

**A MEETING OF THE EXECUTIVE COMMITTEE**

**March 22, 2016 ❖ 5 P.M.**

Allan Hancock College -Building B 102 (Captain's Room)  
800 South College Drive, Santa Maria, California 93454  
and

Home of Greg Pensa, 69 Ironwood Way, Solvang, California 93463

**AGENDA**

	Page
<b>1. Begin joint session with Finance Committee at 5 p.m.</b>	
<b>2. Review Financial Statements</b>	
<b>2.A.</b> Summary of Portfolio Allocation – 1/31/2016	1
<b>2.B.</b> Statement of Operations – 1/31/2016	2
<b>2.C.</b> Balance Sheet –1/31/2016	3
<b>2.D.</b> Contributions Report – 1/31/2016	4
<b>2.E.</b> President's Circle Budget –1/31/2016	5
<b>2.F.</b> General Operations Budget – 1/31/2016	6
<b>2.G.</b> Check Registers – 12/31/2016 and 1/31/16	7-12
<b>Approval of Financial Statements</b>	
<b>Action</b> – Motion ___ Second ___ Vote ___ Abstentions ___	
<b>3. End of joint session with Finance Committee</b>	
<b>4. Call to Order</b>	
<b>5. Roll Call</b>	
<b>6. Public Comment</b>	
<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>	
<b>7. Approval of Agenda</b>	
<b>7.A.</b> Agenda for March 22, 2016	
<b>Action</b> – Motion ___ Second ___ Vote ___ Abstentions ___	
<b>8. Approval of Minutes</b>	13-15
<b>8.A.</b> Minutes of January 26, 2016, Meeting	
<b>Action</b> – Motion ___ Second ___ Vote ___ Abstentions ___	
<b>9. Finance Committee Report</b>	16
<b>9.A.</b> A report to the Executive Committee on any actions or business conducted on behalf of the corporation.	
<b>9.A.1.</b> Independent Auditor's Report period ending June 30, 2015	
<b>10. Action Items</b>	17-19
<b>10.A.</b> Proposed General Operating Budget 2016-17	
<b>Action</b> – Motion ___ Second ___ Vote ___ Abstentions ___	
<b>11. Information Items</b>	
<b>11.A.</b> Committee Assignments for 2016	20-21
<b>11.B.</b> Personnel Handbook for Foundation Employees	22

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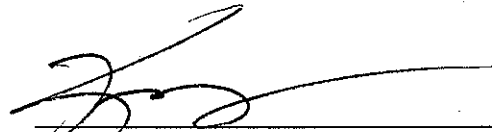
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**AGENDA**

	Page
11.C. Advancement Specialist Position	23
11.D. Agenda Review – April 28, 2016, Board of Directors Quarterly Meeting	24-26
<b>12. Standing Committee Reports</b>	<b>27</b>
12. A. Nominations	
12.A.1. Director Resignation	
Action – Motion ___ Second ___ Vote ___ Abstentions _____	
12.A.2. Executive Committee <i>Member-at-Large</i> position	
12. B. Scholarship	
<b>13. Ad Hoc Committee Reports</b>	<b>28</b>
13. A. President's Circle	
<b>14. Other Business</b>	
<b>15. Superintendent/President's News</b>	
<b>16. College Trustee's News</b>	
<b>17. Executive Director, College Advancement</b>	
<b>18. Date for Next Executive Committee Meeting</b>	
18.A. The next meeting of the Executive Committee is Tuesday, April 12, 2016.	
<b>19. Adjournment</b>	
19.A. Adjournment of Executive Committee Meeting	
Action – Motion ___ Second ___ Vote ___ Abstentions	

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.



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

**ALLAN HANCOCK COLLEGE FOUNDATION**  
 Summary of Portfolio Allocation  
 January 1, 2015 - December 31  
 30, 2015

<b>GENERAL OPERATIONS, RESTRICTED and SCHOLARSHIPS</b>	<b>Beginning Market Value 01/01/16</b>	<b>Ending Market Value 1/31/2016</b>
Morgan Stanley Active Assets-Cash, .020%	\$ 1,752,193.12	\$ 1,752,207.40
Morgan Stanley, Consulting Group Advisor	620,369.96	608,647.98
Rabobank - Checking	228,622.00	269,832.16
Rabobank - Credit Card	4,562.00	5,325.95
Cash on Hand	100.00	100.00
<b>Sub-Total</b>	<b>\$ 2,605,847.08</b>	<b>\$ 2,636,113.49</b>

<b>ENDOWMENTS</b>	<b>Investment Basis</b>	<b>Beginning Market Value 01/01/16</b>	<b>Ending Market Value 1/31/2016</b>	<b>Total Market Value Change YTD</b>
Morgan Stanley	\$ 2,984,748.17	\$ 4,602,649.04	\$ 4,430,525.65	\$ (172,123.39)
LPL Financial	854,408.37	1,372,806.17	1,277,292.85	(95,513.32)
Osher-Bartleson Fund Endowment	100,000.00	121,311.98	121,311.98	-
Northern Trust (Young Quasi Endowment)		1,269,301.53	1,215,136.45	(54,165.08)
LPL Financial	13,000.00	41,210.46	42,771.04	1,560.58
<b>Sub-Total</b>	<b>\$ 3,952,156.54</b>	<b>\$ 7,407,279.18</b>	<b>\$ 7,087,037.97</b>	<b>\$ (320,241.21)</b>

<b>PATRICIA J. BOYD FUND</b>				
Rabobank Wealth Management	\$ 4,000,000.00	\$ 4,040,918.50	\$ 3,891,555.85	\$ (149,362.65)
Northern Trust	6,000,000.00	6,025,590.79	5,753,459.92	(272,130.87)
Morgan Stanley	2,115,776.55	2,400,719.97	2,317,557.98	201,781.43
<b>Sub-Total</b>	<b>\$ 12,115,776.55</b>	<b>\$ 12,467,229.26</b>	<b>\$ 11,962,573.75</b>	<b>\$ (219,712.09)</b>
		<b>\$ 22,480,355.52</b>		

Total General Opr, Restricted, Scholarships & Endowments	\$ 21,685,725.21
Accounts Receivable	1,541.00
Total Assets	\$ 21,687,266.21
Total Liabilities - Accounts Payable	(2,645.00)
Net Assets	<u>\$ 21,684,621.21</u>

<b>Investment Allocation Summary - Endowments</b>	<b>Target</b>	<b>Allocation Current Period</b>
<b>Morgan Stanley</b>		
Stocks, ETFs, CEFs, Mutual Funds	65%	62.57%
Fixed Income	35%	33.84%
Bonds		
Cash		3.59%
		100.00%

<b>LPL Financial</b>		
Stocks, ETFs, CEFs, Mutual Funds	65%	61.53%
Fixed Income	35%	31.72%
Bonds		
Cash		6.75%
		100.00%

<b>Northern Trust</b>		
Stocks, ETFs, CEFs, Mutual Funds	65%	67.10%
Fixed Income	35%	30.20%
Bonds		
Cash		2.70%
		100.00%

