECOMMENDATION

The Finance Committee recommends:

- 7.A. Approval of the financial statements through 5/31/2020 as submitted.
- 7.B. Approval of the unrestricted gift as submitted.
- 7.D. Approval of the 2018-2019 IRS Form 990 as presented.

7.C. 2020-2021 Foundation Budget for District and Foundation Operations Budget (Information)

Each year the Foundation submits a proposed budget to the district that encompasses all of the Foundation funds – including operations, restricted, scholarship, and endowments – for board approval. The Finance and Executive Committees reviewed and approved this budget at their April 8, 2020 joint meeting pending revision to the Interest and Investment Income.

The Executive and Finance Committees also approved the fiscal year 2020-2021 Operations Budget pending the revisions to intrafund transfers-in.

Pages 24-26 include the fiscal year 2020-2021 Foundation Budget for District and Foundation Operations Budget with requested revisions.

7.D. Auditor's 2018-2019 IRS Form 990 Report (ACTION)

As a part of the Foundation's annual audit, the accounting firm EideBailly, CPAs & Business Advisors also prepares the Internal Revenue Service's Form 990. The firm has provided the Foundation with the filed *Form 990 - Return of Organization Exempt From Income Tax* form for the committee's review and approval. The form will be included as a separate PDF that is emailed to the committee. A hardcopy will not be included in the mailed packet.

AHC Foundation Financial Overview - General Operations

Statement of Activity	Actual as of 5/31/2020	% of Budget	Revised Budget 2019-20
Support and revenue			
Unrestricted contributions	65,064	165%	39,325
Transfers in (out):			-
Admin fee @ 1.5%	97,841	120%	81,634
President's Circle Fee @1%	3,387	23%	15,000
Unrestricted endowment proceeds	-	0%	8,000
Promise fee 1.5%	31,020	414%	7,500
Hansen Proceeds		0%	20,925
Title III endowment transfers	121,736		-
District Advancement Officer	52,851	81%	65,611
District support foundation operations	123,000	100%	123,000
Transferred to scholarship fund	(25,500)		
Net transfers in (out)	404,335	126%	321,670
Other	736	173%	425
Total support and revenue	470,135	130%	361,420
Expenditures - See below	(297,850)	77%	(386,420)
Other Income:			
Net realized gain	(7,396)		-
Net unrealized gain (loss)	(12,243)		
Interest and dividends	23,800	95%	25,000
Total other income	4,161	17%	25,000
Change in net assets	176,446		-
Net assets, beginning	155,095		155,095
Net assets, end	331,541		155,095

Statement of Financial Position	Actual as of 5/31/2020
Assets	
Current Assets	
Cash	264,487
Due from other funds	128,851
Total current assets	393,338
Total assets	393,338
Liabilities and Net assets	
Current liabilities	47
Long-term loan payable	61,750
Net Assets	331,541
Total liabilities and net assets	393,338

	Actual as of 5/31/2020	% of Budget	Revised Budget 2019-20
Expenditures			
Advertising and postage	5,666	86%	6,600
Bank and brokerage charges	4,829	33%	14,500
Building and equipment	1,132	113%	1,000
Campaign expenses (Hancock Promise)			
Community activities	9,999	67%	15,000
Contracted personal services		0%	6,000
Contracts and leases	2,932	533%	550
Employee benefits	20,388	100%	20,428
Food	3,475	58%	6,000
Memberships and permits	1,654	66%	2,500
Miscellaneous expense		0%	1,349
Salaries	227,179	91%	249,993
Scholarship banquet support		0%	20,000
Software maintenance agreement	9,840	98%	10,000
Supplies and materials	7,301	58%	12,500
Telephone			-
Title III funding		0%	13,500
Travel and conference	3,455	53%	6,500
Total expenditures	297,850	77%	386,420

AHC Foundation Financial Overview - All

Statement of Activity	Actual as of 5/31/2020
Support and revenue	
Unrestricted contributions	3,394,160
Other	1,644
Total support and revenue	3,395,804
Expenditures - See below	1,485,516
Other Income:	
Net realized gain	146,079
Net unrealized gain (loss)	(858,944)
Interest and dividends	573,613
Total other income	(139,252)
Other transfer-in:	
District advancement officer	52,851
District support for foundation operations	123,000
Total other transfer-in	175,851
Change in net assets	1,946,887
Net assets, beginning	27,303,757
Net assets, end	29,250,644

Statement of Financial Position	Actual as of 5/31/2020
Assets	
Current Assets	
Cash	2,102,678
Accounts receivable	
Pledges receivable - current	229,342
Other assets	1,793
Due from other funds	131,206
Total current assets	2,465,019
Pledges receivable - non current	569,752
Investments (cost)	24,490,608
Investments (FMV adjustment)	1,911,063
Total assets	29,436,442
Liabilities and Net assets	
Current liabilities	124,048
Long-term loan payable	61,750
Net Assets	29,250,644
Total liabilities and net assets	29,436,442

	Actual as of 5/31/2020
Expenditures	
Advertising and postage	10,915
Bank and brokerage charges	209,594
Building and equipment	1,132
Community activities	25,425
Contracts and leases	2,932
District College Support	57,850
Employee benefits	20,388
Food	38,066
Memberships and permits	8,119
Miscellaneous	3,466
PCPA support	209,645
Salaries	227,179
Scholarships	531,599
Software maintenance	51,099
Student Assistance	47,455
Supplies and materials	32,687
Travel and conference	7,965
Total expenditures	1,485,516

AHC Foundation Financial Overview - Investments

Investment Advisor/Fund	6/30/2019	5/31/2020	Change	% Change
Morgan Stanley - UMA Active Assets	\$ 6,216,427	\$ 5,786,237	\$ (430,190)	-6.92%
Morgan Stanley - UMA Unrestricted		\$ 518,892	\$ 518,892	
Morgan Stanley - Boyd Music Program	\$ 2,305,446	\$ 2,266,936	\$ (38,510)	-1.67%
Monarch Wealth Strategies - LPL	\$ 1,643,232	\$ 1,582,266	\$ (60,966)	-3.71%
Monarch Wealth Strategies - LPL - Lahr	\$ 63,490	\$ 61,689	\$ (1,801)	-2.84%
Osher-Bartleson	\$ 121,564	\$ 121,564	\$ -	0.00%
Northern Trust - Young	\$ 1,453,787	\$ 1,267,791	\$ (185,996)	-12.79%
Northern Trust - Boyd	\$ 7,508,920	\$ 7,194,162	\$ (314,758)	-4.19%
Santa Barbara Foundation - Hancock Promise	\$ 425,622	\$ 3,003,915	\$ 2,578,293	605.77%
Mechanics Bank - Boyd	\$ 4,777,850	\$ 4,598,219	\$ (179,631)	-3.76%
Total	\$ 24,516,338	\$ 26,401,671	\$ 1,885,334	7.69%

Statement of Financial Position:

Investments (cost)	\$ 24,490,608
Investments (FMV adjustment)	\$ 1,911,063
Net investments reported	\$ 26,401,671

Allan Hancock College Foundation
General Operations Sustainability Plan

	Actual 2018-2019	Approved Budget 2019-2020	Approved Budget 2020-2021	Projected 2021-2022	Projected 2022-2023	Projected 2023-2024	Projected 2024-2025	Projected 2025-2026
Unrestricted Revenue								
General Operations Unrestricted Contributions	\$ 64,624	\$ 39,325	\$ 40,000	\$ 35,057	\$ 50,680	\$ 49,610	\$ 52,111	\$ 66,160
Other Transfer In (District support)	\$ 71,962	\$ 65,611	\$ 71,355	\$ 74,923	\$ 78,669	\$ 82,602	\$ 86,732	\$ 91,069
Other Transfer In (District Operational 3-year support)		\$ 123,000	\$ 123,000	\$ 123,000				
Interest and Investment Income	\$ 24,623	\$ 25,000	\$ 27,250	\$ 28,613	\$ 30,043	\$ 31,545	\$ 33,123	\$ 34,779
Other Local Income	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425
Consulting Group Advisor - Unrealized Gain/Loss	\$ 26,629	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administration Fee 1.5%	\$ 87,895	\$ 81,634	\$ 82,500	\$ 86,625	\$ 90,956	\$ 95,504	\$ 100,279	\$ 105,293
President's Circle 15% fee	\$ 7,360	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
F. Young Endowment Proceeds	\$ 87,190	\$ -	\$ -	\$ 22,636	\$ 160,000	\$ 175,500	\$ 185,525	\$ 85,086
Hansen Unrestricted Endowment Proceeds	\$ 16,100	\$ 20,925	\$ 11,179	\$ 22,000	\$ -	\$ -	\$ -	\$ -
Hancock Promise 1.5% fee	\$ 3,602	\$ 7,500	\$ 7,500	\$ 12,500	\$ 12,500	\$ 10,000	\$ 10,000	\$ -
Unrestricted Endowment Proceeds	\$ 3,650	\$ 8,000	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,738	\$ 6,078	\$ 6,381
Total Unrestricted Revenue	\$ 394,060	\$ 386,420	\$ 383,209	\$ 426,028	\$ 443,786	\$ 465,975	\$ 489,273	\$ 404,193

General Operations Expenses								
Total General Operating Expenses	\$ 379,766	\$ 386,420	\$ 383,209	\$ 426,028	\$ 443,786	\$ 465,975	\$ 489,273	\$ 404,193
Beginning Fund Balance	\$ 140,801	\$ 155,095	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Increase/Decrease in Fund Balance	\$ 155,095	\$ 155,095	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Unrestricted Quasi Endowments								
Northern Trust, F. Young Endowment, balance	\$ 859,171	\$ 771,981	\$ 810,580	\$ 851,109	\$ 893,664	\$ 938,347	\$ 985,264	\$ 849,874
Projected 5% market increase	\$ -	\$ 38,599	\$ 40,529	\$ 42,555	\$ 44,683	\$ 46,917	\$ 50,135	\$ 43,366
Drawdown	\$ (87,190)	\$ -	\$ -	\$ (22,636)	\$ (160,000)	\$ (175,500)	\$ (185,525)	\$ (85,086)
Balance	\$ 771,981	\$ 810,580	\$ 851,109	\$ 871,028	\$ 778,347	\$ 809,764	\$ 849,874	\$ 808,154
Hansen Memorial Endowment, beginning balance	\$ 234,828	\$ 170,055	\$ 80,058	\$ 4,061	\$ -	\$ -	\$ -	\$ -
Projected 5% market increase	\$ -	\$ 8,503	\$ 4,003	\$ 203	\$ -	\$ -	\$ -	\$ -
Drawdown	\$ (64,773)	\$ (20,925)	\$ (11,179)	\$ (4,264)	\$ -	\$ -	\$ -	\$ -
Balance	\$ 170,055	\$ 157,633	\$ 72,882	\$ 0	\$ -	\$ -	\$ -	\$ -
M. Sovold Memorial End., beginning balance	\$ -	\$ 292,000	\$ 292,000	\$ 306,600	\$ 321,930	\$ 338,027	\$ 354,928	\$ 372,674
Projected 5% market increase	\$ -	\$ -	\$ 14,600	\$ 15,330	\$ 16,097	\$ 16,901	\$ 17,746	\$ 18,634
Drawdown	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance	\$ -	\$ 292,000	\$ 306,600	\$ 321,930	\$ 338,027	\$ 354,928	\$ 372,674	\$ 391,308
Endowment balance	\$ 942,036	\$ 1,260,213	\$ 1,230,591	\$ 1,192,959	\$ 1,116,374	\$ 1,164,692	\$ 1,222,548	\$ 2,398,923

* The projected assumption is a 5% increase in revenue and expenses for each fiscal year.

