



**NOTICE OF ANNUAL
ORGANIZATIONAL MEETING
ALLAN HANCOCK COLLEGE FOUNDATION
BOARD OF DIRECTORS
Thursday, February 11, 2016
4 -5:30 p.m.**

Agenda

Allan Hancock College
800 South College Drive - Room G106B
Santa Maria, California 93454

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.

OFFICERS

Valerie Moya
President

Bob Lotwala
Vice President

Georgia L. Schrager
Secretary

Guy Walker
Treasurer

Terry Dworaczyk, Ed.D.
Past President

DIRECTORS

Jim H. Bray

Michael J. Carroll

Jay Edward Cerny

R. Bruce Coggin

Ed Cora

Lee-Volker Cox

John Everett

Brenda Farias

Jim Fields

Henry M. Grennan

Margaret S. Hesse

George Johnson

Mario Juarez

Robert B. Klug

Doris T. Lahr

Tom Lopez

Robert Manning

Susan Moats

Mary K. Nanning

Ken Ostini

Sam Orozco, DPA

Roger Welt, Ed.D.

EMERITUS DIRECTORS

Michael L. Gibson

Ronald L. Thatcher

COLLEGE TRUSTEE REPRESENTATIVES

Gregory A. Pensa

Hilda Zacarias

COLLEGE REPRESENTATIVES

Kevin G. Walthers, Ph.D.
Superintendent/President

Michael Black
*Associate Superintendent/Vice
President, Administrative Services*

Linda Metaxas
Faculty

Kimberly Kallies
Student

FOUNDATION STAFF

Vacant
Executive Director

Marlyn Cox

Annie Looyesen

Toni McCracken

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AGENDA

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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 <i>Request to Speak Card</i> available from the executive director. It is suggested that speakers limit themselves to 5 minutes.	
4. APPROVAL OF AGENDA	
4. A. Agenda for February 11, 2016 ACTION – Motion___Second___Vote___ Abstentions___	
5. APPROVAL OF MINUTES	1-6
5. A. Minutes of October 22, 2015 ACTION – Motion___Second___Vote___ Abstentions___	
6. ELECTION OF OFFICERS	7
6. A. As prescribed in the bylaws of the corporation, the Nominating Committee prepared a slate of officers for 2016-17. ACTION – Motion___Second___Vote___ Abstentions___	
7. PASSING OF GAVEL	
8. WELCOME OF NEW DIRECTORS	8
8.A. Foundation board president, will introduce new directors	
9. RECOGNITION OF DIRECTOR COMPLETING THIRD THREE-YEAR TERM	
9.A. Foundation board president and college superintendent/president will recognize director completing her third three-year term with the foundation.	

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10. FINANCE COMMITTEE'S REPORT	9
The Finance Committee has reviewed the foundation's financial reports and presents them for review and discussion by the board of directors.	
10. A. Summary of Portfolio Allocation – 11/30/15	10
10. B. Statement of Operations – 11/30/15	11
10. C. Balance Sheet – 11/30/15	12
10. D. Contributions Report – 11/30/15	13
10. E. President's Circle Report – 11/30/15	14
10. F. General Operations Budget – 11/30/15	15
Motion to Accept All Financial Reports	
Action – Motion_____Second_____Vote_____Abstentions_____	
10. G. Report by Chair, Finance Committee	16
A report to the Board of Directors on any actions or business conducted on behalf of the corporation.	
11. ACTION ITEMS	
11. A. Corporate Resolution No. 2016-01	17-19
Authorization of Savings, Checking and Investment Account Signatures	
As part of its corporate business, the foundation's board of directors will annually consider a resolution for the authorization of savings, checking, and investment account signatures necessary to conduct its day-to-day business. This resolution is intended to be compliant with the policies of the Allan Hancock Joint Community College District.	
ACTION – Motion_____Second_____Vote_____Abstentions_____	
11. B. Meeting & Event Calendar for 2016/17	20-21
A recommendation to approve the 2016/17 calendar for foundation meetings and events.	
ACTION – Motion_____Second_____Vote_____Abstentions_____	
11. C. Foundation Board Scholarship for 2016	22
Directors have provided an annual contribution for the <i>AHC Foundation Board of Directors Scholarship</i> awarded at the annual banquet in May.	
ACTION – Motion_____Second_____Vote_____Abstentions_____	
11. D. New Position – Advancement Specialist	23-25
This position is partially grant-funded and will be institutionalized as a foundation position by 2019.	
ACTION – Motion_____Second_____Vote_____Abstentions_____	

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12. INFORMATION ITEMS	
12. A. College Trustee Appointments for 2016 A report on the appointment of college trustees to the foundation board for 2016.	26
12. B. Committee Assignments for 2016 A review of proposed committee assignments for directors for 2016.	27-29
12. C. Executive Director, College Advancement An update of the hiring of the Executive Director for College Advancement.	30
12. D. Foundation – PCPA Liaison Appointment The appointment of Jim Bray to serve as the liaison between the Allan Hancock College Foundation and the PCPA Foundation.	31
12. E. Director’s Conflict of Interest Polity and Disclosure Form As outlined by foundation policy, each year at the annual corporate meeting, all directors are asked to submit a completed and signed statement of conflict of interest and disclosure form.	32-34
13. STANDING COMMITTEE REPORTS A report to the Board of Directors on any actions or business conducted on behalf of the corporation.	
13. A. Nominations	35
13. A.1. Director Resignations Action – Motion ___ Second ___ Vote ___ Abstentions ___	
13. A.2. Vacant Executive Committee <i>Member-at-Large</i> position	
13. B. Scholarship A report on the 2016 foundation scholarship program.	36
14. AD HOC COMMITTEE REPORTS	37
14.A. President’s Circle President’s Circle and PCPA Encore Circle Event	
15. ORAL REPORTS	
15. A. Members of the Board of Directors	<i>General Announcements</i>
15. B. College Superintendent/President	<i>Dr. Kevin G. Walthers</i>
15. C. College Trustee	<i>Mr. Gregory A. Pensa</i>
15. D. PCPA Foundation Representative	<i>Mr. Jim Bray</i>

15. E. Faculty Representative

Ms. Linda Metaxas

15. F. Student Representative

Ms. Kimberly Kallies

16. NEW BUSINESS

17. DATE FOR NEXT QUARTERLY BOARD MEETING


The next quarterly board meeting is Thursday, April 28, 2016, from 4-5:30 p.m.
at the Public Safety Training Complex in Lompoc.

18. ADJOURNMENT

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

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.



Dr. Kevin G. Walthers
Superintendent/President

ALLAN HANCOCK COLLEGE FOUNDATION
QUARTERLY MEETING OF THE BOARD OF DIRECTORS
Minutes of October 22, 2015

The quarterly board meeting of the Allan Hancock College Foundation (AHCF) Board of Directors was held on Thursday, October 22, 2015, starting at 4:00 p.m. at Allan Hancock College, 800 S. College Dr., Room G106B, Santa Maria, CA 93454.

1. MEETING CALLED TO ORDER

Foundation Vice President, Valerie Moya, called the meeting to order at 4:07 p.m.

