



NOTICE OF QUARTERLY BOARD MEETING
ALLAN HANCOCK COLLEGE FOUNDATION
BOARD OF DIRECTORS
Thursday, July 28, 2016
4 -5:30 p.m.

Agenda

Allan Hancock College
800 South College Drive—Boardroom B100
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. Schragar
Secretary
Guy Walker
Treasurer
Terry Dworaczyk, Ed.D.
Past President

DIRECTORS

Jim H. Bray
Michael J. Carroll
R. Bruce Coggin
Ed Cora
Lee-Volker Cox
John Everett
Brenda Farias
Jim Fields
Judy Frost
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, Finance and Administration
Susan Houghton
Executive Director, College Advancement
Linda Metaxas
Faculty
Michael Huggins
Student

FOUNDATION STAFF

Marlyn Cox
Annie Looyesen
Toni McCracken
Natalie Rucobo

Notice of Quarterly Meeting

Allan Hancock College Foundation Board of Directors

Thursday, July 28, 2016

4-5:30 p.m.

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

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 July 28, 2016	
ACTION – Motion ___ Second ___ Vote ___ Abstentions ___	
5. Approval of Minutes	1-5
5. A. Minutes of April 28, 2016	
ACTION – Motion ___ Second ___ Vote ___ Abstentions ___	
6. Introductions and Welcome	6
6. A. Natalie Rucobo – Foundation Advancement Specialist	
6. B. Michael Huggins – President of A.S.B.G. and Student Representative to the foundation board for 2016-17	
7. Finance Committee’s Report	7
The Finance Committee has reviewed the foundation’s financial reports and presents them for review and discussion by the board of directors.	
7. A. Summary of Portfolio Allocation – 5/31/2016	8
7. B. Statement of Operations – 5/31/2016	9
7. C. Balance Sheet – 5/31/2016	10
7. D. Contributions Report – 5/31/2016	11
7. E. President’s Circle Report – 5/31/2016	12
7. F. General Operations Budget – 5/31/2016	13
Approval of Financial Reports	
Action – Motion ___ Second ___ Vote ___ Abstentions ___	

	Page
7. G. Report by Chair, Finance Committee A report to the Board of Directors on any actions or business conducted on behalf of the corporation.	
8. Action Items	
8. A. Proposed 2016-17 General Operations Budget A recommendation to approve the proposed general operations budget. ACTION – Motion ___ Second ___ Vote ___ Abstentions ___	14-16
8. B. Foundation President's Goals for 2016-2018 A report on goals for 2016-2018 that include foundation infrastructure, a board retreat/strategic planning session, President's Circle, and a proposed college Ambassador program. ACTION – Motion ___ Second ___ Vote ___ Abstentions ___	17
9. Information Items	
9. A. Foundation Office Relocation A report on the move for the foundation office in early August.	18
9. B. Binns – Drennon Report A review of the report on implementing total resource development at the college.	19-37
9. C. Schedule of Meetings A proposed new meeting calendar moving from a calendar to a fiscal year.	38-39
9. D. Director Information General information for directors will be shared by staff.	40
9. E. Joe White Memorial Dinner and Auction This event raises funds for the college's athletic program and is Saturday, August 27, 2016.	41
10. Committee Reports A report to the Board of Directors on any actions or business conducted on behalf of the corporation.	42
10. A. Nominations – Report by Chair, Nominations Committee 10. A.1. Nominations for New Directors Action – Motion ___ Second ___ Vote ___ Abstentions ___	
10. B. Scholarships A report on the 2016 foundation scholarship program.	
10. A. President's Circle A report on a potential cultivation event in October.	

11. Oral Reports

- | | |
|--|------------------------------|
| 11. A. Members of the Board of Directors | <i>General Announcements</i> |
| 11. B. College Superintendent/President | <i>Dr. Kevin G. Walthers</i> |
| 11. C. College Trustee | <i>Mr. Gregory A. Pensa</i> |
| 11. D. PCPA Foundation Representative | <i>Mr. Jim Bray</i> |
| 11. E. Faculty Representative | <i>Ms. Linda Metaxas</i> |
| 11. F. Student Representative | <i>Mr. Michael Huggins</i> |
| 11. G. Executive Director, College Advancement | <i>Ms. Susan Houghton</i> |

12. Next Meeting of the Board of Directors

The next meeting of the board is the Board Retreat/Strategic Planning Session with the date and time to be determined.

13. Adjournment

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

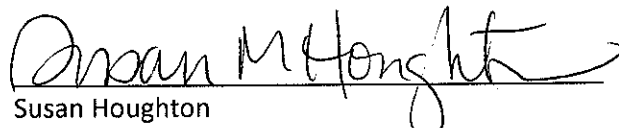
ACTION – Motion ___ Second ___ Vote ___ Abstentions ___

14. Tour – Hancock College Viticulture/Enology Program and Wine Tasting

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A tour of the facility and reception – 5:30-7 p.m. (Optional)

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.


Susan Houghton
Executive Director, College Advancement

ALLAN HANCOCK COLLEGE FOUNDATION
QUARTERLY MEETING OF THE BOARD
Minutes of April 28, 2016

The quarterly meeting of the Allan Hancock College Foundation (AHCF) Board of Directors was held on Thursday, April 28, 2016, starting at 4:03 p.m. at Allan Hancock College, One Hancock Drive, Lompoc Valley Center - Room 5-117, Lompoc, CA 93436.

1. MEETING CALLED TO ORDER

Foundation President, Valerie Moya called the meeting to order at 4:03 p.m.

2. ROLL CALL

Directors Present: M. Black, M. Carroll, E. Cora, L. V. Cox, J. Fields, H. Grennan, P. Hesse, M. Juarez, B. Lotwala, B. Manning, V. Moya, K. Ostini, S. Orozco, G. Schrager, K. Walthers, R. Welt

Directors Absent: J. Bray, R. Coggin, T. Dworaczyk, J. Everett, B. Farias, G. Johnson, R. Klug, D. Lahr, T. Lopez, L. Metaxas, S. Moats, M. Nanning, G. Pensa, G. Walker

College Representative: Susan Houghton, Executive Director of College Advancement

Student Representative: Kimberly Kallies

Foundation Staff Present: M. Cox, A. Looyzen, T. McCracken

Recorder: A. Looyzen

3. PUBLIC COMMENT

None

4. APPROVAL OF AGENDA

President Moya asked members to review the agenda for the meeting of the Allan Hancock College Foundation Board of Directors noting that 11.B. Oral Reports – College Superintendent/President will follow 5.A. Approval of February 11, 2016 Minutes and called for a motion to approve the agenda as modified.

MOTION: On a motion by Director Ostini, seconded by Director Grennan, the agenda was approved as modified on a roll-call vote as follows:

Ayes: Black, Carroll, Cora, Cox, Fields, Grennan, Hesse, Juarez, Lotwala, Manning, Moya, Ostini, Orozco, Schrager, Walthers, Welt; Noes: None; Abstentions: None; Concur: K. Kallies

5. APPROVAL OF MINUTES

Ms. Moya asked members to review the minutes of the February 11, 2016, annual organizational board meeting. Ms. Moya called for a motion to approve.

MOTION: On a motion by Director Welt, seconded by Director Ostini, the minutes were approved.

Ayes: Black, Carroll, Cora, Cox, Fields, Grennan, Hesse, Juarez, Lotwala, Manning, Moya, Ostini, Orozco, Schrager, Walthers, Welt; Noes: None; Abstentions: None; Concur: K. Kallies

6. ORAL REPORTS – 13. B. COLLEGE SUPERINTENDENT/PRESIDENT

Dr. Walthers reported that the AHCF Scholarship Banquet will be on May 26 and Commencement will be on May 27. Before those events there will be Folklorico! on May 5 – May 7, which is a

collaborative concert celebrating Mexico's cultural heritage through dance and song. Show time is 7 p.m., and a matinee at 2 p.m. on Saturday May 7th. All shows are in the Severson Theatre. Director Ostini asked if there was a calendar of events that could be shared with the board. Dr. Walthers said that staff can provide a calendar of events out monthly to all directors. He also introduced Susan Houghton, Executive Director of College Advancement and mentioned that she has lived in Santa Maria before and attended Cal Poly. He also reported that Mrs. Houghton has also worked for the corporate office of Safeway as Director of Public Affairs and Government Relations and is currently the Development and Communications Director for the Physics Department at UC Berkeley.

