

**NOTICE OF QUARTERLY BOARD MEETING
ALLAN HANCOCK COLLEGE FOUNDATION
BOARD OF DIRECTORS
Thursday, January 26, 2017
4:00 p.m.**

Agenda

Allan Hancock College
Boardroom—B-100
800 South College Drive, Santa Maria, CA 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

DIRECTORS

Rebecca Alarcio
James H. Bray
Frank Campo
Michael J. Carroll
Ed Cora
Lee-Volker Cox, Ed.D.
Brenda Farias Estrada
James H. Fields
Henry M. Grennan
Margaret S. Hesse
George Johnson
Mario Juarez, Esq.
Robert B. Klug
Doris T. Lahr
Tom Lopez
Robert Manning
Mary K. Nanning
Sam Orozco, D.P.A.
Glenn Owen
Rick Velasco
Roger Welt, Ed.D.

EMERITUS DIRECTORS

Michael L. Gibson
Ronald L. Thatcher

COLLEGE TRUSTEE REPRESENTATIVES

Jeffery Hall
Hilda Zacarías

COLLEGE REPRESENTATIVES

Kevin G. Walthers, Ph.D.
Superintendent/President
Michael Black
*Associate Superintendent/Vice President,
Finance and Administration*
Susan Houghton
*Executive Director,
College Advancement*
Linda Metaxas
Faculty
Michael Huggins
Student

FOUNDATION STAFF

Terri Lee Coleman
Marlyn Cox
Toni McCracken
Natalie Rucobo

Notice of Quarterly Meeting
Allan Hancock College Foundation Board of Directors
Thursday, January 26, 2017
4 p.m.

Allan Hancock College, Boardroom – B100, 800 South College Drive, Santa Maria, CA 93454

AGENDA

Please note there will be a reception at 3:30 pm (prior to the start of the quarterly board meeting) to welcome new directors along with thanks to outgoing directors.

	Page
1) Call to order	
2) Roll Call	
3) Public Comment <i>Public comment not pertaining to specific agenda items is welcome at this time. If you wish to speak to any item listed, please complete a Request to Speak Card available from the executive director. It is suggested that speakers limit themselves to 5 minutes.</i>	
4) Approval of Agenda for January 26, 2017 (ACTION)	
5) Approval of Minutes of the November 2, 2016, Off-Site Annual Retreat (ACTION)	1-2
6) Approval of Minutes of the November 2 2016, Quarterly Board Meeting (ACTION)	3-7
7) Director Resignations, End of Terms, and New Directors (ACTION) Foundation Board President will recognize outgoing directors and welcome new directors.	8
8) College Trustee Appointments for 2017 An announcement of the college trustee appointments to the foundation for 2017.	9
9) College Presentation by Department or Faculty Member A presentation to the board by PCPA staff.	10
10) Finance Committee Report A. Review and Approval of Financial Statements (ACTION) A review of financial statements for the foundation.	11-14

	Page
B. Foundation Audit Period Ending 06-30-2016 The Foundation audit for the period ending 06-30-2016 is complete.	15
C. U.S. Department of Education Endowment Challenge Grant Title III Update and Recommendation (ACTION) A recommendation to realign the Title III endowments to meet federal guidelines.	16
D. Review 2016-17 Endowment Funding for Scholarships and Program Funds (ACTION) A recommendation to fund nine regular endowments for 2016-2017.	17
11) Corporate Resolution No. 2017-01 (ACTION) 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.	18-19
12) Bylaw Amendment Updates to Article VI (Meetings) and Article VIII (Committees) (ACTION) A recommendation to update Foundation Bylaws Article VI and Article VIII.	20-21
13) Foundation Staff Reports A report by staff to the board of various foundation projects.	22
14) Committee Fiscal Year Focus & Priorities for 2016-2017 A review of foundation committees for 2016-2017	23-26
15) Committee Reports	27
A. Governance/Nominations	
B. President's Circle	
C. Scholarship	
D. Ambassadors/Alumni	
E. 40 th Anniversary	

16) Oral Reports

A. Members of the Board of Directors	General Announcements
B. College Superintendent/President	Dr. Kevin G. Walthers
C. College Trustee	Mr. Jeffery Hall
D. PCPA Foundation Representative	Mr. Jim Bray
E. Faculty Representative	Ms. Linda Metaxas
F. Student Representative	Mr. Michael Huggins
G. Executive Director, College Advancement	Ms. Susan Houghton

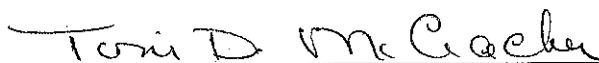
17) Next Meeting

The next meeting of the board is Thursday, April 27, 2017, starting at 4 p.m.

18) Adjournment (ACTION)

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

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.



Toni McCracken
Scholarship Program Coordinator

ALLAN HANCOCK COLLEGE FOUNDATION
ANNUAL OFF-SITE RETREAT OF THE BOARD OF DIRECTORS
Minutes of November 2, 2016

The annual off-site retreat meeting of the Allan Hancock College Foundation (AHCF) Board of Directors was held on Wednesday, November 2, 2016, starting at 8 a.m. at the Radisson Hotel, 3455 Skyway Drive, Enterprise Rooms B&C, Santa Maria, California, 93455.