Updated 6/30/2020

Allan Hancock College Foundation
All Foundation Funds
Approved Budget for District
July 1, 2020 - June 30, 2021

Account Title	FY20 Gen Opr	Approved Rest. Sch. & End.	Approved FY20 Total Budget	Gen Opr	Rest., Sch. & End.	Approved FY21 Total Budget
EXPENDITURES						
Non Bargaining Unit	\$ 249,993	\$ -	\$ 249,993	\$ 261,863	\$ -	\$ 261,863
Classified Non Instr FICA-SocScty	\$ 15,500	\$ -	\$ 15,500	\$ 16,235	\$ -	\$ 16,235
Classified Non-Instr FICA-Medi	\$ 3,379	\$ -	\$ 3,379	\$ 3,797	\$ -	\$ 3,797
Classified Non Instr Health & Wlfr	\$ 1,360	\$ -	\$ 1,200	\$ 1,200	\$ -	\$ 1,200
Classified Non-Instr SUI	\$ 922	\$ -	\$ 922	\$ 728	\$ -	\$ 728
Classified ETT-Foundation	\$ 42	\$ -	\$ 35	\$ 28	\$ -	\$ 28
Classified Non Instr Workers Comp	\$ 1,868	\$ -	\$ 1,868	\$ 2,050	\$ -	\$ 2,050
Public Relations/Recognitions	\$ 800	\$ -	\$ 500	\$ 500	\$ -	\$ 500
Office/Operational Supplies	\$ 7,000	\$ 9,465	\$ 16,465	\$ 6,000	\$ 15,000	\$ 21,000
Non Instr Printing	\$ 6,500	\$ 10,000	\$ 16,500	\$ 6,500	\$ 9,500	\$ 16,000
Contest Prizes	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000	\$ 1,000
Food - Business Meetings/Events	\$ 6,000	\$ 15,000	\$ 21,000	\$ 6,000	\$ 25,000	\$ 31,000
Indep Contractor (Individuals)	\$ 2,500	\$ 2,500	\$ 5,000	\$ 2,500	\$ 2,500	\$ 5,000
Service Contracts (Businesses)	\$ 2,500	\$ 5,000	\$ 7,500	\$ 3,500	\$ 5,000	\$ 8,500
Travel - All Travel Costs	\$ 6,000	\$ 4,000	\$ 10,000	\$ 6,000	\$ 4,000	\$ 10,000
On-Site-Prof. Develop/Webinars	\$ 500	\$ 500	\$ 1,000	\$ 500	\$ 500	\$ 1,000
Foundation Community Activities	\$ 14,600	\$ 25,000	\$ 39,600	\$ 15,000	\$ 25,000	\$ 40,000
Dues & Memberships	\$ 1,850	\$ 1,350	\$ 3,200	\$ 2,000	\$ 1,350	\$ 3,350
Non-Tech Licenses,Permits,Fees	\$ 550	\$ 1,450	\$ 2,000	\$ 550	\$ 2,500	\$ 3,050
Facility Rental	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,500	\$ 1,500
Software Mtce Agreement	\$ 10,000	\$ -	\$ 10,000	\$ 10,000	\$ -	\$ 10,000
Equipment Rental	\$ 400	\$ 850	\$ 1,250	\$ 850	\$ 1,500	\$ 2,350
Fingerprint/Background	\$ 100	\$ -	\$ 100	\$ -	\$ -	\$ -
District/College Support	\$ -	\$ 675,000	\$ 675,000	\$ -	\$ 650,000	\$ 650,000
Postage/Express Services	\$ 2,500	\$ 2,500	\$ 5,000	\$ 2,500	\$ 1,500	\$ 4,000
Advertising	\$ 3,430	\$ 6,000	\$ 9,430	\$ 3,500	\$ 1,000	\$ 4,500
Bank Service Charges	\$ 1,900	\$ 500	\$ 2,400	\$ 1,500	\$ 2,500	\$ 4,000
Investment Brokerage Fees	\$ 11,276	\$ 165,000	\$ 176,276	\$ 6,000	\$ 165,000	\$ 171,000
PCPA/PCPA Fdtn. Support	\$ -	\$ 75,000	\$ 75,000	\$ -	\$ 50,000	\$ 50,000
Equipment	\$ 1,450	\$ 5,000	\$ 6,450	\$ 1,500	\$ 5,000	\$ 6,500
Student Assistance	\$ -	\$ 12,500	\$ 12,500	\$ -	\$ 12,500	\$ 12,500
Scholarship	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ 625,000	\$ 625,000
Intrafund Transfers-Out	\$ 33,500	\$ 722,135	\$ 755,635	\$ 22,500	\$ 747,679	\$ 770,179
REVENUES						
Contributions,Gifts,Grants & End.	\$ 39,325	\$ 1,310,250	\$ 1,349,575	\$ 40,000	\$ 1,083,529	\$ 1,123,529
Interest and Investment Income	\$ 25,000	\$ 675,000	\$ 700,000	\$ 27,250	\$ 615,000	\$ 642,250
Realized/Unrealized Gain on Inv.	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Local Revenues	\$ 425	\$ 5,500	\$ 5,925	\$ 425	\$ 6,000	\$ 6,425
Intrafund Transfer-In	\$ 133,059	\$ 500,000	\$ 633,059	\$ 121,271	\$ 650,000	\$ 771,271
Other Transfer-In	\$ 188,611	\$ -	\$ 188,611	\$ 194,355	\$ -	\$ 194,355
Revenue Total	\$ 386,420	\$ 2,490,750	\$ 2,688,559	\$ 383,301	\$ 2,354,529	\$ 2,737,830
Expenditure Total	\$ 386,420	\$ 2,490,750	\$ 2,876,703	\$ 383,301	\$ 2,354,529	\$ 2,737,830
Report Total	\$ -	\$ -	\$ (188,144)	\$ -	\$ -	\$ -

General Operations	
Proposed FY21 Intrafund Transfers-In	
Administration Fee @ 1.5%	\$ 82,500
President's Circle Fee @ 15%	\$ 15,000
Unrestricted Endowment Proceeds	\$ 5,000
Hancock Promise Gift Fee @ 1.5%	\$ 7,500
Hansen Unrestricted End.	\$ 11,271
Other Transfer-In (District support)	\$ 194,355
	<u>\$ 315,626</u>

**Allan Hancock College Foundation
Fdn General Operations
Approved 2020-2021 Budget**

Fiscal period start date 07/01/2019
Fiscal period end date 06/30/2020
As of Date 5/31/2020

Chart of Accounts 3
Fund 831001 and 831002
Organization AFN
Account All
Program 709001
Include Revenue Yes

Account Title	Account Type	Approved Budget	Year to Date	2020-2021 Approved
Non Bargaining Unit	Labor	\$ 249,993	\$ 227,179	\$ 261,863
Classified Non Instr FICA-Soc Serty	Labor	\$ 15,500	\$ 14,085	\$ 16,235
Classified Non-Instr FICA-Medicare	Labor	\$ 3,379	\$ 3,294	\$ 3,797
Classified Non Instr Health & Wlfr	Labor	\$ 1,360	\$ 184	\$ 1,200
Classified Non-Instr SUI	Labor	\$ 922	\$ 1,046	\$ 728
Classified ETT-Foundation	Labor	\$ 42	\$ 41	\$ 28
Classified Non Instr Workers Comp	Labor	\$ 1,868	\$ 1,738	\$ 2,050
Public Relations/Recognitions	Direct Expenditures	\$ 800	\$ 566	\$ 500
Office/Operational Supplies	Direct Expenditures	\$ 7,000	\$ 4,177	\$ 6,000
Non Instr Printing	Direct Expenditures	\$ 6,500	\$ 3,124	\$ 6,500
Food - Business Meetings/Events	Direct Expenditures	\$ 6,000	\$ 3,475	\$ 6,000
Indep Contractor (Individuals)	Direct Expenditures	\$ 2,500	\$ -	\$ 2,500
Service Contracts (Businesses)	Direct Expenditures	\$ 2,500	\$ 2,932	\$ 3,500
Travel - All Travel Costs	Direct Expenditures	\$ 6,000	\$ 3,278	\$ 6,000
On-Site-Prof. Develop/Webinars	Direct Expenditures	\$ 500	\$ 177	\$ 500
Foundation Community Activities	Direct Expenditures	\$ 14,600	\$ 9,999	\$ 15,000
Dues & Memberships	Direct Expenditures	\$ 1,850	\$ 1,464	\$ 2,000
Non-Tech Licenses,Permits,Fees	Direct Expenditures	\$ 550	\$ 190	\$ 550
Non-Tech Maintenance Agreement	Direct Expenditures	\$ -	\$ -	\$ -
Software Maintenance Agreement	Direct Expenditures	\$ 10,000	\$ 9,840	\$ 10,000
Equipment Rental	Direct Expenditures	\$ 400	\$ -	\$ 850
Fngprnt/Bckgrnd/Psy Tst/Poly	Direct Expenditures	\$ 100	\$ -	\$ -
Postage/Express Services	Direct Expenditures	\$ 2,500	\$ 1,650	\$ 2,500
Advertising	Direct Expenditures	\$ 3,430	\$ 3,450	\$ 3,500
Bank Service Charges	Direct Expenditures	\$ 1,900	\$ 1,819	\$ 1,500
Investment Brokerage Fees	Direct Expenditures	\$ 11,276	\$ 3,010	\$ 6,000
Equipment	Direct Expenditures	\$ 1,450	\$ 1,132	\$ 1,500
Intrafund Transfers-Out	Direct Expenditures	\$ 33,500	\$ 25,500	\$ 22,500
Contributions, Gifts, Grants&Endwmnts	Revenue	\$ 39,325	\$ 65,064	\$ 40,000
Interest and Investment Income	Revenue	\$ 25,000	\$ 23,800	\$ 27,250
Realized/Unrealized Gain on Investment		\$ -	\$ (19,639)	\$ -
Other Local Revenues	Revenue	\$ 425	\$ 736	\$ 425
Intrafund Transfer-In	Revenue	\$ 133,059	\$ 253,985	\$ 121,271
Other Transfer-In	Revenue	\$ 188,611	\$ 175,850	\$ 194,355
Revenue Total		\$ 386,420	\$ 499,796	\$ 383,301
Expenditure Total		\$ 386,420	\$ 323,350	\$ 383,301

Intrafund Transfers-In	FY 2019-20 Budget	FY 2019-20 Actuals	FY 2020-21 Budget
Administration Fee @ 1.5%	\$ 81,634	\$ 97,842	\$ 82,500
President's Circle Fee @ 15%	\$ 15,000	\$ 3,387	\$ 15,000
Unrestricted Endowment Proceeds	\$ 8,000	\$ -	\$ 5,000
Hancock Promise Gift Fee @ 1.5%	\$ 7,500	\$ 31,020	\$ 7,500
Hansen Unrestricted Endowment	\$ 20,925	\$ -	\$ 11,271
Unrestricted Title III	\$ -	\$ 121,736	\$ -
Other Transfer-In (District Support)	\$ 188,611	\$ 175,850	\$ 194,355
	\$ 321,670	\$ 429,835	\$ 315,626

**Allan Hancock College Foundation
Fdn General Operations**

Fiscal period start date 07/01/2019
 Fiscal period end date 06/30/2020
 As of Date 05/31/2020

Chart of Accounts 3
 Fund 831001 and 831002
 Organization AFN
 Account All
 Program 709001