7. WELCOME OF NEW EXECUTIVE DIRECTOR FOR COLLEGE ADVANCEMENT

Ms. Moya introduced Susan Houghton and asked if she would like to share a little about herself. Ms. Houghton said she is "thrilled to join the foundation board." She thanked Dr. Walthers for what he had said about her previously and added that she worked for Lawrence Livermore National Laboratory, PG&E as their Communications Representative and also was the Executive Director at Ohlone College Foundation. Ms. Houghton said she is "focused to help" our board in any way she can and would appreciate any comments or concerns be brought to her attention.

NOTE: Dr. Walthers had to leave the meeting at 4:20 p.m.

8. FINANCE COMMITTEE'S REPORT

The following financial statements were reviewed by Ms. Cox on behalf of Director Walker:

Summary of Portfolio Summary: Staff reviewed the Portfolio Summary dated 1/31/2016, which reflects \$2,636,113 in general operations, restricted and scholarship funds; \$7,087,038 invested in endowment funds, and \$11,962,574 of the *Patricia J. Boyd Fund* invested at Rabobank Wealth Management, Northern Trust and Morgan Stanley. Staff mentioned the net assets is \$21,684,621. Dr. Welt asked Ms. Cox which investments are local and she replied that they all are and range from Santa Barbara to San Luis Obispo. Dr. Welt said that it is important to use individuals within the college district.

Statement of Operations: For the period ending 1/31/2016, the fund balance for the general operations fund was \$343,816; the restricted fund was \$2,516,650, the scholarship fund was \$583,448, the endowment balance was \$18,563,927, and the endowment revenue/expense was - \$323,219. The total fund balance for the period was \$21,684,621.

Balance Sheet: For the period ending 1/31/2016, in reviewing the statement it was noted that the total current assets were \$21,685,724, total current receivables were \$1,541, total liabilities were \$2,645, and total liabilities and fund balance were \$21,687,265.

Contributions Report: For the period ending 1/31/2016, the total contributions were \$1,455,524

President's Circle Budget: Staff reviewed the President's Circle budget for the period ending 1/31/2016, reflects an opening balance of \$100,575, total year-to-date income of \$134,287, the expenses of \$18,299, and net revenue/expense \$116,087. Mr. Cox asked Mrs. Cox where the money has been spent. Mrs. Cox said that she will provide statements during the June 30th meeting of the Finance Committee.

General Operations Budget: For the period ending 1/31/2016, in reviewing the general operations budget statement, income for the year-to-date was \$133,758, with expenses of \$100,092 and the fund balance was \$343,816.

MOTION: On a motion by Director Lotwala, seconded by Director Manning, the financial statements were approved as submitted. Ayes: Black, Carroll, Cora, Cox, Fields, Grennan, Hesse, Juarez, Lotwala, Manning, Moya, Ostini, Orozco, Schragger, Welt; Noes: None; Abstentions: None; Concur: K. Kallies

Report by Chair, Finance Committee:

Ms. Cox reported on behalf of Director Walker, Chair of Finance Committee, who was unable to attend.

- The Auditor's Report for period ending June 30, 2015, was made available to board members online and copies were on the table at the meeting. Mrs. Cox noted that it was a clean audit.
- Mrs. Cox reported that the Finance Committee is working on the 2016-2017 Operating Budget and will be presented on the June 28 meeting of the Finance Committee.

9. INFORMATION ITEMS

Advancement Specialist: Mrs. Houghton reported on behalf of Dr. Kevin Walthers that the job listing is up on the foundation website and is being screened through *Your People Professionals*. Applications have been submitted and the job posting will close May 13. Interviews will be scheduled for June. Mrs. Houghton stated that this will be an early career opportunity and that if any board members know of a candidate for the job, to please send them to the foundation's website.

Committee Assignments for 2016: Ms. Moya reported that the current committees for 2016 are listed and a description of each committee is provided in the agenda book. Ms. Houghton mentioned that there has been a problem with meeting quorum requirements for standing committees. She also suggested that the bylaws be amended changing the Nominating Committee and the Scholarship Committee from a standing committee to an ad hoc committee. In addition, Mrs. Houghton recommended that the number of monthly meetings for the Executive Committee and Finance Committee be reviewed and possibly reduced.

10. STANDING COMMITTEE REPORTS

Nominations:

Director Resignation

Director Ostini reported that a resignation was received from Director Jay Cerny. Mr. Ostini asked for a motion to accept the resignation.

MOTION: On a motion by Director Ostini, seconded by Director Manning, the resignation of Jay Cerny approved with regrets. Ayes: Black, Carroll, Cora, Cox, Fields, Grennan, Hesse, Juarez, Lotwala, Manning, Moya, Ostini, Orozco, Schragger, Welt; Noes: None; Abstentions: None; Concur: K. Kallies

Member At-Large Position

Director Ostini reported that Bob Manning will continue his appointment as Member At-Large on the Executive Committee.

Scholarship:

Mrs. McCracken reported that there is a total of \$546,000 in scholarships that will be awarded to 375 students on May 26, 2016. The banquet will be held at the Joe White Gymnasium and a barbecue dinner will be served by the Elks Lodge #1538. Mrs. McCracken said that invitations will go out April 29 and that she welcomed all board members to attend. She also mentioned that volunteers are needed to sit in place of absent donors and if that is something they were interested in doing, to contact her.

Mrs. McCracken also mentioned on behalf of Dr. Walthers that Science night will be May 6, 2016 and an AHC Wine Tasting and Sale will be on May 7, 2016, both events will be held at the college. Handouts of both events were passed out to board members.

11. WELCOME GUEST

President Moya welcomed Frank Campo to the meeting and asked if he would like to share a little about himself. Mr. Campo said that he was interested in joining the foundation board at the suggestion of Director Ostini. Mr. Campo said that he currently works with veterans and has served on several boards. He attended Hancock many years ago and is a graduate of Copper Mountain College.

12. AD HOC COMMITTEE REPORTS

President's Circle – No report

13. ORAL REPORTS

13. A. Members of the Board of Directors: No report

13. B. College Trustee: No report

13. C. Foundation Director / PCPA Liaison Appointment: Ms. Moya reported on behalf of Director Bray who was unable to attend. He said, "The annual scholarship campaign is well underway and we are about ¾ of our way to our \$100,000 goal. Encourage fellow board members to thoughtfully consider support to help get us over the top. Also, Richard III opened this past weekend. I saw it and it is absolutely excellent. I hope folks will attend and support this superb production."

13. D. Faculty Representative: No report

13. E. Student Representative: Ms. Kallies reported that April 27th was Denim Day at the college which helps raise awareness of sexual assault. Earth Day was also celebrated at the college on April 21. ASBG elections took place last week and there was a record turnout of 800 students to vote. Which was 200 more students than last year. With the semester coming to a close, students are finishing up classes and getting ready for graduation on May 27.

13. F. Executive Director, College Advancement: Ms. Houghton reported that the consultants met with the College Advancement team last week during their compression planning week. A lot of really great progress was made. There was an AHC Resource Diversification Model made and was handed out to all board members at the meeting. It shows the total resource development and title V grant and how all the AHC departments and external events are connected with the

strategic plan for 2014-2020. Mrs. Houghton said that the plan is to become "1 Allan Hancock College."

Mr. Cox asked if he could learn more about the college and what he should be sharing about the college to the community. Ms. Moya replied to him and said that there is a program in the works for board members that want to participate. Mr. Orozco asked if the college has a tactical plan. Ms. Houghton replied and said no, but there is a strategic plan and the link to the information will be sent to the entire board.

14. NEW BUSINESS

None

15. DATE FOR NEXT BOARD MEETING

The next regular meeting of the Allan Hancock College Board of Directors will be held on Thursday, July 28, 2016, at the Santa Maria Campus.

16. ADJOURNMENT

MOTION: On a motion by Director Ostini, seconded by Director Manning, the meeting was adjourned at 5:10 p.m. Ayes: Black, Carroll, Cora, Cox, Fields, Grennan, Hesse, Juarez, Lotwala, Manning, Moya, Ostini, Orozco, Schragger, Welt; Noes: None; Abstentions: None; Concur: K. Kallies

Following adjournment of the meeting, a tour of the Public Safety Complex was provided to foundation directors by Doug Dickson, Interim Director Fire Safety & EMS.