2. ROLL CALL

Directors Present: M. Black, J. Bray, M. Carroll, H. Grennan, G. Johnson, D. Lahr, B. Lotwala, V. Moya, M. Nanning, G. Schragger, K. Walthers

Directors Absent: J. Cerny, R. Coggin, T. Dworaczyk, J. Everett, B. Farias, J. Frost, P. Hesse, R. Klug, T. Lopez, B. Manning, L. Metaxas, S. Moats, K. Ostini, G. Pensa, B. Poole, G. Walker, R. Welt

Student Representative: Kimberly Kallies

Foundation Staff Present: A. Looyesen, T. McCracken

Recorder: A. Looyesen

Guests: John Shoals and Pat Mullen of PG&E

3. PUBLIC COMMENT

None

4. APPROVAL OF AGENDA

Vice President Moya asked members to review the agenda for the meeting of the Allan Hancock College Foundation Board of Directors noting that **6.A. Check Presentation** will follow **4.A. Approval of Agenda** and called for a motion to approve the agenda as modified.

MOTION: On a motion by Director Lotwala, seconded by Director Nanning, the AHC Foundation Board of Directors approved the agenda as modified on a roll-call vote as follows:

Ayes: Black, Bray, Carroll, Grennan, Johnson, Lahr, Lotwala, Moya, Nanning, Schragger, Walthers

Noes: None

Abstentions: None

Concur: K. Kallies

5. CHECK PRESENTATION - PACIFIC GAS & ELECTRIC COMPANY

Ms. Moya introduced Mr. John Shoals, Senior Government Relations Representative, and Mr. Pat Mullen, Local Division Director, both from PG&E. They presented a check for \$16,500 supporting the following programs at Allan Hancock College: Student Emergency Fund (\$7,500), STEM Week of Discovery (\$7,500), and President's Circle (\$1,500). There were representatives from all three programs included in the check presentation.

6. APPROVAL OF MINUTES

Ms. Moya asked members to review the minutes of the July 23, 2015, quarterly board meeting and called for a motion to approve.

MOTION: On a motion by Director Lotwala, seconded by Director Grennan, the AHC Foundation Board of Directors approved the minutes for the July 23, 2015, meeting as submitted.

(Ayes: Black, Bray, Carroll, Grennan, Johnson, Lahr, Lotwala, Moya, Nanning, Schragger, Walthers; Noes: None; Abstentions: None; Concur: Kallies)

7. STUDENT REPRESENTATIVE 2015/16

Ms. Moya introduced Kimberly Kallies as the student representative to the Allan Hancock College Foundation Board of Directors for 2015/16. Ms. Kallies is a 3-year criminal justice major at AHC and also is the President for the AHC Associated Student Body Government this year.

MOTION: On a motion by Director Grennan, seconded by Director Carroll, the AHC Foundation Board of Directors approved the appointment of Kimberly Kallies as the student representative to the AHC Foundation Board of Directors for the academic year 2015/16. (Ayes: Black, Bray, Carroll, Grennan, Johnson, Lahr, Lotwala, Moya, Nanning, Schragger, Walthers; Noes: None; Abstentions: None; Concur: Kallies)

8. FINANCE COMMITTEE'S REPORT

The following financial statements were reviewed by Mr. Michael Black:

Summary of Portfolio Allocation: The Portfolio Summary dated 6/30/2015, reflects \$2,956,742 in general operations, restricted and scholarship funds; \$7,6667,829 invested in endowment funds, and \$12,835,228 of the *Patricia J. Boyd Fund* invested at Rabobank Wealth Management, Northern Trust and Morgan Stanley. The correct net assets are \$23,387,929.

Statement of Operations: For the period ending 6/30/2015, the fund balance for the general operations fund was \$310,150; the restricted fund was \$1,655,466, the scholarship fund was \$829,521, the endowment balance was \$18,331,907, and the endowment revenue/expense was \$1,796,956. The total fund balance for the period was \$22,924,001.

Balance Sheet: For the period ending 6/30/2015, in reviewing the statement it was noted that the total current assets were \$23,348,045, total current receivables were \$13,643, total liabilities were \$437,686, and total liabilities and fund balance were \$23,361,687.

Contributions Report: For the period ending 6/30/2015, the total contributions were \$1,354,418.

President's Circle Budget: For the period ending 6/30/2015, the President's Circle final budget was reviewed along with a list describing the expenses during the fiscal year. The budget for the period ending June 30, 30, 2015, reflects a total income of \$171,725, which includes the \$100,000 Young Endowment Pledge, the expenses of \$71,150, and net revenue/expense \$100,575.

General Operations Budget: For the period ending 6/30/2015, in reviewing the final general operations budget statement, income for the year-to-date was \$213,314, with expenses of \$258,376 and the fund balance was \$310,150.

MOTION: On a motion by Director Lotwala, seconded by Director Nanning, the AHC Foundation Board of Directors approved the financial statements as submitted. (Ayes: Black, Bray, Carroll, Grennan, Johnson, Lahr, Lotwala, Moya, Nanning, Schragger, Walthers; Noes: None; Abstentions: None; Concur: Kallies)

Report by Chair, Finance Committee:

Mr. Black reported on behalf of Director Walker, Chair of Finance Committee, who was unable to attend. Mr. Black noted that the Vanguard corporate office is located in Valley Forge, PA and will be moved to Northern Trust. There were no findings in the recent audit. The Virginia S. Miller Trust gifted the Foundation with an unrestricted \$25,000 that has been designated to go towards the STEM endowment and will be federally matched.

9. EXECUTIVE COMMITTEE'S REPORT

9. A. Endowment Funding 2015-16: Mr. Black reported that in keeping with the endowment funding policy and the approved review date of June 30, the Finance Committee and Executive Committee recommended funding of \$185,742 for regular endowments, \$69,325 for Title III endowments, \$45,750 for quasi endowments, and \$8,590 for STEM Federal Grant endowments. The grand total for all endowment funding is \$309,407.

MOTION: On a motion by Director Grennan, seconded by Director Bray, the AHC Foundation Board of Directors approved the 2015-2016 endowment funding for \$309,407. (Ayes: Black, Bray, Carroll, Grennan, Johnson, Lahr, Lotwala, Moya, Nanning, Schragger, Walthers; Noes: None; Abstentions: None; Concur: Kallies)

9. B. Operating Budget Fiscal Year 2014-15 Executive Director's Salary: Dr. Walthers reported that the Executive Committee met on September 22, 2015, and approved the transfer of the Executive Director's Salary from the operating budget into a *One-Time Funding* restricted account. The purpose of the restricted account is for community outreach while promoting and advertising Allan Hancock College.

9. C. Annual Board Retreat: Ms. Moya stated that each year the foundation's board of directors holds an annual retreat. The Executive Committee recommended the retreat be postponed until the new Executive Director is hired and the full board agreed.

9. D. Board of Director's Holiday Party or Kick Off 2016 Party: Director Moya reported that the foundation board of directors has held a social event, either in December or January. The Executive Committee recommends holding this event after the new Executive Director is hired and the full board agreed.

9. E. Year-end/Holiday Office Schedule: Ms. Moya reported that a calendar of events and holidays are included in the agenda for the months of November, December, January and February. While the college may be closed during these periods, it is imperative, given the nature of individuals to make year-end gifts during the closing days of December, that the foundation maintains regular business hours.