<b>Consolidated Summary of Allocation - Endowments</b>	<b>Target</b>	<b>Allocation Current Period</b>
Stocks, ETFs, CEFs, Mutual Funds	65%	63.73%
Fixed Income	35%	31.92%
Bonds		0.00%
Cash		4.35%
		100.00%

<b>Investment Allocation Summary - Patricia J. Boyd</b>	<b>Target</b>	<b>Allocation Current Period</b>
<b>Rabobank Wealth Mgmt - P.J. Boyd Fund</b>		
Stocks,ETFs,CEFs, Mutual Fds.	65%	56.65%
Fixed Income	35%	41.74%
Bonds		
Cash		1.61%
		100.00%

<b>Northern Trust - P. J. Boyd Fund</b>		
Stocks,ETFs,CEFs, Mutual Fds.	65%	66.40%
Fixed Income	35%	31.50%
Bonds		
Cash		2.10%
		100.00%

<b>Morgan Stanley - P. J. Boyd Fund</b>		
Stocks,ETFs,CEFs, Mutual Fds.	65%	64.36%
Fixed Income	35%	35.08%
Bonds		
Cash		0.56%
		100.00%

<b>Consolidated Summary of Allocation - Boyd</b>	<b>Target</b>	<b>Allocation Current Period</b>
Stocks,ETFs,CEFs, Mutual Fds.	65%	62.47%
Fixed Income	35%	36.11%
Bonds		0.00%
Cash		1.42%
		100.00%

ALLAN HANCOCK COLLEGE FOUNDATION  
STATEMENT OF OPERATIONS BY SUBFUND  
FOR THE PERIOD ENDING 01/31/2016

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Scholarships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUE:</b>							
Contributions	0	16,114	1,001,287	218,310	212,358	0	1,448,068
Contributions non-cash	0	0	0	0	0	0	0
Interest and dividends	0	13,777	0	0	0	343,370	357,147
Gain/Loss on sale of investments	0	0	0	0	0	601,392	601,392
Change in asset portfolio	0	-37,597	0	0	0	-2,599,535	-2,637,132
Royal/Other/Bad Debt Recov.	0	0	6,715	740	0	0	7,455
Total revenue	0	-7,706	1,008,002	219,050	212,358	-1,654,773	-223,070
<b>EXPENDITURES:</b>							
Scholarships	0	0	0	628,826	0	0	628,826
Student Assistance	0	0	17,668	0	0	0	17,668
District/College Support	0	0	39,866	0	0	0	39,866
Salaries	0	78,198	0	0	0	0	78,198
Employee benefits	0	7,967	0	0	0	0	7,967
Supplies and materials	0	5,608	36,982	0	0	0	42,590
Contracted personal services	0	0	5,435	0	0	0	5,435
Travel and conference	0	2,266	15,734	0	0	0	18,001
Memberships and permits	0	0	0	0	0	0	0
Technology Services	0	0	0	0	0	0	0
Telephone	0	383	0	0	0	0	383
Contracts and leases	0	2,289	400	0	0	0	2,689
Postage and advertising	0	353	14,817	0	0	0	15,170
Bank/brokerage charges	0	2,427	0	-3	0	99,204	101,629
Miscellaneous expense	0	0	1,303	0	0	0	1,303
Building and equipment	0	0	0	0	0	0	0
Credit Card Disc. Fees	0	601	0	0	0	0	601
Total expenditures	0	100,092	132,204	628,823	0	99,204	960,324
Net income(loss)	0	-107,799	875,798	-409,774	212,358	-1,753,977	-1,183,394
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Transfers in	0	141,464	30,318	230,284	21,569	0	423,636
Transfers out	0	0	44,932	66,584	2,451	365,655	479,622
Net transfers	0	141,464	-14,614	163,700	19,118	-365,655	-55,986
Net inc/dec in fund bal	0	33,666	861,184	-246,073	231,476	-2,119,632	-1,239,380
<b>FUND BALANCE:</b>							
Fund equity, July 1	0	310,150	1,655,466	829,521	18,332,451	1,796,413	22,924,001
Current balance	0	343,816	2,516,660	583,448	18,563,927	-323,219	21,684,621

ALLAN HANCOCK COLLEGE FOUNDATION  
BALANCE SHEET BY SUBFUND  
FOR PERIOD ENDED 01/31/2016

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>ASSETS</b>							
Cash and securities							
Claim on Cash	-8,354.650	343,816	2,519,294	583,448	5,231,311	-323,219	0
Claim on Cash-Treasury	0	0	0	0	0	0	0
Checking	2,032,757	0	0	0	0	0	2,032,757
Credit Card	5,326	0	0	0	0	0	5,326
Cash on hand	100	0	0	0	0	0	100
Investment cash	241,171	0	0	0	308,407	0	549,578
Investment securities	5,969,378	0	0	0	14,364,057	0	20,333,435
FMV increase/decrease	105,917	0	0	0	-1,341,389	0	-1,235,472
Total cash & securities	<u>0</u>	<u>343,816</u>	<u>2,519,294</u>	<u>583,448</u>	<u>18,562,386</u>	<u>-323,219</u>	<u>21,685,724</u>
Receivables							
Due from other funds	0	0	0	0	0	0	0
Accrued interest receivable	0	0	0	0	1,541	0	1,541
Payroll taxes receivable	0	0	0	0	0	0	0
Total receivables	0	0	0	0	1,541	0	1,541
Total assets	<u>0</u>	<u>343,816</u>	<u>2,519,294</u>	<u>583,448</u>	<u>18,563,927</u>	<u>-323,219</u>	<u>21,687,265</u>
<b>LIABILITIES</b>							
Accounts payable	0	0	0	0	0	0	0
Payroll taxes payable	0	0	0	0	0	0	0
Due other funds	0	0	2,645	0	0	0	2,645
Total liabilities	0	0	2,645	0	0	0	2,645
<b>FUND BALANCE</b>							
Fund equity FYB	0	310,150	1,655,466	829,521	18,332,451	1,796,413	22,924,001
Current income/loss	0	33,666	861,184	-246,073	231,476	-2,119,632	-1,239,380
Total fund balance	<u>0</u>	<u>343,816</u>	<u>2,516,650</u>	<u>583,448</u>	<u>18,563,927</u>	<u>-323,219</u>	<u>21,684,621</u>
Total liab & fund balance	<u>0</u>	<u>343,816</u>	<u>2,519,294</u>	<u>583,448</u>	<u>18,563,927</u>	<u>-323,219</u>	<u>21,687,265</u>