To: Board of Directors	INFORMATION
From: Susan Houghton Executive Director, College Advancement	July 28, 2016
Subject: Welcome and Introductions	

BACKGROUND

- 6.A. Natalie Rucobo – Foundation Advancement Specialist
Natalie, as the new Foundation Advancement Specialist, started July 18. She will be working with the AIM fund as part of the Title V grant along with other stewardship projects. Natalie is a native of Santa Maria, graduate of Hancock College and Brandman University. She spends much of her time enjoying her 7-year old son with sports activities and other family time.
- 6.B. Michael Huggins – Student representative to the foundation board for 2016-17
The bylaws of the corporation include representation on its board by a current Hancock College student. The student representative is encouraged to contribute to the board diversity, care about the role and future of the AHC Foundation, serve a one-year term, assist with foundation activities and events when able and appropriate, attend regular board meetings and assist in recruiting student volunteers for foundation events. The Associated Student Body has appointed Michael Huggins to serve as the foundation's Student Representative for 2016-17. He is currently president of the Hancock College Associated Student Body Government. Michael is from Lompoc and a graduate of Cabrillo High School. He will begin his second year at Hancock College this fall as a student and also as president of the Associated Student Body Government.

To: Board of Directors	ACTION
From: Guy Walker, Chair Finance Committee	July 28, 2016
Subject: Finance Committee Report	

BACKGROUND

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

Financial reports:

- 7.A. Summary of Portfolio Allocation, period ending 5/31/2016
- 7.B. Statement of Operations, period ending 5/31/2016
- 7.C. Balance Sheet, period ending 5/31/2016
- 7.D. Contributions Report, period ending 5/31/2016
- 7.E. President's Circle Budget, period ending 5/31/2016
- 7.F. General Operations Budget 5/31/2016
- 7.G. Report by Chair, Finance Committee

FISCAL IMPACT

None

RECOMMENDATION

A recommendation 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, 2016 - May 31, 2016

GENERAL OPERATIONS, RESTRICTED and SCHOLARSHIPS	Beginning Market Value 01/31/2016	Ending Market Value 5/31/2016
Morgan Stanley Active Assets-Cash, .020%	\$ 1,752,193.12	\$ 1,772,265.93
Morgan Stanley, Consulting Group Advisor	620,369.96	641,608.17
Rabobank - Checking	228,622.00	278,442.02
Rabobank - Credit Card	4,562.00	8,332.32
Heritage Oaks Bank - Savings		4,680.27
Cash on Hand	100.00	100.00
Sub-Total	\$ 2,605,847.08	\$ 2,705,428.71

ENDOWMENTS	Investment Basis	Beginning Market Value 01/01/16	Ending Market Value 5/31/2016	Total Market Value Change YTD
Morgan Stanley	\$ 2,984,748.17	\$ 4,602,649.04	\$ 4,696,594.13	\$ 93,945.09
LPL Financial	854,408.37	1,372,806.17	1,370,102.76	(2,703.41)
Osher-Bartleson Fund Endowment	100,000.00	121,311.98	121,311.98	-
Northern Trust (Young Quasi Endowment)		1,269,301.53	1,309,258.72	39,957.19
LPL Financial	13,000.00	41,210.46	48,774.10	7,563.64
Sub-Total	\$ 3,952,156.54	\$ 7,407,279.18	\$ 7,546,041.69	\$ 138,762.51

PATRICIA J. BOYD FUND				
Rabobank Wealth Management	\$ 4,000,000.00	\$ 4,040,918.50	\$ 4,097,952.58	\$ 57,034.08
Northern Trust	6,000,000.00	6,025,590.79	6,194,278.37	168,687.58
Morgan Stanley	2,115,776.55	2,400,719.97	2,467,332.65	66,612.68
Sub-Total	\$ 12,115,776.55	\$ 12,467,229.26	\$ 12,759,563.60	\$ 292,334.34

\$ 22,480,355.52

Total General Opr, Restricted, Scholarships & Endowments	\$ 23,011,034.00
Accounts Receivable	7,812.00
Total Assets	\$ 23,018,846.00
Total Liabilities - Accounts Payable	(12,924.00)
Net Assets	\$ 23,005,922.00

Investment Allocation Summary - Endowments	Target	Allocation Current Period
Morgan Stanley		
Stocks, ETFs, CEFs, Mutual Funds	65%	62.59%
Fixed Income	35%	35.13%
Bonds		
Cash		2.28%
		100.00%

LPL Financial		
Stocks, ETFs, CEFs, Mutual Funds	65%	57.74%
Fixed Income	35%	24.28%
Bonds		
Cash		17.98%
		100.00%

Northern Trust		
Stocks, ETFs, CEFs, Mutual Funds	65%	68.70%
Fixed Income	35%	28.50%
Bonds		
Cash		2.80%
		100.00%

Consolidated Summary of Allocation - Endowments	Target	Allocation Current Period
Stocks, ETFs, CEFs, Mutual Funds	65%	63.01%
Fixed Income	35%	29.30%
Bonds		0.00%
Cash		7.69%
		100.00%

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

Northern Trust - P. J. Boyd Fund		
Stocks,ETFs,CEFs, Mutual Fds.	65%	65.70%
Fixed Income	35%	30.30%
Bonds		
Cash		4.00%
		100.00%

Morgan Stanley - P. J. Boyd Fund		
Stocks,ETFs,CEFs, Mutual Fds.	65%	67.12%
Fixed Income	35%	31.92%
Bonds		
Cash		0.96%
		100.00%

Consolidated Summary of Allocation - Boyd	Target	Allocation Current Period
Stocks,ETFs,CEFs, Mutual Fds.	65%	63.16%
Fixed Income	35%	34.65%
Bonds		0.00%
Cash		2.19%
		100.00%

ALLAN HANCOCK COLLEGE FOUNDATION
STATEMENT OF OPERATIONS BY SUBFUND
FOR THE PERIOD ENDING 05/31/2016

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Scholarships	Endowment Principal	Endowment Rev/Exp	Total
REVENUE:							
Contributions	0	17,839	1,090,010	362,427	248,266	0	1,718,543
Contributions non-cash	0	0	0	0	0	0	0
Interest and dividends	0	22,544	0	0	0	457,581	480,125
Gain/Loss on sale of investments	0	0	0	0	0	145,655	145,655
Change in asset portfolio	0	-12,630	0	0	0	-949,029	-961,660
Royal/Other/Bad Debt Recov.	0	0	11,494	890	0	0	12,384
Total revenue	0	27,753	1,101,505	363,317	248,266	-345,793	1,395,048
EXPENDITURES:							
Scholarships	0	0	350	667,349	0	0	667,699
Student Assistance	0	0	20,441	600	0	0	21,041
District/College Support	0	0	116,900	0	0	0	116,900
Salaries	0	124,668	0	0	0	0	124,668
Employee benefits	0	12,745	0	0	0	0	12,745
Supplies and materials	0	9,041	56,457	0	0	0	65,497
Contracted personal services	0	0	6,985	0	0	0	6,985
Travel and conference	0	2,345	22,215	0	0	0	24,560
Memberships and permits	0	1,050	376	0	0	0	1,426
Technology Services	0	0	0	0	0	0	0
Telephone	0	602	15	0	0	0	617
Contracts and leases	0	11,426	400	0	0	0	11,826
Postage and advertising	0	1,903	17,277	0	0	0	19,180
Bank/brokerage charges	0	3,423	4	-3	0	144,201	147,626
Miscellaneous expense	0	0	18,247	0	0	0	18,247
Building and equipment	0	1,510	1,609	0	0	0	3,120
Credit Card Disc. Fees	0	845	0	0	0	0	845
Total expenditures	0	169,558	261,274	667,947	0	144,201	1,242,979
Net income(loss)	0	-141,805	840,230	-304,629	248,266	-489,994	152,069
OTHER FINANCING SOURCES/OUTGO:							
Transfers in	0	169,495	40,523	236,284	37,461	0	483,763
Transfers out	0	3,000	53,137	101,137	2,951	393,686	553,911
Net transfers	0	166,495	-12,614	135,147	34,510	-393,686	-70,148
Net inc/dec in fund bal	0	24,691	827,617	-169,483	282,776	-883,680	81,921
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	334,841	2,483,083	660,039	18,615,227	912,733	23,005,921