Account Title	Account Type	Approved Budget	Year to Date	Available Balance
Expenses				
Non Bargaining Unit	Labor	\$ 249,993	\$ 227,179	\$ 22,814
Classified Non Instr FICA-Soc Scrt	Labor	\$ 15,500	\$ 14,085	\$ 1,415
Classified Non-Instr FICA-Medicare	Labor	\$ 3,379	\$ 3,294	\$ 85
Classified Non Instr Health & Wlfr	Labor	\$ 1,360	\$ 184	\$ 1,176
Classified Non-Instr SUI	Labor	\$ 922	\$ 1,046	\$ (124)
Classified ETT-Foundation	Labor	\$ 42	\$ 41	\$ 1
Classified Non Instr Workers Comp	Labor	\$ 1,868	\$ 1,738	\$ 130
Public Relations/Recognitions	Direct Expenditures	\$ 800	\$ 566	\$ 234
Office/Operational Supplies	Direct Expenditures	\$ 7,000	\$ 4,177	\$ 2,823
Non Instr Printing	Direct Expenditures	\$ 6,500	\$ 3,124	\$ 3,376
Food - Business Meetings/Events	Direct Expenditures	\$ 6,000	\$ 3,475	\$ 2,525
Indep Contractor (Individuals)	Direct Expenditures	\$ 2,500	\$ -	\$ 2,500
Service Contracts (Businesses)	Direct Expenditures	\$ 2,500	\$ 2,932	\$ (432)
Travel - All Travel Costs	Direct Expenditures	\$ 6,000	\$ 3,278	\$ 2,722
On-Site-Prof. Develop/Webinars	Direct Expenditures	\$ 500	\$ 177	\$ 323
Foundation Community Activities	Direct Expenditures	\$ 14,600	\$ 9,999	\$ 4,601
Dues & Memberships	Direct Expenditures	\$ 1,850	\$ 1,464	\$ 386
Non-Tech Licenses,Permits,Fees	Direct Expenditures	\$ 550	\$ 190	\$ 360
Non-Tech Maintenance Agreement	Direct Expenditures	\$ -	\$ -	\$ -
Software Maintenance Agreement	Direct Expenditures	\$ 10,000	\$ 9,840	\$ 160
Equipment Rental	Direct Expenditures	\$ 400	\$ -	\$ 400
Fngprnt/Bckgrnd/Psy Tst/Poly	Direct Expenditures	\$ 100	\$ -	\$ 100
Postage/Express Services	Direct Expenditures	\$ 2,500	\$ 1,650	\$ 850
Advertising	Direct Expenditures	\$ 3,430	\$ 3,450	\$ (20)
Bank Service Charges	Direct Expenditures	\$ 1,900	\$ 1,819	\$ 81
Investment Brokerage Fees	Direct Expenditures	\$ 11,276	\$ 3,010	\$ 8,266
Equipment	Direct Expenditures	\$ 1,450	\$ 1,132	\$ 318
Intrafund Transfers-Out	Direct Expenditures	\$ 33,500	\$ 25,500	\$ 8,000
Revenue				
Contributions,Gifts,Grants&Endwmnts	Revenue	\$ 39,325	\$ 65,064	\$ 7,203
Interest and Investment Income	Revenue	\$ 25,000	\$ 23,800	\$ 1,200
Realized/Unrealized Gain on Investment		\$ -	\$ (19,639)	\$ 19,639
Other Local Revenues	Revenue	\$ 425	\$ 736	\$ (280)
Intrafund Transfer-In	Revenue	\$ 133,059	\$ 253,985	\$ (120,926)
Other Transfer-In	Revenue	\$ 188,611	\$ 175,851	\$ 12,760
Revenue Total		\$ 386,420	\$ 499,797	\$ 293,965
Expenditure Total		\$ 386,420	\$ 323,350	\$ 63,070

Budget - Intrafund Transfers-In	Approved Budget	Actuals
Administration Fee @ 1.5%	\$ 81,634	\$ 97,841
President's Circle Fee @ 15%	\$ 15,000	\$ 3,387
Unrestricted Endowment Proceeds	\$ 8,000	\$ -
Hancock Promise Gift Fee @ 1.5%	\$ 7,500	\$ 31,020
Hansen Unrestricted Endowment	\$ 20,925	\$ -
Title III Endowment Transfers	\$ -	\$ 121,736
Other Transfer-In (District)	\$ 188,611	\$ 175,851
	\$ 321,670	\$ 429,835

To: Executive Committee	ACTION
From: Jon Hooten, Executive Director College Advancement	July 8, 2020
Subject: Foundation Resolution 2020-01 - Authorization of Savings, Checking, and Investment Account Signatures	

BACKGROUND

Resolution No. 2020-01 - Authorization of Savings, Checking, and Investment Account Signatures is found on the following page. Laura Becker has replaced Rebecca Holmes as the director of Business Services, and Jon Hooten has been added.

Authorized signatories include:

- Kevin G. Walthers, Ph.D., Allan Hancock College Superintendent/President
- Eric D. Smith, Allan Hancock College Associate Superintendent/Vice President, Finance and Administration
- Jon Hooten, Ph.D., Allan Hancock College Executive Director, College Advancement
- Laura Becker, Allan Hancock College Director, Business Services
- Robert Curry, Ph.D., Allan Hancock College Associate Superintendent/Vice President, Academic Affairs

RECOMMENDATION

Foundation staff recommends the adoption of Resolution No. 2020-01.



RESOLUTION NO. 2020-01

A RESOLUTION OF THE ALLAN HANCOCK COLLEGE FOUNDATION

BOARD OF DIRECTORS

AUTHORIZATION OF SAVINGS, CHECKING, AND

INVESTMENT ACCOUNT SIGNATURES

WHEREAS, the establishment of various commercial savings, checking and investment accounts is necessary for the conduct of foundation business; and

WHEREAS, appropriate district employees must be authorized signatories for the accounts;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allan Hancock College Foundation hereby authorizes the following individuals as signatories for the Allan Hancock College Foundation savings, checking, and investment accounts.

Any two of the following:

- _____ Kevin G. Walthers, Ph.D.
Allan Hancock College Superintendent/President

- _____ Eric D. Smith
Allan Hancock College Associate Superintendent/Vice President,
Finance and Administration

- _____ Jon Hooten, Ph.D.
Allan Hancock College Executive Director, College Advancement

- _____ Laura Becker
Allan Hancock College Director, Business Services

- _____ Bob Curry, Ph.D.
Allan Hancock College Associate Superintendent/Vice President,
Academic Affairs

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALLAN HANCOCK COLLEGE FOUNDATION this 23rd day of July, 2020.

Mary Nanning, Secretary to the Board of Directors

To: Executive Committee	ACTION
From: Jon Hooten, Executive Director College Advancement	July 8, 2020
Subject: Foundation Resolution 2020-02 - Authorization to Borrow Funds Under the Paycheck Protection Program	

BACKGROUND

Resolution No. 2020-02 approves the borrowing of funds under the Paycheck Protection Program through the Small Business Administration to support the operating budget during the COVID-19 pandemic. A copy of the resolution can be found on the following page.

RECOMMENDATION

Foundation staff recommends the adoption of Resolution No. 2020-02.



RESOLUTION NO. 2020-02

A RESOLUTION OF THE ALLAN HANCOCK COLLEGE FOUNDATION

BOARD OF DIRECTORS

AUTHORIZATION TO BORROW FUNDS UNDER THE PAYCHECK PROTECTION PROGRAM

WHEREAS, the current economic uncertainty related to the COVID-19 pandemic makes a loan necessary to support our ongoing operations;

WHEREAS, the Small Business Administration (SBA) is administering the Paycheck Protection Program (PPP) SBA 7(a) loan program to provide a direct incentive for small businesses, including nonprofits, to keep their workers on the payroll.

WHEREAS, the loan amount is based on 2.5 times the monthly payroll and may be used on payroll related expenses together with rent and certain other expenses;

WHEREAS, SBA will forgive loans if all employees are kept on the payroll for 24 weeks and the money is used for payroll, rent, mortgage interest, or utilitiesⁱ;

WHEREAS, if 1) the number of full-time equivalent employees is reduced or 2) wages for individual employees making less than \$100,000 per year are reduced by more than 25%, then a portion of the loan will be repayable in two years;

NOW, THEREFORE, BE IT RESOLVED that the Allan Hancock College Foundation (the Corporation) approves of the decision to borrow the maximum amount available under the PPP SBA 7(a) loan program; and

The Corporation approves of the Corporation officers executing the promissory note and such other documents as are necessary in the name of the Corporation to obtain the loan.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALLAN HANCOCK COLLEGE FOUNDATION this 23rd day of July, 2020.

Mary Nanning, Secretary to the Board of Directors

ⁱ Statement taken from SBA website: <https://www.sba.gov/funding-programs/loans/paycheck-protection-program-ppp>

To: Executive Committee	ACTION
From: Jon Hooten, Executive Director College Advancement	July 8, 2020
Subject: Allan Hancock College Foundation Employee Handbook	

BACKGROUND

The Allan Hancock College Foundation Employee Handbook was reviewed in January 2020. At the recommendation of the Executive Committee, staff added the following section outlining the Foundation's conflict of interest policy for employees:

Conflicts of Interest

Non-profit organizations exist for the benefit of the public at large and not for the benefit of select individuals, especially those in its employ. The Foundation strives to be aware of, discourage, and properly manage all conflicts of interest and appearances of a conflict of interest in its operations.

The following circumstances shall be deemed to create a conflict of interest:

- An employee (or family member of an employee) is a party to a contract or involved in a transaction with the Foundation for goods or services.
- An employee (or a family member of an employee) has a material financial interest in a transaction between the Foundation and an entity in which the employee (or a family member of an employee) is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- An employee (or a family member of an employee) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the Foundation.

Accepting gifts, entertainment, or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of the employee's duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Foundation.

In connection with any actual or perceived conflict of interest, the employee must disclose to the Executive Director the existence of any financial interests that might cause an actual or perceived conflict of interest. The Executive Director will determine whether an actual conflict of interest exists and the appropriate course of action. If the Executive Director has reason to believe that an employee has failed to disclose an actual or possible conflict of interest, s/he will take appropriate action to rectify the situation which may include disciplinary action up to and including separation.

RECOMMENDATION

Staff recommends approval of the employee handbook as submitted.



EMPLOYEE HANDBOOK

2020

Welcome!

On behalf of the Allan Hancock College Foundation Board of Directors, I extend to you a very warm welcome and congratulations on your position. The Foundation plays a special role—one that faculty, staff and administrators count on in order to help students ‘Start here. Go anywhere.’ As a 501(c)(3) nonprofit organization, the Foundation serves as an auxiliary corporation to Allan Hancock College, providing fundraising and community/outreach support and working to advance the strategic mission and vision of the college.

I’m excited to have you join our team. This handbook is designed to acquaint you with the Allan Hancock College Foundation and provide you with information to help you in your position. If you ever have any questions, please do not hesitate to contact me.

Sincerely,

Jon Hooten, Ph.D.

Executive Director, College Advancement

GENERAL INFORMATION

Equal Employment Opportunity

The Allan Hancock College Foundation(the “Foundation ”) is committed to the active promotion of diversity and equal access and opportunities to all staff, students, and applicants, including qualified members of underrepresented/protected groups. The Foundation assures that no person shall be discriminated against because of race, color, ancestry, religion, gender identity, national origin, age, physical/mental disability, medical condition, veteran status, marital status, or sexual orientation.