1. Informal Gathering for Coffee and Breakfast

The AHCF Board of Directors checked in between 8 a.m. and 8:30 a.m. for the annual off-site retreat with the opportunity to visit with other directors prior to the start of the meeting.

2. Call to Order

Foundation President, Valerie Moya called the meeting to order at 8:36 a.m.

3. Roll Call

Directors Present: R. Alarcio, J. Bray, F. Campo, M. Carroll, E. Cora, T. Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schragger, G. Walker, R. Welt

Directors Absent: R. Coggin, L.V. Cox, J. Everett, H. Grennan, M. Juarez, L. Metaxas, S. Orozco, K. Ostini, G. Owen, R. Velasco

College Representatives: S. Houghton, M. Black, K. Walthers

Student Representative: Michael Huggins

Foundation Staff: T.L. Coleman, M. Cox, T. McCracken, N. Rucobo

Recorder: T. McCracken

4. Public Comment

There was no public comment.

5. Approval of Agenda

President Moya asked for a motion to approve the agenda as submitted for the annual off-site retreat meeting.

Motion: On a motion by Director Klug, seconded by Director Welt, the agenda was approved as submitted on a roll-call vote as follows:

Ayes: R. Alarcio, M. Black, J. Bray, F. Campo, M. Carroll, E. Cora, T. Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schragger, G. Walker, K. Walthers, R. Welt; Noes: None; Abstentions: None; Concur: M. Huggins

6. Welcome, Introductions, and Welcome

President Moya welcomed directors and gave a general overview of the activities planned for the morning retreat.

7. College Strategic Plan

Dr. Walthers provided a review of the college's strategic plan, with emphasis on strategic goal #5 *Strategic Direction: Integration* and how that ties in with the foundation's mission statement with a goal to *Help Change Student's Lives*.

8. Philanthropy 1.0 and Philanthropy 2.0

Ms. Houghton introduced Chuck Loring, senior partner with Loring, Sternberg & Associates, the keynote speaker for the retreat who spoke on fundraising cultures, the board's development team, what donors want, the development process, giving, etc.

9. Adjournment

The annual retreat meeting adjourned at 12 noon followed by lunch for the directors. The quarterly meeting of the board of directors started at 1 p.m.

Motion: On a motion by Director Bray, seconded by Director Farias Estrada, the board approved to adjourn the annual retreat meeting at 12 noon.

ALLAN HANCOCK COLLEGE FOUNDATION
QUARTERLY MEETING OF THE BOARD
Minutes of November 2, 2016

The quarterly meeting of the Allan Hancock College Foundation (AHCF) Board of Directors was held on Wednesday, November 2, 2016, starting at 1 p.m. at the Radisson Hotel, 3455 Skyway Drive, Enterprise Rooms B&C, Santa Maria, California, 93455.

1. Call to Order

Foundation President, Valerie Moya called the meeting to order at 1:00 p.m.

2. Roll Call

Directors Present: R. Alarcio, J. Bray, F. Campo, M. Carroll, E. Cora, T. Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schrager, G. Walker, R. Welt

Directors Absent: R. Coggin, L.V. Cox, J. Everett, H. Grennan, M. Juarez, L. Metaxas, S. Orozco, K. Ostini, G. Owen, R. Velasco

College Representative: S. Houghton, M. Black, K. Walthers

Student Representative: Michael Huggins

Foundation Staff: T.L. Coleman, M. Cox, T. McCracken, N. Rucobo

Recorder: T. McCracken

3. Public Comment

There was no public comment.

4. Approval of Agenda

President Moya asked for a motion to approve the agenda as submitted for the quarterly board meeting. Director Manning noted a correction that the next quarterly meeting should state January 26, 2017.

Motion: On a motion by Director Schrager, seconded by Director Manning, the agenda was approved as corrected on a roll-call vote as follows:

Ayes: R. Alarcio, M. Black, J. Bray, F. Campo, M. Carroll, E. Cora, T. Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schrager, G. Walker, K. Walthers, R. Welt; Noes: None; Abstentions: None; Concur: M. Huggins

5. Approval of Minutes

President Moya asked for a motion to approve the minutes of the July 28, 2016, quarterly board meeting.

Motion: On a motion by Director Moats, seconded by Director Lahr, the minutes were approved as submitted. Ayes: R. Alarcio, M. Black, F. Campo, M. Carroll, E. Cora, T. Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schrager, G. Walker, K. Walthers; Noes: None; Abstentions: J. Bray, R. Welt; None; Concur: M. Huggins

6. Introductions and Welcome

Ms. Houghton introduced Terri Lee Coleman, Foundation Advancement Specialist, working with the foundation on an Ag Assessment Grant provided by the Santa Barbara Foundation. She will also be working as a major gifts officer to increase President's Circle membership.