ALLAN HANCOCK COLLEGE FOUNDATION
BALANCE SHEET BY SUBFUND
FOR PERIOD ENDED 05/31/2016

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Scholarships	Endowment Principal	Endowment Rev/Exp	Total
ASSETS							
Cash and securities							
Claim on Cash	-8,777.524	334.841	2,473.902	670.713	4,385.334	912,733	0
Claim on Cash-Treasury	0	0	0	0	0	0	0
Checking	2,052.958	0	4,680	0	0	0	2,057.638
Credit Card	8,332	0	0	0	0	0	8,332
Cash on hand	100	0	0	0	0	0	100
Investment cash	379,958	0	0	0	434,521	0	814,479
Investment securities	5,857,600	0	0	0	13,808,496	0	19,666,096
FMV increase/decrease	478,575	0	0	0	-14,186	0	464,389
Total cash & securities	0	334,841	2,478,583	670,713	18,614,165	912,733	23,011,034
Receivables							
Due from other funds	0	0	4,500	2,250	0	0	6,750
Accrued interest receivable	0	0	0	0	1,062	0	1,062
Payroll taxes receivable	0	0	0	0	0	0	0
Total receivables	0	0	4,500	2,250	1,062	0	7,812
Total assets	0	334,841	2,483,083	672,963	18,615,227	912,733	23,018,846
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	0	12,924	0	0	12,924
Total liabilities	0	0	0	12,924	0	0	12,924
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	24,691	827,617	-169,483	282,776	-883,680	81,921
Total fund balance	0	334,841	2,483,083	660,039	18,615,227	912,733	23,005,921
Total liab & fund balance	0	334,841	2,483,083	672,963	18,615,227	912,733	23,018,846

**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	583	128	129	1,150	203	690	629	204	17,840				
Restricted	33,689	37,415	31,265	10,035	794,586	57,150	12,988	9,187	51,999	1,045,895			
Fundraising & Ticket Sales	1,739												1,739
Scholarships	30,767	15,918	21,920	40,916	35,910	12,030	69,899	16,511	42,495	41,767	43,545		371,678
Endowments	60,442	10,698	1,590	32,648	41,025	39,930	26,025	5,090	2,490	2,090	26,239		248,266
Patricia J. Boyd Fund													
President's Circle	1,042	6,526	2,142	8,642	2,142	9,342	3,975	1,373	5,358	2,258	2,758		45,560
MONTHLY TOTALS	125,940	71,118	58,784	92,371	876,118	130,144	101,049	30,758	64,021	55,931	124,745		1,730,978
CURRENT YTD TOTALS	\$ 125,940	\$ 197,059	\$ 255,843	\$ 348,214	\$ 1,224,332	\$ 1,354,475	\$ 1,455,524	\$ 1,486,282	\$ 1,550,303	\$ 1,606,233	\$ 1,730,978		\$ 1,730,978
PRIOR YEARS													
July 14-June 15	45,690	178,133	249,585	292,461	330,643	501,257	595,898	673,291	776,779	861,833	907,511	1,354,736	
July 12-June 13	28,055	61,970	356,466	422,405	509,789	610,027	852,388	1,116,792	1,218,417	1,580,468	11,637,422	11,662,226	
July 11-June 12	33,575	85,689	131,502	181,446	214,460	242,187	327,473	580,070	629,195	667,566	694,581	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	76,076	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	68,637	127,337	187,331	254,313	282,414	565,024	592,970	609,746	661,090	848,526	1,018,528	1,053,236	
July 07-June 08	45,107	126,207	172,587	299,483	514,684	641,357	679,931	711,203	768,748	848,526	1,000,629	1,070,668	
July 06-June 07	99,807	202,598	246,726	330,210	419,424	807,361	847,622	898,492	925,869	1,036,458	1,075,487	1,098,427	
July 05-June 06	98,646	335,765	393,848	463,476	491,535	601,929	663,955	713,831	814,389	852,245	915,543	1,125,361	
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	693,094	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.

To: Finance Committee	ACTION
From: Susan Houghton, Executive Director, College Advancement	July 13, 2016
Subject: President's Circle 2015-16 Budget for period ending May 31, 2016	

BACKGROUND

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

INCOME	2015-16 Budget	2015-16 Actual
Opening Balance, 7/1/2015		100,575
Contributions	75,000	45,560
Young Endowment Pledge	100,000	
TOTAL INCOME	\$ 175,000	\$ 146,135

EXPENSES

Foundation operating budget	11,250	4,448
Transfers to District	160,250	1,341
Transfer to Scholarships		5,984
Supplies & Advertising	500	3,426
Off-site Conferences		2,645
Food Supplies	2,500	10,896
Dues & Memberships		376
Printing	250	774
Postage/Courier/Credit Card Fees	250	953
TOTAL EXPENSES	175,000	18,299
NET REVENUE/EXPENSE	\$.00	\$ 116,087

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

Attached is a detailed list of President's Circle expenses, along with revenue for the period July 1, 2015 through May 31, 2016.

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

5/31/2016

	2015-16 Approved Budget	2015-16 Actual Rev & Exp	2015-16 Percentage Budget
REVENUE			
General Operations - Contributions	15,000	17,839	119%
General Operations - Interest	20,000	22,544	113%
Administration Fee - 1.5%	100,000	78,252	78%
President's Circle Campaign	11,250	4,448	40%
Consulting Group Advisor - Realized Gain/Loss			
Consulting Group Advisor - Unrealized Gain/Loss	30,000	(12,630)	-42%
Marian Hancock Trust	30,000	30,000	100%
F. Young Endowment Proceeds	50,000	50,000	100%
Madson Endowment Proceeds	5,000	6,796	136%
TOTAL GENERAL OPERATIONS REVENUE	261,250	197,248	76%
EXPENSES			
Executive Director	44,795	-	0%
Staff Salaries	137,678	117,701	85%
Staff Health/Welfare Benefits	7,600	6,967	92%
Staff Payroll Taxes/Insurance	14,546	12,745	88%
Sub Total Staff Salaries & Benefits	204,619	137,413	67%
Public Relations	500	216	43%
Operational Supplies	5,000	2,040	41%
Printing	5,000	5,084	102%
Food Supplies	5,000	1,700	34%
Consultants, Service Contracts	4,200	2,062	49%
Conference Expense	1,800	2,266	126%
Business Travel Expense	750	79	11%
Dues and Memberships	1,750	1,050	60%
Licenses, Permits, Filing Fees	225	-	0%
Telephone	700	598	85%
Maintenance Agreements	9,000	8,913	99%
Equipment Leases & Agreements	500	455	91%
Postage and Courier Services	3,250	1,903	59%
Advertising	1,500	-	0%
Bank Service Charges & Brokerage Fees	3,850	4,268	111%
Equipment & Computer Software	1,000	1,510	151%
Scholarship Funding		3,000	
Annual Scholarship Banquet	4,500		0%
TOTAL Sub Total Operating Expenses	48,525	35,144	72%
TOTAL GENERAL OPERATING EXPENSES	253,144	172,557	
Net Revenue/Expense	8,106	24,691	
Beginning Fund Balance, July 1, 2015	310,150	310,150	
CURRENT FUND BALANCE	318,256	334,841	

To: Board of Directors	ACTION July 28, 2016
From: Guy Walker, Chair Finance Committee	
Subject: Proposed 2016-17 General Operations Budget	

BACKGROUND

Each year the Finance Committee develops a proposed operating budget for the upcoming fiscal period. Staff develops a 2016-17 proposed budget which includes the current year approved budget and a proposed budget for the upcoming fiscal period using projections for both revenue and expense. The following narrative represents those staff projections as applied to the budget development:

REVENUE

Unrestricted Contributions – This is based on giving to the unrestricted fund.

Unrestricted Interest – The Morgan Stanley Active Assets and Consulting Group Advisor investment generates the interest earnings from the pooled unrestricted and temporarily restricted funds.

Administration Fee – The administration fees of 1.5% on the endowment pool.