Proof of U. S. Citizenship and/or Right to Work

Federal regulations require that new employees must (1) complete and sign Federal Form I-9 (Employment Eligibility Verification Form) within 72 hours of the time of hire; and (2) present documents of identity and eligibility to work in the United States.

Employment Clarification

The Foundation and not the Allan Hancock College Joint Community College District employs the individual. They will be placed on the Foundation ’s payroll. If a person doing Foundation work is being paid as a bona fide contractor or consultant, they will not be an employee of the Foundation or the district. No person may be paid directly out of petty cash or any other such fund for work performed.

“At Will” Employment

All employment and compensation with the Foundation is “at will” in that any employee can be separated with or without cause and with or without notice, at any time, at the option of either the executive director or the employee, except as otherwise provided by law. This means that either side may terminate the relationship at any time, with or without cause and with or without advance notice. The Foundation also retains the right to demote, transfer, change job duties, and change compensation at any time with or without notice and with or without cause in its sole discretion. In deciding to work for the Foundation, or continuing to work for the Foundation, you must understand and accept these terms of employment.

Employment Classifications

At the time an employee is hired, they will be classified as a full-time (exempt or non-exempt), part-time, or temporary employee. All items described in this handbook and communicated by the Foundation apply to all employees, with the exception of certain positions that may be declared to be exempt, in which case they may not qualify for the overtime provision of the Fair Labor Standards Act. If the employee is unsure about their employment classification, they should ask the executive director.

- **Full-time Employees**
A full-time employee is assigned to work thirty-seven (37) hours per week.
- **Part-time Employees**
A part-time employee is assigned to work less than thirty-seven (37) hours per week.
- **Temporary Employees**

Periodically, the Foundation may hire employees, including students, for specified lengths of time or for the completion of a specific project. An employee hired under these conditions will be considered a temporary employee, even if they work 40 hours or more a week on a temporary basis. The job assignment, work schedule, and duration of the position will be determined on an individual basis, and the employee will be paid an hourly wage. Temporary employees are only eligible for legally required benefits. Those temporary employees who work more than eight (8) hours in one day or more than forty (37) hours during any work week will receive overtime pay.

- Non-Exempt Employees
Non-exempt employees are those who are eligible to be paid for overtime in accordance with the provisions of applicable state or federal guidelines. All overtime must be approved by an immediate supervisor and all time worked must be recorded.
- Exempt Employees
Exempt employees are those who are not eligible for overtime pay. Such employees include but are not limited to those employed in an executive, administrative, professional and outside sales capacity.

Bonding Requirement

Under certain circumstances, the Foundation may require that an employee be bonded. It is the responsibility of such an employee to assure that they are bondable. The Foundation will pay the cost of bonding. Should the employee fail to meet these qualifications, they will be subject to separation.

Fingerprinting, Background and Drug Testing Requirement

Before employment, applicants to whom an offer of employment has been delivered will be required to be fingerprinted, and may be tested for drugs as a condition of employment. It is the employee's responsibility to meet these requirements if asked. The Foundation will select the testing agency and pay the cost of tests. Should the records show arrests, convictions, or drug use, the employee may not be hired and may be subject to separation.

Anniversary Date

The first day an employee reports to work is their official anniversary date. The anniversary date is used to compute various conditions and benefits described in this handbook.

Probationary Period

The first six months of employment with the Allan Hancock College Foundation are considered a probationary period. During this probationary period, the executive director will work closely with the employee to help them understand the needs and processes of the job. The probationary period may be extended upon mutual agreement between the employee and the executive director.

At the end of the probationary period, the employee will receive their first evaluation. The completion of the probationary period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

Evaluation

Following the probationary period evaluation, an annual evaluation will be conducted by the executive director.

The evaluation will include written mutually agreed upon goals, as measurable actions, for the upcoming year and will become part of the review process for the year following. The intent of employee evaluation is to provide positive feedback for continuous success of employees at the Foundation. The evaluation must be signed by both the employee and executive director.

The executive director is required to provide information on annual staff evaluations to the Foundation's Executive Board. Annual evaluations are considered to be part of the terms of employment, including salary and benefits.

Resignation/ Exit Interview

If the employee anticipates resigning their position, they are asked to give the executive director at least two (2) weeks advance notice. In instances where an employee voluntarily leaves the Foundation, the employee will be asked to grant the executive director or his/her designee an exit interview to discuss the reasons for leaving and any other impressions that the employee may have about the Foundation. To encourage free communication during the exit interview, all information given will be kept strictly confidential and in no way affect any reference information provided by the Foundation's management to another employer. When called for reference information on former employees, the Foundation will confirm hire date, employment history, separation date, and salary range.

Business Hours

The Allan Hancock College Foundation's regular operating hours are 8 a.m. to 4:30 p.m., Monday through Thursday, and 8 a.m. to 4 p.m., Friday. However, periodically an employee may be required to deviate from these regular hours (i.e., arrive earlier and/or stay later than usual) in order to successfully complete a specific project or to assist with a Foundation event. The Foundation may also consider reducing regular operating hours to meet the needs of the Foundation and the Foundation budget. At the discretion of the executive director, an employee may be required to attend Foundation meetings and/or special events that are not scheduled during regular working hours. In these instances, the employees' work week will be adjusted accordingly.

Confidential Information

Foundation donors and board members entrust the Foundation with important information relating to their businesses and personal situations. The nature of this relationship requires maintenance of strict confidentiality. In safeguarding the information received, the Allan Hancock College Foundation earns the respect and further trust of its donors and board members. Employment with the Allan Hancock College Foundation assumes an obligation to maintain confidentiality, even after the employee terminates employment. Employees may be asked to sign confidentiality agreements to ensure privacy.

Employees should not discuss Foundation business with anyone who does not work for the Foundation, and they should never discuss business transactions with anyone who does not

have a direct association with the transaction. If an employee hears, sees, or becomes aware of anyone else breaking this trust, the employee should discuss it with the executive director.

If any person requests information about the Foundation or its donors and the employee is concerned about the appropriateness of giving certain information, the employee is not required to respond. Instead, the employee should refer the request to the executive director.

No one is permitted to remove or make copies of any Foundation records, reports, or documents without prior approval from the executive director.

Because of the seriousness of confidentiality, inappropriate disclosure of confidential information may result in disciplinary action up to and including separation.

Conflicts of Interest

Non-profit organizations exist for the benefit of the public at large and not for the benefit of select individuals, especially those in its employ. The Foundation strives to be aware of, discourage, and properly manage all conflicts of interest and appearances of a conflict of interest in its operations.

The following circumstances shall be deemed to create a conflict of interest:

- An employee (or family member of an employee) is a party to a contract or involved in a transaction with the Foundation for goods or services.
- An employee (or a family member of an employee) has a material financial interest in a transaction between the Foundation and an entity in which the employee (or a family member of an employee) is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- An employee (or a family member of an employee) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with the Foundation.

Accepting gifts, entertainment, or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of the employee's duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Foundation.

In connection with any actual or perceived conflict of interest, the employee must disclose to the Executive Director the existence of any financial interests that might cause an actual or perceived conflict of interest. The Executive Director will determine whether an actual conflict of interest exists and the appropriate course of action. If the Executive Director has reason to believe that an employee has failed to disclose an actual or possible conflict of interest, s/he will take appropriate action to rectify the situation which may include disciplinary action up to and including separation.

Immigration Compliance

The Foundation will comply with applicable immigration laws, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his/her identity and legal authority of work in the United States.

In the event an employment authorization document with an expiration date is used, it is the employee's responsibility to timely renew such identification and present the new documents to the Foundation. Failure to do so will result in termination of employment as required by federal law.

If you have any questions or need more information on immigration law issues, please contact the executive director.

Community Relations

The success of the Foundation depends upon the quality of the relationships between the Foundation, its employees, the donors, board members, and the general public. Donor confidence in the Foundation and their willingness to assist the Foundation is greatly influenced by the people who serve them. Regardless of the employee's position, they are an ambassador of the Foundation, as well as the college. A pleasant demeanor, service mentality, and helpful attitude are absolutely essential as a Foundation employee.

Safety

Each employee is responsible for keeping the workplace and their co-workers safe. The employee should tell the executive director about any perceived hazard that could result in an injury or illness to people on the job. Safety-oriented workshops are periodically provided by the college and Foundation employees are encouraged to attend. At the option of the executive director, employees may be assigned to attend specific workshops. A discussion of Workers' Compensation Insurance and Leave can be found in the "Employee Leave" section of this manual. While working, each employee must always obey state job safety and health laws.

- **Injury/Illness or Accident**

The Federal Occupational Safety and Health Act (OSHA) require an employer to keep records of any illness and/or accident that occurs during the workday. The state Workers' Compensation Act also requires that an employee report any illness or injury on the job, no matter how slight. If an employee hurts themselves or becomes ill, the employee should contact the executive director or another staff member for assistance. If the employee fails to report an injury, they may jeopardize their right to collect workers' compensation benefits as well as health benefits. Should an employee have any questions or concerns, they should contact the executive director.

The Foundation may work with the college district to provide in-service training and on-the-job training during regular working hours with no loss of pay or benefits to employees. Employees may be required to participate in training.

- **Evacuation Drills**

Periodically the college will schedule fire, earthquake and other emergency preparedness drills for employee safety. The Foundation participates in these drills.

During an evacuation, every employee will be required to leave the building in an orderly manner. Employees should remain together there until given the all clear by the college's public safety department.

- **Office Cleanliness**

As a safety and health precaution, each employee is expected to keep their individual and shared work areas neat and orderly at all times. Easily accessible trash receptacles and recycling containers are located throughout the building. Employees should put all litter and recyclable materials in the appropriate receptacles and containers. Employees should report to the executive director anything that needs repair or replacement.

PERSONNEL ADMINISTRATION

The responsibility of maintaining personnel records and related personnel administrative functions at the Allan Hancock College Foundation has been assigned to the executive director. Questions regarding employment agreements, wages, interpretation of policies, payroll and benefits questions should be discussed with the executive director.

Employee Personnel File

Keeping the employee personnel file up-to-date is important with regard to current address, personal contact information, pay, deductions, benefits, vacation and sick leave accruals, and other matters. An employee may ask the executive director to review their file and to receive copies of all documents he/she has signed. Certain documents, such as pre-employment reference checks and medical records, will not be made available for the employee to review.

It is the responsibility of the employee to notify the executive director of any changes in the following:

- Legal name
- Home address
- Telephone numbers (home, cell)
- Person to notify in case of emergency
- Military or draft status
- Exemptions on your IRS Form W-4 "Employee's Withholding Allowance Certificate"

Continuing Education and Professional Development

Allan Hancock College Foundation is committed to encouraging employees to pursue self-development activities that will enable them to make increased contributions to the foundation, improve performance on their current assignments and prepare them for other career development opportunities. The foundation may, in its sole discretion, pay for the professional development program as they arise. Professional development opportunities and goals should be documented as part of the employee's annual performance review.

COMPENSATORY TIME & BENEFITS

It is the policy of the Allan Hancock College Foundation to comply with state and federal wage and hour laws. If an error is brought to our attention, we will rectify it in a timely manner (i.e. “Safe Harbor” clause).

Work Year

The normal work year shall begin on July 1 and end twelve (12) months later on June 30.

Work Week

The work week for full-time employment shall be five (5) consecutive days, and not less than thirty-seven (37) hours per week or as determined by the executive director. During the summer months of June, July and August, the Foundation may adopt alternative work hours such as “four 10s” or “nine 80s” (every other Friday off). This is an annual decision made by the executive director, depending upon workload, and scheduling may be staggered to ensure office coverage throughout the workweek.