9. F. Santa Maria Valley Industry Education Council Honoree for 2015: Ms. Moya reported that the Santa Maria Valley Industry Education Council held their 2015 Business Appreciation Luncheon on October 14, 2015, honoring CoastHills Credit Union and Jeff York, President and CEO. Ms. Moya stated that she was in attendance as well as Dr. Dworaczyk and Mrs. McCracken. She said that students were also recognized and that the event was fun.

9. G. Reception for Children's Book Illustrations: Vice President Moya stated that a reception celebrating the original Children's Book Illustrations sponsored by McDonald's from the Cheryl

9. G. Reception for Children's Book Illustrations: Vice President Moya stated that a reception celebrating the original Children's Book Illustrations sponsored by McDonald's from the Cheryl and Ted Maddux original collection will be held on Thursday October 29, 2015. The reception will be held in the Popular Reading Area of the Allan Hancock College Library from 12:30-1:30 p.m. The artwork is on display through May 30, 2016.

9. H. Celebrate Philanthropy! Luncheon: Ms. Moya reported that the seventh annual Celebrate Philanthropy! Luncheon is on Thursday, November 5, 2015, at the Santa Maria Country Club hosted by the Santa Barbara Foundation and sponsored by Santa Maria Times. Invitations were mailed out in early October. The honorees for this year are Nancy K. Johnson, Diane Adam, and Gayle Pratt. Dr. Walthers has reserved a table for 10 people to include board members. You are encouraged to go and if you would like to attend, please contact the foundation office.

9. I. CARE Program Turkey Drive: Ms. Moya reported that the Allan Hancock College's CARE Program is hosting their 8th Annual Care Turkey Feast. This program provides assistance for single parent students in meeting and maintaining their educational goals in order to obtain self-sufficiency. These students face barriers on a daily basis and with help from programs like CARE, are given the tools they need in pursuit of higher education. Those wishing to participate may forward a check, made payable to the AHC Foundation, to the foundation office.

9. J. 19th Annual Blaine Johnson Memorial Golf Tournament and Awards Banquet: Ms. Moya stated that this event will be on Wednesday, November 18, 2015, and will be held at the Santa Maria Country Club with registration from 10-11 a.m., and tee off time set for 11:30 a.m. The awards banquet will be held at the Santa Maria Elks Lodge No. 1538, with No-Host Cocktails starting at 4:30 p.m. and dinner served at 6 p.m. The banquet will include an awards ceremony, live auction and raffle prizes.

10. COMMITTEE REPORTS

10. A. President's Circle: No report was given.

10. B. Major Gifts: No report was given.

10. C. Nominations: Ms. Moya reported that the Nominations Committee is recommending the following to the full board for review and approval:

10.C.1 Review and approval of potential board members: Jim Fields – Lompoc, Sam Orozco – Santa Maria, Mario Juarez – Santa Maria, Lee Cox – Santa Maria, and Ed Cora - Guadalupe

10.C.2. The following names are nominated to serve as officers of the foundation for 2016: President – Valerie Moya, Vice President – Bob Lotwala, Secretary – Georgia Schrager, Treasurer – Guy Walker, and Past President – Terry Dworaczyk, Ed.D. As outlined in the foundation's bylaws, the officers will be formally approved at the February annual organizational meeting.

10.C.3. The following names are nominated to serve as the 2016 *Member-at-Large* appointments to the Executive Committee – Ken Ostini and Jay Cerny.

10.C.4. The following directors are completing their initial one-year term: Michael Carroll and Robert Klug.

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10.C.4. The following directors are completing their initial one-year term: Michael Carroll and Robert Klug.

10.C.5. The following directors are completing their first three-year term: Brenda Farias, Henry Grennan, Bob Lotwala, and Guy Walker.

11. E. Faculty Representative – No report.

11. F. Student Representative – Ms. Kallies reported ASBG and AHC Student Health Services celebrated National Collegiate Alcohol Awareness Day on October 20, and students were told to stop by ASBG's Spike's Lounge for a mocktail, play Alcohol Jeopardy, and have the opportunity to win prizes. She said they had a good turn out and students enjoyed themselves. She also reported that the students and staff held a football game where staff played against the students and the students won, 21-0. Ms. Kallies reported that she will be attending a conference in San Jose regarding student leadership.

12. OTHER BUSINESS –None

13. DATE FOR NEXT BOARD MEETING

The next regular meeting of the Allan Hancock College Board of Directors will be held on Thursday, February 11, 2016, at the Santa Maria Campus.

13. ADJOURNMENT

MOTION: On a motion by Director Johnson, seconded by Director Grennan, the AHC Foundation Board of Directors approved adjournment of the meeting at 5:25 p.m. (Black, Bray, Carroll, Grennan, Johnson, Lahr, Lotwala, Moya, Nanning, Schragger, Walthers; Noes: None; Abstentions: None; Concur: Kallies)

To: Board of Directors	ACTION
From: Ken Ostini, Chair, Nominations Committee	February 11, 2016
Subject: Election of Officers	

BACKGROUND

The bylaws of the foundation under Article VII.B. – Officers - state:

B. The officers of the Corporation shall be elected annually by the Board of Directors at the annual meeting. If the election of officers is not held at such meeting, such election shall be held as soon thereafter as conveniently may be. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his/her successor shall have been duly elected and shall have qualified.

In carrying out its primary responsibility on behalf of the board of directors, the Nominations Committee recommends the following slate of names to serve as officers of the foundation for 2016:

Valerie Moya – President
 Bob Lotwala – Vice President
 Georgia Schragger – Secretary
 Guy R. Walker – Treasurer
 Terry Dworaczyk, Ed.D. – Past President

In addition, Ken Ostini has agreed to one-year term as *Member-at-Large* appointment to the Executive Committee.

FISCAL IMPACT

None

RECOMMENDATION

Upon review and agreement, a motion is necessary to approve the proposed 2016 slate of officers with Valerie Moya – President, Bob Lotwala – Vice President, Georgia Schragger – Secretary, and Guy Walker – Treasurer. In addition, Ken Ostini agreed to a one-year term as a *Member-at-Large* appointment to the Executive Committee.

To: Board of Directors	INFORMATION
From: Valerie Moya Foundation Board President	February 11, 2016
Subject: Welcome of New Directors	

BACKGROUND

New board members, Jim Fields, Mario Juarez, Lee-Volker Cox, Sam Orozco, and Ed Cora, will be introduced by AHC Foundation Board President, Ms. Valerie Moya.

To: Board of Directors	ACTION February 11, 2016
From: Guy Walker, Chair Finance Committee	
Subject: Finance Committee Report	

BACKGROUND

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

Financial reports:

- 10.A. Summary of Portfolio Allocation, period ending 11/30/2015
- 10.B. Statement of Operations, period ending 11/30/2015
- 10.C. Balance Sheet, period ending 11/30/2015
- 10.D. Contributions Report, period ending 11/30/2015
- 10.E. President's Circle Budget, period ending 11/30/2015
- 10.F. General Operations Budget, period ending 11/30/2015
- 10.G. Report by Chair, Finance Committee

FISCAL IMPACT

None

RECOMMENDATION

Upon review and agreement, a motion is needed to approve the financial statements as submitted to the Allan Hancock College Foundation Board of Directors.