President’s Circle – Revenue to the AHC Foundation of \$10,500 based on the assumption of total \$70,000 total revenue from the *President’s Circle*. The operating budget receives a 15% administrative fee on *President’s Circle* gifts.

Consulting Group Advisor, Gain/Loss & Dividends – The original \$500,000 investment were funds held in low-interest bearing certificate of deposits and money market accounts into a higher performing investment.

Marian Hancock Trust restricted fund - The trust establishes its quarterly distributions on July 1 each year per tax code regulations. The distribution from the trust can change year-to-year based on economic conditions. Presently, the quarterly distribution is \$6,221.

F. Young Endowment - This endowment was received in 2003 as an unrestricted gift and was board designated as a "quasi-endowment".

EXPENSES

Staff Salaries & Benefits

- a. The foundation will continue to pay the district \$50,000 towards the Executive Director, College Advancement’s salary.
- b. The Staff Salary proposal is based on a 2.0% COLA increase for staff and the Administrative Assistant position becoming full-time and hiring a grant-funded Advancement Specialist.
- d. The Advancement Specialist position is a part of Staff Salaries & Benefits. The position’s base salary is \$46,740, benefits are \$4,100, payroll taxes are \$5,135. The total salary, benefits and payroll taxes are \$55,975. The position is funded through the district’s Title 5 grant, and the district will reimburse the foundation over the remaining four years of the grant’s project period. Beginning July 1, 2019, this position will be institutionalized as a foundation position.

FISCAL IMPACT

The foundation's operating budget is a function of the unrestricted assets of the corporation. The proposed 2016-17 operating budget reflects an increase of approximately 27%.

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

RECOMMENDATION

A recommendation to approve the proposed 2016-17 general operations budget.

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

5/31/2016

	2015-16 Approved Budget	2015-16 Actual Rev & Exp	2016-17 Proposed Budget
REVENUE			
General Operations - Contributions	15,000	17,839	20,100
General Operations - Interest	20,000	22,544	20,000
Administration Fee - 1.5%	100,000	78,251	90,000
President's Circle Campaign	11,250	4,448	10,500
Consulting Group Advisor - Realized Gain/Loss			
Consulting Group Advisor - Unrealized Gain/Loss	30,000	(12,630)	30,000
Marian Hancock Trust	30,000	30,000	24,750
F. Young Endowment Proceeds	50,000	50,000	75,000
District Title 5 Support - Advancement Specialist			55,975
Madson Endowment Proceeds	5,000	6,796	5,500
TOTAL GENERAL OPERATIONS REVENUE	261,250	197,248	331,825
EXPENSES			
Executive Director	44,795	-	50,000
Staff Salaries	137,678	117,701	190,265
Staff Health/Welfare Benefits	7,600	6,967	15,200
Staff Payroll Taxes/Insurance	14,546	12,745	22,069
Sub Total Staff Salaries & Benefits	204,619	137,413	277,534
Public Relations	500	216	500
Operational Supplies	5,000	2,040	5,000
Printing	5,000	5,083	6,600
Food Supplies	5,000	1,700	5,000
Consultants, Service Contracts	4,200	2,062	3,500
Conference Expense	1,800	2,266	3,000
Business Travel Expense	750	79	1,500
Dues and Memberships	700	1,050	1,750
Licenses, Permits, Filing Fees	225	-	225
Telephone	700	598	700
Maintenance Agreements	9,000	8,913	9,000
Equipment Leases & Agreements	500	455	500
Postage and Courier Services	3,250	1,903	3,000
Advertising	1,500	-	1,000
Bank Service Charges & Brokerage Fees	3,850	4,268	4,500
Equipment & Computer Software	1,000	1,510	1,000
Scholarship Funding	3,000	3,000	3,000
Annual Scholarship Banquet	4,500		4,500
TOTAL Sub Total Operating Expenses	50,475	35,143	54,275
TOTAL GENERAL OPERATING EXPENSES	255,094	172,556	331,809
Net Revenue/Expense	6,156	24,691	16
Beginning Fund Balance, July 1, 2015	310,150	310,150	295,650
CURRENT FUND BALANCE	316,306	334,841	295,666

To: Board of Directors	ACTION
From: Valerie Moya Foundation Board President	July 28, 2016
Subject: Foundation President's Goals 2016 - 2018	

BACKGROUND

Foundation Board President will report on her goals for 2016 – 2018.

--Refine infrastructure

- Board attendance chart
- Board giving chart
- Bylaw review

--Board Retreat/Strategic Planning Session

- Date and time to be determined

--Promote and increase President's Circle participation

- President's Circle chart

--Create and launch AHC Ambassador program

FISCAL IMPACTBACKGROUND

A recommendation to approve the foundation president's goals for 2016-2018.

To: Board of Directors	INFORMATION
From: Susan Houghton Executive Director, College Advancement	July 28, 2016
Subject: Foundation Office Relocation	

BACKGROUND

A report on the relocation of the foundation office from its current location in Building R1 to the administration building in Building B in early August.

To: Board of Directors	INFORMATION
From: Susan Houghton Executive Director, College Advancement	July 28, 2016
Subject: Binns- Drennon Report	

BACKGROUND

A review of the Binns-Drennon report which covers implementing total resource development at Allan Hancock College. A copy of the report is included on the following pages.

**Implementing Total Resource
Development
at
Allan Hancock College**

April 18 – 22, 2016

Allan Hancock College
Santa Maria, CA



467 Bow Street, Elkton, Maryland 21921

443-350-5781

polly.binns@binnsdrennon.com

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Overview of Activities, April 18 - 21, 2016

Activities scheduled for the week of April 17 - 21 were developed in response to the need to continue implementation of Activity Two of the Title V Grant: Aligning Resource Development Strategies.

The activities conducted this week directly related to Activity Two and included but were not limited to the following: a presentation to the College Advancement (CA) Team and the President's Cabinet; two Compression Planning Sessions; a Task and Talent Audit of 17 employees; and numerous unscheduled meetings with administrators and employees involved in resource development activities.

Suzanne Valery began the presentation to the CA Team/President's Cabinet, specifically for the benefit of new members, by providing an overview of the Title V Grant and briefly outlined the goals and objectives of Activity Two. Dr. Marsha Drennon discussed the Development Assessment conducted in July of 2016 and Ms. Polly Binns, Binns Drennon, LLC, reviewed the Compression Planning work that was done in September of 2016. The alignment and results of the two activities were shared with the group as well as the schedule for the week's sessions and meetings.

In addition to a variety of unscheduled meetings and conversations, the consultants met with 17 employees, some of whom have partial or full-time responsibilities for college advancement activities, and others who have limited responsibilities. The Task and Talent Audit was necessary in order to gather both qualitative and quantitative data to ascertain the levels and variety of advancement work being conducted across the campus and to identify skills gaps that exist in order to implement Total Resource Development at AHC.

Compression Planning was conducted as follow up to the session held in September, 2015. The September work was initiated to create a framework for Total Resource Development at AHC. The Compression Planning conducted this week was to develop a timeline for the consolidation of college advancement activities. The participants were selected based on their roles and responsibilities relative to resource development.

A number of smaller meetings and conversations took place related to the structure of a Compression Planning session to "Develop a Common understanding of the Resource Development Roles and Responsibilities of the PCPA Foundation and PCPA Auxiliary Corporation." This particular event was not a requirement of Activity Two outlined in the Title V grant but was conducted as a facilitated conversation that would result in an MOU between the two organizations. It should be noted, however, that the integration of these two activities will contribute significantly to the development of TRD at AHC. This effort will serve as a model for how internal groups can be integrated and coordinated in order to leverage funding, share resources and provide greater services for donors and potential donors. The results of this Compression Planning Session have been shared under separate cover with Dr. Walthers, President, and Susan Houghton, Executive Director of College Advancement.

Task and Talent Audit

The Task and Talent Audit was conducted with 17 employees the afternoon of Monday, April 18th. The questions included in the audit can be found in Appendix B of this report. Each interview took approximately 30 minutes and generated a great deal of relevant and useful information in terms of gathering both quantitative and qualitative data. In contrast to the Development Assessment conducted in July of 2015 that concentrated on the College's image in the community, this interview process focused on individual employees and their resource development activities and responsibilities. However, both the Development Assessment and the Task and Talent Audit revealed similar issues, gaps in the overall resource development functions across the campus, and the need for a more coordinated and integrated approach to these activities. Clearly, the first and most significant step was in hiring Susan Houghton as Executive Director of College Advancement. Susan will serve as the strategic liaison for all institutional resource development functions at AHC. Many of the considerations and concerns presented during the Compression Planning Sessions and interviews are already being addressed and resolved due to Susan's engagement, proactive approach, transparency and problem-solving skills.