**Allan Hancock College Foundation  
Contributions & Fundraising  
July 1, 2015 through June 30, 2016**

Account	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
<b>General Operations</b>		563	128	129	2,454	11,691	1,150						16,115
<b>Restricted</b>	33,689	37,415	31,265	10,035	794,586	57,150							964,141
<b>Fundraising &amp; Ticket Sales</b>			1,739										1,739
<b>Scholarships</b>	30,767	15,918	21,920	40,916	35,910	12,030	69,899						227,361
<b>Endowments</b>	60,442	10,698	1,590	32,648	41,025	39,930	26,025						212,358
<b>Patricia J. Boyd Fund</b>													
<b>President's Circle</b>	1,042	6,526	2,142	8,642	2,142	9,342	3,975						33,812
<b>MONTHLY TOTALS</b>	125,940	71,118	58,784	92,371	876,118	130,144	101,049						1,455,524
<b>CURRENT YTD TOTALS</b>	\$ 125,940	\$ 197,059	\$ 255,843	\$ 348,214	\$ 1,224,332	\$ 1,354,475	\$ 1,455,524						\$ 1,455,524

**PRIOR YEARS**

July 14-June 15	45,690	178,133	249,585	292,461	330,643	501,257	595,898	673,291	776,779	861,833	907,511	1,354,736
July 12-June 13	28,055	61,970	356,466	422,405	509,789	610,027	852,388	1,116,792	1,218,417	1,580,468	11,637,422	11,662,226
July 11-June 12	33,575	85,689	131,502	181,446	214,480	242,187	327,473	580,070	629,195	667,556	694,561	774,867
July 10-June 11	33,237	119,259	168,275	240,841	262,369	389,282	474,512	520,734	559,245	610,414	862,539	907,673
July 09-June 10	76,076	188,161	227,180	331,314	368,234	472,884	506,820	528,843	577,141	597,819	715,628	941,725
July 08-June 09	68,637	127,337	187,331	254,313	282,414	565,024	592,970	609,746	661,090	848,526	1,018,528	1,053,236
July 07-June 08	45,107	126,207	172,587	289,483	514,684	641,357	679,931	711,203	768,748	848,526	1,000,629	1,070,668
July 06-June 07	99,807	202,598	246,726	330,210	419,424	807,361	847,622	898,492	926,869	1,036,458	1,075,487	1,098,427
July 05-June 06	98,646	335,755	393,848	463,476	491,535	601,929	683,955	713,831	814,389	852,245	915,643	1,125,361
July 04-June 05	78,667	160,074	221,555	302,251	365,176	567,844	590,148	613,997	673,291	797,996	851,703	951,050
July 03-June 04	78,436	161,345	250,851	325,196	399,677	680,662	714,421	727,671	757,531	817,265	899,968	938,647
July 02-June 03	75,261	121,934	191,260	359,263	392,300	683,094	740,946	754,027	786,449	914,786	962,865	1,940,867

**NOTES:**  
a) Report does not include investment portfolio activity.  
b) Report does not include outstanding pledges.

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Mr. Guy Walker, Treasurer Finance Committee</b>	<b>March 22, 2016</b>
<b>Subject: President's Circle 2015-16 Budget for ending January 31, 2016</b>	

**BACKGROUND**

Staff will report on the *President's Circle* budget for the period ending January 31, 2016.

<b>INCOME</b>	<b>2015-16 Budget</b>	<b>2015-16 Actual</b>
Opening Balance, 7/1/2015		<b>100,575</b>
Contributions	75,000	33,812
Young Endowment Pledge	100,000	
<b>TOTAL INCOME</b>	<b>\$ 175,000</b>	<b>\$ 134,387</b>

**EXPENSES**

Foundation operating budget	11,250	4,448
Transfers to District	160,250	2,074
Transfer to Scholarships		5,250
Supplies & Advertising	500	1,095
Food Supplies	2,500	3,946
Public Relations/Recognition		
Printing	250	532
Postage/Courier/Credit Card Fees	250	953
<b>TOTAL EXPENSES</b>	<b>175,000</b>	<b>18,299</b>
<b>NET REVENUE/EXPENSE</b>	<b>\$ .00</b>	<b>\$ 116,087</b>

**Committed/Designated Projects:** Dean's Awards - \$1,500; Life Science Lab Assistant - \$8,650; Support for CARE – Foster Youth Program - \$4,368.

**ALLAN HANCOCK COLLEGE FOUNDATION**  
**General Operations Budget**  
**July 1, 2015 - June 30, 2016**

1/31/2016

	2015-16 Approved Budget	2015-16 Actual Rev & Exp	2015-16 Percentage Budget
<b>REVENUE</b>			
General Operations - Contributions	15,000	16,115	107%
General Operations - Interest	20,000	13,777	69%
Administration Fee - 1.5%	100,000	50,220	50%
President's Circle Campaign	11,250	4,448	40%
Consulting Group Advisor - Realized Gain/Loss			
Consulting Group Advisor - Unrealized Gain/Loss	30,000	(37,597)	-125%
Marian Hancock Trust	30,000	30,000	100%
F. Young Endowment Proceeds	50,000	50,000	100%
Madson Endowment Proceeds	5,000	6,796	136%
<b>TOTAL GENERAL OPERATIONS REVENUE</b>	<b>261,250</b>	<b>133,758</b>	<b>51%</b>
<b>EXPENSES</b>			
Executive Director	45,845	-	0%
Staff Salaries	137,678	73,765	54%
Staff Health/Welfare Benefits	7,600	4,433	58%
Staff Payroll Taxes/Insurance	14,546	7,967	55%
<b>Sub Total Staff Salaries &amp; Benefits</b>	<b>205,669</b>	<b>86,165</b>	<b>42%</b>
Public Relations	500		0%
Operational Supplies	5,000	1,541	31%
Printing	5,000	3,096	62%
Food Supplies	5,000	971	19%
Consultants, Service Contracts	4,200	1,425	34%
Conference Expense	1,800	2,266	126%
Business Travel Expense	750		0%
Dues and Memberships	700	-	0%
Licenses, Permits, Filing Fees	225	-	0%
Telephone	700	383	55%
Maintenance Agreements	9,000	409	5%
Equipment Leases & Agreements	500	455	91%
Postage and Courier Services	3,250	353	11%
Advertising	1,500	-	0%
Bank Service Charges & Brokerage Fees	3,850	3,028	79%
Equipment & Computer Software	1,000	-	0%
Scholarship Funding			
Annual Scholarship Banquet	4,500	-	0%
<b>TOTAL Sub Total Operating Expenses</b>	<b>47,475</b>	<b>13,927</b>	<b>29%</b>
<b>TOTAL GENERAL OPERATING EXPENSES</b>	<b>253,144</b>	<b>100,092</b>	
<b>Net Revenue/Expense</b>	<b>8,106</b>	<b>33,666</b>	
<b>Beginning Fund Balance, July 1, 2015</b>	<b>310,150</b>	<b>310,150</b>	
<b>CURRENT FUND BALANCE</b>	<b>318,256</b>	<b>343,816</b>	



