



**A Meeting of the Executive Committee  
October 17, 2016 ❖ 5 P.M.**

Allan Hancock College -Building B 102 (Captain's Room)  
800 South College Drive, Santa Maria, California 93454  
and  
Home of Greg Pensa, 69 Ironwood Way, Solvang, California 93463

**AGENDA**

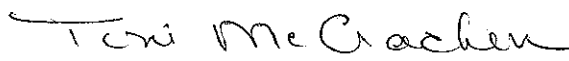
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1. Call to Order	
2. Roll Call	
3. Public Comment	
<i>Public comment not pertaining to specific agenda items is welcome at this time. If you wish to speak to any item listed, please complete a Request to Speak Card available from the executive director. It is suggested that speakers limit themselves to 5 minutes.</i>	
4. Approval of Agenda (ACTION)	
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11. Executive Committee News
12. Superintendent/President's News
13. College Trustee's News
14. Executive Director, College Advancement
15. Executive Committee Meeting
  - 15.A. The next meeting of the Executive Committee is Tuesday, January 11, 2017
16. Adjournment
  - 16.A. Adjournment of Executive Committee Meeting (ACTION)

*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

Executive Committee Members

Valerie Moya, President  
Bob Lotwala, Vice President  
Georgia L. Schrage, Secretary  
Guy R. Walker, Treasurer  
Dr. Terry Dworaczyk, Past President  
Bob Manning, Member-at-Large  
Ken Ostini, Member-at-Large  
Gregory A. Pensa, Trustee, Allan Hancock College  
Dr. Kevin G. Walthers, Superintendent/President, Allan Hancock College  
Michael R. Black, Associate Superintendent/Vice President, Finance and Administration, Allan Hancock College  
Susan Houghton, Executive Director, College Advancement, Allan Hancock College

**ALLAN HANCOCK COLLEGE FOUNDATION  
EXECUTIVE COMMITTEE MEETING  
Minutes of July 13, 2016**

A regular meeting of the Executive Committee was held on Wednesday, July 13, 2016, at 5:18 p.m. at Allan Hancock College, Building B 102 (Captain's Room), 800 South College Drive, Santa Maria, California and home of Greg Pensa, 69 Ironwood Way, Solvang, California.

Executive Committee met in Joint Session with Finance Committee to review financial statements from 5 pm to 5:17 p.m.

**Call to Order**

The Executive Committee meeting was called to order at 5:18 p.m. by Foundation Board President, Ms. Valerie Moya.

**Roll Call**

*Present:* Dr. Terry Dworaczyk, Bob Lotwala, Bob Manning, Valerie Moya, Ken Ostini, Georgia Schrage, Trustee Greg Pensa, Guy Walker, and Dr. Kevin Walthers  
*College Staff:* Susan Houghton, Michael Black  
*Foundation Staff Present:* Marlyn Cox, Toni McCracken

**Public Comment**

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

**Approval of Agenda**

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

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

Ayes: T. Dworaczyk, B. Lotwala, B. Manning, V. Moya, K. Ostini, Trustee G. Pensa,  
G. Walker, K. Walthers  
Noes: None  
Abstentions: None

**Approval of Minutes – March 22, 2016**

Ms. Moya asked members to review the minutes of the March 22, 2016, regular meeting and called for a motion to approve. There was a correction to the minutes to include Director Lotwala as attending the meeting of March 22, 2016.

**Motion:** On a motion by Director Dworaczyk, seconded by Director Manning, the minutes for the March 22, 2016, regular meeting were approved as corrected.

Ayes: T. Dworaczyk, B. Lotwala, B. Manning, V. Moya, K. Ostini, Trustee G. Pensa,  
G. Walker, K. Walthers  
Noes: None  
Abstentions: None

Director Schrage arrived at 5:30 p.m.

**Action News**

*Proposed General Operating Budget 2016-17:* Director Walker reported that the proposed general operating budget for 2016-17 reflects a 27% increase in expenses. A new foundation Advancement Specialist has been hired that is grant funded over the next 4 years. The administrative assistance

position will remain as a part-time position giving Ms. Houghton the opportunity to evaluate the needs of the foundation office over the next six months. A goal for the foundation board will be to increase fundraising goals.

*Foundation President's Goals 2016-2018:* President Moya reviewed her proposed goals for the next two years.

--Infrastructure/Board Strategic Planning – align the new College Advancement model and 'One' Hancock College, engage the board, align the foundation's goals and objectives with the college's strategic plan and also with the college's 6 Student Success Factors, create a fundraising culture with the directors using the tool "Effective Board Fundraising." The process will take time to implement and will need the commitment of the board. Provide an orientation packet to new directors, review the organization's corporate documents, committee structure, and events/programs. It was suggested to include the foundation's mission statement be included on foundation agenda's and minutes.

--Board Retreat – President Moya recommended a retreat for directors in late September. This would be a strategic planning session to discuss infrastructure and changes for the next two years.

--President's Circle – President Moya reviewed giving since 2011-2012, and recommended to launch a year of restructuring. She proposed setting a goal to increase President's Circle to \$90,000 for this year. Also, host a cultivation event in late October inviting PC members to bring a guest as a potential new PC member to meet Dr. Walthers and college trustees.

--AHC Ambassador program – A new program to launch in fall 2017 that follows concept of chamber leadership but with less frequency.

Committee members reviewed charts on attendance at board meetings and giving for the last 5 years. A goal with directors is to empower each and determine the right role for each to fit his or her skill set. A director can be a doer, a dialer or a donor.

Ms. Moya asked members to review the minutes of the March 22, 2016, regular meeting and called for a motion to approve. There was a correction to the minutes to include Director Lotwala as attending the meeting of March 22, 2016.

**Motion:** On a motion by Trustee Pensa, seconded by Director Manning, approved in concept the 2016-2018 goals presented by President Moya.

Ayes: T. Dworaczyk, B. Lotwala, B. Manning, V. Moya, K. Ostini, Trustee G. Pensa,  
G. Schrager, G. Walker, K. Walthers

Noes: None

Abstentions: None

### Information Items

*Foundation Office Relocation:* Ms. Houghton reported that the foundation office will be relocated from its current in building R to building B106, which are the offices of the Vice President for Facilities and Operations. The move is scheduled for the first week of August. Staff will be sending out a "moving" postcard to directors and donors.

*Binns-Drennon Report:* Ms. Houghton reviewed the report that covers implementing total resource development under the new umbrella of College Advancement. The report provides a model of the

college's strategic plan using external players and groups on campus executing plans on behalf of students.

*Foundation Advancement Specialist:* Ms. Houghton reported that Natalie Rucobo was hired and will begin July 18. Her duties will include fundraising for the AIM program along with other stewardship programs for the foundation.

*New Applications for Board Membership:* President Moya reported the foundation has received inquiries from 3 community members for possible board membership. The names will be forwarded to the Nominations Committee for their review and follow-up. The calendar will be updated to reflect a July 2016 to July 2017 date range and will be presented at the quarterly meeting on July 28.

*Schedule of Meetings:* President Moya reviewed a proposed new meeting calendar for the foundation that reduces the number of meetings for the Finance and Executive Committees, along with moving the calendar to a fiscal year to be align with the college. New to the calendar is a board retreat/strategic planning session proposed for late September. It was recommended to host meetings at all service areas of the district, such as the Lompoc Valley Center and Santa Ynez Valley.