7. Nominations Committee Report

Director Klug, on behalf of Nominations Committee Chair Ken Ostini, reported that with the approval of the Executive Committee, the following individuals are recommended to serve an initial one-year term as a director with the Allan Hancock College Foundation: Rebecca Alarcio, Frank Campo, Glenn Owen, and Rick Velasco.

Motion: On a motion by Director Lotwala, seconded by Director Manning, the board approved the nominations of Rebecca Alarcio, Frank Campo, Glenn Owen, and Rick Velasco to serve an initial one-year term as a director with the Allan Hancock College Foundation on a roll-call vote as follows:

Ayes: R. Alarcio, M. Black, J. Bray, F. Campo, M. Carroll, E. Cora, T Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schrage, G. Walker, K. Walthers, R. Welt; Noes: None; Abstentions: None; Concur: M. Huggins

8. Finance Committee's Report

Director Walker reviewed the financial statements as submitted to the committee. He noted in reviewing the Summary of Portfolio Allocation that the \$250,000 gift from the Hansen estate was included in the 7/31/2016 balance.

Motion: On a motion by Director Walker, seconded by Director Lotwala, the financial reports were approved as submitted.

Ayes: R. Alarcio, M. Black, J. Bray, F. Campo, M. Carroll, E. Cora, T Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schrage, G. Walker, K. Walthers, R. Welt; Noes: None; Abstentions: None; Concur: M. Huggins

Report by Chair, Finance Committee

Director Walker reported that the committee will continue to review the number of money managers and financial advisors for foundation investments to possibly streamline.

Investment Policy Statement Review

Director Walker reported that the Finance Committee reviewed and approved the *Allan Hancock College Foundation Investment Policy Statement*, which is an annual requirement of the committee. However, he noted that as the new committee structure is updated this policy will be reviewed again to bring it more in line with foundation investment strategies. In addition, the document will be updated changing the "Investment Committee" to the "Finance Committee."

9. Endowment Funding 2016-2017

Director Walker reported that the Finance Committee approved the proposed endowment funding for 2016-17. The staff recommendation was to fund the regular endowments for \$144,492; fund the Title III endowments for \$61,550; fund the quasi-endowments for \$84,400; and fund the STEM Federal Grant endowment for \$3,758 for a total of \$294,200.

Motion: On a motion by Director Walker, seconded by Director Farias Estrada, the endowment funding for 2016-17 was approved as submitted.

Ayes: R. Alarcio, M. Black, J. Bray, F. Campo, M. Carroll, E. Cora, T Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schrager, G. Walker, K. Walthers, R. Welt; Noes: None; Abstentions: None; Concur: M. Huggins

10. 40th Anniversary of the Allan Hancock College Foundation

Ms. Houghton shared that the foundation is turning 40 in 2017, and this an opportunity to brand and set the stage for the college's 100th anniversary celebration in 2020. The anniversary celebration may include a gala event in fall 2017 honoring former foundation directors and thanking donors who have given over the last 40 years. The branding for the 40th celebration will include a logo, and Ms. Houghton reviewed samples prepared by the Campus Graphics department. Also reviewed was a timeline prepared by the Office of Public Affairs and Publication. Staff will come back to the board with a plan at the January quarterly board meeting. The Office of Public Affairs/Publications and Campus Graphics are creating a new logo to include "40". The foundation will explore a spring or summer event to promote the anniversary celebration.

11. AHC Foundation/Committee Charters & Projects 2016-2017

A new committee structure was reviewed that includes the two-year goals outlined by President Moya at the July quarterly board meeting. Ms. Houghton stated that staff have been assigned to provide support for each committee. It was noted with the foundation's 40th anniversary next year that a 40th Anniversary ad hoc committee be formed and added to the list of committees.

Motion: On a motion by Director Nanning, seconded by Director Bray, the board approved creating a 40th Anniversary ad hoc committee for 2017.

Ayes: R. Alarcio, M. Black, J. Bray, F. Campo, M. Carroll, E. Cora, T Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schrager, G. Walker, K. Walthers, R. Welt; Noes: None; Abstentions: None; Concur: M. Huggins

In addition, staff is recommending the foundation bylaws be amended to remove the Scholarship Committee and Nominating Committee as standing committees. Those amendments along with other proposed bylaw updates will be discussed at the January Executive Committee meeting. It's important that all directors participate and serve on one committee that will meet quarterly and report to the Executive Committee. Directors were asked to complete the *Action Plan* identifying their committee assignment, the *Potential Prospect Cultivation Plan*, and *Your Personal Network* form and forward to staff as soon as possible.

Motion: On a motion by Director Campo, seconded by Director Carroll, the AHCF/Committee Charters & Projects for 2016-2017 was approved with the addition of the 40th Anniversary ad hoc committee.

Ayes: R. Alarcio, M. Black, J. Bray, F. Campo, M. Carroll, E. Cora, T Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schrager, G. Walker, K. Walthers, R. Welt; Noes: None; Abstentions: None; Concur: M. Huggins

12. Meeting Calendar – Annual Organizational Meeting

Ms. Houghton reported that staff are recommending the annual organization meeting for the foundation be moved from the second Thursday in February (as prescribed in the bylaws) to the fourth Thursday of July, which is July 27, 2017. This bylaw amendment change will also be included in the overall amendment changes discussed by the Executive Committee in January. An updated calendar through July 2017 for committee and quarterly meetings was reviewed.