ALLAN HANCOCK COLLEGE FOUNDATION

Summary of Portfolio Allocation

January 1, 2015 - November
30, 2015

GENERAL OPERATIONS, RESTRICTED and SCHOLARSHIPS	Beginning Market Value 01/01/15	Ending Market Value 11/30/2015
Morgan Stanley Active Assets-Cash, .020%	\$ 1,692,020.24	\$ 1,752,178.24
Morgan Stanley, Consulting Group Advisor	637,183.83	629,137.12
Rabobank - Checking	162,865.41	129,192.55
Rabobank - Credit Card	10,614.16	3,797.79
Cash on Hand	100.00	100.00
Sub-Total	\$ 2,502,783.64	\$ 2,514,405.70

ENDOWMENTS	Investment Basis	Beginning Market Value 01/01/15	Ending Market Value 11/30/2015	Total Market Value Change YTD
Morgan Stanley	\$ 2,984,748.17	\$ 4,669,985.21	\$ 4,671,046.80	\$ 1,061.59
LPL Financial	854,408.37	1,406,161.37	1,404,646.57	(1,514.80)
Osher-Bartleson Fund Endowment	100,000.00	149,689.78	121,311.98	(28,377.80)
Northern Trust (Young Quasi Endowment)			1,314,311.41	1,314,311.41
Vanguard (Young Quasi Endowment)	641,557.78	1,305,382.03		(1,305,382.03)
LPL Financial	13,000.00	40,706.27	41,492.00	785.73
Sub-Total	\$ 4,593,714.32	\$ 7,571,924.66	\$ 7,552,808.76	\$ (19,115.90)

PATRICIA J. BOYD FUND

Rabobank Wealth Management	\$ 4,000,000.00	\$ 4,141,183.78	\$ 4,102,214.00	\$ (38,969.78)
Northern Trust	6,000,000.00	6,294,695.57	6,152,189.71	(142,505.86)
Morgan Stanley	2,115,776.55	2,221,560.86	2,441,199.47	325,422.92
Sub-Total	\$ 12,115,776.55	\$ 12,657,440.21	\$ 12,695,603.18	\$ 143,947.28

\$ 22,732,148.51

Total General Opr, Restricted, Scholarships & Endowments	\$ 22,762,817.64
Accounts Receivable	6,496.00
Total Assets	\$ 22,769,313.64
Total Liabilities - Accounts Payable	(4,456.00)
Net Assets	\$ 22,764,857.64

Investment Allocation Summary - Endowments	Target	Allocation Current Period
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Morgan Stanley		
Stocks, ETFs, CEFs, Mutual Funds	65%	62.86%
Fixed Income	35%	34.03%
Bonds		
Cash		3.11%
		100.00%

LPL Financial		
Stocks, ETFs, CEFs, Mutual Funds	65%	61.53%
Fixed Income	35%	34.52%
Bonds		
Cash		3.95%
		100.00%

Northern Trust		
Stocks, ETFs, CEFs, Mutual Funds	65%	19.00%
Fixed Income	35%	
Bonds		
Cash		81.00%
		100.00%

Consolidated Summary of Allocation - Endowments	Target	Allocation Current Period
Stocks, ETFs, CEFs, Mutual Funds	65%	47.80%
Fixed Income	35%	22.85%
Bonds		0.00%
Cash		29.35%
		100.00%

Investment Allocation Summary - Patricia J. Boyd	Target	Allocation Current Period
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Rabobank Wealth Mgmt - P. J. Boyd Fund		
Stocks,ETFs,CEFs, Mutual Fds.	65%	49.54%
Fixed Income	35%	38.03%
Bonds		
Cash		3.29%
		90.86%

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

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

Consolidated Summary of Allocation - Boyd	Target	Allocation Current Period
Stocks,ETFs,CEFs, Mutual Fds.	65%	60.10%
Fixed Income	35%	34.87%
Bonds		0.00%
Cash		1.98%
		96.95%

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS BY SUBFUND
FOR THE PERIOD ENDING 11/30/2015

	Cash Admin	Rounded to the Nearest General Operations	Restricted	Dollar Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
REVENUE:							
Contributions	0	3,272	927,069	145,192	146,403	0	1,221,937
Contributions non-cash	0	0	0	0	0	0	0
Interest and dividends	0	7,979	0	0	0	128,877	136,856
Gain/Loss on sale of investments	0	0	0	0	0	390,476	390,476
Change in asset portfolio	0	-12,040	0	0	0	-996,978	-1,009,018
Royal/Other/Bad Debt Recov.	0	0	2,155	240	0	0	2,395
Total revenue	0	-789	929,224	145,432	146,403	-477,625	742,645
EXPENDITURES:							
Scholarships	0	0	0	612,086	0	0	612,086
Student Assistance	0	0	13,023	0	0	0	13,023
District/College Support	0	0	35,210	0	0	0	35,210
Salaries	0	55,828	0	0	0	0	55,828
Employee benefits	0	5,557	0	0	0	0	5,557
Supplies and materials	0	5,332	29,885	0	0	0	35,217
Contracted personal services	0	0	1,070	0	0	0	1,070
Travel and conference	0	2,266	17,464	0	0	0	19,730
Memberships and permits	0	0	0	0	0	0	0
Technology Services	0	0	0	0	0	0	0
Telephone	0	215	0	0	0	0	215
Contracts and leases	0	1,352	0	0	0	0	1,352
Postage and advertising	0	353	14,137	0	0	0	14,490
Bank/brokerage charges	0	1,578	0	0	0	67,628	69,206
Miscellaneous expense	0	0	953	0	0	0	953
Building and equipment	0	0	0	0	0	0	0
Credit Card Disc. Fees	0	529	0	0	0	0	529
Total expenditures	0	73,010	111,741	612,086	0	67,628	864,465
Net income(loss)	0	-73,798	817,483	-466,653	146,403	-545,253	-121,819
OTHER FINANCING SOURCES/OUTGO:							
Transfers in	0	106,500	0	635	12,700	0	119,835
Transfers out	0	0	35,250	45,409	0	76,500	157,159
Net transfers	0	106,500	-35,250	-44,774	12,700	-76,500	-37,324
Net inc/dec in fund bal	0	32,702	782,233	-511,427	159,103	-621,753	-159,143
FUND BALANCE:							
Fund equity, July 1	0	310,150	1,655,466	829,521	18,332,451	1,796,413	22,924,001
Current balance	0	342,852	2,437,699	318,094	18,491,554	1,174,659	22,764,858

ALLAN HANCOCK COLLEGE FOUNDATION
BALANCE SHEET BY SUBFUND
FOR PERIOD ENDED 11/30/2015

	Cash Admin	General Operations	Restricted	Scholarships	Endowment Principal	Endowment Rev/Exp	Total
ASSETS							
Cash and securities							
Claim on Cash	-8,590.099	342,852	2,438,122	322,127	4,312,339	1,174,659	0
Claim on Cash-Treasury	0	0	0	0	0	0	0
Checking	1,881,371	0	0	0	0	0	1,881,371
Credit Card	3,798	0	0	0	0	0	3,798
Cash on hand	100	0	0	0	0	0	100
Investment cash	225,789	0	0	0	1,335,575	0	1,561,365
Investment securities	5,901,995	0	0	0	13,011,725	0	18,913,719
FMV increase/decrease	577,047	0	0	0	-174,581	0	402,466
Total cash & securities	0	342,852	2,438,122	322,127	18,485,057	1,174,659	22,762,817
Receivables							
Due from other funds	0	0	0	0	6,000	0	6,000
Accrued interest receivable	0	0	0	0	496	0	496
Payroll taxes receivable	0	0	0	0	0	0	0
Total receivables	0	0	0	0	6,496	0	6,496
Total assets	0	342,852	2,438,122	322,127	18,491,554	1,174,659	22,769,314
LIABILITIES							
Accounts payable	0	0	0	0	0	0	0
Payroll taxes payable	0	0	0	0	0	0	0
Due other funds	0	0	423	4,033	0	0	4,456
Total liabilities	0	0	423	4,033	0	0	4,456
FUND BALANCE							
Fund equity FYB	0	310,150	1,655,466	829,521	18,332,451	1,796,413	22,924,001
Current income/loss	0	32,702	782,233	-511,427	159,103	-621,753	-159,143
Total fund balance	0	342,852	2,437,699	318,094	18,491,554	1,174,659	22,764,858
Total liab & fund balance	0	342,852	2,438,122	322,127	18,491,554	1,174,659	22,769,314