#### **Committee Reports**

*Scholarships:* Mrs. McCracken reported on the 2016 scholarship program and banquet. The two speakers were outstanding, and the new photography staging areas were a bit hit. As always, the Elks provided a great dinner. There were lessons learned in improving the check-in of students and guests, improving signage, and exploring ways to accommodate dinner requests such as check and vegetarian. It took a huge team for the success of the banquet with more than 100+ volunteers this year.

#### **Executive Committee News**

This is a new agenda item giving members the opportunity to share news or information with the committee. President Moya shared that the AHC Viticulture & Enology wine was represented at the 40<sup>th</sup> Annual Orange County Society Commercial Wine Competition in Costa Mesa, California, in early July. The college received bronze medals for its 2014 Syrah, 2014 Cabernet Sauvignon and 2014 Red/Bordeaux blend.

#### **Superintendent/President's News**

Dr. Walthers reported the college's accreditation report is in its final stages and will be mailed out the end of July. The accreditation team is scheduled to be on campus the last week of September.

#### **College Trustee's News**

Trustee Pensa suggested having directors call those who missed a meeting to find out why and determine if the director might not feel engaged with the board. It was also suggested to possibly send out a Survey Monkey announcement to directors asking what their expectations and interest are with the foundation board.

#### **Executive Director, College Advancement Report**

Ms. Houghton reviewed the foundation organizational structure and also the organization chart for College Advancement.

#### **Next Meeting**

The next meeting of the Executive Committee will be Wednesday, September 7, 2016, starting at 5 p.m. in the Captain's Room (building B) on the Santa Maria campus.

**Adjournment**

With no further business to bring before the committees, the meeting was adjourned at 6:40 p.m.

**Motion:** On a motion by Director Ostini and seconded by Director Manning the meeting was adjourned at 6:40 p.m.

Ayes: T. Dworaczyk, B. Lotwala, B. Manning, V. Moya, K. Ostini, Trustee G. Pensa,  
G. Schrage, G. Walker, K. Walthers

Noes: None

Abstentions: None

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Valerie Moya Foundation Board President</b>	<b>October 17, 2016</b>
<b>Subject: Introduction of Visitors and Staff</b>	

**BACKGROUND**

Ms. Houghton will introduce Terri Lee Coleman and other visitors attending the meeting.

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Guy Walker Treasurer, Finance Committee</b>	<b>October 17, 2016</b>
<b>Subject: Finance Committee Report</b>	

**BACKGROUND**

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

## Financial reports:

## 7.A. Review Financial Statements

7.A.1. Summary of Portfolio Allocation – 7/31/2016	page 7
7.A.2. Statement of Operations – 6/30/2016 and 7/31/2016	pages 8-9
7.A.3. Balance Sheet – 6/30/2016 and 7/31/2016	pages 10-11
7.A.4. Contributions Report – 6/30/2016 and 7/31/2016	pages 12-13
7.A.5. President's Circle Budget, Expense & Revenue Report – 6/30/2016	pages 14-16
7.A.6. General Operations Budget – 6/30/2016 and 7/31/2016	pages 17-18
7.A.7. Check Registers – 6/30/2016 and 7/31/2016	pages 19-23

**FISCAL IMPACT**

None

**RECOMMENDATION**

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



**ALLAN HANCOCK COLLEGE FOUNDATION**  
 Summary of Portfolio Allocation  
 January 1, 2016 - July 31, 2016

<b>GENERAL OPERATIONS, RESTRICTED and SCHOLARSHIPS</b>	<b>Beginning Market Value</b>	
	<b>01/31/2016</b>	<b>7/31/2016</b>
Morgan Stanley Active Assets-Cash, .020%	\$ 1,752,193	\$ 1,772,323
Morgan Stanley, Consulting Group Advisor	\$ 620,370	\$ 664,662
Rabobank - Checking	\$ 228,622	\$ 567,558
Rabobank - Credit Card	\$ 4,562	\$ 9,997
Heritage Oaks Bank - Savings		\$ 1,681
Cash on Hand	\$ 100	\$ 100
<b>Sub-Total</b>	<b>\$ 2,605,847</b>	<b>\$ 3,016,321</b>

<b>ENDOWMENTS</b>	<b>Investment Basis</b>	<b>Beginning Market Value 01/01/16</b>	<b>Ending Market Value 7/31/2016</b>	<b>Total Market Value Change YTD</b>
Morgan Stanley	\$ 2,984,748	\$ 4,602,649	\$ 4,860,320	\$ 257,671
LPL Financial	\$ 854,408	\$ 1,372,806	\$ 1,410,355	\$ 37,549
Osher-Bartleson Fund Endowment	\$ 100,000	\$ 121,312	\$ 121,564	\$ 252
Northern Trust (Young Quasi Endowment)		\$ 1,269,302	\$ 1,356,550	\$ 87,248
LPL Financial	\$ 13,000	\$ 41,210	\$ 52,189	\$ 10,978
<b>Sub-Total</b>	<b>\$ 3,952,157</b>	<b>\$ 7,407,279</b>	<b>\$ 7,800,977</b>	<b>\$ 393,698</b>

<b>PATRICIA J. BOYD FUND</b>				
Rabobank Wealth Management	\$ 4,000,000	\$ 4,040,919	\$ 4,205,873	\$ 164,955
Northern Trust	\$ 6,000,000	\$ 6,025,591	\$ 6,414,028	\$ 388,437
Morgan Stanley	\$ 2,115,777	\$ 2,400,720	\$ 2,544,850	\$ 144,130
<b>Sub-Total</b>	<b>\$ 12,115,777</b>	<b>\$ 12,467,229</b>	<b>\$ 13,164,751</b>	<b>\$ 697,522</b>
		<b>\$ 22,480,356</b>		

<b>Total General Opr, Restricted, Scholarships &amp; Endowments</b>	<b>\$ 23,982,050</b>
<b>Accounts Receivable</b>	<b>\$ 507</b>
<b>Total Assets</b>	<b>\$ 23,982,557</b>
<b>Total Liabilities - Accounts Payable</b>	<b>\$ (938,145)</b>
<b>Net Assets</b>	<b>\$ 23,044,412</b>

<b>Investment Allocation Summary - Endowments</b>	<b>Target</b>	<b>Allocation Current Period</b>
<b>Morgan Stanley</b>		
Stocks, ETFs, CEFs, Mutual Funds	65%	59.84%
Fixed Income	35%	32.68%
Bonds		
Cash		7.48%
		<b>100.00%</b>

<b>LPL Financial</b>		
Stocks, ETFs, CEFs, Mutual Funds	65%	95.66%
Fixed Income	35%	
Bonds		
Cash		4.34%
		<b>100.00%</b>

<b>Northern Trust</b>		
Stocks, ETFs, CEFs, Mutual Funds	65%	72.90%
Fixed Income	35%	23.90%
Bonds		
Cash		3.20%
		<b>100.00%</b>

<b>Consolidated Summary of Allocation - Endowments</b>	<b>Target</b>	<b>Allocation Current Period</b>
Stocks, ETFs, CEFs, Mutual Funds	65%	76.13%
Fixed Income	35%	18.86%
Bonds		0.00%
Cash		5.01%
		<b>100.00%</b>