Workday

The workday shall consist of not less than seven (7) hours per day exclusive of the unpaid lunch period or as determined by the board.

Meal and Rest Periods

Non-exempt employees (i.e. employees who are subject to overtime requirements) who work more than 5 hours in a work day must take a meal break of at least 30 minutes that must be recorded on the employee timesheet. Employees are not paid during this period and should not work while on a meal break. The employee is required to confirm with their on-site supervisor the length (normally 30 or 60 minutes) and schedule for their meal period. During this time the employee must be relieved of all duty, not performing any work, and is free to leave the worksite.

If the employee completes their work day in six hours they may voluntarily waive the meal period by mutual agreement with the executive director. If the employee only works 6 hours per day and wants to waive the period, it should be noted on the timesheet. The employee must have approval from the management to waive the meal period if they complete their workday in 6 hours.

When a meal period is taken, it must begin no later than the end of the fifth hour of work.

Non-exempt employees may not work through their meal period in order to leave early or arrive at work late. Non-exempt employees may not make up any time away from work by working through their meal period.

An on-duty meal period may only be taken with the mutual agreement of the employee and the employer, and must be approved by the management and via a waiver signed by both the employee and the employer. The employee may also revoke this agreement at any time. Note that an “on-duty” meal period will not be granted for the mere convenience of the employer or employee but only when the nature of the work truly prevents the employee from being relieved of all duty for at least 30 minutes.

Non-exempt employees should take a paid rest period of ten minutes per each four-hour period worked or major fraction thereof, unless the employee’s total day’s work time is less than three and one-half hours. The rest periods should occur approximately in the middle of each work period.

The employee should take 10-minute rest breaks according to the following table:

Hours of Work	Rest Breaks
0 - 3.5	0
3.5 - 6	1
6 - 10	2
10 - 14	3
14 - 18	4

Overtime

Non-exempt employees eligible for overtime must have prior express written consent from the executive director before the employee performs any work. Overtime is ordered and authorized for time worked in excess of eight (8) hours in one day, or 37 hours in one week in quarter-hour increments. An employee who works authorized overtime shall be paid at a rate equal to one and one half (1.5) times the employee’s regular rate of pay for the amount of overtime worked, or when mutually agreed upon, receive compensatory time off at a rate equal to one and one-half (1.5) times the amount of overtime worked. Overtime of less than fifteen (15) minutes shall not be credited.

Compensatory time off should be used within two weeks in which it was earned. When employees schedule vacation time, the employee shall use accrued compensatory time before accrued vacation time.

Salary Schedule and Longevity Pay

All Foundation full-time and part-time employees will be placed on a job appropriate salary schedule at the time of hiring. Movement on the salary schedule is reviewed annually and contingent upon satisfactory work performance, annual evaluation, and final approval by the Foundation’s executive committee. Step increases take effect on July 1 unless otherwise designated by the Foundation’s Board of Directors Executive Committee.

Longevity pay in the amount of 1.5 percent (1.5%) of the employee's current salary will be available on two-year intervals after the employee has reached the final step of the salary schedule. It is contingent upon satisfactory work performance, recommendation of the executive director, and final approval of the Foundation's executive committee.

The Foundation may from time-to-time choose to recognize an employee who has assumed additional work assignments through a work assignment compensation benefit. The amount of this benefit and its duration will be set by the Foundation's executive committee.

Deductions from Paycheck (Mandatory)

The Foundation is required by law to deduct social security, Medicare, federal and state income taxes, and (if applicable) local withholding taxes and SDI from the employee's paycheck. The Allan Hancock College Foundation matches the employee's contributions to social security and Medicare. These deductions are itemized on the paycheck stub. Any other mandatory deductions from a paycheck, such as court ordered attachments, will be explained if the Foundation is ordered to make such deductions.

Error in Pay

Every effort is made to avoid errors in a paycheck. If an error has been made, the employee should notify the executive director immediately. Steps will be taken immediately to research and rectify all errors. If an overpayment has occurred, the employee will be required to rectify the error and make arrangements to re-pay the monies.

BENEFITS

Eligibility for Benefits

On the first day hired, all full-time employees who are regularly assigned to work thirty-seven (37) or more hours per week will be entitled to participate in Foundation benefits.

Cash in Lieu (Medical)

The Foundation does not offer direct medical benefits to employees. Rather, an annual 'cash in lieu' payment of \$5000 is provided to each full-time employee to purchase medical insurance. This stipend is added to each paycheck. Employees taking advantage of the cash in lieu benefit must provide annual evidence of insurance coverage.

Dental Care

Full-time Foundation employees (and dependents) may elect to participate in the college's dental plan at cost. The Foundation does not provide a shared cost option.

Vision Care Allowance

Full-time Foundation employees are entitled to a vision care allowance of \$300.00 each fiscal year, which can accrue over two concurrent fiscal years up to a maximum of \$600.00. A copy of the invoices must be submitted with each claim. Payments will be made to the employee only. The vision care allowance may be used for eye examinations and for the purchase of prescription glasses and/or contact lenses.

Workers' Compensation Benefits

The Foundation is insured through a district insurance policy which provides benefits in the event employees incur a work-related injury or illness. Benefits will cover up to 100% of authorized medical expenses if the employee is injured on the job. Injuries not reported immediately to the executive director cannot be guaranteed coverage by the compensation insurance. Report your injury to the executive director no matter how slight the injury may appear.

The law requires that the Foundation notify the California Department of Fraud Unit and the Santa Barbara District Attorney's office on any concerns of false or fraudulent claims.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony.

A violation of this law is punishable by imprisonment for 1-5 years or by a fine not to exceed \$50,000 or double the value of the fraud, whichever is greater or both. Additional civil penalties may also be assessed.

Acceptance of employment with a different employer that requires the performance of activities that you have stated that you cannot perform because of the injury for which you are receiving temporary disability benefits could constitute fraud and could result in criminal prosecution. If convicted, you could lose your rights to workers' compensation benefits and face imprisonment for up to five (5) years and a fine of up to fifty thousand dollars (\$50,000) or double the amount of the fraud, whichever is greater.

HOLIDAYS AND VACATION

Holidays

The Foundation follows the holiday schedule of Allan Hancock College. The Foundation provides fourteen (14) paid holidays to full-time Foundation employees. The paid holidays will be scheduled to correspond with the Allan Hancock College academic calendar year. Holiday pay is provided on a pro-rated basis for part-time employees working at least 18.5 hours a week. *Example:* a part-time employee who works six hours per day will receive six hours of holiday pay per holiday if the holiday is observed on their scheduled working day. Temporary and student employees are not eligible for holiday pay. See college Intranet website for current college holiday schedule.

A birthday holiday is also provided annually. The birthday holiday must be used within one year subsequent to the employee's birthday and taken at a time agreed upon by the executive director.

Vacation

Vacation accrual begins on the first date of employment. Employees who work less than thirty-seven (37) hours per week are not eligible for vacation accrual. Vacation may not be used before it is earned unless otherwise approved by the executive director. Vacation earned but not taken during the fiscal year in which it is earned may be carried over for a period not to

exceed one additional fiscal year. Every attempt will be made to permit an employee to take annual vacation. Vacation benefits are earned on a fiscal year basis July 1 through June 30.

Full-time employees of the Foundation shall earn vacation according to the following schedule:

First year through and including the fourth year	1.25 days paid vacation for each calendar month served (15 calendar days annually)
Beginning the fifth year	1.66 days paid vacation for each full calendar month served (20 calendar days)
After the fifteenth year	2.0 days paid vacation for each full calendar month served (24 calendar days)

Vacation Schedule

Employees shall schedule vacations at times consistent with the needs of the Foundation. The employee's requests to use vacation time shall be submitted and approved by the executive director as far in advance as possible, but not less than three days in advance. If there is any conflict between employees as to when vacations will be taken, preference will be given in the order requests are received, beginning July 1 of each year. When a holiday falls during the scheduled vacation of an employee, such an employee shall be granted regular pay for the holiday without deduction from credited vacation.

Vacation Pay Upon Termination

When an employee is terminated, the employee is entitled to all vacation pay earned and accumulated up to and including the effective date of termination. If the employee has been terminated and has been granted vacation which was not yet earned at the time of termination of their services, the Foundation shall deduct from the employee's separation check the full amount of salary which was paid for such unearned vacation time taken.

An employee of the Foundation shall be permitted to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies notice and supporting information regarding the basis for such interruption or termination. If an employee's vacation becomes due during a period when the employee is on leave due to illness or injury, the employee may request that the vacation date be changed or may request to carry over the vacation to the extent permitted for carry over. The employee shall provide documentation of the need to carry over vacation.

Vacation Pay upon Separation/Retirement

When an employee separates/retires from the Allan Hancock College Foundation, the employee is entitled to all vacation pay earned and accumulated up to and including the effective date of separation, except those employees who have not completed six (6) months of employment shall not be entitled to such compensation. The rate of pay will be the employee's current salary, longevity and cash-in-lieu.

EMPLOYMENT LEAVE

Sick Leave

Sick leave accrual begins on the first date of hire.

Full-time employees of the Foundation shall earn sick leave according to the following schedule:

First year through and including the fifth year	1.0 day paid sick leave for each calendar month served
After the sixth year	1.25 days paid sick leave for each full calendar month served

Part-time employees who, on or after July 1, 2014, works in California for 30 or more days within a year from the beginning of employment are entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular wage rate. Accrual shall begin on the first day of employment. An employee may use accrued paid sick days as soon as they are accrued. Sick leave may be used in one-hour increments.

Employees of the Foundation absent due to surgery, serious injury or illness, or absent for three or more consecutive assigned workdays may be required to provide a medical release signed by a licensed California physician prior to being permitted to return to work. If the required medical release is not submitted, such leave will be without pay. At the discretion of the executive director, an employee may be required to submit to medical examination by a Foundation-appointed physician at the expense of the Foundation.

Personal Business and Medical Appointments

When possible, it is the responsibility of the employee to schedule all personal business, medical, dental, and vision care appointments during non-work hours. Sick leave may be used in one-hour increments to accommodate necessary medical appointments.

Domestic Violence Leave

The Foundation will not discriminate against employees who are victims of domestic violence and sexual assault for taking time off from work to obtain or attempt to obtain any relief, including but not limited to a restraining order, temporary restraining order, or other injunctive relief to help ensure the health, safety, or welfare of a domestic violence and sexual assault victim or his or her child.

The Foundation will also not discriminate against an employee who is a victim of domestic violence and sexual assault for taking time off work to seek medical attention for injuries caused by such domestic violence and sexual assault, to obtain services from a domestic violence and sexual assault program, to obtain psychological counseling related to the domestic violence and sexual assault, or to participate in actions to increase safety from future domestic violence and sexual assault, including temporary or permanent relocation.

Affected employees must give the Foundation reasonable notice that they are required to be absent for a purpose stated above, except for unscheduled or emergency court appearances or

other emergency circumstances. In such a case, the Foundation will take no action against affected employees if, within a reasonable time after the appearance, they provide the Foundation with documentary evidence that their absence was required for any of the above reasons. Affected employees may use vacation, personal leave or other accrued time off (if available).

Crime Victims Leave

Any employee will be permitted to be absent from work in order to attend judicial proceedings related to a crime, if that employee is:

- A victim of a crime;
- An immediate family member of a crime;
- A registered domestic partner of a victim; or
- The child of a registered domestic partner of a victim.

Before the absence, the employee must give the executive director a copy of the notice of each scheduled proceeding that is provided to the victim by the agency responsible for providing the notice.