**Allan Hancock College Foundation**  
**Check Register**  
Check Dates from 12/1/2015 to 12/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
ALLAN HANCOCK COLLEGE	RMB PRINTING	83122176 4540	292.67		
			292.67	FN	00017873
Foodbank of Santa Barbara County	AHC STUDENT FOOD DISTRIBUTION	83122150 4710	432.25		
			432.25	FN	00017874
Goodwin, Skylee S	AMATYC STUDENT MATH AWARDS	83123101 5170	50.00		
			50.00	FN	00017875
Johnson, Michael Lawrence	Stage lighting for Dream Ctchr	83122038 5110	1,500.00		
			1,500.00	FN	00017876
Krelle, Stacy G	RMB ANGEL TREE SPPLS	83122058 4520	99.73		
			99.73	FN	00017877
Morales, Mino	AMATYC MATH LEAGUE AWARDS	83123101 5170	200.00		
			200.00	FN	00017878
Patel, Arjun	AMATYC MATH LEAGUE AWARD	83123101 5170	100.00		
			100.00	FN	00017879
Rowles, Christopher	Lighting support - Dream Ctchr	83122038 5110	650.00		
			650.00	M RV FN	00017880
Solorio, Jesus	RMB SPPLS DREAM CATCHER	83122038 4520	179.51		
			179.51	FN	00017881
Bruce, William B	CARE TURKEY/ANGEL TREE	83122058 4520	62.10		
			62.10	FN	00017882
BUSINESS CARD	YR END MAILING STATIONERY	83111300 4520	144.52		
	STORAGE SPPLS	83111300 4520	12.94		
	RN CLASS GRADUATION LAMPS	83111300 4520	218.24		
	LUNCH W/ NEW STUD REP	83111300 4710	24.46		
	FD SPPLS FDTN QUARTERLY BD MTG	83111300 4710	12.36		
	CONSTANT CONTACT MONTHLY FEE	83111300 5112	4.75		
	MADDUX RECEPTION IN LRC	83122150 4710	48.78		
	FLOWERS CHERYL MADDUX	83122150 4710	57.23		
	MADDUX RECEP FD SPPLS	83122150 4710	23.25		
			546.53	FN	00017883
CALIFORNIA POLY UNIVERSITY	SCHOLARSHIP: CARRASQUILLO, A	83132939 7580	1,000.00		

User: MCOX - COX

Current Date: 03/15/2016

Report: AHC\_AP8012\_Foundation\_Check\_Register - A

Current Time: 14:26:56

**Allan Hancock College Foundation**  
**Check Register**  
Check Dates from 12/1/2015 to 12/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			1,000.00	FN	00017884
DELL MARKET LP INC	DELL COMPUTER	83122058 4520	1,514.38		
			1,514.38	FN	00017885
Enriquez, Angelica G	RMB CHAMPS TRIP FD SPPLS	83122840 4710	145.57		
			145.57	FN	00017886
Heritage Oaks Bank	Student emergency fnd gft crds	83123115 7570	2,000.00		
			2,000.00	FN	00017887
Kanter, Anne	Professional Musician Concert	83122023 5110	100.00		
			100.00	FN	00017888
Koos, Valarie	Musician for chorus concert	83122023 5110	100.00		
			100.00	FN	00017889
REED, CHRISTINE LYNN	RMB CHAMPS TRIP FD SPPLS	83122840 4710	6.70		
	RMB CHAMPS TRP MLG	83122840 5210	38.99		
			45.69	M RV FN	00017890
UNIVERSITY OF CALIF DAVIS	SCHOLARSHIP: FIENGA, H	83132939 7580	1,000.00		
			1,000.00	FN	00017891
VERIZON	FY16 Open PO - Fdn telephone	83111300 5540	54.18		
			54.18	FN	00017892
VISION CENTER OF SANTA MARIA	Vision Analysis & Lenses	83123235 4520	50.00		
			50.00	FN	00017893
AHC BOOKSTORE	Retail bags Food Distrib	83122150 4520	15.00		
			15.00	FN	00017894
Alberts, Robert	Musician for Pops Concert	83122023 5110	100.00		
			100.00	FN	00017895
Barnett, Michael	DJ @ 1st Friday Artisan Mkt	83122101 5110	250.00		
			250.00	FN	00017896
Headtke, Kathy	RMB BOOKMARKS	83122611 4520	97.38		
			97.38	FN	00017897
Latting, Mitchell	Musician Rehearsals: Nov	83122075 5110	220.00		

User: MCOX - COX  
Report: AHC\_AP8012\_Foundation\_Check\_Register - A

Current Date: 03/15/2016  
Current Time: 14:26:56

**Allan Hancock College Foundation  
Check Register  
Check Dates from 12/1/2015 to 12/31/2015**

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			220.00	FN	00017898
VISION CENTER OF SANTA MARIA	Vision Analysis & Lenses AUSTIN	83123235 4520	50.00		
			50.00	FN	00017899
Walthers, Kevin Glen	RMB ASBG DINNER FD SPPLS	83122150 4710	161.30		
			161.30	FN	00017900
Wineman, Melissa N	MUSICIAN FOR AHC CHORUS	83122023 5110	100.00		
			100.00	FN	00017901
Rowles, Christopher	Lighting support - Dream Ctr	83122038 5110	650.00		
			650.00	FN	00017902
Coleman, Terri Lee	RMB STEM 2016 DSK CALENDAR	83123101 4520	20.51		
			20.51	FN	00017903
Cottey College	SCHOLARSHIP: LINCOLN, L.	83132110 7580	1,000.00		
			1,000.00	FN	00017904
FIRST UNITED METHODIST CHURCH	Use of facility for AHC CONCERT	83122023 5630	200.00		
			200.00	FN	00017905
Fista, Rachel	CONTRACTED SET DESIGNER	83122038 5110	995.00		
			995.00	FN	00017906
Fista, Rachel	RMB DREAM CATCHER SPPLS	83122038 4520	93.83		
			93.83	FN	00017907
Guardado, Siboney M	RMB STEM SPPLS	83123101 4520	54.11		
			54.11	FN	00017908
Miller, Denis R	DJ for 1st Friday Artisan	83122101 5110	250.00		
			250.00	FN	00017909
Ramirez, Antonio	RMB MILEAGE CHAMPS VISIT	83122840 5210	67.51		
			67.51	FN	00017910
Siminski, Diane	Professional musician	83122023 5110	100.00		
			100.00	FN	00017911

User: MCOX - COX  
Report: AHC\_AP8012\_Foundation\_Check\_Register - A

Current Date: 03/15/2016  
Current Time: 14:26:56

**Allan Hancock College Foundation**  
**Check Register**  
Check Dates from 12/1/2015 to 12/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			<b>Total Amount:</b>	14,547.25	
			<b>Reversals:</b>	650.00	
			<b>Grand Total:</b>	13,897.25	