<b>Investment Allocation Summary - Patricia J. Boyd</b>	<b>Target</b>	<b>Allocation Current Period</b>
<b>Rabobank Wealth Mgmt - P.J. Boyd Fund</b>		
Stocks,ETFs,CEFs, Mutual Fds.	65%	59.32%
Fixed Income	35%	35.17%
Bonds		
Cash		1.05%
		<b>95.54%</b>

<b>Northern Trust - P. J. Boyd Fund</b>		
Stocks,ETFs,CEFs, Mutual Fds.	65%	62.00%
Fixed Income	35%	34.80%
Bonds		
Cash		3.20%
		<b>100.00%</b>

<b>Morgan Stanley - P. J. Boyd Fund</b>		
Stocks,ETFs,CEFs, Mutual Fds.	65%	47.14%
Fixed Income	35%	29.22%
Alternatives		16.42%
Cash		1.08%
		<b>93.86%</b>

<b>Consolidated Summary of Allocation - Boyd</b>	<b>Target</b>	<b>Allocation Current Period</b>
Stocks,ETFs,CEFs, Mutual Fds.	65%	56.15%
Fixed Income	35%	33.06%
Bonds		5.47%
Cash		1.78%
		<b>96.47%</b>

ALLAN HANCOCK COLLEGE FOUNDATION  
STATEMENT OF OPERATIONS BY SUBFUND  
FOR THE PERIOD ENDING 06/30/2016

	Cash Admin	General Operations	Restricted	Scholarships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUE:</b>							
Contributions	0	17,968	1,120,347	365,771	249,048	0	1,753,134
Contributions non-cash	0	0	0	0	0	0	0
Interest and dividends	0	21,862	1	0	0	540,765	562,629
Gain/Loss on sale of investments	0	0	0	0	0	149,622	149,622
Change in asset portfolio	0	-3,764	0	0	0	-937,877	-941,642
Royal/Other/Bad Debt Recov.	0	0	12,041	890	0	0	12,931
Total revenue	0	36,066	1,132,389	366,661	249,048	-247,490	1,536,674
<b>EXPENDITURES:</b>							
Scholarships	0	0	350	669,909	0	0	670,259
Student Assistance	0	0	20,441	600	0	0	21,041
District/College Support	0	0	1,031,153	0	33,872	0	1,065,025
Salaries	0	136,309	0	0	0	0	136,309
Employee benefits	0	13,904	0	0	0	0	13,904
Supplies and materials	0	9,610	75,688	0	0	0	85,298
Contracted personal services	0	0	7,665	0	0	0	7,665
Travel and conference	0	2,406	22,389	0	0	0	24,795
Memberships and permits	0	1,200	401	0	0	0	1,601
Technology Services	0	0	0	0	0	0	0
Telephone	0	655	15	0	0	0	670
Contracts and leases	0	11,586	1,700	0	0	0	13,286
Postage and advertising	0	1,923	17,277	0	0	0	19,200
Bank/brokerage charges	0	3,473	4	0	0	151,312	154,790
Miscellaneous expense	0	0	18,571	0	0	0	18,571
Building and equipment	0	1,510	1,614	0	0	0	3,125
Credit Card Disc. Fees	0	846	0	0	0	0	846
Total expenditures	0	183,422	1,197,268	670,509	33,872	151,312	2,236,383
Net income(loss)	0	-147,355	-64,879	-303,848	215,176	-398,802	-699,709
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Transfers in	0	179,268	96,594	236,287	37,461	0	549,609
Transfers out	0	52,298	60,170	103,437	2,951	400,901	619,757
Net transfers	0	126,970	36,424	132,849	34,510	-400,901	-70,148
Net inc/dec in fund bal	0	-20,385	-28,455	-170,999	249,685	-799,704	-769,857
<b>FUND BALANCE:</b>							
Fund equity, July 1	0	310,150	1,655,466	829,521	18,332,451	1,796,413	22,924,001
Current balance	0	289,766	1,627,011	658,523	18,582,136	996,709	22,154,144

ALLAN HANCOCK COLLEGE FOUNDATION  
STATEMENT OF OPERATIONS BY SUBFUND  
FOR THE PERIOD ENDING 07/31/2016

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUE:</b>							
Contributions	0	250,050	70,183	22,713	330	0	343,276
Contributions non-cash	0	0	0	0	0	0	0
Interest and dividends	0	1,958	0	0	0	14,672	16,630
Gain/Loss on sale of investments	0	0	0	0	0	14,914	14,914
Change in asset portfolio	0	13,707	0	0	0	565,118	578,825
Royal/Other/Bad Debt Recov.	0	67	0	0	0	0	67
Total revenue	0	265,782	70,183	22,713	330	594,703	953,711
<b>EXPENDITURES:</b>							
Scholarships	0	0	0	0	0	0	0
Student Assistance	0	0	3,000	0	0	0	3,000
District/College Support	0	0	0	0	0	0	0
Salaries	0	13,315	0	0	0	0	13,315
Employee benefits	0	1,355	0	0	0	0	1,355
Supplies and materials	0	80	1,024	0	0	0	1,104
Contracted personal services	0	0	0	0	0	0	0
Travel and conference	0	0	0	0	0	0	0
Memberships and permits	0	0	0	0	0	0	0
Technology Services	0	0	0	0	0	0	0
Telephone	0	0	0	0	0	0	0
Contracts and leases	0	154	0	0	0	0	154
Postage and advertising	0	0	0	0	0	0	0
Bank/brokerage charges	0	768	0	0	0	25,086	25,854
Miscellaneous expense	0	0	0	0	0	0	0
Building and equipment	0	0	0	0	0	0	0
Credit Card Disc. Fees	0	1	0	0	0	0	1
Total expenditures	0	15,673	4,024	0	0	25,086	44,783
Net income(loss)	0	250,109	66,159	22,713	330	569,617	908,928
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Transfers in	0	7,420	0	0	0	0	7,420
Transfers out	0	0	0	18,662	0	7,420	26,082
Net transfers	0	7,420	0	-18,662	0	-7,420	-18,662
Net inc/dec in fund bal	0	257,528	66,159	4,051	330	562,198	890,266
<b>FUND BALANCE:</b>							
Fund equity, July 1	0	289,766	1,627,011	658,523	18,582,136	996,709	22,154,144
Current balance	0	547,294	1,693,171	662,574	18,582,466	1,558,907	23,044,411