**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
General Operations		563	128	129	2,454								3,273
Restricted	33,889	37,415	31,285	10,035	794,586								906,991
Fundraising & Ticket Sales			1,739										1,739
Scholarships	30,787	15,918	21,920	40,916	35,910								145,431
Endowments	60,442	10,888	1,590	32,848	41,025								148,403
Patricia J. Boyd Fund													
President's Circle	1,042	6,526	2,142	8,642	2,142								20,495
MONTHLY TOTALS	125,940	71,118	58,784	92,371	876,118								1,224,332
CURRENT YTD TOTALS	\$ 125,940	\$ 197,069	\$ 255,843	\$ 348,214	\$ 1,224,332								\$ 1,224,332

PRIOR YEARS

July 14-June 15	45,880	178,133	249,585	292,461	330,843	501,257	585,898	673,291	776,779	861,833	907,511	1,354,736
July 12-June 13	28,055	81,970	358,466	422,405	509,789	610,027	852,388	1,116,792	1,218,417	11,580,468	11,637,422	11,662,226
July 11-June 12	33,575	85,689	131,502	181,446	214,460	242,187	327,473	580,070	628,195	687,556	684,581	774,867
July 10-June 11	33,237	119,259	168,275	240,841	262,359	389,282	474,512	520,734	559,245	610,414	862,539	907,673
July 09-June 10	76,078	188,161	227,180	331,314	358,234	472,884	506,820	528,843	577,141	597,819	715,628	941,725
July 08-June 09	68,687	127,337	187,331	254,313	282,414	565,024	582,970	609,746	661,090	848,526	1,018,528	1,053,238
July 07-June 08	45,107	126,207	172,587	288,483	514,684	641,357	679,931	711,203	768,748	848,526	1,000,629	1,070,888
July 06-June 07	99,807	202,598	246,726	330,210	419,424	807,361	847,622	898,492	925,869	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	862,245	915,543	1,125,367
July 04-June 05	78,667	150,074	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	191,280	359,263	392,300	693,084	740,946	754,027	788,449	914,786	962,885	1,940,867

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

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	ACTION
From: Mr. Guy Walker, Treasurer	
Subject: President's Circle 2015-16 Budget for period ending November 30, 2015	

BACKGROUND

Staff will report on the *President's Circle* budget for the period ending November 30, 2015.

INCOME	2015-16 Budget	2015-16 Actual
Opening Balance, 7/1/2015		100,575
Contributions	75,000	20,495
Young Endowment Pledge	100,000	
TOTAL INCOME	\$ 175,000	\$ 121,070

EXPENSES

Foundation operating budget	11,250	
Transfers to District	160,250	152
Transfer to Scholarships		5,250
Supplies, Equipment, Advertising	500	988
Food Supplies	2,500	3,024
Public Relations/Recognition		
Printing	250	532
Postage/Courier/Credit Card Fees	250	953
TOTAL EXPENSES	175,000	10,899
NET REVENUE/EXPENSE	\$.00	\$ 110,171

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

11/30/2015

	2015-16 Approved Budget	2015-16 Actual Rev & Exp	2015-16 Percentage Budget
REVENUE			
General Operations - Contributions	15,000	3,272	22%
General Operations - Interest	20,000	7,979	40%
Administration Fee - 1.5%	100,000	36,501	37%
President's Circle Campaign	11,250	-	0%
Consulting Group Advisor - Realized Gain/Loss		27,976	
Consulting Group Advisor - Unrealized Gain/Loss	30,000	(40,016)	-133%
Marian Hancock Trust	30,000	30,000	100%
F. Young Endowment Proceeds	50,000	40,000	80%
Madson Endowment Proceeds	5,000	-	0%
TOTAL GENERAL OPERATIONS REVENUE	261,250	105,711	40%
EXPENSES			
Executive Director	45,845	-	0%
Staff Salaries	137,678	52,661	38%
Staff Health/Welfare Benefits	7,600	3,167	42%
Staff Payroll Taxes/Insurance	14,546	5,557	38%
Sub Total Staff Salaries & Benefits	205,669	61,385	30%
Public Relations	500	-	0%
Operational Supplies	5,000	1,347	27%
Printing	5,000	3,051	61%
Food Supplies	5,000	934	19%
Consultants, Service Contracts	4,200	943	22%
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	215	31%
Maintenance Agreements	9,000	409	5%
Equipment Leases & Agreements	500	-	0%
Postage and Courier Services	3,250	353	11%
Advertising	1,500	-	0%
Bank Service Charges & Brokerage Fees	3,850	2,107	55%
Equipment & Computer Software	1,000	-	0%
Annual Scholarship Banquet	4,500	-	0%
TOTAL Sub Total Operating Expenses	47,475	11,625	24%
Net Revenue/Expense	253,144	73,009	29%
Beginning Fund Balance, July 1, 2015	8,106	32,702	
CURRENT FUND BALANCE	310,150	310,150	
	318,256	342,852	

To: Board of Directors	INFORMATION
From: Guy Walker Treasurer	February 11, 2016
Subject: Report by Chair, Finance Committee	

BACKGROUND

A report to the Finance Committee on recent business conducted on behalf of the corporation.

- The foundation has been awarded a \$785,000 grant from the Orfalea Foundation. The grant will support the AHC Early Childhood Studies & Children's Center Lab School. Specifically, the grant will support the ECS Teacher Mentor Program, ECS Community Accreditation Support, Community Noncredit Parenting Classes, Professional Development, Preschool Nutrition Course, and Outdoor Classroom Enhancements. The duration of the grant is 60 months, beginning December 1, 2015.
- A grant was received from the Wells Fargo Foundation in the \$5,000 in support of the AHC Veteran Success Center.
- The Towbes Foundation provided \$5,000 for the STEM Endowment which will be federally matched.
- The foundation received a \$25,000 estate contribution from the Art Mendez Trust. The late Mr. Mendez established the *Art Mendez Fire Academy Scholarship Endowment* in 2004 and passed away in December 2014.
- A new endowment has been created for the *Karisa Bennett Memorial Scholarship*. Karisa was the wife of college trustee Tim Bennett and was tragically killed in an automobile accident in October 2015. Contributions to the endowment are \$16,122 which includes \$5,000 from the President's Circle fund.
- As a result of the foundation's year-end appeal mailing in November 2015, the foundation received \$11,743.35 in contributions. Cost of the mailing was \$1,138.20.
- The transfer of funds held in Vanguard to the new Northern Trust investment has been finalized.