Overarching efforts should include but not necessarily be limited to the following:

- Improving internal and external communication;
- Aligning institutional priorities with resource development activities and opportunities;
- Creating internal partnerships;
- Honoring and thanking donors systematically and consistently;
- Creating shared data bases and donor information and tracking systems;
- Setting priorities for establishing external partnerships; and,
- Establishing policies, procedures and processes in support of institutional effectiveness and greater transparency between departments relative to resource development activities.

Please Note: As Total Resource Development is implemented at AHC, items listed in the Parking Lot of the Compression Planning session (page 13) of this document will need to be addressed.

Overall, the Task and Talent Audit indicated a wide variety of responsibilities, time on task, and individual levels of expertise among those interviewed. Those interviewed spent anywhere between 20% - 100% of their time on resource development activities. All of the interviewees felt they had the authority to conduct resource development activities as they deemed necessary. However, approximately 80% felt that they needed more time, support and professional development in order for their development work to be as successful as they want and need it to be. Depending on the activity and level of engagement, about 75% of the fundraising activities were seasonal in nature (e.g. special events, grant development, annual campaigns). More than 25% of the employees interviewed felt that other responsibilities had to be set aside during those times when resource development activities were "on the front burner." More than 60% of the employees interviewed reported that they worked weekends

and long days in order to accomplish either specific resource development activities or their regularly assigned duties.

It was suggested by 65% of the employees that their job descriptions need to be reviewed and updated. Most felt that their resource development responsibilities were not adequately represented in their current job descriptions.

Of those interviewed, 100% felt they have appropriate skills to do the work required. However, 100% were also willing to engage in local, regional and national professional development activities.

Approximately 25% of the interviewees indicated they knew of current employees who might be interested in engaging in resource development activities.

In addition to the Parking Lot issues referenced on the previous page, there is a major gap in the coordination, writing, management and compliance of grant funding and resources. One individual in particular was identified as a current employee who is interested and enthusiastic about overseeing and managing grants related to issues of compliance.

Please note that we did not interview all individuals across the institution who may be engaged in resource development activities (e.g. athletics, viticulture). Some individuals were not available, and some chose not to participate.

Contrary to elements usually included in a Task and Talent Audit, this particular activity did not include a "Time on Task" component for employees to fill out prior to or after the interviews. The "Time on Task" tool would have provided a more in-depth analysis of each employee's work schedule related to specific resource development activities and responsibilities. It is recommended that employees interviewed, as well as those employees who are engaged in resource development activities but were not interviewed, be asked to document their development activities with a tracking tool. This exercise would help assess issues related to overtime, compensatory time and other requirements related to weekend and evening activities. These tools are best used over an extended period of time rather than for limited periods of time. Once this is well understood, clarification regarding "time on task" and development responsibilities can be identified, assessed and included (as appropriate) in the job descriptions of these employees.

Additionally, due to the reluctance of some employees to participate in the interviews, it was suggested that interviews not be recorded. Therefore, the information that was gathered was the result of notes taken by the consultants in a very non-intrusive manner. The data gathered did not include "direct quotes." Percentages of responses were calculated. Overall, the percentages were indicators of how those interviewed were engaged in resource development activities and the time required (in general) to successfully complete the work.

Finally, it is important to note that the employees interviewed are full-time employees who spend some of their time engaged in resource development activities. Consequently, the data

gathered from the interviews varied greatly based on the type of resource development activities engaged in, the amount of time spent on related activities, and the employee's primary responsibilities as indicated in their job descriptions.

College Advancement/Cabinet Meeting

The consultants met with the College Advancement (CA) Team during the cabinet meeting held on Tuesday, April 20th. The purpose of the meeting was to provide the current and new CA Team and Cabinet Members with an update on the activities of the Title V Grant, the activities that would be conducted during the week, and to answer any questions members might have. Suzanne Valery reviewed the purpose of Activity Two in the grant; Marsha Drennon reviewed the Development Assessment conducted in July of 2015; and, Polly Binns discussed the results of the Compression Planning Session that was conducted in September of 2015. All of the reports prepared by Binns Drennon, LLC can be found at <http://www.hancockcollege.edu/titlev/activityii.php>. The CA Team and President's Cabinet were apprised of the week's schedule and who would be participating in various sessions/meetings.

**Compression Planning Session:
Developing an Implementation Timeline for
College Advancement Consolidation**

Attendees:

Michael Black- Associate Superintendent/Vice President, Finance and Administration
Jessica Blazer, Director, Business Services
Gillian Cole-Andrews, Executive Director, PCPA Foundation
Terri Lee Coleman, Advancement Specialist
Marlyn Cox, Fiscal Technician, AHC Foundation
Susan Houghton, Executive Director, College Advancement
Andrew Masuda, Interim Director, Public Affairs and Publications
Toni McCracken, Scholarship Program Coordinator, AHC Foundation
Stephanie Robb, Coordinator, Student Activities
Jennifer Schwartz, Managing Director, PCPA
Suzanne Valery, Director, Institutional Grants
Kevin Walthers, President

Printers and Pinners:

Mayte Solis, Title V Activity One Coordinator/Basic Skills Coordinator
Petra Gomez, Project Director Trio/CAN
Corrin Suchan, Office Services Technician, Title V

Observer:

Roberta Herter, External Evaluator, Title V Grant

Facilitators:

Polly Binns, CFRE, Binns Drennon LLC
Marsha Drennon, Ed.D., Binns Drennon LLC

Session Design

Developing Implementation Timeline for College Advancement Consolidation

<p>Background</p>	<p>Overall purpose</p>	<p>Purpose of this session</p>	<p>FOCUS: DOT FOR TOP 3-4 Which of these areas should be consolidated into a College Advancement division by June 30, 2017?</p>
<p>Resource Development functions across institution can be integrated and/or coordinated under College Advancement per the 9/15/2015 Planning Session</p>	<p>To create College Advancement Department that will guide Total Resource Development Planning for Allan Hancock College in alignment with College's Strategic Priorities</p>	<p>To identify the top 3-4 areas that will transition into consolidated College Advancement Department within the year</p>	<p>AHC Foundation</p>
<ol style="list-style-type: none"> 1. AHC Foundation 2. Alumni Development 3. College Advancement Team (the Cabinet Group) 4. Government Relations 5. Institutional Grants 6. Public Affairs 7. Public/Private Partnerships (contract education) 8. Viticulture and Enology Foundation 	<p>Non-purposes</p>	<p>To identify the systems, processes & policies that need to be addressed in order to facilitate the consolidation of the identified 3-4 areas</p>	<p>Alumni Development</p>
	<ol style="list-style-type: none"> 1. To talk about staffing or job descriptions 2. To rewrite policies 3. To specifically realign or rewrite processes, systems and policies 	<p>To identify the systems, processes & policies that need to be addressed to facilitate institution-wide coordination of donor/funder contact and tracking</p>	<p>College Advancement Team (the Cabinet Group)</p>
		<p>Headers</p>	<p>Government Relations</p>
		<p>What processes, systems and policies need to be addressed to transition these identified top 3-4 areas into College Advancement By June 30 2017</p>	<p>Institutional Grants</p>
		<p>What processes, systems and policies need to be addressed to facilitate Institution-wide coordination of donor/funder contact and tracking By June 30 2017</p>	<p>Public Affairs</p>
			<p>Public/Private Partnerships (Contract Education)</p>
			<p>Viticulture and Enology Foundation</p>

Key Session Deliverables

The purpose of this Compression Planning session was to continue the work developed in the September 15, 2015 Compression Planning session (Creating the Framework for Total Resource Development (TRD) at Allan Hancock College). At that session, the top nine areas and functions that are currently dispersed throughout the institution were identified as possible candidates for consolidation into a College Advancement division at the College. Those not chosen as top areas and functions to be addressed first were placed in a "parking lot" to ensure that they be addressed at a future date (see Appendix: Parking Lot).