**Allan Hancock College Foundation**

**Check Register**

Check Dates from 1/1/2016 to 1/31/2016

Vendor Name	Description	Budget Code		Amount	Status	Warrant
ALLAN HANCOCK COLLEGE	FN Banner Scholarship	83122109	9181	423.12		
	FN Banner Scholarship	83132588	9181	3,433.08		
	FN Banner Scholarship	83133071	9181	600.00		
	RMB PRINTING	83122176	4540	97.40		
	RMB PRINTING	83111300	4540	45.00		
				<u>4,598.60</u>	FN	0001791
BUSINESS CARD	CONSTANT CONTACT FEE	83111300	5112	4.75		
	RN CLASS GRAD LAMPS	83122109	4520	408.09		
	THANKSGIVING STUDENT MEALS	83122150	4710	198.75		
				<u>611.59</u>	FN	0001791
LUCAS, ANN	RMB YR END LUNCHEON SPPLS	83122023	4710	151.90		
				<u>151.90</u>	FN	0001791
VERIZON	FY16 Open PO - Fdtn telephone	83111300	5540	54.25		
				<u>54.25</u>	FN	0001791
CALIF STATE UNIV-CHANNEL ISLANDS	Scholarship - Dalcerra, M.	83132110	7580	1,000.00		
				<u>1,000.00</u>	FN	0001791
FRANCOTYP-POSTALIA INC.	ANNUAL POSTAGE METER RENTAL	83111300	5690	454.65		
				<u>454.65</u>	FN	0001791
OFFICE DEPOT CREDIT PLAN	FY16 Open PO -fdtn office	83111300	4520	36.44		
				<u>36.44</u>	FN	0001791
OLD TOWN SHIRT FACTORY	Athletics pullover hooded	83122176	4520	1,059.12		
				<u>1,059.12</u>	FN	0001791
PCPA	XFER OUT 2015 SCHOLARSHIPS	83132595	7390	18,662.00		
				<u>18,662.00</u>	FN	0001792
SIGN CRAFT INC	Banner for gym	83122176	4520	1,091.16		
				<u>1,091.16</u>	FN	0001792
St. Benedict Episcopal Church	Facility rental for chorus	83122023	5630	200.00		
				<u>200.00</u>	FN	0001792
AHC BOOKSTORE	RUPE GRANT SCH AWARDS TO CNA	83132588	7580	8,239.99		
				<u>8,239.99</u>	FN	0001792

**Allan Hancock College Foundation**

**Check Register**

Check Dates from 1/1/2016 to 1/31/2016

Vendor Name	Description	Budget Code	Amount	Status	Warrant
ALLAN HANCOCK COLLEGE	RMB VET RESOURCE CENTER EXP	83122654 5850	3,375.23		
	RMB NON-INSTR SALARY FAST	83122150 5850	1,281.17		
			<u>4,656.40</u>	FN	0001792
ALLAN HANCOCK COLLEGE	FN Banner Scholarship	83132917 9181	1,500.00		
	FN Banner Scholarship	83132791 9181	1,000.00		
	FN Banner Scholarship	83132266 9181	1,000.00		
			<u>3,500.00</u>	FN	0001792
CALIFORNIA POLY UNIVERSITY	Scholarship - Boniface, Andrew	83132266 7580	1,000.00		
			<u>1,000.00</u>	FN	0001792
Clear Vision Optometry	Student eye glasses	83123235 4520	50.00		
			<u>50.00</u>	FN	0001792
Perales, Carissa Marie	RMB ANGEL TREE SPPLS	83122058 4520	85.02		
	RMB ANGEL TREE FD SPPLS	83122058 4710	115.00		
			<u>200.02</u>	FN	0001792
SANTA MARIA VALLEY CHAMBER OF COMMERCE	Sponsorship	83122151 5880	100.00		
			<u>100.00</u>	FN	0001792
Solvang Chamber of Commerce	Annual Community Awards Banq	83122151 5880	580.00		
			<u>580.00</u>	FN	0001793
DAL PORTO, JUDITH	RMB PARENT PARTIC SPPLS	83122098 4520	459.99		
			<u>459.99</u>	FN	0001793
Johnson, Kathy	RMB POS ATTENDANCE TIME CLOC	83122510 4520	178.19		
	RMB DNTR RADIOGRAPHY CLNC SP	83122510 4520	26.13		
			<u>204.32</u>	FN	0001793
VERIZON	FY16 Open PO - Fdtn telephone	83111300 5540	59.88		
			<u>59.88</u>	FN	0001793
		<b>Total Amount:</b>	<u>46,970.31</u>		
		<b>Reversals:</b>	0.00		
		<b>Grand Total:</b>	<u>46,970.31</u>		

**ALLAN HANCOCK COLLEGE FOUNDATION  
EXECUTIVE COMMITTEE MEETING  
Minutes of January 26, 2016**

A regular meeting of the Executive Committee was held on Tuesday, January 26, 2016, at 5:12 p.m. at the Allan Hancock College Foundation, Mark J. Smith Meeting Room, 936 South College Drive, Santa Maria, California and at the home of Greg Pensa, 69 Ironwood Way, Solvang, California.

**1. EXECUTIVE COMMITTEE MEETING CALLED TO ORDER**

The meeting was called to order at 5:12 p.m. by Foundation Board President, Dr. Terry Dworaczyk.

**2. ROLL CALL**

*Present:* Dr. Terry Dworaczyk, Bob Manning, Valerie Moya, Trustee Greg Pensa, Guy Walker, and Dr. Kevin Walthers

*Absent:* John Everett, Georgia Schragar

*Foundation Staff Present:* Toni McCracken, Annie Looyesen

*College Staff:* Dr. George Railey

**3. PUBLIC COMMENT**

There were no requests from the public to address this committee meeting.

**4. APPROVAL OF AGENDA**

Dr. Dworaczyk asked committee members to review the agenda for today's meeting and called for a motion to approve.

**MOTION:** On a motion by Director Walker, seconded by Director Manning, the agenda was approved on a roll call vote as follows:

Ayes: Dworaczyk, Manning, Moya, Pensa, Walker, and Walthers  
Noes: None  
Abstentions: None

**5. APPROVAL OF MINUTES – December 1, 2015**

Dr. Dworaczyk asked members to review the minutes of the December 1, 2015, regular meeting and called for a motion to approve.

**MOTION:** On a motion by Director Moya, seconded by Director Walker, the minutes for the December 1, 2015, regular meeting were approved as submitted.

Ayes: Dworaczyk, Manning, Moya, Pensa, Walker, and Walthers  
Noes: None  
Abstentions: None

**6. FINANCE COMMITTEE REPORT**

Director Walker addressed the committee on behalf of the Finance Committee. He stated that the Finance Committee accepted the request to increase the Administrative Assistant position from 22 hours to 28 hours a week. He also reported that student emergency gift cards will continue to be purchased through Heritage Oaks Bank by opening up an account. The gift cards will be used as "monetary instruments" and given to students for emergency needs.

**7. ACTION ITEMS**

*Meeting and Event Calendar for 2016/17:* The foundation's calendar for 2016/17 was reviewed that includes Finance and Executive Committee meetings, quarterly board meetings and the Scholarship Banquet on May 26. Mrs. McCracken noted that the Executive Committee will be starting their meeting at 5 p.m. instead of 4:45 p.m. The schedule will be amended and submitted to the full board for their review and approval.