To: Board of Directors	ACTION
From: Valerie Moya Foundation Board President	February 11, 2016
Subject: Corporate Resolution No. 2016-01 Authorization of Savings, Checking, and Investment Account Signatures	

BACKGROUND

As part of its corporate business, the foundation's board of directors will annually consider a resolution for the authorization of savings, checking, and investment account signatures necessary to conduct its day-to-day business. This resolution is intended to be compliant with the District's *Authorized Signature Forms for the 2016 Calendar Year and Resolution 14-27, Delegation of Governing Board Powers and Duties*.

FISCAL IMPACT

None

RECOMMENDATION

Upon review and approval, it is recommended to approve Allan Hancock College Foundation Resolution No. 2016-01, Authorization of Savings, Checking, and Investment Account Signatures.



RESOLUTION NO. 2016-01

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 foundation personnel 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.
Ex Officio Foundation Director
Allan Hancock College Superintendent/President

Michael R. Black
Allan Hancock College Associate Superintendent/Vice President,
Finance and Administration

Dr. George A. Railey, Jr.
Associate Superintendent/Vice President, Academic Affairs

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALLAN HANCOCK COLLEGE FOUNDATION this 11th day of February, 2016.

Georgia Schrager, Secretary to the Board of Directors

RESOLUTION 15-25

A RESOLUTION OF THE BOARD OF TRUSTEES
OF THE ALLAN HANCOCK JOINT COMMUNITY COLLEGE DISTRICT
DELEGATION OF GOVERNING BOARD POWERS AND DUTIES

(Authority to make cash and budget transfers)
Reference: Education Code Section 70902(d)

WHEREAS, Education Code Section 70902(d) provides that "Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate..." and

WHEREAS, Education Code Section 70902(d) further provides, "However the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation;" and

WHEREAS, the governing board of the Allan Hancock Joint Community College District recognizes that, while the authority provided in Education Code Section 70902(d) authorizes the board to delegate its vested powers, the governing board retains the ultimate responsibility over the performance of those vested powers; and


WHEREAS, the governing board further recognizes that where other statutory provisions make certain powers nondelegable, the governing board shall not delegate those powers, and that any rule delegating authority shall prescribe the limits of the delegation.

NOW, THEREFORE, BE IT RESOLVED that, in accordance with the authority provided in Education Code Section 70902(d), the governing board of the Allan Hancock Joint Community College District hereby delegates to the following officers or employees of the district, the authority to make cash and budget transfers between and within district funds as necessary for the payment of obligations of the district effective January 1, 2016, through the year-end accrual phase without submitting the transfers as part of a specific board resolution.

- Authorized District Employee/Officer: Dr. Kevin G. Walthers, Superintendent/President
- Authorized District Employee/Officer: Michael R. Black, Associate Superintendent/Vice President,
Finance and Administration
- Authorized District Employee/Officer: Dr. George A. Railey, Jr., Associate Superintendent/
Vice President, Academic Affairs

PASSED and ADOPTED this 8th day of December, 2015, by the following vote:

AYES: Bennett, Lahr, Pensa, Zacarias
NOES: None
ABSENT: Jones
ABSTAIN: None



President, Board of Trustees

To: Board of Directors	ACTION
From: Valerie Moya Foundation Board President	February 11, 2016
Subject: Meeting and Event Calendar for 2016/17	

BACKGROUND

A schedule of meeting dates for 2016 is provided that includes the Finance Committee, Executive Committee, quarterly board meetings, and the annual scholarship awards banquet. Note that the Finance and Executive Committees will continue to meet on the fourth Tuesday of the month, with an exception. The exception is that these committees will meet the second Tuesday of the month for those months that a quarterly board meeting is scheduled. The calendar for 2016 follows on the next page.

FISCAL IMPACT

None

RECOMMENDATION

Upon review and agreement, a motion is required to approve the meeting calendar for 2016/17 that is presented for review on the next page.

To: Board of Directors	ACTION February 11, 2016
From: Valerie Moya Foundation Board President	
Subject: Meeting and Event Calendar for 2016/17	

Continued from previous page...

<u>MEETING or EVENT</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
Board of Directors	February 11, 2016	4-5:30 p.m.	Santa Maria Campus
Finance Committee	February 23, 2016	4 p.m.	May not meet
Executive Committee	February 23, 2016	5 p.m.	May not meet
Finance Committee	March 22, 2016	4 p.m.	Foundation Office
Executive Committee	March 22, 2016	5 p.m.	Foundation Office
Finance Committee	April 12, 2016	4 p.m.	Foundation Office
Executive Committee	April 12, 2016	5 p.m.	Foundation Office
Board of Directors	April 28, 2016	4-5:30 p.m.	Public Safety Training Complex
Finance/Executive Committees	May	No Meetings – due to Annual Scholarship Banquet	
Scholarship Banquet	May 26, 2016	6–8 p.m.	Joe White Gymnasium
Finance Committee	June 28, 2016	4 p.m.	Foundation Office
Executive Committee	June 28, 2016	5 p.m.	Foundation Office
Finance Committee	July 12, 2016	4 p.m.	Foundation Office
Executive Committee	July 12, 2016	5 p.m.	Foundation Office
Board of Directors	July 28, 2016	4-5:30 p.m.	TBD
Finance Committee	August 23, 2016	4 p.m.	Foundation Office
Executive Committee	August 23, 2016	5 p.m.	Foundation Office
Finance Committee	September 27, 2016	4 p.m.	Foundation Office
Executive Committee	September 27, 2016	5 p.m.	Foundation Office
Finance Committee	October 11, 2016	4 p.m.	Foundation Office
Executive Committee	October 11, 2016	5 p.m.	Foundation Office
Board of Directors	October 27, 2016	4-5:30 p.m.	TBD
Finance Committee	November 29, 2016	4 p.m.	Foundation Office
Executive Committee	November 29, 2016	5 p.m.	Foundation Office
Finance/Executive Committees	December	No Meetings due to Holidays	
Finance Committee	January 24, 2017	4 p.m.	Foundation Office
Executive Committee	January 24, 2017	5 p.m.	Foundation Office
Board of Directors	February 9, 2017	4-5:30 p.m.	Santa Maria Campus

To: Board of Directors	ACTION
From: Valerie Moya Foundation Board President	February 11, 2016
Subject: Foundation Board Scholarship for 2016	

BACKGROUND

For the last 7 years foundation board members have provided a contribution of \$25 or more to award a *Allan Hancock College Foundation Board of Directors Scholarship* at the annual scholarship banquet. The Executive Committee is recommending that board members participate once again by providing a gift of \$25 or more per board member towards this scholarship award. In order for a named scholarship to be presented, there must be a total of at least \$500 contributed towards this effort. The award for last year was \$1,250 contributed by 20 board members.

FISCAL IMPACT

None at this time

RECOMMENDATION

Upon review and agreement, a motion is required to approve asking the full board for their financial participation to award an *Allan Hancock College Foundation Board of Directors Scholarship* at the May 26, 2016, annual scholarship banquet.

To: Board of Directors	ACTION
From: Dr. Kevin G. Walthers Superintendent/President	February 11, 2016
Subject: New Position – Advancement Specialist	

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.