Motion: On a motion by Director Walker, seconded by Director Nanning, the board approved moving the annual organizational meeting from the second Thursday of February to the fourth Thursday in July, which is July 27, 2017.

13. Bond Measure I Citizens' Oversight Committee

Ms. Houghton announced that the Allan Hancock College's Bond Measure I Citizens' Oversight Committee has an opening for a support organization representative for a two-year term. Dr. Dworaczyk shared that he has an interest and will submit an application for consideration of appointment to the committee.

14. Foundation "We've Moved" Postcard

A postcard announcing the move of the foundation from its previous location in building R to building B was mailed to more than 450 foundation donors and friends. Directors were encouraged to stop by to check out the "new digs."

15. Committee Reports

President's Circle: President Moya reported that recent *Fall Gathering* event on October 19 at Cottonwood Canyon Winery was a huge success. A wonderful evening and great cultivation event enjoyed by many community members and friends of the college.

16. Oral Reports

Members of the Board of Directors: No report

College Superintendent/President: Dr. Walthers agreed that the recent *Fall Gathering* reception was very successful and thanked the foundation for hosting the event.

College Trustee: No report

Foundation Director/PCPA Liaison: Director Bray announced that PCPA's performance of *Beauty and the Beast* will open November 3 through December 23. Other performances for the 2016-2017 season include *You Can't Take It With You*, *The Whipping Man*, *Lend Me a Tenor The Musical*, *Newsies The Musical*, and *Twelfth Night*, and *Fences*. He reported that the PCPA Foundation is looking at a restructure and a new MOU with the college. Director Bray shared that the recent tribute to Royce Lewellen was a wonderful evening raising more than \$99,000 for PCPA.

Faculty Representative: No report

Student Representative: Mr. Huggins reported that the fall semester was very busy for ASBG that included a social change at the Lompoc Valley Center for students along with a new office for ASBG student leaders; solar-powered umbrellas, tables and chairs. The leadership team is also

working with Testa Catering to consider lowering food prices for students, and will be participating in the annual *Christmas Parade of Lights*.

Executive Director, College Advancement: Ms. Houghton thanked everyone for taking time out of their busy schedules to attend the retreat in the morning and the quarterly meeting in the afternoon. She reminded directors to complete their homework assignment to complete pages 20 (Board Member Action Plan How I Can Help?), 27 (Your Personal Network), and 28 (Potential Prospect Cultivation Plan) and email to Mrs. McCracken.

17. Next Board Meeting

The next meeting of the Allan Hancock College Board of Directors is Thursday, January 26, 2017, starting at 4 p.m. on the Santa Maria campus in Building B (Boardroom).

18. Adjournment

The meeting was adjourned at 2:00 p.m.

Motion: On a motion by Director Klug, seconded by Director Manning, the board approved to adjourn the quarterly board meeting at 2:00 p.m.

To: Board of Directors	ACTION
From: Susan Houghton Executive Director, College Advancement	January 26, 2017
Subject: Director Resignations, End of Terms, and New Directors	

BACKGROUND**Director Resignations**

The Foundation has received resignation notification from two directors – Ken Ostini and R. Bruce Coggin.

Directors Completing Third Three-Year Term

There are three directors completing their third three-year term with the foundation – Dr. Terry Dworaczyk, John Everett, and Susan Moats.

New Directors

The Governance/Nominations recommends the appointment of Maggi Daane and Judy Frost as a director to the Foundation Board.

Foundation Board President will recognize and welcome new directors and directors who have completed their third-year term of service on the foundation board.

FISCAL IMPACT

None

RECOMMENDATION

The Executive Committee approved the director resignations, directors terming off the foundation board, and new director nominations. Staff recommends accepting, with regrets, the resignations of Ken Ostini and R. Bruce Coggin; acknowledging with much appreciation Dr. Terry Dworaczyk, John Everett and Susan Moats for completing their third –three-year term as a foundation director; and approving the nomination of Maggi Daane and Judy Frost as a director to the Allan Hancock College Foundation Board.

To: Board of Directors	INFORMATION
From: Valerie Moya Foundation Board President	January 26, 2017
Subject: College Trustee Appointments for 2017	

BACKGROUND

The Allan Hancock College Board of Trustees at its December 2016 annual organizational meeting appointed Trustee Jeffery Hall (primary) and Hilda Zacarías (alternate) to the foundation board as trustee representatives for 2017.

President Moya will recognize Trustee Greg Pensa with sincere appreciation his service to the foundation board.

To: Board of Directors	INFORMATION
From: Valerie Moya Foundation Board President	January 26, 2017
Subject: Presentation College - PCPA	

BACKGROUND

The Allan Hancock College Pacific Conservatory of Performing Arts (PCPA), under the director of Jennifer Schwartz (Managing Director) and Mark Booher (Artistic Director) will provide an overview of the conservatory theatre.