ALLAN HANCOCK COLLEGE FOUNDATION  
BALANCE SHEET BY SUBFUND  
FOR PERIOD ENDED 06/30/2016

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>ASSETS</b>							
<b>Cash and securities</b>							
Claim on Cash	-8,810,586	290,046	2,545,036	658,833	4,319,963	996,709	0
Claim on Cash-Treasury	0	0	0	0	0	0	0
Checking	2,051,333	0	4,681	0	0	0	2,056,015
Credit Card	9,131	0	0	0	0	0	9,131
Cash on hand	100	0	0	0	0	0	100
Investment cash	190,564	0	0	0	486,515	0	677,079
Investment securities	6,076,424	0	0	0	13,811,848	0	19,888,272
FMV increase/decrease	483,034	0	0	0	-13,191	0	469,843
<b>Total cash &amp; securities</b>	<b>0</b>	<b>290,046</b>	<b>2,549,717</b>	<b>658,833</b>	<b>18,605,135</b>	<b>996,709</b>	<b>23,100,439</b>
<b>Receivables</b>							
Due from other funds	0	0	4,715	2,250	440	0	7,405
Accrued interest receivable	0	0	0	0	10,433	0	10,433
Payroll taxes receivable	0	0	0	0	0	0	0
<b>Total receivables</b>	<b>0</b>	<b>0</b>	<b>4,715</b>	<b>2,250</b>	<b>10,873</b>	<b>0</b>	<b>17,838</b>
<b>Total assets</b>	<b>0</b>	<b>290,046</b>	<b>2,554,432</b>	<b>661,083</b>	<b>18,616,009</b>	<b>996,709</b>	<b>23,118,277</b>
<b>LIABILITIES</b>							
Accounts payable	0	147	12,748	1,000	0	0	13,894
Payroll taxes payable	0	0	0	0	0	0	0
Due other funds	0	134	914,673	1,560	33,872	0	950,239
<b>Total liabilities</b>	<b>0</b>	<b>280</b>	<b>927,420</b>	<b>2,560</b>	<b>33,872</b>	<b>0</b>	<b>964,133</b>
<b>FUND BALANCE</b>							
Fund equity FYB	0	310,150	1,655,466	829,521	18,332,451	1,796,413	22,924,001
Current income/loss	0	-20,385	-28,455	-170,999	249,685	-799,704	-769,857
<b>Total fund balance</b>	<b>0</b>	<b>289,765</b>	<b>1,627,011</b>	<b>658,523</b>	<b>18,582,136</b>	<b>996,709</b>	<b>22,154,144</b>
<b>Total liab &amp; fund balance</b>	<b>0</b>	<b>290,046</b>	<b>2,554,432</b>	<b>661,083</b>	<b>18,616,009</b>	<b>996,709</b>	<b>23,118,277</b>

ALLAN HANCOCK COLLEGE FOUNDATION  
BALANCE SHEET BY SUBFUND  
FOR PERIOD ENDED 07/31/2016

	Cash Admin	Rounded to the Nearest Dollar General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>ASSETS</b>							
Cash and securities							
Claim on Cash	-9,285,342	547,291	2,595,765	662,574	3,920,805	1,558,907	0
Claim on Cash-Treasury	0	0	0	0	0	0	0
Checking	2,339,908	0	1,681	0	0	0	2,341,589
Credit Card	9,997	0	0	0	0	0	9,997
Cash on hand	100	0	0	0	0	0	100
Investment cash	198,310	0	0	0	485,117	0	683,427
Investment securities	6,082,728	0	0	0	13,816,967	0	19,899,695
FMV increase/decrease	654,300	0	0	0	392,942	0	1,047,242
Total cash & securities	0	547,291	2,597,446	662,574	18,615,832	1,558,907	23,982,050
Receivables							
Due from other funds	0	0	0	0	480	0	480
Accrued interest receivable	0	0	0	0	27	0	27
Payroll taxes receivable	0	0	0	0	0	0	0
Total receivables	0	0	0	0	507	0	507
Total assets	0	547,291	2,597,446	662,574	18,616,339	1,558,907	23,982,556
<b>LIABILITIES</b>							
Accounts payable	0	-3	139	0	0	0	137
Payroll taxes payable	0	0	0	0	0	0	0
Due other funds	0	0	904,137	0	33,872	0	938,009
Total liabilities	0	-3	904,276	0	33,872	0	938,145
<b>FUND BALANCE</b>							
Fund equity FYB	0	289,766	1,627,011	658,523	18,582,136	996,709	22,154,144
Current income/loss	0	257,528	66,159	4,051	330	562,198	890,266
Total fund balance	0	547,294	1,693,171	662,574	18,582,466	1,558,907	23,044,411
Total liab & fund balance	0	547,291	2,597,446	662,574	18,616,339	1,558,907	23,982,556

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

Account	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
<b>General Operations</b>													
Restricted	33,689	37,415	33,004	10,035	794,586	57,150	23,326	9,320	12,988	9,187	51,999	12,987	1,085,686
Scholarships	30,767	15,918	21,920	40,916	35,910	12,030	22,387	16,511	42,495	41,767	43,545	42,495	366,661
Endowments	60,442	10,698	1,590	32,648	39,317	39,930	26,025	5,090	2,490	2,090	26,239	2,490	249,048
<b>Patricia J. Boyd Fund</b>													
President's Circle	1,042	6,526	2,142	4,425	2,142	9,342	3,975	1,373	5,358	2,258	2,758	5,358	46,701
<b>MONTHLY TOTALS</b>	125,940	71,118	58,784	88,154	874,410	129,582	76,863	32,497	64,021	55,931	124,745	64,020	1,766,065
<b>CURRENT YTD TOTALS</b>	\$ 125,940	\$ 197,059	\$ 255,843	\$ 343,997	\$ 1,218,406	\$ 1,347,988	\$ 1,424,851	\$ 1,457,348	\$ 1,521,369	\$ 1,577,300	\$ 1,702,045	\$ 1,766,065	\$ 1,766,065
<b>PRIOR YEARS</b>													
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	852,368	1,116,792	1,218,417	11,580,468	11,637,422	11,662,226	
July 11-June 12	33,575	85,689	131,502	181,446	214,460	242,187	327,473	580,070	629,195	687,556	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	592,870	609,746	661,080	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	1,070,666	
July 06-June 07	99,807	202,598	246,726	330,210	419,424	807,361	847,622	898,492	925,869	1,036,458	1,075,487	1,098,427	
July 05-June 06	98,646	335,755	393,848	463,476	491,535	601,929	683,955	713,831	814,389	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	787,996	851,703	951,050	
July 03-June 04	78,436	167,345	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	197,280	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.

**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	250,117												250,117
Restricted	65,275												65,275
Scholarships	22,713												22,713
Endowments	330												330
Patricia J. Boyd Fund													
President's Circle	4,908												4,908
<b>MONTHLY TOTALS</b>	<b>343,343</b>												<b>343,343</b>
<b>CURRENT YTD TOTALS</b>	<b>\$ 343,343</b>												<b>\$ 343,343</b>

**PRIOR YEARS**

July 14-June 15	125,940	197,059	255,843	343,997	1,218,406	1,347,988	1,424,851	1,457,348	1,521,369	1,577,300	1,702,045	1,766,065
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	11,580,468	11,637,422	11,662,226
July 11-June 12	33,575	85,689	131,502	181,446	214,460	242,187	327,473	580,070	629,195	667,556	694,581	774,867
July 10-June 11	33,237	119,259	168,275	240,841	282,359	389,282	474,512	520,784	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	587,819	715,628	941,725
July 08-June 09	68,637	127,337	167,331	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	1,070,666
July 06-June 07	99,807	202,598	246,726	330,210	419,424	807,361	847,622	898,492	925,869	1,036,458	1,075,487	1,098,427
July 05-June 06	98,646	335,755	393,848	463,476	491,535	601,929	683,955	713,831	814,389	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

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

<b>To: Executive Committee</b>	<b>ACTION</b>  <b>October 17, 2016</b>
<b>From: Guy Walker</b> <b>Finance Committee Chair</b>	
<b>Subject: President's Circle 2015-16 Budget</b> <b>period ending June 30, 2016</b>	

**BACKGROUND**

Staff will report on the *President's Circle* budget for the period ending June 30, 2016.