This session was designed to narrow down the top nine identified areas and functions to 3-4 areas in order to facilitate consolidation efforts that could be completed by June 30, 2017. Attendees were invited to the session who were direct stakeholders, and thus understand the implications of the consolidation and have significant impact on the process.

This report is a recording of the activities of the group as they identified the 3-4 areas/functions to focus on the first year of the consolidation process; identified processes, systems, and policies that needed to be addressed in the consolidation; and then sorted those activities by function and completion dates. Participants completed an Action Plan with identified tasks and deadlines, a Communication Plan, and an evaluation exercise.

The group determined that consolidation efforts between now and June 30, 2017 should be focused on the following areas/functions:

- AHC Foundation
- Institutional Grants
- Marketing and Public Relations
- Government Relations

Three other areas will be consolidated at a later date. These are:

- Alumni Development
- Public/Private Partnerships (contract education)
- Viticulture & Enology Foundation

See Parking Lot on page 13 for list of all possible areas/functions that might be included in College Advancement and could be addressed later.

The group then identified processes, systems and policies that needed to be addressed to facilitate consolidation. They sorted those processes, systems and policies into three "project bins" and determined time frames to accomplish consolidation by June 30, 2017. Those project bins (Teams) are:

PUBLIC AFFAIRS, EXTERNAL RELATIONS AND DONOR RELATIONS
BUSINESS SERVICES
GRANTS AND GRANTS COMPLIANCE

Teams will be recruited within the project bins to address the identified processes, systems and policies that will facilitate consolidation.

The following tables record the work of the group:

TEAM: PUBLIC AFFAIRS, EXTERNAL RELATIONS AND DONOR RELATIONS		
By September 30, 2016	By December 30, 2016	By June 30, 2017
Gather and evaluate current functions of job descriptions of staff across the institution who are involved in any level of resource development	Community Relations identify resource sectors by industry	Address all the identified processes, systems, and policies that will facilitate Institution-wide coordination of donor/funder contact and tracking (SEE TABLE: DONOR/FUNDER CONTACT AND TRACKING)
Communicate internally what this consolidation will mean to all stakeholders	Sharpen visibility of AHC Foundation within the community and the College	
Develop a communication plan that's strategic to appropriate stakeholders	Develop concept of Relationship Managers to standardize and institutionalize stewardship of funders and donors no matter where within institution gift/grant/resource is received	
Develop processes of collaborative communication		
Relocate Foundation to Building B		
Change title of Government Relations to Community Relations; clearly define Community Relations		
Form an internal Community Relations Committee		

TEAM: BUSINESS SERVICES		
By December 30, 2016	By March 31, 2017	By June 30, 2017
Simplify the processes of identifying where funds come from and where funds are allocated	Align policies for how funds are received through the auxiliaries and the foundations	Shared input and coordination of budget allocations from all the departments within the College Advancement division
	Align procedures for how funds are received through the auxiliaries and the foundations	

TEAM: GRANTS AND GRANTS COMPLIANCE	
By December 30, 2016	By March 31, 2017
Create institutional grant identification and prioritization process	Create process for tracking cost share
Create process for all grant reporting across entities within institution	Conduct training in post-award compliance

The group then addressed the following question:

What processes, systems and policies need to be addressed to facilitate Institution-wide coordination of donor/funder contact and tracking by June 30, 2017?

The group determined that the identified processes, systems and policies in the table below would be assigned to a specific team of stakeholders: **PUBLIC AFFAIRS, COMMUNITY RELATIONS AND DONOR RELATIONS**. It should be noted that this team will determine sequencing of tasks so that they will be completed by June 30, 2017.

PROCESSES, SYSTEMS, POLICIES THAT WILL FACILITATE COORDINATION OF DONOR/FUNDER CONTACT AND TRACKING
By June 30, 2017
Identify who has access to centralized database & determine permissions; Develop hierarchy of access to database
Determine if needs can be met with current database; use existing systems for common platform if possible
Give individual ideas time and review by institution to ensure leverage of all gifts and to build trust
Establish processes that respect privacy of source data
Develop moves management policies
Identify staffing and space considerations of centralized database: Who will manage it? Who will train those with access? Who are the stakeholders?
In regard to Community Relations outreach: develop procedures to include outreach information into centralized database, even if not a current donor/funder.
Current campus donor tracking system is Banner Advancement
Use history of donor and contact information to understand what interests donor
Develop program to ensure that everyone across institution feels included in the consolidation process, to build trust and validate their work
Unveil advantages of centralized system to interact with AHC external stakeholders
Develop concept and procedures of Relationship Managers

Action Plan

TASKS	WHO WILL DO IT	DEADLINE
Identify all Team members	Michael, Susan, Suzanne	June 15, 2016

Communication Plan

Specific Messages

1. Report on today's process and progress in conjunction with the Title V Grant.
2. This is a new organizational division within AHC intended to strengthen College Advancement by setting up institution-wide goals and objectives; that a number of tasks and priorities have been identified to facilitate the consolidation of the first group of identified areas and/or functions across the institution into the new College Advancement division; that more information will be forwarded to entire AHC community as details become available. If you have questions, please contact
3. Explain how all project bins will be addressed, and how projects will be accomplished.
4. We are continuing with planning College Advancement division and members of the staff will form an implementation team; the College community will be continually apprised of progress.

Who Needs to Know	What They Need to Know	Who Will Tell them	How Will We Tell Them	Deadline
Staff immediately impacted by consolidation	2	Kevin & Susan	Face to face in meeting with all impacted staff	April 30
Admin Team	1	Kevin	At Admin Team meeting	May 10
All Staff	4	Kevin	Thinking Out Loud email	Mid-May
College Advancement Meeting Members	1, 2, 3	Susan	At CA Meeting	May 17
All Staff	3	Kevin	at All-Staff Day	Mid-August

Debrief

For the purposes of continuous quality improvement, a Debrief is conducted at the end of each Compression Planning session. The group commented as follows:

What went well?	Things to change for next time	Lessons learned
The "parking lot" people were really good sports!	We need to include more people such as representatives from Human Resources and the Parking Lot areas from first CP session, including athletics	This is a huge team effort
Good dialogue	Would have liked the PCPA planning session before this session	Interactions need to be honored
Good discussion and collaboration		This is a road map with varied paths to the destination; it's not carved in stone.
Areas needing fixing were identified		
Walking away with a plan of action and a timeline		
All the folks in the room!		
The printers and pinners		
The facilitators		

Parking Lot

The following areas/functions identified at the September 15, 2015 Compression Planning session as areas/functions to be included in College Advancement were assigned during this planning session to the "Parking Lot" for integration at a later date:

- Alumni Development
- Public/Private Partnerships (contract education)
- Viticulture & Enology Foundation

For reference, the following areas/functions were designated to the Parking Lot for further discussion by the group at the September 15, 2015 Compression Planning session. They are listed here because some of them are included in the Parking Lot references in other parts of this report:

- PCPA
- PCPA Foundation
- Solvang Festival Theater
- Athletic Boosters
- K-12 Outreach
- Student Recruitment/Retention (Student Clubs)

END OF COMPRESSION PLANNING REPORT

Unscheduled Meetings/Fact Finding Sessions

Throughout the week, the consultants met with members of the administrative team and other employees to gain clarification and information regarding the implementation of Total Resource Development at AHC. While a lot of time was spent on discussions related to the PCPA Foundation and Auxiliary, a substantial outcome of the week's work resulted in a revision to the AHC Resource Diversification Model (Appendix A). The revised model will be immensely helpful as the "resource mapping" work begins this summer. The College's institutional priorities should be an overlay to the "resource mapping" activity and will guide the integration and coordination of resource development activities both now and in the future.

Please Note: The development of an MOU between the PCPA Foundation and Auxiliary is the first significant step in creating a Total Resource Development Plan for AHC. The MOU should serve as a model for the creation of additional internal resource development partnerships across all AHC campuses.

Exit Meeting Identified Gaps, Recommendations and Next Steps

The consultants met with Dr. Walthers, Susan Houghton and Suzanne Valery to discuss the activities that were conducted during the week. While there is a great deal of work to be done, the integration and consolidation of resource development activities across the campus is beginning to take shape. Following are the recommendations and next steps for the continued success of this effort. These activities are not intended to be in priority order and many will overlap with one another for the next several months.