To: Board of Directors	ACTION
From: Michael Black Associate Superintendent/Vice President Finance and Administration	January 26, 2017
Subject: Review and Approval of Financial Statements	

BACKGROUND

A review of the Allan Hancock College Foundation financial statements.

- | | |
|--|---------|
| --Agenda Item 10.A.1. Contributions Report – 12/31/2016 | page 12 |
| --Agenda Item 10.A.2. Statement of Operations – 11/30/2016 | page 13 |
| --Agenda Item 10.A.3. Balance Sheet – 11/30/2016 | page 14 |

FISCAL IMPACT

None

RECOMMENDATION

The Executive Committee approved the financial reports as submitted by the Finance Committee. Staff recommends approval of the financial statements as submitted.

Allan Hancock College Foundation
Contributions
July 1, 2016 through June 30, 2017

Account	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
General Operations	50	5,115	417	117	559	1,950							8,208
Endowments - Unrestricted	245,000												245,000
President's Circle	4,908	4,925	4,408	8,325	5,649	7,018							35,234
Scholarships	22,713	1,199	37,109	52,061	26,226	22,821							162,149
Restricted	65,275	4,750	2,705	2,585	75,521	1,719							152,554
Endowments	5,330	225	4,787	16,275	28,050	27,500							82,167
MONTHLY TOTALS	343,276	16,213	49,426	79,383	136,005	61,007							685,311
CURRENT YTD TOTALS	\$ 343,276	\$ 359,489	\$ 408,915	\$ 488,298	\$ 624,304	\$ 685,311	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 685,311

PRIOR YEARS CONTRIBUTIONS

July 15 - June 16	1,766,065
July 14 - June 15	1,354,736
July 12 - June 13	11,662,226
July 11 - June 12	774,867
July 10 - June 11	907,573
July 09 - June 10	941,725
July 08 - June 09	1,053,236
July 07 - June 08	1,070,668
July 06 - June 07	1,098,427
July 05 - June 06	1,125,361
July 04 - June 05	951,050
July 03 - June 04	938,647

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

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS BY SUBFUND
FOR THE PERIOD ENDING 11/30/2016

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Scholarships	Endowment Principal	Endowment Rev/Exp	Total
REVENUE:							
Contributions	0	6,192	177,604	139,328	299,667	0	622,791
Contributions non-cash	0	0	0	0	0	0	0
District Grant Contributions	0	20,770	0	0	0	0	20,770
Interest and dividends	7,610	8,859	1	0	0	136,748	153,219
Gain/Loss on sale of investments	4,032	0	0	0	0	46,617	50,649
Change in asset portfolio	28,271	6,001	0	0	0	457,436	491,708
Royal/Other/Bad Debt Recov.	0	67	1,446	0	0	0	1,513
Total revenue	39,913	41,889	179,051	139,328	299,667	640,802	1,340,649
EXPENDITURES:							
Scholarships	0	0	0	474,229	0	0	474,229
Student Assistance	0	0	15,300	0	0	0	15,300
District/College Support	0	0	13,979	0	0	0	13,979
Salaries	0	69,156	0	0	0	0	69,156
Employee benefits	0	7,270	0	0	0	0	7,270
Supplies and materials	0	22,181	25,708	0	0	0	47,889
Contracted personal services	0	3,545	800	0	0	0	4,345
Travel and conference	0	5,595	400	0	0	0	5,995
Memberships and permits	0	1,359	152	0	0	0	1,511
Technology Services	0	0	0	0	0	0	0
Telephone	0	387	0	0	0	0	387
Contracts and leases	0	1,515	4,800	0	0	0	6,315
Postage and advertising	0	2,449	21,000	0	0	0	23,449
Bank/brokerage charges	44	1,595	0	0	0	73,301	74,940
Miscellaneous expense	0	0	70,487	0	0	0	70,487
Building and equipment	0	0	0	0	0	0	0
Credit Card Disc. Fees	0	1	0	0	0	0	1
Total expenditures	44	115,054	152,626	474,229	0	73,301	815,254
Net income(loss)	39,869	-73,165	26,425	-334,901	299,667	567,501	525,395
OTHER FINANCING SOURCES/OUTGO:							
Transfers in	0	143,718	1,200	10,500	104,737	11,227	271,382
Transfers out	0	0	44,187	37,324	107,500	119,695	308,706
Net transfers	0	143,718	-42,987	-26,824	-2,763	-108,468	-37,324
Net inc/dec in fund bal	39,869	70,552	-16,562	-361,725	296,904	459,033	488,071
FUND BALANCE:							
Fund equity, July 1	0	289,766	1,627,011	658,523	18,582,136	996,709	22,154,144
Current balance	39,869	360,318	1,610,449	296,797	18,879,040	1,455,742	22,642,215