INCOME	2015-16 Budget	2015-16 Actual
Opening Balance, 7/1/2015		129,261
Contributions	75,000	46,701
Young Endowment Pledge	100,000	
<b>TOTAL INCOME</b>	<b>\$ 175,000</b>	<b>\$ 175,962</b>

**EXPENSES**

Foundation operating budget	11,250	7,005
Transfers to District	160,250	12,668
Transfer to Scholarships		10,460
Supplies & Advertising	500	4,023
Off-site Conferences		2,821
Food Supplies	2,500	11,628
Dues & Memberships		401
Printing	250	774
Postage/Courier/Credit Card Fees	250	953
<b>TOTAL EXPENSES</b>	<b>175,000</b>	<b>50,583</b>
<b>Accounts Payable</b>		<b>12,180</b>
<b>NET REVENUE/EXPENSE</b>	<b>\$ .00</b>	<b>\$ 113,199</b>

**Committed/Designated Projects:** Dean's Awards - \$1,500; Support for CARE – Foster Youth Program - \$1,689.

Attached is a detailed list of President's Circle expenses, along with revenue for the period July 1, 2015 through June 30, 2016.



Allan Hancock College Foundation  
7/1/2015 - 6/30/2016  
GL Transaction Program and Object  
President's Circle - 83122150

Post Date	Object Code:	Description	Debit	Credit	Net
	<b>4520</b>	<b>Office/Operational Supplies</b>			
10/2/2015	SPPLS102915	VELASQUEZ, ARMIDA: Dia de los Muertos supplies	\$ 337.94		
12/15/2015		AHC BOOKSTORE: Retail food bags	\$ 15.00		
2/22/2016	EVENT02131	PCPA THEATERFEST: Encore & PCPA tickets	\$ 1,087.80		
5/31/2016		ENSING, KIM: Student gift cards	\$ 150.00		
6/30/2016		Old Town Shirt Factory- LVC tshirts	\$ 273.60		
6/14/2016		T. McCracken - reimburse student grad cap awards	\$ 323.64		
5/23/2016	EVENT02131	AHC DISTRICT: Army Strong pin	\$ 25.00		
			\$ 2,212.98	\$ -	\$ 2,212.98
	<b>4540</b>	<b>Printing</b>			
8/24/2015	BS160028	ALLAN HANCOCK CAMPUS GRAPHICS PRINTING: Presquile event tix, posters, invites	\$ 482.72		
11/20/2015	BS150400	ALLAN HANCOCK COLLEGE: Dia de los Muertos posters	\$ 49.71		
5/31/2016	BS160466	ALLAN HANCOCK COLLEGE PRINTSHOP: Outreach postcards	\$ 241.60		
			\$ 774.03	\$ -	\$ 774.03
	<b>4710</b>	<b>Food Supplies</b>			
8/10/2015	E03825	TESTA CATERING: Chancellor's luncheon	\$ 3,024.34		
12/7/2015 thru 5/17/2016		FOODBANK OF SB COUNTY: Food Share Program	\$ 2,107.55		
12/7/2015		BUSINESS CARD: Maddux art display reception, flowers	\$ 129.26		
12/15/2015	RMBSSPLS	WALTHERS, KEVIN - ASBG DINNER	\$ 161.30		
1/4/2016		BUSINESS CARD: HOMETOWN BUFFET Students T-day dinner	\$ 198.75		
2/22/2016	PLEDGE021316	PCPA FOUNDATION: Encore & Pres Circle Reception	\$ 650.00		
3/8/2016	21682	COMMUNITY COLLEGE LEAGUE OF CA: Phi Theta Kapa luncheon	\$ 420.00		
3/15/2016	160224	BBQ IN THE STIX: Food for Black History Week	\$ 1,700.00		
3/15/2016		ROTARY CLUB OF NIPOMO: Felix Hernandez	\$ 221.00		
3/21/2016		Per Diem Meal for Phi Theta Kapa luncheon attendees	\$ 303.41		
4/25/2016		SIBONEY GUARDADO: Leadership Topic Day	\$ 193.77		
5/5/2016	1666	ELKS RECREATION, INC.: SM Elks Rodeo Queen Kick Off Ribeye Steak bash	\$ 1,600.00		
5/17/2016		ROTARY CLUB OF SANTA MARIA: Dr. George Ralley	\$ 38.50		
5/31/2016		FOODBANK OF SB COUNTY: Food Share Program	\$ 654.75		
5/31/2016		WILL BRUCE: Food for EOPS year-end banquet	\$ 225.14		
			\$ 11,627.77	\$ -	\$ 11,627.77
	<b>5210</b>	<b>Off-Site-Conference/Bus Exp</b>			
11/2/2015	182243	SANTA MARIA INN: Lodging for YELL Conference speaker	\$ 92.40		
3/21/2016	PERDIEM	PTK MILEAGE:- Majoe, Mary Alice, Hernandez, Waldon	\$ 1,017.36		
3/21/2016	PTK03232016	EMBASSY SUITES BY HILTON: PTK attendees hotel	\$ 693.24		
6/30/2016		Lift Conference	\$ 174.88		
5/23/2016	BS160485	ALLAN HANCOCK COLLEGE: Trustees' dinner at Palm Springs conference	\$ 843.55		
			\$ 2,821.43	\$ -	\$ 2,821.43

<b>Object Code: 5310</b>	<b>Dues &amp; Memberships</b>				
3/15/2016 DUES013116	ROTARY CLUB OF NIPOMO: Felix Hernandez	\$	110.50		
3/15/2016 DUES032016	KIWANIS CLUB: Nohemy Ornelas	\$	118.00		
5/17/2016 DUES042016	ROTARY CLUB OF SANTA MARIA: Dr. George Railey	\$	147.00	\$	
6/30/2016 DUES	ROTARY CLUB OF SANTA MARIA: Dr. George Railey	\$	25.25		
		\$	400.75	\$	400.75
<b>Object Code: 5850</b>	<b>District/College Support</b>				
8/31/2015 BS160023	ALLAN HANCOCK COLLEGE: Welcome video shirt	\$	59.54	\$	
1/19/2016 BS150343	ALLAN HANCOCK COLLEGE: Marti Fast Marvel art display setup	\$	1,281.17	\$	
6/30/2016 BS160613	ALLAN HANCOCK COLLEGE: Biology lab assistant	\$	8,648.26		
6/30/2016 BS160641	ALLAN HANCOCK COLLEGE: Foster Care Program	\$	2,679.27		
		\$	12,668.24	\$	12,668.24
<b>Object Code: 5871</b>	<b>Freight</b>				
9/14/2015 20707	LOMPOC VAN & STORAGE: Inkind gift of sheet music materials	\$	952.50	\$	
		\$	952.50	\$	952.50
<b>Object Code: 5880</b>	<b>Advertising</b>				
11/20/2015 12016	SANTA MARIA-LOMPOC NAACP: Dinner & Fashion Show	\$	650.00		
2/22/2016 42016	SANTA MARIA HUMANE SOCIETY: Sponsor & dinner	\$	660.00		
2/23/2016	ALPHA GAMMA SIGMA: AGS State Conference, San Jose, CA	\$	500.00		
		\$	1,810.00	\$	1,810.00
<b>Object Code: 7315</b>	<b>Intrafund Transfer Out</b>				
11/30/2015 FIE15098	TRANSFER OF FUNDS REQUEST: Karisa Bennett Memorial Scholarship	\$	5,000.00	\$	
11/3/2015 FIE15111	TRANSFER OF FUNDS REQUEST: Five PCPA Scholarships @ \$50 each	\$	250.00	\$	
12/31/2015 FIE15155	TRANSFER OF FUNDS REQUEST: AHCF OPERATING BUDGET	\$	4,448.00	\$	
1/27/2016 FIE16095	TRANSFER OF FUNDS REQUEST: AHC Industrial Tech Sch- Club giving match	\$	734.00		
6/30/2016 FIE15155	TRANSFER OF FUNDS REQUEST: AHCF OPERATING BUDGET - 15% of Revenue	\$	2,557.20	\$	
6/30/2016 FIE16095	TRANSFER OF FUNDS REQUEST: May 2016 Scholarship Banquet Support	\$	4,475.72		
		\$	17,464.92	\$	17,464.92
			<b>TOTAL EXPENSES</b>	\$	<b>50,732.62</b>