When advance notice is not feasible, or an unscheduled absence occurs, no action will be taken against the employee if the employee provides the company with documentation evidencing the judicial proceedings within a reasonable amount of time after the absence. Documentation may come from any of the following:

- The court or government agency setting the hearing;
- The district attorney or persecuting attorney's office; or
- The victim or witness office that is advocating on behalf of the victim.

The employee has the option to take the time off as unpaid time to use accrued PTO. For sexual assault or stalking issues accrued sick leave may be used. Records regarding the employee's absence from work for this purpose will be confidential.

School Appearances Involving Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert the executive director as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

California law prohibits all employers from discharging, threatening to discharge, demoting, suspending, or in any other way discriminating against an employee for taking time off to appear at a school conference involving the suspension of a child of whom the employee is a parent or guardian.

An employee receives such protection only where he or she is called to the pupil's school to discuss possible suspension. School visits for other purposes are not protected by law, except as noted in the School Activities leave policy.

Bereavement Leave

The Foundation will grant a bereavement leave with pay at the employee's regular rate of pay, for the death of any member(s) of the employee's immediate family with the following restrictions:

- Not to exceed three (3) consecutive work days if less than 300 miles one way from the college.
- Not to exceed five (5) consecutive work days if over 300 miles one way from the college.

For purposes of this section, current immediate family includes: spouse, domestic partner, child, parent, grandparent, grandchild, sibling, son-in-law, daughter-in-law, sister-in-law, step-parent, step-son, step-daughter, or legal ward or a child of a person standing *in loco parentis* of a legally recognized partner or any relative living in the immediate household of the employee.

The employee is to contact the executive director no later than two hours following the beginning of the first regularly scheduled work day the employee will be absent. Failure to do so may result in ineligibility for bereavement leave and may be considered an unauthorized absence.

Employees of the Foundation shall be required to complete a leave request form, upon return from bereavement leave and may be required to provide proof of eligibility, such as a newspaper obituary notice or death certificate, for bereavement leave benefits. Part-time and student employees are not eligible for bereavement leave.

Leave for Jury Duty

An active employee shall be entitled to leave without loss of pay for any time the employee is required to perform jury duty. The Foundation shall pay the employee the difference, if any, between the amounts received for jury duty and the employee's regular rate of pay. Any meals, mileage, and/or parking allowance provided to the employee for jury duty shall not be considered in the amount received for jury duty. The employee is encouraged to notify the executive director as soon as possible of the receipt of a jury summons.

Employees are required to report for work during any day, or portion of a day, equal to or greater than one-half of the work shift in which the jury duty services are not required. In such instances the employee shall be required to work the number of hours which when added to the jury duty time (including reasonable driving time) will equal a full workday for the Foundation employee.

In order to receive jury duty pay, an employee must present a statement of jury service and pay to the executive director. The court issues this document. Part-time, temporary, and student employees are not eligible for jury duty pay.

Military Leave

Leave without pay is provided to employees who enter military service of the Armed Forces of the United States or are in the Armed Forces Reserves. Employees returning from military leave are afforded re-employment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Universal Military Training and Service Act.

Employees seeking military leave must bring his/her military service orders to the executive director for review prior to commencement of the leave. Please contact the executive director as soon as you become aware of the need for a military leave. At the time of your request, you are required to re-read the Foundation's leave of absence policy as set out in the most recent edition of the Employee Handbook.

Definitions

- A full-time and part-time employee is eligible for military leave regardless of their length of employment.
- An employee will receive a military leave in accordance with the requirements of their military service orders. If the employee is ordered to attend annual military reserve training of up to 17 days per year, the employee will not be placed on military service leave; instead, the employee will be given an excused absence without pay.
- Employees requiring military leave must notify the executive director as soon as the need for the leave becomes known to the employee. The employees must submit a copy of their military orders.
- Military leave is without pay. However, employees may use accrued vacation or any other paid time off during the leave.
- An employee returning from active military service within 90 days of discharge (or release from hospitalization that continued following discharge) will be offered the same position held at the time of leaving, unless the job no longer exists, or the job has been filled in order to avoid undermining the Foundation's ability to operate efficiently, or the employee is not capable of performing the job responsibilities. If the employee's former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or the employee's filling the available position would substantially undermine the Foundation's ability to operate efficiently, or the employee is not capable of performing the job responsibilities.

Pregnancy Leave

Employees who are unable to work because of pregnancy, childbirth or related medical conditions shall be provided an unpaid leave of absence for the period of disability up to a maximum of four months. This can be used in conjunction with accrued sick leave. Four months refers to the number of days an employee normally would work within four months. For a full-time employee who works five eight-hour days per week, four months means 88 working days of leave, based on an average of 22 working days per month for four months. Part-time employees are entitled to pregnancy disability leave on a pro-rata basis. Time off needed for prenatal care, severe morning sickness, doctor ordered bed rest, childbirth, and recovery from childbirth will all be counted as pregnancy leave.

Eligibility

An employee is eligible to take pregnancy leave starting their first day on the job.

Administration

1. Request for Leave: Any employee who plans to take a pregnancy leave must provide their employer with a written notice of the date the leave is expected to commence and the estimated duration of such leave. Notice should be given at least thirty (30) days in advance of the expected commencement date, if possible. In an

- emergency, the employee must notify management of the need for leave as soon as possible.
2. **Medical Certification:** The request for leave must be supported by a medical certification of the disability. In addition, before an employee will be allowed to return to work, they must provide medical certification from the treating physician, which states that they are able to resume original job duties.
 3. **Reinstatement:** An employee who returns to work immediately following the expiration of an approved pregnancy disability leave will generally be re-employed in their former position or a comparable job, in accordance with legal requirements, to the extent applicable.
 4. **Status of Pay and Benefits:** Generally, pregnancy leave is unpaid. The employee may elect to use accrued sick leave for unpaid leave. If available, the employee may utilize any accrued PTO time during leave. Such time will supplement state disability insurance benefits the employee receives, if any, but will not extend the period of the approved leave.
 5. **Reasonable Accommodation:** Employees who are affected by pregnancy may also be eligible to transfer to a less strenuous or hazardous position or duties provided certain prerequisites are met. Requests for changes in job duties will be reasonably accommodated if the job and security rights of others are not breached.
 6. **SDI, Workers' Compensation and Pregnancy Leave:** Though it is possible that a pregnant employee could suffer a work-related illness or injury that puts their health or that of the fetus in jeopardy, the employee would not receive payments from SDI and workers' compensation concurrently.
 - The employee's health care provider determines if the employee is disabled by pregnancy, childbirth or a related medical condition, in which case they might be eligible for SDI payments.
 - The company's workers' compensation physician makes the determination as to whether the employee suffered a work-related illness or injury, in which case they are eligible for workers' compensation payments.

Lactation Policy

The Foundation accommodates employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee.

The Foundation will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices may use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations. Discrimination on the basis of sex includes discrimination based on breastfeeding and related medical conditions, and is unlawful.

Workers' Compensation Insurance/Industrial accident/Illness Leave

The Foundation will grant a workers' compensation disability leave to employees with occupational illnesses or injuries in accordance with state law. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both

federal and state law. Please contact the executive director as soon as you become aware of the need for a workers' compensation disability leave.

Definitions

- Employees must report all accidents, injuries and illnesses no matter how small to the executive director. In addition, employees must provide the Foundation with a certification from a healthcare provider.
- Workers' compensation disability leaves are without pay. However, employees may utilize accrued vacation time and any other accrued paid time off during the leave. All such payments will be coordinated with any state disability workers' compensation or other wage reimbursement benefits for which you may be eligible. At no time shall an employee receive a greater total payment than the employee's regular salary.
- If the employee taking workers' compensation disability leave is eligible under the federal or state family and medical leave laws, the Foundation will maintain group health insurance coverage for up to a maximum of 12 work weeks if such insurance was provided before the leave was taken and on the same terms. If ineligible under the federal and state family and medical leave laws, employees on workers' compensation disability leaves will receive continued coverage on the same basis as employees taking other leaves. An employee on workers' compensation disability who does not receive continued paid coverage, or whose paid coverage ceases after 12 work weeks, may continue his/her group health insurance coverage through the Foundation in conjunction with federal COBRA guidelines by making monthly payments to the Foundation for the amount of the relevant premium. An employee should contact the executive director for further information.
- Upon the submission of a medical certification that the employee is able to return to work, the employee will be offered the same position held at the time of leaving, unless the job no longer exists or the job has been filled in order to avoid undermining the Foundation's ability to operate efficiently, or the employee is not capable of performing the job responsibilities upon return. If the employee's former position is not available, a substantially similar position will be offered unless there is no substantially similar position available, or filling the available position would substantially undermine the Foundation's ability to operate efficiently, or the employee is not capable of performing the job responsibilities. If an employee returning from workers' compensation disability leave is unable to perform the essential functions of the job because of a physical or mental condition, the Foundation's obligations to that employee may be governed by the Americans with Disabilities Act.

Family and Medical Care Leave

The Foundation will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. No greater or lesser leave benefits will be granted than those set forth in such state or federal laws. In certain situations, the federal law requires that provisions of state law apply. In any case, employees will be eligible for the most liberal benefits available under either law.

Please contact the executive director as soon as you become aware of the need for a family or medical leave and provide written request for this leave. The following is a summary of the relevant provisions.

Definitions

- An employee is eligible for unpaid leave if the employee:
 - has been employed for at least 12 months; and
 - has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
- Leave is permitted for only the:
 - birth of a child or to care for a newborn of the employee.
 - placement of a child with the employee in connection with the adoption or foster care of a child.
 - leave to care for a child, parent, or spouse who has a serious health condition.
 - leave because of a serious health condition that makes the employee unable to perform the functions of his/her position.
- A “serious health condition” includes any illness, injury, impairment, physical or mental condition that involves:
 - any period of incapacity or treatment in connection with a hospital, hospice, or residential medical care facility.
 - any period of incapacity requiring absence from work of more than three (3) calendar days that also involves continuing treatment by, or under the supervision of, a health care provider.
 - continuing treatment of a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three (3) calendar days for prenatal care.
- Continuing “treatments” include:
 - two or more visits to a health care provider.
 - two or more treatments by a health care practitioner, e.g. physical therapist, on referral from, or under the direction of, health care provider.
 - single visit to a health care provider that results in a regimen of continuing treatment.
 - under the supervision of the health care provider (e.g. medication therapy).
- “Health care provider” means:
 - a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State of California.
 - individuals duly licensed as a physician, surgeon, osteopathic physician, or surgeon in another state or jurisdiction, including another country, which directly treats or supervises treatment of a serious health condition.
 - podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice as defined under California State Law.
 - nurse practitioners and nurse-midwives and clinical social workers who are authorized to practice under California State law and who are performing within the scope of their practice as defined under California State law.
 - Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

- “Child” is defined as a person under the age of 18 years of age, or 18 years of age or older who is incapable of self-care because of a mental or physical disability. An employee’s child is one for whom the employee has actual day-to-day responsibility for care and includes a biological, adopted, foster or step-child, or legal ward, or a child of a person standing *in loco parentis*.
- “Parent” means the biological parent of an employee or an individual who stands or stood *in loco parentis* to an employee when the employee was a child. This term does not include parents-in-law.
- “Spouse/Domestic Partner” means a husband, wife, or legal partner as defined or recognized under California State Law.

Amount of Leave

Eligible employees are entitled to a total of 12 weeks unpaid leave during any 12-month period.