FISCAL IMPACT

No fiscal impact to the foundation until October 2019, at which time the cost will be approximately \$5,000/month plus benefits.

BACKGROUND

Upon review and approval, a motion is required for the new foundation Advancement Specialist position.

ADVANCEMENT SPECIALIST

DEFINITION

Under the general direction of the Executive Director College Advancement, the incumbent will pursue external funding and in-kind resources to promote the mission of the foundation and the college.

CLASS CHARACTERISTICS

The employee reports directly to the Executive Director of the AHC Foundation.

This position performs professional work in support of the Foundation and college resource development activities impacting fundraising, alumni relations, special events, and communication with supporters and potential donors. This involves independent judgment in the interpretation and application of policies and procedures and frequent interactions with faculty, staff, administration, community organizations, government agencies, and the general public requiring tact and excellent communication skills.

ESSENTIAL FUNCTIONS

1. Under the direction of the Executive Director and Institutional Advancement Committee, assist in creating a culture of philanthropy among the community and external agencies, as well as alumni, faculty/staff and students.
2. Participate in development activities, including prospect research and maintaining accurate records related to donors, gifts and other fundraising activities.
3. Collaborate with staff to create and maintain fundraising web pages, social media, presentations, videos, brochures, mailers, newsletters, invitations, and other materials.
4. Develop innovative resource development messages for diverse demographic supporters.
5. Collaborate with members of the Advancement Committee to establish goals; monitor, analyze and report on overall development results in relation to established goals.
6. Prepare reports on prospect giving history and prospect status using constituency information database; enter data in database for prospect tracking purposes.
7. Remain current with events and trends in philanthropy.
8. Maintain current knowledge of public activities and internal projects of the college.

KNOWLEDGE AND EXPERIENCE

Knowledge of:

- Principles, methods and practices of the development profession as it relates to educational institutions;
- Techniques of donor cultivation and solicitation;
- Use of technology for word processing, spreadsheets, records management, donor management systems;
- Individual and corporate giving;
- Knowledge of research techniques and resources in philanthropy and education;
- Knowledge of and proficiency in word processing, data entry and data analysis, as well as aptitude and experience with other computer applications.
- Knowledge of regional sources for resource development.

Demonstrated ability to:

- Maintain accuracy of database records and fundraising reports;
- Plan and coordinate events on- and off-campus that support development goals;
- Conduct research on prospective donors;
- Diplomatically reconcile competing interests and build support to achieve objectives;
- Communicate clearly both orally and in writing;
- Effectively work collaboratively with colleagues and the public;
- Maintain confidentiality of donor records;
- Produce grant applications, proposal letters, reports and other written materials;
- Ability to prioritize and meet deadlines.

Education and Experience:

- Bachelor's degree in a related field and 2-3 years of development/fundraising experience, or Associate's degree in a related field and 5 years of progressively responsible development/fundraising experience.
- Certified Fund Raising Executive (CFRE) credential preferred.

WORKING CONDITIONS

May be required to work a flexible work week that includes day and evening and occasional weekend assignments.

While duties are primarily performed in an office environment, the incumbent may travel to other locations to attend meetings or to conduct work.

The incumbent will have contact, in person, via email, or on the telephone with donors, foundation board members, college administrators, academic and classified staff, and the general public.

Physical Demands

Typically may sit for extended periods

Operates a computer

Communicates over email, the telephone, and in person

Regularly lifts, carries, and/or moves objects weighing up to ten pounds

SPECIAL QUALIFICATIONS

Demonstrates sensitivity and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff, students, and the community, and to individuals with physical and learning differences.

(This position is partially grant-funded and will be institutionalized as a Foundation position by 2019. The grant/district will contract with the Foundation to supervise the position.)

To: Board of Directors	INFORMATION
From: Valerie Moya Foundation Board President	
Subject: College Trustee Appointments for 2016	February 11, 2016

BACKGROUND

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

To: Board of Directors	INFORMATION
From: Valerie Moya Foundation Board President	February 11, 2016
Subject: Committees and Assignments for 2016	

BACKGROUND

Committee assignments are reviewed and updated at the annual organizational meeting of the board of directors. It is the recommendation of the Nomination and Executive Committees 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.

A list of committees and members follows on the next page.

Foundation Committees

The foundation has two types of committees: Standing Committees, which are defined in the bylaws of the corporation and subject to public meeting law (Brown Act), and Ad Hoc, which are formed to meet the needs of the foundation and support its mission statement. Generally, committees meet monthly and report quarterly to the Executive Committee. Below is a list of all committees along with a "job description" for each. The bylaws state that at least three regular board members must attend a committee meeting, and each committee shall have a chair.

Standing:

1. Executive

The Executive Committee has the authority of the board of directors for the day-to-day management of the corporation as prescribed by the bylaws or as directed by the board of directors. The committee includes the elected officers of the corporation, a trustee appointee, the Superintendent/President, and two at-large members of the board of directors. The committee meets monthly or as necessary.

2. Finance

The Investment Committee makes recommendations to the Executive Committee about the Foundation's financial activities including investments, allocations of earnings, budgets, and fiscal policy. The committee monitors the foundation's financial activities, policies, and procedures and reports to each regular board meeting the income, expenses and investments of the corporation. The committee is chaired by the elected treasurer of the corporation. Membership includes the college's Associate Superintendent/Vice President, Finance and Administration, and other voluntary members from the board and/or community.

3. Nominating

The Nominating Committee seeks out, screens, and proposes new directors and officers to be nominated for election to the board. Generally at the final board meeting of the calendar year, the committee recommends the slate of officers for board consideration. In addition, the committee recommends the re-nomination of current board members at any regularly scheduled meeting of the Foundation's board of directors.

4. Scholarship

The Scholarship Committee oversees and advises the board on the foundation's annual scholarship program including appeals, waiver requests, the annual banquet, and the web-based application procedures.

Ad Hoc – (Originally based on the AHC 2009-2013 Strategic Plan, several committees have undergone changes to both title and job description based on the needs of the foundation.)

1. The President's Circle

The President's Circle Committee sets the goal and plans the annual campaign for the President's Circle. It sets the fundraising goal, writes and monitors the annual cultivation plan, sets the campaign time frame, conducts donor searches, schedules direct mail contact pieces and appeals and year-end mail appeals, schedules fundraising events, alumni outreach, and funding for special projects.

2. Major Gifts

The Major Gifts Committee identifies memorial naming opportunities for current and future college facilities and updates naming opportunity brochures.

3. Planned Giving

The Planned Giving Committee develops a marketing plan for deferred gifts and oversees the acquisition of planned gifts, including appreciated real estate and insurance gifts. The committee also organizes and publicizes one annual planned giving workshop for donor prospects and professional advisors.

**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 **Position Vacant**
College Rep. Kevin Walthers
Trustee Rep. Greg Pensa

Staff: Executive Director, Annie

FINANCE

Guy Walker
Bob Lotwala
Peggy Hesse
George Johnson
Michael Black

Staff: Executive Director, Marlyn

SCHOLARSHIP

Bob Manning
Doris Lahr
Georgia Schragger
Peggy Hesse
Mike Carroll

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
Sam Orozco
Jim Fields
Mario Juarez
Ed Cora

To: Board of Directors	INFORMATION February 11, 2016
From: Dr. Kevin G. Walthers Superintendent/President	
Subject: Executive Director, College Advancement	

BACKGROUND

An update on the hiring of the Executive Director for College Advancement.