<b>Object Code: 8820</b>	<b>REVENUE</b>				
7/1/15-6/30/16	<b>Contributed Gifts</b>				
	Contributions Banner Advancement Feed	\$	-	\$	46,701.39
	<b>CLAIM ON CASH SUMMARY</b>				
7/1/2015 BALANCE FORWARD	BEGINNING BALANCE	\$	129,260.80	\$	-
7/1/2015 - 6/30/2016	Contributions Banner Advancement Feed	\$	46,701.39	\$	-
6/30/2016	Accounts Payable	\$	-	\$	(12,180.00)
7/1/2015 - 6/30/2016	Expenses	\$	-	\$	(50,732.62)
<b>Object Code: 9100</b>	<b>Claim on Cash</b>	\$	175,962.19	\$	(62,912.62)
		\$		\$	113,049.57

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

6/30/2016  
Final

	2015-16 Approved Budget	2015-16 Actual Rev & Exp	2015-16 Percentage Budget
<b>REVENUE</b>			
General Operations - Contributions	15,000	17,968	120%
General Operations - Interest	20,000	21,862	109%
Administration Fee - 1.5%	100,000	85,467	85%
President's Circle Campaign	11,250	7,005	62%
Consulting Group Advisor - Unrealized Gain/Loss	30,000	(3,764)	-13%
Marian Hancock Trust	30,000	30,000	100%
F. Young Endowment Proceeds	50,000	50,000	100%
Madson Endowment Proceeds	5,000	6,796	136%
<b>TOTAL GENERAL OPERATIONS REVENUE</b>	<b>261,250</b>	<b>215,335</b>	<b>82%</b>
<b>EXPENSES</b>			
Executive Director	44,795	-	0%
Staff Salaries	137,678	128,709	93%
Staff Health/Welfare Benefits	7,600	7,600	100%
Staff Payroll Taxes/Insurance	14,546	13,904	96%
<b>Sub Total Staff Salaries &amp; Benefits</b>	<b>204,619</b>	<b>150,213</b>	<b>73%</b>
Public Relations	500	263	53%
Operational Supplies	5,000	2,150	43%
Printing	5,000	5,197	104%
Food Supplies	5,000	2,000	40%
Consultants, Service Contracts	4,200	2,222	53%
Conference Expense	1,800	2,266	126%
Business Travel Expense	750	139	19%
Dues and Memberships	1,750	1,050	60%
Licenses, Permits, Filing Fees	225	150	67%
Telephone	700	651	93%
Maintenance Agreements	9,000	8,913	99%
Equipment Leases & Agreements	500	455	91%
Postage and Courier Services	3,250	1,923	59%
Advertising	1,500	-	0%
Bank Service Charges & Brokerage Fees	3,850	4,321	112%
Equipment & Computer Software	1,000	1,510	151%
Scholarship Funding		3,000	
Transfer Out - President's One-Time Funding		44,795	
Annual Scholarship Banquet	4,500	4,500	100%
<b>TOTAL Sub Total Operating Expenses</b>	<b>48,525</b>	<b>85,506</b>	<b>176%</b>
<b>TOTAL GENERAL OPERATING EXPENSES</b>	<b>253,144</b>	<b>235,718</b>	
<b>Net Revenue/Expense</b>	<b>8,106</b>	<b>(20,384)</b>	
<b>Beginning Fund Balance, July 1, 2015</b>	<b>310,150</b>	<b>310,150</b>	
<b>CURRENT FUND BALANCE</b>	<b>318,256</b>	<b>289,766</b>	

**ALLAN HANCOCK COLLEGE FOUNDATION**  
**General Operations Budget**  
**July 1, 2016 - June 30, 2017**

7/31/2016

	2016-17 Approved Budget	2016-17 Actual Rev & Exp	2016-17 Percentage Budget
<b>REVENUE</b>			
General Operations - Contributions	20,100	250,117	1244%
General Operations - Interest	20,000	1,959	10%
Administration Fee - 1.5%	90,000	7,420	8%
President's Circle Campaign	10,500		0%
Consulting Group Advisor - Unrealized Gain/Loss	30,000	13,707	46%
Marian Hancock Trust	24,750		0%
F. Young Endowment Proceeds	75,000		0%
District Title 5 Support - Advancement Specialist	55,975		0%
Madson Endowment Proceeds	5,500		0%
<b>TOTAL GENERAL OPERATIONS REVENUE</b>	<b>331,825</b>	<b>273,202</b>	<b>82%</b>
<b>EXPENSES</b>			
Executive Director	50,000		0%
Staff Salaries	190,265	12,365	6%
Staff Health/Welfare Benefits	15,200	950	6%
Staff Payroll Taxes/Insurance	22,069	1,355	6%
<b>Sub Total Staff Salaries &amp; Benefits</b>	<b>277,534</b>	<b>14,670</b>	<b>5%</b>
Public Relations	500		0%
Operational Supplies	5,000	80	2%
Printing	6,600		2%
Food Supplies	5,000		0%
Consultants, Service Contracts	3,500	154	4%
Conference Expense	3,000		0%
Business Travel Expense	1,500		0%
Dues and Memberships	1,750		0%
Licenses, Permits, Filing Fees	225		0%
Telephone	700		0%
Maintenance Agreements	9,000		0%
Equipment Leases & Agreements	500		0%
Postage and Courier Services	3,000		0%
Advertising	1,000		0%
Bank Service Charges & Brokerage Fees	4,500	770	17%
Equipment & Computer Software	1,000		0%
Scholarship Funding	3,000		0%
Annual Scholarship Banquet	4,500		0%
<b>TOTAL Sub Total Operating Expenses</b>	<b>54,275</b>	<b>1,004</b>	<b>2%</b>
<b>TOTAL GENERAL OPERATING EXPENSES</b>	<b>331,809</b>	<b>15,674</b>	<b>5%</b>
<b>Net Revenue/Expense</b>	<b>16</b>	<b>257,528</b>	
<b>Beginning Fund Balance, July 1, 2016</b>	<b>289,766</b>		
<b>CURRENT FUND BALANCE</b>	<b>289,782</b>	<b>257,528</b>	-