ALLAN HANCOCK COLLEGE FOUNDATION
BALANCE SHEET BY SUBFUND
FOR PERIOD ENDED 11/30/2016

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Scholarships	Endowment Principal	Endowment Rev/Exp	Total
ASSETS							
Cash and securities							
Claim on Cash	-7,825,673	351,201	1,609,210	297,797	4,111,723	1,455,742	0
Claim on Cash-Treasury	0	0	0	0	0	0	0
Checking	713,402	0	1,242	0	0	0	714,644
Credit Card	2,830	0	0	0	0	0	2,830
Cash on hand	100	0	0	0	0	0	100
Investment cash	141,381	0	0	0	272,141	0	413,522
Investment securities	6,450,485	0	0	0	14,096,206	0	20,546,690
FMV increase/decrease	557,344	0	0	0	398,959	0	956,303
Total cash & securities	39,869	351,201	1,610,452	297,797	18,879,030	1,455,742	22,634,090
Receivables							
Due from other funds	0	9,261	0	2,000	0	0	11,261
Accrued interest receivable	0	0	0	0	10	0	10
Payroll taxes receivable	0	0	0	0	0	0	0
Total receivables	0	9,261	0	2,000	10	0	11,271
Total assets	39,869	360,461	1,610,452	299,797	18,879,040	1,455,742	22,645,361
LIABILITIES							
Accounts payable	0	143	2	0	0	0	145
Payroll taxes payable	0	0	0	0	0	0	0
Due other funds	0	0	0	3,000	0	0	3,000
Total liabilities	0	143	2	3,000	0	0	3,145
FUND BALANCE							
Fund equity FYB	0	289,766	1,627,011	658,523	18,582,136	996,709	22,154,144
Current income/loss	39,869	70,552	-16,562	-361,725	296,904	459,033	488,071
Total fund balance	39,869	360,318	1,610,449	296,797	18,879,040	1,455,742	22,642,215
Total liab & fund balance	39,869	360,461	1,610,452	299,797	18,879,040	1,455,742	22,645,361

To: Board of Directors	INFORMATION
From: Michael Black Associate Superintendent/Vice President Finance and Administration	January 26, 2017
Subject: Annual Financial Report with Independent Auditor's Report – June 30, 2016	

BACKGROUND

The annual audit for the Allan Hancock College Foundation for the period ending June 30, 2016, is complete, and copies will be available at the meeting.

To: Board of Directors	ACTION
From: Susan Houghton Executive Director, College Advancement	January 26, 2017
Subject: U.S. Department of Education Endowment Challenge Grant Title III Update and Recommendation	

BACKGROUND

In 1997, Allan Hancock College (AHC) was awarded a matching funds grant from the U.S. Department of Education's Endowment Challenge Grant Program - authorized by Title III of the Higher Education Act of 1965. The Allan Hancock College Foundation (AHCF) was responsible for raising the local matching funds. The grant is a 2-1 match where Title III provided \$500,000 and the match \$250,000 for a \$750,000 endowment. Because the federal matching funds were used to establish endowments, the AHCF is required for a term of twenty years to submit annual reports to the Department of Education and comply with specific federal guidelines, investment and expenditure of earnings guidelines. The expenditure guidelines state no more than 50% of the aggregate income earned can be used for operations and maintenance; administration; academic and support personnel; construction and renovation; community and student services programs and technical assistance; and other education-related activities. The starting date of the twenty-year term was established according to Title III guidelines as January 1998. The ending date of this term restriction is presumed to be upon notification of release to the AHCF from U.S. Department of Education after all reports have been filed and accepted.

For the last 18 years, the Foundation has consistently filed annual reports. Reports were accepted, without question or comment. However, after personnel changes in the Department of Education, AHCF was recently notified that the grant guidelines were not being met. It appears that approximately 65% of the proceeds (as opposed to 50 %) have actually been used. Foundation and College staff have reviewed how this might have occurred and the potential path forward.

When reviewing the funding for Title III scholarships and programs, the current fiscal year revenue less expenses should have been evaluated to determine the endowment value. It was discovered that the Title III endowment ending balance in the proceeds account was used. This has occurred since the inception of the grant reporting. In addition, the contact at the Office of Postsecondary Education, recognizing the lapse on their end, has indicated a willingness to work with the foundation by extending the term of the grant by 1 or 2 years. This will not impact future federal grant applications for the college and AHCF is listed in good standing. The grant guidelines state "*if an institution expends more than is permitted it shall repay an amount equal to 50% of the amount improperly expended*". Based on the last report dated June 30, 2016, the amount would have been \$67,057.

FISCAL IMPACT AND RECOMMENDATION

The Finance Committee and Executive Committee recommend the following for review and discussion by the board of directors:

- Evaluate growth of the fund at the end of the 2016-2017 fiscal year.
- Immediately waive the 1.5% administrative fee assessed to the Title III endowments for the 2016-17 fiscal year. This will result in an approximate loss of \$12,000 to the Foundation's General Operations budget for this fiscal year.
- Use Foundation General Operational funds in lieu of the approved Title III scholarship/program funding. This results in an approximate increase of \$13,355 in expense to the Foundation's General Operations budget for this fiscal year.
- Have the Foundation Operations budget include the brokerage fee expenses for this fiscal year, if Morgan Stanley and LPL Financial are unable to reduce or discontinue assessing brokerage fees to the Title III endowments. This will result in an approximate savings of \$8,500.