Definitions

- An employee’s entitlement to leave for the birth or placement of a child for adoption or foster care expires twelve (12) months after the birth or placement. In addition, the basic minimum duration of such leave is two weeks. However, an employee is entitled to leave for one of these purposes (e.g. bonding with a newborn) for at least one day, but less than two weeks duration on any two occasions during the 12-week period.
- If leave is requested to care for a child, parent, spouse of the employee, or themselves with a serious health condition, there is no minimum amount of leave that must be taken. However, the notice and medical certification provisions of this section must be complied with.
- In any case in which the parents are both employed by the Allan Hancock College Foundation and are entitled to leave, the aggregate number of work weeks of leave to which both may be entitled will be limited to 12 work weeks during any 12-month period, if leave is taken for the birth or placement for adoption or foster care of the employees’ child. This limitation does not apply to any other type of leave under this policy.
- “12-month period” means the 12-month period measured forward from the date an employee’s first leave begins.
- Leave under this section is unpaid after employee uses all eligible paid leave.

Medical Certification

An employee who requests a leave will submit to the executive director a health provider’s written certification on a form approved by the Foundation from the individual requiring care. If the leave is requested because of the employee’s own serious health condition, the certification must include a statement that the employee is unable to perform the essential functions of their position. An employee need not, but may at the employee’s option, identify the serious health condition involved. However, if the employee fails to disclose the condition, this may give the executive director reason to doubt the validity of the certification.

If the executive director has reason to doubt the validity of a certification, the executive director may require a medical opinion of a second health care provider chosen by the executive director. If the second opinion is different from the first, the executive committee

may require the opinion of a third provider jointly approved by the executive director and the employee. The opinion of the third provider will be binding.

If an employee requests leave intermittently (a few days or hours at a time) or on a reduced leave schedule for their own treatment or to care for an immediate family member with a serious health condition, the employee must provide medical certification that such leave is medically necessary. “Medically necessary” means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

Compensation During Leave

Family and medical leave is unpaid. The Foundation may require an employee to use accrued paid leave (such as vacation leave) to cover some or all of the family or medical leave.

Job Reinstatement

An employee returning from a family leave will be reinstated to their previous position or to an equivalent position with equivalent benefits, pay and terms and condition of employment. An employee returning from a medical leave will be reinstated to their previous position or to an equivalent position with equivalent benefits, pay and terms and condition of employment upon their submission of a medical certification that they are able to return to work. However, an employee has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if an employee on leave would have been laid off had they not gone on leave, or if their job had been eliminated while they were on leave, then the employee would not be entitled to reinstatement. If an employee returning from medical leave is unable to perform the essential functions of the job because of a physical or mental condition, the Foundation’s obligations to that employee may be governed by the Americans with Disabilities Act. If requested, upon granting the leave the Foundation will provide an employee with a written guarantee of reinstatement to the same or comparable/equivalent position upon conclusion of the leave, to the extent required by law.

Employee Notice of Leave Without Pay

Although the Foundation recognizes that emergencies arise which may require an employee to request immediate leave, an employee is required to give as much notice as possible of their need for a leave. If leave is foreseeable, at least 30 days notice is required. In addition, if an employee knows that they will need leave in the future, but does not know the exact date(s) (e.g. for the birth of a newborn), the employee shall inform the executive director as soon as possible that such leave will be needed. Such notice must be in writing. If the executive director determines that an employee’s notice is inadequate or the employee knew about the requested leave in advance of the request, the executive director may delay the granting of the leave until adequate coverage can be arranged.

Unlawful Acts

It is unlawful for the Foundation to interfere with, restrain, or deny the exercise of any right provided by state or federal law. It is also unlawful for the Foundation to refuse to hire or to discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceedings related to family or medical leave.

WORK ENVIRONMENT

Anti-Harassment and Non-Discrimination Policy

The Foundation is an equal opportunity employer. It is the policy of the Foundation to make employment decisions based on merit, qualifications, potential, and competency in order to have the best available person in every job.

The Foundation believes that discrimination, harassment, and retaliation in any form constitutes misconduct that undermines the integrity of the employment relationship. All employees, unpaid interns, and/or volunteers should be able to enjoy a work environment free from all forms of discrimination, including but not limited to, sexual and other illegal harassment.

Foundation policy prohibits unlawful harassment, discrimination, and retaliation by supervisors, managers, and co-workers, as well as by third parties such as vendors or customers based on sex; ethnicity; national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9); ancestry; religion (including religious dress and grooming practices); gender (including gender identity and gender expression); sexual orientation; pregnancy and parental status (including childbirth, breastfeeding or related medical conditions); citizenship status; marital status; registered domestic partner status; age; military and veteran status; physical or mental disability; medical conditions; genetic information; and any other category protected by federal, state, or local laws.

This policy also prohibits discrimination and harassment based on the perception that anyone has any of those characteristics, or who is associated with a person who has or is perceived as having those characteristics. In addition, the Foundation prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

No supervisor, co-worker, other person shall cause a Foundation employee to be in jeopardy of losing a job or promotion, be subject to adverse action or retaliation, or otherwise be placed in the intimidating or hostile work environment, as the result of being subjected to rejecting or reporting sexual harassment.

No person shall promise or grant favored treatment in hiring, promotion, discipline, or other employment decisions, to an individual on the condition that such individual participate in or tolerate otherwise unwelcome sexual behavior. The Foundation will take preventative, corrective, and disciplinary action for any behavior that violates this policy. Disciplinary action up to and including termination will be imposed for unlawful behavior.

This policy applies to all persons involved in the operations of the Foundation and prohibits unlawful discrimination and harassment by any employee of the Foundation, including supervisors and co-workers. The anti-discrimination and anti-harassment policy also applies to vendors, customers, independent contractors, unpaid interns, volunteers, persons providing services pursuant to a contract and other persons with whom you come in contact while working.

This policy extends to all phases of employment including, but not limited to: recruitment, employment, placement, promotion, demotion, transfer, layoff, termination, rates of pay, or other forms of compensation, benefits, selection for training, the use of all facilities, and participation in all company-sponsored employee activities.

The term “harassment” is used in this policy to refer to both sexual and other forms of harassment. Below are definitions of sexual and other forms of harassment, as well as examples of conduct that might constitute harassment (these examples are not all-inclusive).

Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct pertaining to a person’s sex (including pregnancy, childbirth, breastfeeding or related medical conditions), and/or of a sexual nature when submission to such conduct:

- is a term or condition of employment;
- is a basis for any employment decision affecting an individual, or;
- unreasonably interferes with an individual’s ability to perform their job duties or otherwise creates an intimidating, hostile or offensive working environment.

Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this policy. For example, hostile acts toward an employee because of their gender can amount to sexual harassment, regardless of whether the treatment is motivated by any sexual desire.

Examples of Sexual or Other Unlawful Harassment

- Verbal Harassment: Unwelcome requests for sexual favors; suggestive, lewd or derogatory comments or jokes, comments regarding sexual behavior or the body of another employee; sexual innuendo and other vocal activity such as cat calls or whistles; making threats, continuing to express sexual interest after being informed the interest is unwelcome; inappropriate email; and/or spreading rumors about or rating others as to their sexual activity or performance.
- Physical Harassment: Any unwanted physical touching or assault, blocking or impeding movements, or any physical interference with normal work or movement.
- Visual Harassment: Obscene gestures, letters, notes, invitations, photographs, cartoons, articles, posters, or other written or pictorial materials of a sexual desire.
- Quid Pro Quo Harassment: Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc. in exchange for sexual favors.
- Retaliation: Retaliating against employee for refusing a sexual advance or for reporting an incident of possible sexual or other unlawful harassment to the Foundation or any government agency.

Other Forms of Harassment

In addition to sexual harassment, other forms of prohibited harassment include offensive comments or conduct pertaining to a person’s sex (including pregnancy, childbirth, breastfeeding or related medical conditions), ethnicity, religion (including religious dress and grooming practices), color, gender and gender expression, identity, national origin or ancestry (including language use restriction and possession of a driver’s license issued under Vehicle Code section 12801.9), physical and/or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age sexual orientation, military

and/or veteran status, association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state or local law or ordinance or regulation. Such conduct may include, but not limited to:

- Making gestures, threats, derogatory comments, or slurs that may be offensive to individuals in a particular group.
- Bulling behavior that is threatening, intimidating, verbally abusive or results in other disruptive actions in the workplace.
- Displaying derogatory objects, photographs, cartoons, calendars, or poster.
- Sending messages by letters, notes, electronic mail, or telephone that may be offensive to individuals in a particular group.

Reasonable Accommodation

Discrimination can also include failing to reasonably accommodate religious practices or qualified individuals with disabilities where the accommodation does not pose an undue hardship. To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Foundation will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless under hardship would result.

Any applicant or employee who requires an accommodation in order to perform essential functions of the job should contact his/her supervisor or the executive director and request such accommodation. The individual with the disability should specify what accommodation he/she needs to perform the job,

- Once notified of the accommodation request, the Foundation will then engage in a good faith interactive process with the employee or applicant to determine what, if any, effective accommodations can be made.
- The Foundation will conduct an investigation to identify the barriers that make it difficult for the applicant or employee to have an equal employment opportunity to perform their job.
- The Foundation will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Foundation will make the accommodation.

Manager/Supervisor Responsibility

Each supervisor and manager has a responsibility to keep the workplace free of any form of harassment, and in particular, sexual harassment. No supervisor or manager is to threaten or insinuate, either explicitly or implicitly, that an employee's refusal or unwillingness to submit to sexual advance will affect the employee's terms or conditions of employment. Further, supervisors and managers are required to report any complaints of violation of the policy so that a prompt internal investigation may occur.

Responsibility to Report Inappropriate Conduct

Any employee who has become aware of, observes, or who has been subjected to any form of harassment and/or discrimination by a manager, supervisor, employee, volunteer, unpaid intern, or non-employee through their actions or words has a responsibility to report or make a complaint about the situation as soon as possible.

- The employee should make the report or complaint about that conduct to their immediate supervisor, the executive director, or the president of the Foundation Board of Directors within three calendar days of the offensive or otherwise practicable.
- Employees are not required to approach the person who is harassing and/or discriminating against them, and they may bypass any offending member of management to report such conduct.
- When making a complaint of harassment or discrimination, the employee will be asked to provide details of the incident or incidents, names of individuals involved, and names of any witnesses. It would be best to communicate your complaint in writing, but this is not mandatory.
- The Foundation will immediately undertake an effective, thorough, and objective investigation of all allegations.

Additional Resources

The federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing (DFEH) investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or complaining, you may file a complaint with the appropriate agency:

- Equal Employment Opportunity Commission (EEOC) - the EEOC may be contacted by consulting the government agency listings in your local phone book or online at www.eeoc.gov.
- California Department of Fair Employment and Housing (DFEH) - the DFEH staff is available to talk with you by phone or in-person away from your work location. All information will be handled in an appropriate manner. The nearest office is listed online at www.dfeh.ca.gov.

Investigation of Complaint

The executive director, or president of the board, to whom the harassment or discrimination is reported is obligated to take the necessary steps to ensure that a prompt, fair, timely, thorough, and objective investigation of the alleged harassment or discrimination claim is properly initiated. The Foundation will reach reasonable conclusions based on the evidence collected.

The Foundation will maintain confidentiality to the extent possible, though complete confidentiality cannot be promised in every case. It is the employer's duty to investigate and take corrective action and may require disclosure of information to individuals with a need to know. The Foundation will not allow the goal of confidentiality to be deterrent to an effective investigation. The Foundation will ensure that:

- Impartial and timely investigations will be conducted by qualified personnel, and will be documented and tracked to ensure that reasonable progress is made.
- Appropriate due process will be given for the complainant, witnesses, and the accused.
- A reasonable conclusion will be made based on the evidence collected, and appropriate options for remedial actions and resolutions will be considered.