**Allan Hancock College Foundation**

**Check Register**

Check Dates from 6/1/2016 to 6/30/2016

Vendor Name	Description	Budget Code	Amount	Status	Warrant
Anakela's Cupcakes	Children's Center promotion	83122098 4710	181.25		
			<u>181.25</u>	FN	00018070
Dal Porto, Judith L	CHLDRNS CNTR SPPLS	83122020 4520	357.87		
	RMB CHLDRNS CNTR SPPLS FY16	83122098 4520	1,338.07		
	RMB CHLDRNS CNTR GRAD FD SPPL	83122098 4710	108.25		
			<u>1,804.19</u>	FN	00018071
FIRST UNITED METHODIST CHURCH	Facility rental for AHC 051216	83122023 5630	300.00		
			<u>300.00</u>	FN	00018072
Gomez, Petra C	RMB GRAD EVNT SPPLS MAY 2016	83122415 4520	98.97		
			<u>98.97</u>	FN	00018073
MCCRACKEN, TONI D	RMB TRVL SCHOLARSHIP PRGRM	83111300 5210	60.48		
			<u>60.48</u>	FN	00018074
NEXT DAY SIGNS	FRIDAY NIGHT SCIENCE BANNER	83123101 4520	254.39		
			<u>254.39</u>	FN	00018075
Trinity Methodist Church	FACILITY RENTAL CHORUS CONCERT	83122023 5630	150.00		
			<u>150.00</u>	FN	00018076
UNITY CHAPEL OF LIGHT	Jazz concert site held 051916	83122075 5110	150.00		
			<u>150.00</u>	FN	00018077
ALLAN HANCOCK COLLEGE	RMB PRINTING CHARGES	83122939 4540	15.71		
			<u>15.71</u>	FN	00018078
ALLAN HANCOCK COLLEGE	FN Banner Scholarship	83132917 9181	4,875.00		
	FN Banner Scholarship	83132916 9181	5,500.00		
	FN Banner Scholarship	83132588 9181	2,549.47		
			<u>12,924.47</u>	FN	00018079
Bruce, William B	RMB CRFT SPPLS GRAD 052716	83122058 4520	197.18		
			<u>197.18</u>	FN	00018080
BUSINESS CARD	STUD REP RECOG GFT	83111300 4515	46.20		
	GREETING CARDS	83111300 4520	18.36		
	FD SPPLS QRTRLY BRD MTG	83111300 4710	7.98		
	BRKFST CLUB FD SPPLS	83111300 4710	100.00		
	BRKFST CLB FD SPPLS	83111300 4710	40.00		

**Allan Hancock College Foundation**

**Check Register**

Check Dates from 6/1/2016 to 6/30/2016

Vendor Name	Description	Budget Code	Amount	Status	Warrant
	MONTHLY FEE	83111300 5112	4.75		
	SCHLRSH INVITE STAMPS	83122939 5870	141.00		
			<u>358.29</u>	FN	00018081
Coleman, Terri Lee	FRI NGHT SCI & MESA DVD PHOTOS	83123101 4520	42.65		
			<u>42.65</u>	FN	00018082
COX, MARLYN J	RMB FD SPPLS PTTY CASH	83111300 4710	54.57		
	RMB REFRIG OVRG PTTY CASH	83122176 6410	4.92		
			<u>59.49</u>	FN	00018083
Grand Performance Music	SND SYSTEM RENTAL SCH BANQ	83122939 5112	850.00		
			<u>850.00</u>	FN	00018084
Guardado, Siboney M	RMB STEM SPPLS 060116	83123101 4520	22.82		
			<u>22.82</u>	FN	00018085
MCCRACKEN, TONI D	RMB AWRDS GRAD HAT DECOR	83122150 5170	323.64		
			<u>323.64</u>	FN	00018086
OFFICE DEPOT BUSINESS CREDIT	LATE FEE MAY 2016	83111300 5892	39.00		
	FINANCE CHARGE MAY 2016	83111300 5892	8.86		
	FY16 Open PO -fdtn office	83111300 4520	33.99		
	FY16 Open PO -fdtn office	83111300 4520	65.21		
	Color ink cartridge	83122939 4520	215.98		
			<u>363.04</u>	FN	00018087
PARTY PLACE & RENTAL CENTER	STAGE, CHAIRS, TABLES RENTAL	83122939 4520	3,301.59		
			<u>3,301.59</u>	FN	00018088
West Covina Nurseries	Plants for Commencement & Sch	83122085 4520	1,191.37		
			<u>1,191.37</u>	FN	00018089
ALLAN HANCOCK COLLEGE	RMB PRINTING CHRGS SCHL	83122939 4540	864.68		
			<u>864.68</u>	FN	00018090
ATTORNEY GENERAL'S	RGSTRY CHARITABLE TRSTS FY15	83111300 5320	150.00		
			<u>150.00</u>	FN	00018091
JAY CEE TROPHY CO INC	Lettering & engraving	83122063 4520	120.16		
	Lettering & engraving	83122063 4520	63.91		
			<u>184.07</u>	FN	00018092

**Allan Hancock College Foundation**

**Check Register**

Check Dates from 6/1/2016 to 6/30/2016

Vendor Name	Description	Budget Code	Amount	Status	Warrant
MCCRACKEN, TONI D	RMB WTR SPPLS SCHLR BANQ	83122939 4710	45.25		
			<u>45.25</u>	FN	00018093
Ornelas, Nohemy	RMB KIWANIS CLUB DUES REISSUE	83122150 5310	118.00		
	RMB KIWANIS CLUB MEALS REISSUE	83122150 4710	12.00		
			<u>130.00</u>	FN	00018094
Foodbank of Santa Barbara County	AHC "FOOD SHARE B/C WE CARE"	83122150 4710	212.46		
	AHC "FOOD SHARE B/C WE CARE"	83122150 4710	140.63		
			<u>353.09</u>	FN	00018095
	<b>Total Amount:</b>		<u>24,376.62</u>		
	<b>Reversals:</b>		0.00		
	<b>Grand Total:</b>		<u>24,376.62</u>		