**MOTION:** On a motion by Director Manning, seconded by Director Moya, the Executive Committee approved the foundation meeting calendar for 2016/17 with a recommendation to forward to the board of directors for their review and approval at the February 11, 2016, annual meeting. (Ayes: Dworaczyk, Manning, Moya, Pensa, Walker, and Walthers; Noes: None; Abstentions: None)

*Directors' Annual Scholarship:* Foundation board members for the last seven years have provided contributions of \$25 or more for the awarding of an Allan Hancock College Foundation Board of Directors Scholarship. This award is presented at the annual scholarship awards banquet in May. Committee members agreed to continue the tradition of the scholarship and will present to the full board for their review and approval at the February 11, 2016, board meeting.

**MOTION:** On a motion by Director Manning, seconded by Director Moya, the Executive Committee approved asking the full board for their financial participation of a minimum contribution of \$25 for an Allan Hancock College Foundation Board of Directors Scholarship that will be presented at the May 26, 2016, annual scholarship awards banquet. (Ayes: Dworaczyk, Manning, Moya, Pensa, Walker, and Walthers; Noes: None; Abstentions: None)

*New Position – Advancement Specialist:* In fall 2014, Allan Hancock College was awarded a 5-year Hispanic Serving Institutions grant (Title V) from the U.S. Department of Education. The grant focuses on two major activities, one of which is to implement structural changes to coordinate, align, and integrate the college's multiple resource development components. This "capacity development" grant provides an opportunity to restructure units into a coordinated College Advancement program and to add an Advancement Specialist to assist with development activities. This position will be incrementally institutionalized with district funds over the remaining four years of the grant's project period. Beginning in 2019, this position will be institutionalized as a foundation position. It is anticipated that the return on investment will outweigh the cost of the position.

**MOTION:** On a motion by Director Walker, second by Director Manning, the Executive Committee approved the new position of Advancement Specialist. (Ayes: Dworaczyk, Manning, Moya, Pensa, Walker, and Walthers; Noes: None; Abstentions: None)

## 8. INFORMATION ITEMS

*Committees and Assignments for 2016:* Committee assignments are reviewed and updated at the annual organizational meeting of the board of directors. It is the recommendation of the Nominations Committee to have directors continue his or her current committee assignment for 2016 with the hiring of the new Executive Director for College Advancement. New directors will review and provide staff with the committee they wish to serve on for 2016.

*College Trustee Appointments for 2016:* At the December 2015 annual organizational meeting of the Allan Hancock College Board of Trustees, Greg Pensa (primary) and Hilda Zacarias (alternate) were once again appointed to serve on the foundation board as trustee representatives for 2016.

*Foundation Employee Handbook:* The foundation has the first draft from Human Resources and will be reviewed by staff and the President's Office.

*Report on Foundation Activities:* Dr. Kevin Walthers reported that the second part of the Marclad Foundation grant of \$50,000 for the college's Career Integration Initiative was received. The foundation also received an estate gift of \$25,000 from the Virginia S. Miller Trust and with the



recommendation of the foundation's Finance Committee, the gift was directed for the STEM Endowment that will be federally matched. Dr. Walthers said we are only \$5,000 away from our goal to reach the full amount we need for the STEM endowment. He also reported that contributions from the end-of-year appeal letter have been coming into the office. Dr. Walthers also reported there will be a luncheon for new directors and executive committee on January 14, 2016, starting at 11:30.

*Agenda Review – Annual Organizational Board Meeting:* Dr. Walthers reviewed the proposed agenda for the February 11, 2016, quarterly board meeting.

## 8. COMMITTEE REPORTS

*Nominations:* Dr. Dworaczyk provided the following report:

11.A. *Nominations:* Monica Beebe and Bob Poole resigned from the board, Jay Cerny resigned from the Finance Committee, and the "Member-at-Large" appointment to the Executive Committee for 2016. The Nominating Committee will meet in March to discuss.

11.B. *President's Circle:* President's Circle and PCPA's Encore Circle will enjoy an opening night performance of PCPA's *The Pirates of Penzance*, February 13, 2016, at the Marian Theater.

11.C. *Scholarship:* Mrs. McCracken reported on the new scholarships for 2016: Yes-U-Can, Bert Ardantz Memorial Scholarship – 2 @ \$1,000 each, AHC Speech Communication Program Scholarship - \$500, Karisa Bennett Memorial Scholarship - \$500, CoastHills Credit Union Scholarship – 2 at \$2,500 each, Nicolas Decasaus Memorial Scholarship - \$500, Peter S. Villa Memorial Scholarship - \$1,000, Carl Carlson Memorial Scholarship - \$500, Fidel Herrera Memorial Scholarship - \$500, and The Shirley Kellythorne Nursing Student Scholarship - \$500.

There is one new scholarship endowment: the Karisa Bennett Memorial Endowment. The family of Cory Williams has shared an interest in establishing a memorial scholarship endowment.

## 9. OTHER BUSINESS

None

## 10. SUPERINTENDENT/PRESIDENT'S REPORT

- Executive Director of College Advancement position has been posted on the Hancock webpage under the human resources tab. The interviews are scheduled for the end of February.

## 11. DATE FOR NEXT EXECUTIVE COMMITTEE MEETING

The next meeting of the Executive Committee will be Tuesday, March 22, 2016. There was unanimous agreement that a February meeting was not needed due to the annual organizational meeting in February.

## 12. ADJOURNMENT

With no further business to bring before the committees, the meeting was adjourned at 5:53p.m.

**MOTION:** On a motion by Director Walker, seconded by Director Moya, the meeting was adjourned at 5:53 p.m.

Ayes: Dworaczyk, Manning, Moya, Pensa, Walker, and Walthers  
Noes: None  
Abstentions: None

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Mr. Guy Walker Treasurer</b>	<b>March 22, 2016</b>
<b>Subject: Finance Committee Report</b>	

**BACKGROUND**

A report to the Executive Committee on any actions or business conducted on behalf of the corporation.

**9.A.1** – Review of Independent Auditor’s Report ending June 30, 2015, that was approved by the Allan Hancock College Trustees at their January 19, 2016, meeting. Copies will be available at the meeting. A copy of the foundation’s audit report may be viewed on the foundation web site at [www.ahcfoundation.org](http://www.ahcfoundation.org) and click on *Board Meeting Agendas and Minutes*. In addition, printed copies will be available at the meeting.

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Investment Committee</b>	
<b>Subject: Proposed General Operating Budget 2016-17</b>	

**BACKGROUND**

Each year the Investment Committee develops a proposed operating budget for the upcoming fiscal period. Staff develops a preliminary draft budget which includes the current year approved budget and a proposed budget for the upcoming fiscal period using projections for both revenue and expense. The following narrative represents those staff projections as applied to the budget development:

**REVENUE**

- **Unrestricted Contributions** – gifts to the unrestricted fund.
- **Unrestricted Interest** – The Morgan Stanley Active Assets and the Consulting Group Advisor accounts generate the interest earnings from the pooled unrestricted and temporarily restricted funds.
- **Administration Fee** – The administration fees of 1.5% on the endowment pool.
- **President's Circle** – Revenue to the Allan Hancock College Foundation of \$10,500 based on the assumption of total revenue of \$75,000 President's Circle. (The foundation receives 15% fee on all President's Circle gifts.)
- **Consulting Group Advisor, Gain/Loss & Dividends** – The original \$500,000 investment was held in low interest bearing certificates of deposit and money market accounts into a higher performing investment.
- **Marian Hancock Trust restricted fund** - The trust establishes its quarterly distributions on July 1 each year per tax code regulations. The distribution from the trust can change year-to-year based on economic conditions.
- **F. Young Endowment** - A unrestricted gift and is designated as a "quasi-endowment".