- A timely resolution of each complaint will be reached and the results of the investigation will be communicated in a timely manner to the employee and other concerned parties with a business need to know.

Corrective and Disciplinary Action

If through the investigatory process the Foundation determines that harassment or other prohibited conduct occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Foundation to be responsible for harassment or other prohibited conduct will be subject to appropriate corrective and/or disciplinary action, up to and including termination. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar complaints of prior unlawful discrimination and/or harassment will be taken into consideration. The Foundation also will take appropriate action to deter future misconduct.

Any employee determined by the Foundation to be responsible for harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to and including possible termination of employment. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

Retaliation Prohibited

The Foundation prohibits retaliation of any kind against employees or others covered by this policy, who, in good faith, report harassment and/or discrimination, participate in an investigation, or who otherwise assist in investigation such complaints. If an employee feels they have been subjected to any form of retaliation, the employee should report that conduct to their immediate supervisor, the executive director, or the President of the Foundation Board within three calendar days of the offense. Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of management. Any employee determined to have retaliated against such employees will be subject to discipline up to and including immediate termination of employment.

Making False and Malicious Complaints Prohibited

Knowingly filing a groundless and malicious complaint is also prohibited and will subject such an employee to appropriate disciplinary action up to and including possible termination of employment. If after investigating any complaint of unlawful discrimination the Foundation determines that an employee intentionally provided false information regarding the complaint, appropriate action may be taken against the one who gave false information.

Personal Liability

Any employee, whether a coworker or supervisor or other member of management, who is found to have engaged in prohibited harassment is subject to disciplinary action, up to and including termination of employment. Under California Law, any employee who engages in unlawful harassment, including any supervisor or other member of management who knew about the harassment but took no action to stop it, may be held personally liable for monetary damages. Any supervisor or other member of management who knew about harassment and took no action to stop it or failed to report harassment may also be subject to discipline up to and including termination. The Foundation does not consider conduct in violation of this policy to be within the course and scope of employment or the direct consequence of the discharge of one's duties. Accordingly, to the extent permitted by law, the Foundation reserves

the right not to provide a defense or pay damages assessed against employees for conduct in violation of this policy.

Dispute Resolution

The sole purpose of this dispute resolution process is to give each employee and the Foundation a chance to clear up any problem or friction and to evaluate potential solutions. Talking things over usually helps. When an employee has a complaint or problem, the employee must report it first to the executive director. If this action does not settle the matter, the employee is entitled to take the problem to the President of the Board of Directors and, as a last resort, the executive committee.

Dispute Resolution Procedure

- The employee should never leave their work area without notifying the executive director during the dispute resolution process.
- If an employee feels a working condition, policy, practice, or action by the Foundation board or by any member of the Foundation staff is unjust, the employee should discuss it with the executive director.
- If an employee feels a working condition, policy, practice, or action by the executive director is unjust, the employee should meet with the President of the Board of Directors.
- If the employee is not satisfied with the response of the executive director or the President of the Board of Directors, the employee may submit the complaint in writing to the Foundation executive committee. The written complaint should include the problem and offer a suggested remedy.
- The executive committee will review the complaint and report back to the employee its conclusion.

GENERAL POLICIES

The Foundation shares facilities with Allan Hancock College. Thus, there are several instances where the policies of the college are automatically applied to Foundation employees. The Foundation follows these guidelines, established and approved by the Allan Hancock College Board of Trustees.

Smoking

In the interest of employee health and the general welfare of students and the public, smoking is not permitted in any indoor college facility. Smoking is not permitted within 20 feet of any district building or leased facility and is permitted only in designated areas.

Electronic Communications Policy

The Foundation's voicemail and email systems are provided to employees by Allan Hancock College and are intended primarily for business use. Access to the Internet through Allan Hancock College computer systems is also intended primarily for business use.

Allan Hancock College or the Foundation may access its electronic communications systems and obtain the communications within the systems, without notice to users of the system, in the ordinary course of business when Allan Hancock College or the Foundation deems it

appropriate to do so. The Foundation or the college also has the right to inspect or monitor, without advance notice, any devices employees use to access electronic communications systems, including but not limited to computers, laptops, notebooks, tablet computers, or mobile devices.

The reasons for which Allan Hancock College or the Foundation may obtain such access include, but are not limited to: maintaining the system, preventing or investigating allegations of system abuse or misuse, assuring compliance with software copyright laws, complying with legal and regulatory requests for information, protecting proprietary information, and ensuring that Foundation operations continue appropriately during an employee's absence.

The Foundation's policy prohibiting all types of harassment applies to the use of Allan Hancock College or the Foundation's electronic communications systems, including internet access. No one may use electronic communications in a manner that may be construed by others as harassment based on ethnicity, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal state or local law. No jokes on these bases should be transferred over electronic communications systems.

Since the electronic communications systems are intended primarily for business use, these systems may not be used to solicit for commercial activity unrelated to the business of Allan Hancock College or the Foundation .

No one may access, or attempt to obtain access, to another individual's electronic communications without appropriate authorization. Violators of the Electronics Communications Policy may be subject to discipline, up to and including termination.

Mail

Employees are not allowed to use the Allan Hancock College Foundation and/or Allan Hancock College as a personal mailing and/or shipping address and are prohibited from using any postage for personal mail.

Expense Reporting and Travel Policy

In accordance with legal guidelines, employees will be reimbursed for pre-approved and necessary expenditures incurred in the execution of the employee's duties.

Reimbursable expenses may include, but are not limited to the following:

- Mileage at the current IRS rate
- Meals, lodging, and rental car expense while traveling on Foundation business
- Other pre-approved expenses.

While the Foundation reimburses employees for reasonable costs, the employee should address questions or policy clarifications regarding the expense reporting policy with the executive director. All expenses incurred for a month must be recorded on an expense report, signed and approved by the executive director prior to being turned into the accounting department on a monthly basis. Receipts for expenditures must be attached to the expense report.

Parking

Parking on campus is available by permit only. The Foundation will purchase parking permits annually for employees.

Recycling, Waste Prevention & Conservation

The Foundation reuses and recycles as many materials as possible. Employees are asked to cooperate in this endeavor by using the designated recycling bins provided.

Property and Equipment Care

It is the responsibility of the employee to understand how equipment is used to perform their duties. Each employee is expected to take care of all equipment used during the course of their employment, as well as be conservative in the use of supplies. If an employee finds that a machine is not working properly or appears unsafe in any way, they should notify the executive director immediately so that repairs or adjustments can be made. Under no circumstances should an employee start or operate equipment deemed unsafe, nor should the employee adjust or modify the safeguards provided.

Use of Foundation and College Property

Disregarding or abuse of any of these general office policies restrictions may lead to disciplinary action up to and including separation.

Return of Foundation and College Property

Any Foundation or Allan Hancock College property issued to an employee, such as keys, tools, or office equipment, must be returned to the Foundation upon termination of employment whether by dismissal, resignation or retirement, or whenever requested by the executive director. The employee is responsible to pay for any items that are lost or damaged due to employee's willful misconduct or gross negligence. The Foundation will maintain a log of all property loaned out or issued to Foundation employees.

Property theft of any type will not be tolerated. The Foundation will consider property theft to be the unauthorized use of Foundation services, facilities, or the taking of any Foundation property for personal use. Theft of any kind will be grounds for immediate dismissal and may subject the transgressor to legal and criminal proceedings.



MEMO

TO:

FROM:

DATE:

RE: Allan Hancock College Foundation Employee Handbook

Attached to this memo is your copy of the Allan Hancock College Foundation Employee Handbook.

It is important that you read this entire handbook as it covers many important aspects of your employment with the Allan Hancock College Foundation. This is your copy of the handbook to keep for reference. As updates and revisions are made, they will be distributed for you.

Please sign below and return only this cover memo to the executive director no later than fifteen (15) working days from the date of this memo, indicating that you have received and read the handbook.

.....

I acknowledge receiving and reading a copy of the Allan Hancock College Foundation Employee Handbook.

Name

Date

Notice of Annual Organizational Meeting
Allan Hancock College Foundation Board of Directors
Meeting to be held remotely
Thursday, July 23, 2020
4 – 6 p.m.

In response to the coronavirus pandemic, the Governor has issued [Executive Order N-25-20](#), [Executive Order N-29-20](#), and [Executive Order N-35-20](#) modifying the Brown Act in order to facilitate essential public meetings being held through remote methods, such as telephonically or electronically. Directors and staff will attend via video conference.

The meeting will be conducted via Zoom: Meeting ID <https://cccconfer.zoom.us/j/98048286931>

Please note the meeting may be recorded for future viewing.

AGENDA

	Page	Time
1. Call to order		4:00 p.m.
2. Roll Call		
3. Public Comment <i>Public comment not pertaining to specific agenda items is welcome at this time. If you wish to speak to any item listed, please complete a Request to Speak Card available from the Executive Director. It is suggested that speakers limit themselves to 5 minutes.</i>		
4. Approval of Agenda for July 23, 2020 (ACTION)		4:03 p.m.
5. Approval of Minutes – January 23, 2020 Quarterly Board Meeting (ACTION)	1-5	4:08 p.m.
6. Welcome and Remarks from Board President – Dr. Lee-Volker Cox (Information)		4:10 p.m.
7. Board Member Nomination – Michael Gibson (ACTION)		4:15 p.m.
8. Consent Agenda (ACTION)		4:20 p.m.
8.A. 2020-21 Calendar		
8.B. Board Member Resignations – George Johnson and Guy Walker		
8.C. 2020-21 Slate of Officers		
8.D. 2020-21 Committees and Chairs		
8.E. New Faculty Representative – Nichole Dechaine		
8.F. New Student Representative – Fernando Gonzalez Orozco		
8.G. Foundation Resolution 2020-01 Authorization of Savings, Checking, and Investment Account Signatures		
8.H. Foundation Resolution 2020-02 - Authorization to Borrow Funds Under the Paycheck Protection Program		

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| 9. Finance Committee | 4:30 p.m. |
| 9.A. Financial Statements through 5/31/2020 (ACTION) | |
| 9.B. Unrestricted Gift (ACTION) | |
| 9.C. 2020-2021 Foundation Budget for District and Foundation Operations Budget (Information) | |
| 9.D. Auditor's 2018-2019 IRS Form 990 Report (ACTION) | |
| 10. Committee Reports (Information) | 4:55 p.m. |
| 10.A. Governance and Nominations Committee Report | |
| 10.B. Advancement Committee Update | |
| 10.C. President's Circle Subcommittee Report | |
| 10.D. Scholarship Subcommittee Report | |
| 11. Oral Reports (Information) | 5:10 p.m. |
| 11.A. Members of the Board of Directors – General Announcements | |
| 11.B. College Superintendent/President – Kevin Walthers | |
| 11.C. College Trustee – Jeffrey Hall | |
| 11.D. PCPA Foundation Representative – Jim Bray | |
| 11.E. Faculty Representative – Nichole Dechaine | |
| 11.F. Student Representative – Fernando Gonzalez Orozco | |
| 11.G. Executive Director, College Advancement – Jon Hooten | |
| 12. Consideration of New Business (Information) | 5:35 p.m. |
| 13. Next Meeting – Thursday, October 22, 2020, 4-6 p.m. (Information) | |
| 14. Adjourn (ACTION) | 5:45 p.m. |

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Allan Hancock College Foundation office at (805) 925-2004. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

Jon Hooten, Ph.D.
Executive Director
Allan Hancock College Foundation