To: Board of Directors	ACTION
From: Susan Houghton Executive Director, College Advancement	January 26, 2017
Subject: 2016-2017 Endowment Funding Update	

BACKGROUND

The Foundation Board of Directors at its November 2, 2016, quarterly meeting approved endowment funding a total of \$294,200. There were approximately 14 regular endowments that did not fund for this fiscal year. The Executive Committee recommends amending the foundation operating budget to fund nine endowments - \$500 each – for a total of \$4,500.

FISCAL IMPACT

\$4,500 will be added to the foundation's operational expense budget.

RECOMMENDATION

Staff recommends approving the increase of \$4,500 to the foundation's general operations budget to fund nine regular endowments for this fiscal year.

To: Board of Directors	ACTION
From: Susan Houghton Executive Director, College Advancement	January 26, 2017
Subject: Corporate Resolution No. 2017-01	

BACKGROUND

As part of its corporate business, the foundation's board of directors annually considers 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 2017 Calendar Year and Resolution 16-31, Delegation of Governing Board Powers and Duties*.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends approval of Corporate Resolution No. 2017-01 *Authorization of Savings, Checking, and Investment Account Signatures* as submitted.

RESOLUTION NO. 2017-01

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

Jessica Blazer
Allan Hancock College Director, Business Services

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

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALLAN HANCOCK COLLEGE FOUNDATION this 26th day of January, 2017.

Georgia Schrage, Secretary to the Board of Directors

To: Board of Directors	ACTION
From: Valerie Moya Foundation Board President	January 26, 2017
Subject: Bylaw Amendment Updates to Article VI (Meetings) and Article VIII (Committees)	

BACKGROUND

The Executive Committee recommends the following updates to Article VI – Meetings and to Article VIII – Committees. The board of directors approved the change to move the organizational meeting from February to July at its annual retreat last November. The updates for Article VIII (Committees) is to realign with the new restructure approved by the board last fall.

ARTICLE VI - MEETINGS

A. The annual meeting of the Corporation shall be held in Santa Maria, Santa Barbara County, during ~~the second week of month of July February~~ of each year. Regular meetings of the Board of Directors shall be held quarterly at the time and place designated by the Board.

ARTICLE VIII - COMMITTEES

A. There shall be an Executive Committee consisting of the following persons: President of the Corporation; Vice-President of the Corporation; Secretary of the Corporation; Treasurer of the Corporation; Superintendent/President of the District; ~~Past President of the Corporation~~; one or two persons serving as a Director by virtue of being a Trustee of the District (who shall be appointed to the Executive Committee by the Board of Directors); and, at the option of the Executive Committee, two additional members from the board of directors may serve on the Executive Committee. The Executive Committee shall have authority to act on behalf of the board in all employment and personnel matters affecting foundation employees. The Executive Committee shall have and may exercise all power and authority of the Board of Directors, except that the Executive Committee shall not have the power or authority to undertake any of the following actions:

1. the removal of a Director, or the filling of vacancies on the Board.
2. the amendments or repeal of Bylaws or the adoption of new Bylaws;
3. the amendment or repeal of any resolution of the Board;
4. the creation of **standing** and other ~~standing~~ committees of the Board without the express consent of the Board;
- ~~5. the expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; or~~
- ~~5~~ 6. the approval of any self-dealing transaction, as such transactions are defined in Section 5233(a) of the California Non-Profit Public Benefit Corporations Law.

The Executive Committee, working in coordination with the Finance Committee, recommends the annual budget, reviews and monitors the foundation's finances and financial transactions, and provides for an annual audit.

At each meeting of the Board of Directors, the members of the Executive Committee shall report to the Board regarding all actions taken by the Executive Committee since the last prior meeting of the Board of Directors.

B. With the approval of the Board of Directors, the Executive Committee shall appoint ~~the committees and in addition shall appoint~~ any standing special committees. ~~as approved by the Board of Directors:~~

~~1. The Nominating Committee is responsible for advising the Board on matters related to board development, for recruiting and nominating board members, for new member orientation and for recommending a slate of officers each year.~~

~~C. 2.~~ The Finance Committee shall be a standing committee subject to the Brown Act. The committee shall review and recommend investment policies and actions. The treasurer of the foundation shall be the chair of the Finance Committee. The Vice President, Business Services of Allan Hancock College shall be a member of the committee.

~~3. The Scholarship Committee oversees the Foundation's scholarship program, including but not limited to the solicitation of funds and the oversight of funding allocations.~~

~~C. One member of each of the aforementioned committees shall be appointed chairperson by the Executive Committee, unless otherwise provided herein.~~

D. Vacancies in the membership of any committee shall be filled by the Executive Committee. Members of all committees shall serve at the pleasure of the president, except as otherwise provided herein.