- Implementation of centralized grant management and compliance activities;
- Comprehensive review and updating of job descriptions for any employees engaged in resource development activities;
- Identification of potential internal partnerships for greater institutional effectiveness related to college advancement;
- Alignment of institutional priorities with college advancement activities;
- Implementation of "resource mapping" and alignment with the Total Resource Development Plan for AHC;
- Development of Action Plans based on the Compression Planning session included in this report;
- Development of specific and detailed centralized internal and external communication plans;
- Implementation of strategic and tactical plans for college advancement activities (e.g. office locations, shared data bases, donor stewardship and solicitation, special events, campaigns, etc.); and,
- Identification of opportunities for professional development and education for employees.

Appendix B: Definition of Terms

In reviewing resource development documents over the past several months, the consultants are recommending that descriptive terms be reviewed for consistency and accuracy and that they be defined for relevancy given the College's interest in consolidating and integrating resource development activities. A common set of terms and definitions are essential for clear communication (written and oral); understanding legal issues; defining institutional priorities and determining who is responsible for which activities; external communication to donors and potential donors; and, establishing a new organizational structure. The following list is a sampling of some of the terms that need to be defined.

- Earned Income vs. Contributed Income
- Resource Diversification
- Total Resource Development
- PCPA Foundation
- PCPA Auxiliary
- AHC Foundation
- Auxiliary Programs Corporation
- College Advancement
- Constituents vs. Stakeholders
- Institutional Effectiveness
- PCPA Conservatory
- Viticulture & Enology Foundation
- Regional Theatre
- Memorandum of Understanding vs. Operating Agreement
- Endowment
- Quasi Endowment
- Annual campaign, major gifts and other common fundraising terms

Appendix C: Task and Talent Audit Questions with Memo to Employees Who were Invited to be Interviewed

College Advancement broadly defined encompasses a variety of activities that directly or indirectly provide financial as well as in-kind support for College programs and services. Historically, College Advancement activities included external and internal communication, government and community relations, fundraising, grant development and public relations. Generally, the activities were isolated and assigned to a small, specific group of individuals (e.g. college foundations). More recently, College Advancement has begun to include professionals across campuses who never imagined it would be necessary for them to engage in fundraising or resource development work in support of their programs and departments. AHC is far ahead of most institutions in this regard. College Advancement is already the work of many AHC professionals.

In July of 2015, Dr. Marsha Drennon, Education Consultant with Binns Drennon, LCC, conducted a development assessment which was the first component in Activity Two of the Title V Grant. In September of 2015, Polly Binns, Education Consultant with Binns Drennon, LLC, designed and facilitated a Compression Planning meeting to create a framework for a comprehensive "total resource development" plan at AHC. In summary, the results of these activities confirmed that resource development activities would be more successful and produce greater results if fundraising efforts were better coordinated and integrated throughout the College. It was also suggested that internal and external communication plans be developed and that a comprehensive resource diversification model be designed reflecting the College's strategic goals and priorities. The AHC Resource Diversification Model (Title V Grant/Total Resource Development Plan) that was created in September is attached for your review. (The revised model is attached as Appendix A.)

At AHC, College Advancement will include all of the functions and activities identified in the AHC Resource Diversification Model. Activity Two of the Title Grant includes a "task and talent audit with a goal of restructuring to improve efficiency and reduce costs, as well as increase resource development (College Advancement) capacity for the long run." Participation in the "task and talent audit" is a critical part of the overall assessment of College Advancement activities. The interview results will provide important information about the current status of College Advancement activities and identify areas in need of additional resources (human and financial).

Employees who participated included:

Annette Chapman, Grants & Special Projects Specialist
Gillian Cole-Andrews, Executive Director, PCPA Foundation
Terri Lee Coleman, Advancement Specialist, STEM
Marlyn Cox, Fiscal Technician, AHC Foundation
Siboney Guardado, Project Director, STEM
Elaine Healy, Community Education Coordinator

Susan Houghton, Executive Director, AHC College Advancement
Marna Lombardi, Academic Support Specialist
Bob Mabry, Associate Professor, Machining & Manufacturing
Andrew Masuda, Interim Director, Public Affairs
Toni McCracken, Coordinator, Scholarship Program
Nancy Meddings, Project Director, Title V, Dean
Holly Nolan-Chavez, Assistant Director, Institutional Grants and CTEA Project Director
Christine Reed, Project Director MESA Grant
Stephanie Robb, Coordinator, Student Services
Bettie Shaw, EOPS Office Services Technician
Emily Smith, CWE/Interim Project Director, STEM Internship Specialist

The following questions were asked of those interviewed.

1. If we were to write your job description today, what are your primary responsibilities related to the broad category of College Advancement?
2. What are the primary skill sets required for the College Advancement responsibilities you have been assigned?
3. Relative to these responsibilities, who do you consider to be your primary stakeholders?
4. How much of your time is spent on College Advancement every month?
 - Do these activities tend to be seasonal or year around?
 - If seasonal, what time of year are these activities the greatest?
 - During those times, are your other responsibilities set aside?
5. What are some of the specific projects you are currently working on?
6. Do you interact with campus peers regarding College Advancement work? If yes, describe a recent interaction and the results of your efforts.
7. Do you know colleagues who might be interested in College Advancement or related tasks?
8. Do you know of colleagues who have specific but hidden fundraising skills?
9. In your opinion, where are the greatest gaps in College Advancement activities at AHC?
10. Would you like to have the opportunity to be involved with other College Advancement professionals locally, regionally or nationally?
11. Would you be interested in participating in related professional development opportunities?

To: Board of Directors	INFORMATION
From: Susan Houghton Executive Director, College Advancement	July 28, 2016
Subject: Schedule of Meetings	

BACKGROUND

A proposed meeting schedule for the Finance and Executive committees with a goal to reduce the number of monthly meetings for these two committees. In addition, a proposed change to move the annual organizational meeting from February to July to be in alignment with the college on a calendar year schedule.

To: Board of Directors	INFORMATION
From: Susan Houghton Executive Director, College Advancement	July 28, 2016
Subject: Director Information	

BACKGROUND

9.A.1. – A request by staff for direction on releasing director contact information to other foundation directors.

9.A.2. – Complimentary parking permits for 2016/17 – registration forms will be shared with directors.

To: Board of Directors	INFORMATION
From: Susan Houghton Executive Director, College Advancement	July 28, 2016
Subject: Joe White Memorial Dinner and Auction	

BACKGROUND

The *Joe White Memorial Dinner and Auction*, sponsored by the Hancock College Boosters, Inc. is Saturday, August 27, at the Santa Maria Elks Lodge.

This annual event has raised \$700,000 in the past 14 years for the improvement of athletic facilities at Allan Hancock College, funded the renovation and renaming of the Joe White Memorial Gymnasium, renovated the press box in the gym; initiated and provided funding for the naming of the John Osborne Field, home of Bulldog baseball, and started to fundraise to provide infrastructure for new on-campus football stadium.

To: Board of Directors	ACTION & INFORMATION
From: Valerie Moya Foundation Board President	July 28, 2016
Subject: Committee Reports	

BACKGROUND**ACTION**

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

- 10.A. Nominations – Report by Ken Ostini, Chair, Nominations Committee
 10.A.1. Possible Nominations of New Directors

FISCAL IMPACT

None

POSSIBLE RECOMMENDATION

Upon review and approval by the board of directions, a recommendation to approve the nomination of potential new directors to the foundation for an initial one-year term.

INFORMATION

- 10.B. Scholarship – Report by Toni McCracken, Scholarship Program Coordinator
- 2016 Banquet/Program Summary and Lessons Learned

- 10.C. President's Circle – Report by Valerie Moya, Chair Executive Committee
- Potential Cultivation Event in October

To: Board of Directors	INFORMATION
From: Susan Houghton Executive Director, College Advancement	July 28, 2016
Subject: Tour of Viticulture/Enology Program and Wine Tasting	

BACKGROUND

There will be a tour of the Hancock College Viticulture/Enology Program along with wine tasting from 5:30 to 7 p.m. following the quarterly board meeting. (Optional)

This is a social opportunity to learn about the Viticulture/Enology Foundation, visit with staff, and even purchase a bottle of wine to support the program.