**EXPENSES**

- **Staff Salaries & Benefits**
  - a. The foundation will continue to pay the district \$50,000 of the Executive Director's salary.
  - b. Proposal #1 is based on a 2.5% COLA increase for staff and the Administrative Assistant position remaining part-time status.
  - c. Proposal #2 is based on a 2.0% COLA increase for staff and the Administrative Assistant position becoming full-time.
  - d. The Advancement Specialist position is a part of Staff Salaries & Benefits. The position's base salary is \$60,000, benefits is \$4,100, payroll taxes is \$6,462.65—the total for salary, benefits and payroll taxes is \$70,562.65. The position is funded through the Title 5 grant and the district will reimburse the foundation.

**FISCAL IMPACT**

The foundation's operating budget is a function of the unrestricted assets of the corporation. The proposed 2016-17 operating budget reflects an increase of approximately 28%.

The proposed 2016-17 operating budget is being presented today for review, discussion and approval.

**RECOMMENDATION**

Finance Committee members will review with a recommendation to be forwarded to the Executive Committee, and the full board for approval at the Board of Director's quarterly meeting on April 28,

2016. Upon review and agreement, the proposed 2016-17 operating budget is being presented today for approval with a motion needed to approve

- Proposed Budget #1 with projected revenue of \$303,813; total general operating expenses of \$327,262.
- Proposed Budget #2 with projected revenue of \$303,813, total general operating expenses of \$340,214.

**ALLAN HANCOCK COLLEGE FOUNDATION**  
**General Operations Budget**  
**July 1, 2015 - June 30, 2016**  
*Proposed Budget Fiscal Year 2016-17*

1/31/2016  
67%

	2015-16 Approved Budget	2015-16 Actual Rev & Exp	2016-17 Proposed Budget #1	2016-17 Proposed Budget #2
<b>REVENUE</b>				
General Operations - Contributions	15,000	16,115	17,500	17,500
General Operations - Interest	20,000	13,777	20,000	20,000
Administration Fee - 1.5%	100,000	50,220	90,000	90,000
President's Circle Campaign	11,250	4,448	10,500	10,500
Consulting Group Advisor - Realized Gain/Loss				
Consulting Group Advisor - Unrealized Gain/Loss	30,000	(37,597)	15,000	15,000
Marian Hancock Trust	30,000	30,000	24,750	24,750
F. Young Endowment Proceeds	50,000	50,000	50,000	50,000
District Title 5 Support - Advancement Specialist			70,563	70,563
Madson Endowment Proceeds	5,000	6,796	5,500	5,500
<b>TOTAL GENERAL OPERATIONS REVENUE</b>	<b>261,250</b>	<b>133,758</b>	<b>303,813</b>	<b>303,813</b>
<b>EXPENSES</b>				
Executive Director	45,845	-	50,000	50,000
Staff Salaries	137,678	73,765	195,995	203,525
Staff Health/Welfare Benefits	7,600	4,433	11,400	15,200
Staff Payroll Taxes/Insurance	14,546	7,966	21,992	23,420
<b>Sub Total Staff Salaries &amp; Benefits</b>	<b>205,669</b>	<b>86,165</b>	<b>279,387</b>	<b>292,145</b>
Public Relations	500	-	500	500
Operational Supplies	5,000	1,541	5,000	5,000
Printing	5,000	3,096	5,500	5,500
Food Supplies	5,000	971	5,000	5,000
Consultants, Service Contracts	4,200	1,425	3,500	3,500
Conference Expense	1,800	2,187	2,500	2,500
Business Travel Expense	750	79	750	750
Dues and Memberships	700	-	700	700
Licenses, Permits, Filing Fees	225	-	225	225
Telephone	700	383	700	700
Maintenance Agreements	9,000	409	9,000	9,000
Equipment Leases & Agreements	500	455	500	500
Postage and Courier Services	3,250	353	3,000	3,000
Advertising	1,500	-	1,000	1,000
Bank Service Charges & Brokerage Fees	3,850	3,029	4,500	4,500
Equipment & Computer Software	1,000	-	1,000	1,000
Scholarship Funding	3,000			
Annual Scholarship Banquet	4,500		4,500	4,500
<b>TOTAL Sub Total Operating Expenses</b>	<b>50,475</b>	<b>13,928</b>	<b>47,875</b>	<b>47,875</b>
<b>TOTAL GENERAL OPERATING EXPENSES</b>	<b>256,144</b>	<b>100,092</b>	<b>327,262</b>	<b>340,020</b>
<b>Net Revenue/Expense</b>	<b>5,106</b>	<b>33,666</b>	<b>(23,449)</b>	<b>(36,207)</b>
<b>Beginning Fund Balance, July 1, 2015</b>	<b>310,150</b>	<b>310,150</b>	<b>295,650</b>	<b>295,650</b>
<b>CURRENT FUND BALANCE</b>	<b>315,256</b>	<b>343,816</b>	<b>272,201</b>	<b>259,443</b>

<b>To: Executive Committee</b>	<b>INFORMATION</b>  <b>March 22, 2016</b>
<b>From: Dr. Kevin G. Walthers</b>	
<b>Subject: Committees and Assignments for 2016</b>	

**BACKGROUND**

Committee assignments for 2016 are included on the following page. Staff are finalizing assignments with new directors and will report on any updates at the meeting.

**Allan Hancock College Foundation  
Board of Directors  
2016 Committees**

**EXECUTIVE**

President	<u>Valerie Moya</u>
V.P.	Bob Lotwala
Treasurer	Guy Walker
Secretary	Georgia Schragger

Past-Pres Terry Dworaczyk, Ed.D.  
at large Ken Ostini  
at large Bob Manning  
College Rep. Kevin Walthers  
Trustee Rep. Greg Pensa

*Staff: Executive Director, Annie*

**FINANCE**

Guy Walker  
Bob Lotwala  
Peggy Hesse  
George Johnson  
Michael Black  
Sam Orozco

*Staff: Executive Director, Marlyn*

**SCHOLARSHIP**

Bob Manning  
Doris Lahr  
Georgia Schragger  
Peggy Hesse  
Mike Carroll  
Mario Juarez

*Staff: Toni*

**NOMINATIONS**

Ken Ostini  
Mary K. Nanning  
Brenda Farias, *Associate Director*  
Henry Grennan  
Rob Klug

*Staff: Executive Director, Annie*

**PRESIDENT'S CIRCLE**

Jim Bray  
George Johnson  
John Everett

*Staff: Executive Director*

**PLANNED GIVING**

Guy Walker  
Bruce Coggin  
Dr. Roger Welt  
Doris Lahr

*Staff: Executive Director*

**EVENTS**

BoD Annual Party  
*Staff: All Staff*

**Directors to Add**

Tom Lopez  
Susan Moats  
Lee-Volker Cox  
Jim Fields  
Ed Cora

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Dr. Kevin Walthers</b>	<b>March 22, 2016</b>
<b>Subject: Personnel Handbook for Foundation Employees</b>	

**BACKGROUND**

The personnel handbook for foundation employees is under revision to comply with state and federal guidelines. The updated handbook will be shared with the Executive Committee at a future meeting.