E. For the Executive and Finance Committees, 50% of the whole committee shall constitute a quorum, and 40% of the whole committee shall constitute a quorum for **any special** ~~all other~~ committees. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

F. Each committee may adopt rules for its operation not inconsistent with these bylaws or with rules adopted by the Board of Directors.

G. Each committee will be composed of no fewer than three (3) members.

FISCAL IMPACT

None

RECOMMENDATION

The Executive Committee recommends approval of the amendment updates to Article VI—Meetings and Article VIII—Committees as outlined above.

To: Board of Directors	INFORMATION January 26, 2017
From: Valerie Moya Foundation Board President	
Subject: Foundation Staff Reports	

BACKGROUND

Foundation staff will provide reports:

--*CrowdFunding* – Natafie Rucobo

--*Employee Giving Campaign* – Toni McCracken

To: Board of Directors	INFORMATION
From: Valerie Moya Foundation Board President	January 26, 2017
Subject: Committee Fiscal Year Focus and Priorities For 2016-2017	

BACKGROUND

A review of the Foundation Committees for 2016-2017 – follows on the next 3 pages.

Executive Committee

Staff liaison: Susan/Elena

Members:

Valerie Moya	Guy Walker	Robert Manning
Bob Lotwala	Jeffery Hall	Lee-Volker Cox
Georgia Schragger	Kevin Walthers	

Suggested Projects

- Set goals/objectives for Foundation on an annual basis – ensuring organizational priorities match the College’s strategic plan.
- Oversee process improvements/organizational functions for Foundation staff (*employee handbook, background checks, etc.*)
- Provide leadership for direct donor engagement/cultivation and stewardship
- Support ‘One AHC’ model in the community

Governance/Nominations

Staff liaison: Toni/Elena

Members:

Brenda Estrada	Mario Juarez
Bob Lotwala	

Suggested Projects

- Refine nomination process (*application/procedures/frequency*) for new board members
- Create and implement new board member orientation packet
- Mentor new board members in first year
- Review Foundation bylaws; recommend changes/updates to executive board
- Propose bi-annual slate of officers and create succession plan

President’s Circle

Staff liaison: Terri Lee/Natalie

Members:

Henry Grennan	George Johnson
Jeffery Hall	Roger Welt
Peggy Hesse	

Suggested Projects

- Increase President’s Circle membership to 90 members by June 2017
- Hold two PR cultivation/stewardship events
- Review current PC brochure/materials and recommend changes
- Contact each new PC member individually (write thank you letters) as added stewardship

Scholarship

Staff liaison: Toni

Members:

Michael Huggins
Robert Manning
Linda Metaxas

Sam Orozco
Georgia Schragger

Suggested Projects

- Review current Foundation involvement in Scholarship selection process and recommend path forward. Assist in selection process and waiver decisions
- Review overall Scholarship operations/banquet and recommend process improvements
- Investigate/assist in development of AHC Promise program

Ambassadors/Alumni

Staff liaison: Natalie/Terri Lee

Members:

Frank Campo
Michael Carroll
Ed Cora

Jim Fields
Michael Huggins
Valerie Moya

Suggested Projects

- Create and implement new Ambassador program beginning Fall 2017
- Identify candidates/promote program in community/create collateral
- Identify opportunities for alumni engagement
- Identify opportunities for foundation board to engage with campus faculty/staff/students and volunteer at events

Finance

Staff liaison: Marlyn/Keli

Members:

Michael Black
Lee-Volker Cox
Tom Lopez

Glenn Owen
Rick Velasco
Guy Walker

Suggested Projects:

- Review Investment Funds/performance for Foundation and recommend path forward
- Refine quarterly financial reporting process and presentation to board
- Identify Planned Giving procedures and path forward
- Review all Endowments/restricted funds for donor/fund agreements and guidelines for use

40th Anniversary

Staff liaison: Susan

Members:

Rebecca Alarcio

Jim Bray

Maggi Daane *

Judy Frost *

Robert Klug

Doris Lahr

Mary Nanning

Year-long committee to plan and execute 40th anniversary celebration. Events tbd by committee.

*Pending confirmation by Foundation Board, January 26, 2017

Note:

- Finance/Executive remain 'standing committees' and subject to Brown Act
- All other committees created by executive board
- Committees meet quarterly (*or as needed*) and provide reports to Executive Committee and full board of directors

To: Board of Directors	INFORMATION
From: Susan Houghton Executive Director, College Advancement	January 26, 2017
Subject: Quarterly Reports by Committees	

BACKGROUND

Foundation committees will report quarterly to the board of directors.

- 15.A. Governance/Nominations
- 15.B. President's Circle
- 15.C. Scholarship
- 15.D. Ambassadors/Alumni
- 15.E. 40th Anniversary

To: Board of Directors	INFORMATION January 26, 2017
From: Valerie Moya Foundation Board President	
Subject: Oral Reports	

BACKGROUND

Foundation committees will report quarterly to the board of directors.

- 16.A. Members of the Board of Directors
- 16.B. College Superintendent/President
- 16.C. College Trustee
- 16.D. PCPA Foundation Representative
- 16.E. Faculty Representative
- 16.F. Student Representative