To: Board of Directors	INFORMATION
From: Valerie Moya Foundation Board President	February 11, 2016
Subject: Foundation Director/PCPA Liaison Appointment	

BACKGROUND

Foundation Director Judy Frost has served as the liaison between the AHC Foundation and the PCPA Foundation during her service on this board. Director Jim Bray has agreed to serve as the PCPA liaison to the Allan Hancock College Foundation.

To: Board of Directors	INFORMATION
From: Valerie Moya Foundation Board President	February 11, 2016
Subject: Director's Conflict of Interest Policy and Disclosure Form	

BACKGROUND

According to board policy, annually each foundation board member and staff will submit a signed "Statement of Conduct, Commitment, and Conflict of Interest" to the foundation office that will be on file and maintained as one of the documents open to public inspection in the foundation office. The document will be made available to all directors at the meeting for their signature.



Conflict of Interest Policy and Disclosure Form

It is in the best interest of the *Allan Hancock College Foundation (AHCF)* to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is intended to help Board members and employees of *AHCF* identify situations that present potential conflicts of interest and to provide *AHCF* with a procedure to manage conflicts.

1. Conflict of Interest Defined.

In this policy, a person with a conflict of interest is referred to as an "interested person. For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

- a. A Board member, employee, or family member of either is a party to a contract, or involved in a transaction with *AHCF* for goods or services,
- b. A Board member, employee, or family member of either has a material financial interest in a transaction between *AHCF* and an entity in which the Board member, employee, or family member is a board member.
- c. A Board member, employee, or a family member of either has a material financial interest in a business or enterprise that competes with *AHCF*.

Other situations may create the appearance of a conflict in connection with a person who has influence over the activities or finances of *AHCF*. All such circumstances should be disclosed to the Board or staff, as appropriate.

Gifts, Gratuities, and Entertainment. Accepting gifts, entertainment, or other favors from individuals or entities can also result in a conflict 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 his or her duties. This does not preclude the acceptance of items of nominal value or entertainment of nominal value which are not related to any particular transaction or activity of *AHCF*.

2. Procedures.

- a. Prior to Board action on a contract or other transaction involving a Conflict of Interest, a Board member having a Conflict of Interest shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting,
- b. A person who has a Conflict of Interest shall not participate in the decision except to disclose material facts and to respond to questions,
- c. The person having a conflict of interest may not vote on the contract or transaction.
- d. Staff members who have a Conflict of Interest with respect to a contract or transaction that is not the subject of Board action shall disclose to the president of *AHCF* any such Conflict of Interest. That staff member shall refrain from any action that may affect *AHCF's* participation in such contract or transaction.
- e. In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to the president of *AHCF*.

3. Review of policy.

- a. Each Board member and employee of *AHCF* shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so.
- b. Annually, each Board member and employee shall complete a disclosure form identifying any relationships or circumstances in which he or she is involved that he or she believes could contribute to a Conflict of Interest.

Allan Hancock College Foundation Conflict of Interest Policy and Disclosure Form

Please complete the financial relationships survey below. These disclosures will be used for tax Form 990.

During the year,

	Yes	No
Did you loan any money to or receive a loan from <i>AHCF</i> ?	[]	[]
If yes, was the loan outstanding at the end of the year? _____	[]	[]
Did you have a family or business relationship with another officer or director of <i>AHCF</i> ?	[]	[]
Did <i>AHCF</i> provide a grant or other assistance to you or person related to you?	[]	[]
Did you or a member of your family own more than 35% of another entity that did business with <i>AHCF</i> ?	[]	[]
Did you serve as an officer, director, trustee, key employee, partner, or member of an entity doing business with <i>AHCF</i> ?	[]	[]
Did a member of your family receive compensation or other material financial benefit from <i>AHCF</i> ?	[]	[]

If you checked yes to any of the above questions, please describe below:

Please describe below any relationships or circumstances that you believe could contribute to a conflict of interest between and your personal interests, financial or otherwise:

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report. Please specify other nonprofit and for-profit boards you and your spouse sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. _____ 2. _____

3. _____ 4. _____

I hereby certify that the information set forth is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of *AHCF*.

Name: _____ Position: (Board member/employee) _____

Signature: _____ Date: _____

To: Board of Directors	ACTION
From: Ken Ostini, Chair of Nominating Committee Toni McCracken, Scholarship Program Coordinator	February 11, 2016
Subject: Standing Committee Reports: Nominations and Scholarship	

BACKGROUND

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

13.A. Nominations**Action Item**

13.A.1. Director Resignations - Monica Beebe and Bob Poole

Information Item

13.A.2. Vacant Executive Committee *Member-at-Large* position

13.B. Scholarship

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

FISCAL IMPACT

None

RECOMMENDATION – Action Item 13.A.1.

Upon review and approval, a motion is needed to accept, with regrets, the resignation of Director Monica Beebe and Director Bob Poole.

Allan Hancock College Foundation

Scholarship Report to AHC Foundation Board of Directors
Annual Organizational Meeting
Thursday, February 11, 2016

Submitted by Toni McCracken, Scholarship Program Coordinator

Scholarship Banquet

Mark Your Calendar – Thursday, May 26, 2016

More than \$530,000 to award this year

Review Teams – work has started to read, rank, and identify applicant for donor awards

Online Scholarship Program

Total number of Applications:	1,216
Drafted:	516
Submitted:	700

Total number of scholarship opportunities for 2016: 217

New Scholarships for 2016

- Yes-U-Can, Bert Ardantz Memorial Scholarship – 2 for \$1,000 each
- AHC Speech Communication Program Scholarship - \$500
- Corey Williams Scholarship - \$500
- Karisa Bennett Memorial Scholarship - \$1,000
- CoastHills Credit Union Scholarship – 2 for \$2,500 each
- CoastHills Credit Union Agribusiness Student Scholarship provided by the AHC Viticulture & Enology Foundation – 2 for \$1,500 each
- Nicolas Decasaus Memorial Scholarship - \$500
- Peter S. Villa Memorial Scholarship - \$1,000
- Carl Carlson Memorial Scholarship - \$500
- Fidel Herrera Memorial Scholarship - \$500
- The Shirley Kellythorne Nursing Student Scholarship - \$500
- McConnell CBOT Scholarship - \$500
- Santa Maria Valley Daytime Quilt Guild Scholarship - \$500
- Frances Conn Memorial Scholarship - \$2,000
- Wade J. Madison EMT Scholarship – 2 for \$500 each
- Bill Wilson Memorial Scholarship - \$500
- Eric Mason Auto Body Scholarship – A total of \$2,000
- California Society of CPA's Central Coast Chapter Scholarship – \$3,000
(returning after an absence of 6 years)
- Sandy Carty Nursing Scholarship offered by the Rotary of Santa Maria Breakfast - \$1,100
(Revision to existing scholarship endowment)

New Scholarship Endowments

- Karisa Bennett Memorial Scholarship Endowment

To: Board of Directors	INFORMATION
From: Valerie Moya Foundation Board President	February 11, 2016
Subject: Ad Hoc Committee Report: President's Circle	

BACKGROUND

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

14.A. 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.