<b>To: Executive Committee</b>	<b>INFORMATION</b>  <b>March 22, 2016</b>
<b>From: Dr. Kevin G. Walthers</b>	
<b>Subject: Advancement Specialist Position</b>	

**BACKGROUND**

In fall 2014, Allan Hancock College was awarded a 5-year Hispanic Serving Institutions grant (Title V) from the U.S. Department of Education. The grant focuses on two major activities, one of which is to implement structural changes to coordinate, align, and integrate the college's multiple resource development components. This "capacity development" grant provides an opportunity to restructure units into a coordinated College Advancement program and to add an Advancement Specialist to assist with development activities. This position will be incrementally institutionalized with district funds over the remaining four years of the grant's project period. Beginning in 2019, this position will be institutionalized as a foundation position. It is anticipated that the return on investment will outweigh the cost of the position.

A schedule for the recruitment and hiring for the position is being coordinated through the foundation and the Office of Institutional Grants.

**NOTICE OF QUARTERLY MEETING**  
**ALLAN HANCOCK COLLEGE FOUNDATION BOARD OF DIRECTORS**

Thursday, April 28, 2016  
4-5:30 p.m.  
Allan Hancock College, One Hancock Drive  
Lompoc Valley Center – Room 5-117  
Lompoc, CA 93436

**AGENDA**

Page

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

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.

**4. APPROVAL OF AGENDA**

**4. A. Agenda for April 28, 2016**

**ACTION** – Motion \_\_\_ Second \_\_\_ Vote \_\_\_ Abstentions \_\_\_

**5. APPROVAL OF MINUTES**

**5. A. Minutes of February 11, 2016**

**ACTION** – Motion \_\_\_ Second \_\_\_ Vote \_\_\_ Abstentions \_\_\_

**6. FINANCE COMMITTEE'S REPORT**

The Finance Committee has reviewed the foundation's financial reports and presents them for review and discussion by the board of directors.

**6. A. Summary of Portfolio Allocation – 1/31/16**

**6. B. Statement of Operations – 1/31/16**

**6. C. Balance Sheet – 1/31/16**

**6. D. Contributions Report – 1/31/16**

**6. E. President's Circle Report – 1/31/16**

**6. F. General Operations Budget – 1/31/16**

**Motion to Accept All Financial Reports**

**Action** – Motion \_\_\_ Second \_\_\_ Vote \_\_\_ Abstentions \_\_\_

**6. G. Report by Chair, Finance Committee**

A report to the Board of Directors on any actions or business conducted on behalf of the corporation.

**6.G.1. Independent Auditor's Report period ending June 30, 2015**

**7. ACTION ITEMS**

**7. A. Proposed General Operations Budget 2016-17**

A recommendation to approve the proposed 2016-17 Allan Hancock College Foundation General operations budget.

**ACTION** – Motion \_\_\_ Second \_\_\_ Vote \_\_\_ Abstentions \_\_\_

**8. INFORMATION ITEMS**

**8. A. Advancement Specialist**

An update on the hiring of the Advancement Specialist.

**8. B. Committee Assignments for 2016**

A review of committee assignments for directors for 2016.

**9. STANDING COMMITTEE REPORTS**

A report to the Board of Directors on any actions or business conducted on behalf of the corporation.

**9. A. Nominations**

**9. A.1. Director Resignation**

**Action** – Motion \_\_\_ Second \_\_\_ Vote \_\_\_ Abstentions \_\_\_

**9. A.2. Executive Committee *Member-at-Large* position**

**9. B. Scholarship**

A report on the 2016 foundation scholarship program.

**10. AD HOC COMMITTEE REPORTS**

**10.A. President's Circle**

**11. ORAL REPORTS**

**11. A. Members of the Board of Directors**

*General Announcements*

**11. B. College Superintendent/President**

*Dr. Kevin G. Walthers*

**11. C. College Trustee**

*Mr. Gregory A. Pensa*

**11. D. PCPA Foundation Representative**

*Mr. Jim Bray*

**11. E. Faculty Representative**

*Ms. Linda Metaxas*

**11. F. Student Representative**

*Ms. Kimberly Kallies*

**11. G. Executive Director, College Advancement**

*Ms. Susan Houghton*

**12. NEW BUSINESS**

**13. DATE FOR NEXT QUARTERLY BOARD MEETING**

The next quarterly board meeting is Thursday, July 28, 2016, from 4-5:30 p.m. on the Santa Maria campus.

**14. ADJOURNMENT**

A motion to adjourn the quarterly meeting of the Allan Hancock College Foundation Board of Directors.

**ACTION** – Motion\_\_\_\_Second\_\_\_\_Vote\_\_\_\_Abstentions\_\_\_\_

**15. TOUR – Public Safety Training Complex**

Directors will tour the facility following the quarterly board meeting.

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.

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Dr. Kevin G. Walthers  
Superintendent/President

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Ms. Valerie Moya</b>	<b>March 22, 2016</b>
<b>Subject: Standing Committee Reports: Nominations and Scholarship</b>	

**BACKGROUND**

A report to the Executive Committee on any actions or business conducted on behalf of the corporation.

**12.A. Nominations****Action Item**

**12.A.1.** Director Resignation – Jay Cerny

**Information Item**

**12.A.2.** Update on Executive Committee *Member-at-Large* position

**12.B. Scholarship**

- A report to the board on the scholarship program for 2016.

**FISCAL IMPACT**

None

**RECOMMENDATION – Action Item 12.A.1.**

Upon review and approval, a motion is needed to accept, with regrets, the resignation of Director Jay Cerny.

<b>To: Executive Committee</b>	<b>INFORMATION</b>  <b>March 22, 2016</b>
<b>From: Ms. Valerie Moya</b>	
<b>Subject: Ad Hoc Committee Report: President's Circle</b>	

**BACKGROUND**

A report to the Executive Committee on any actions or business conducted on behalf of the corporation.

**13.A. President's Circle**

- The foundation website has been updated with a President's Circle page, which can be viewed at [http://www.hancockcollege.edu/ahc\\_foundation/presidents.php](http://www.hancockcollege.edu/ahc_foundation/presidents.php).
- The staff is also in the process of updating the President's Circle brochure.