**Allan Hancock College Foundation**

**Check Register**

Check Dates from 7/1/2016 to 7/31/2016

Vendor Name	Description	Budget Code	Amount	Status	Warrant
ALLAN HANCOCK COLLEGE	RMB OFFICE SPPLS	83122775 5850	5,316.80		
	RUPE GRANT	83122655 5850	4,799.91		
	RMB FILM FEST PSTR	83122063 4540	15.85		
			<u>10,132.56</u>	FN	00018096
Alm, David W	\$300 additional pay for 5/12	83122023 5110	300.00		
			<u>300.00</u>	FN	00018097
Benevolent & Protective Order of the Elks 1538	May 2016 Scholarship Banquet	83122939 4710	11,452.85		
			<u>11,452.85</u>	FN	00018098
BUSINESS CARD	GREETING CARD RETURNED	83111300 4520	-5.40		
	LNCH ADVN SPECL INTRVW CMTEE	83111300 4710	82.05		
	LNCH ADVN SPCLST INTRVW CMTEE	83111300 4710	15.25		
	CONSTANT CONTRACT	83111300 5112	4.75		
	SCHLRSHP BNQT VLNTRS REFRESH	83122939 4710	65.44		
			<u>162.09</u>	FN	00018099
Enriquez, Angelica G	CHAMPS WRAP-UP MEETING 060616	83122840 4520	61.00		
	CHAMPS WRAP-UP MEETING 060616	83122840 4710	115.22		
			<u>176.22</u>	FN	00018100
Foodbank of Santa Barbara County	AHC "FOOD SHARE B/C WE CARE"	83122150 4710	39.36		
	FOOD SHARE B/C WE CARE	83122150 4710	262.30		
			<u>301.66</u>	FN	00018101
Frontier Communications	Foundation telephone	83111300 5540	52.83		
			<u>52.83</u>	FN	00018102
UNIVERSITY OF CALIF DAVIS	F15/S16 SCHOL MCAULIFF	83132850 7580	500.00		
	F15/S16 SCHOL MCAULIFF	83132885 7580	500.00		
			<u>1,000.00</u>	FN	00018103
ALLAN HANCOCK COLLEGE	RMB PRINTING	83122939 4540	188.04		
	RMB PRINTING	83122176 4540	40.73		
	RMB PRINTING	83111300 4540	113.40		
			<u>342.17</u>	FN	00018104
COLLEGE FUTURES FOUNDATION	REFUND SCHLRSHIP-STDNT INELIG	83132414 8820	500.00		
			<u>500.00</u>	FN	00018105
Guardado, Siboney M	RMB STEM SPPLS	83123101 4520	17.27		



# Allan Hancock College Foundation

## Check Register

Check Dates from 7/1/2016 to 7/31/2016

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			17.27	FN	00018106
OLD TOWN SHIRT FACTORY	Shirts for Lompoc Flower	83122150 4520	273.60		
			<u>273.60</u>	FN	00018107
PCPA	TRANSFER OUT 2016 SCHOLARSHIPS	83132595 7390	18,662.00		
			<u>18,662.00</u>	FN	00018108
Rancho Bowl & Lounge	EOPS Student Field trip	83122058 4640	424.00		
			<u>424.00</u>	FN	00018109
ALLAN HANCOCK COLLEGE	LIFT CONF 062316	83122150 5210	174.88		
			<u>174.88</u>	FN	00018110
ALLAN HANCOCK COLLEGE	FN Banner Scholarship	83132588 9181	510.00		
	FN Banner Scholarship	83132570 9181	150.00		
	FN Banner Scholarship	83132084 9181	900.00		
			<u>1,560.00</u>	FN	00018111
ALLAN HANCOCK COLLEGE	APRIL JUNE MAILROOM	83111300 5870	20.14		
			<u>20.14</u>	FN	00018112
BOB'S PRINTING AND RUBBER STAMPS	NEW FDTN STAMPS	83111300 4520	80.00		
			<u>80.00</u>	FN	00018113
McDonald's	GFT CRDS STM DSCVRY WK	83123101 4710	600.00		
			<u>600.00</u>	FN	00018114
The Rotary Club of Santa Maria	Apr, May, June Meals	83122150 4710	13.25		
	Apr, May, June Dues	83122150 5310	8.00		
			<u>21.25</u>	FN	00018115
<b>Total Amount:</b>			46,253.52		
<b>Reversals:</b>			0.00		
<b>Grand Total:</b>			<u>46,253.52</u>		

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Guy Walker Finance Committee Chair</b>	<b>October 17, 2016</b>
<b>Subject: Investment Policy Statement Review and Approval</b>	

**BACKGROUND**

The Finance Committee as its meeting on September 22, 2016, approved the *Investment Policy Statement* as submitted. However, it was recommended as the new committee structure is updated the *Investment Policy Statement* be reviewed to bring it more in line with foundation investment strategies.



**ALLAN HANCOCK COLLEGE FOUNDATION  
INVESTMENT POLICY STATEMENT**

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10/12/2016

# ALLAN HANCOCK COLLEGE FOUNDATION INVESTMENT POLICY STATEMENT

## 1. INTRODUCTION AND PURPOSE

The Allan Hancock College Foundation (Foundation) is a non-profit corporation dedicated to:

- Soliciting and raising money to award scholarships to students enrolled at Allan Hancock College (AHC) or who are preparing to leave AHC to continue their studies at a four year college/university
- Supporting the educational programs of Allan Hancock College
- Assisting Allan Hancock College in the funding of its capital needs

With this mission in mind, the purpose of this Investment Policy Statement is to provide guidance to all related parties as to how the funds of the foundation shall be managed. Its intent is to outline a philosophy and attitude which will guide the investment management of the Foundation's assets towards desired results. It is intended to be sufficiently specific to be meaningful, yet flexible enough to be practical in changing times.

This policy will be reviewed on an annual basis and updated as appropriate. Members of the Investment Committee will sign and date this policy to certify that they have reviewed the document and updated it where appropriate. The document will be approved by the full Board of Directors at its regularly scheduled meeting just prior to the start of the college's fiscal year.

## 2. SCOPE

This Investment Policy Statement applies only to those assets for which the Foundation directors have discretionary authority. All other assets shall be managed in accordance with the guidelines established for those specific assets.

## 3. OBJECTIVES

The primary investment objectives of this policy are:

- To provide sufficient total return to support the scholarship program of AHC in a significant way and to support other educational programs wherever possible.
- To preserve and grow investment principal so that scholarship and educational programs can be supported over the long term.
- To maximize the total rate of return on Foundation assets consistent with reasonable standards of prudence and risk tolerance.
- To manage the Foundation's assets with a responsible sense of care, skill and diligence in all decisions.

## 4. POLICIES

### 4.1. Investment Committee

Investments are the responsibility of the Investment Committee acting under the direction of the Foundation Board. The college associate superintendent/vice president of administrative services is responsible for opening bank, brokerage, and safekeeping accounts, for executing such documents as may be necessary, and entering into investment manager agreements. As per Education Code 81655, only those persons delegated authority by the college's governing board and approved by the foundation's board of directors shall be authorized to enter into a Power of Attorney agreement with investment managers and to execute transactions, upon approval of the Investment Committee. With the approval of the Investment Committee, the college president, college associate superintendent/vice president of administrative services and the foundation executive director shall jointly establish a system of internal controls which shall be documented in writing. The internal controls shall be periodically reviewed and approved by the independent auditor for the Foundation. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, or imprudent actions by employees and directors of the Foundation.

### 4.2. Acceptable Investments

- 4.2.1. Obligations of the U.S. Government and U.S. Federal Agency Securities.
- 4.2.2. Certificates of Deposit in any U.S. commercial bank or savings institution provided that the collective amount in any one institution does not exceed FDIC/SAIF insurance limitations (per the Dodd-Frank Wall Street Reform and Consumer Protection Act, permanently insured at \$250,000 as of July 21, 2010). Limitation may be exceeded where the banking institution or its parent has an investment rating of at least "A" by Moodys, Standard & Poors and/or Fitch's rating service.
- 4.2.3. Corporate notes, bonds and commercial paper provided that the issuer is rated at least "A" by Moodys, Standard & Poors and/or Fitch's rating service.
- 4.2.4. Convertible bonds. Provided that the issuer is rated at least "A" by Moodys, Standard & Poors and/or Fitch's rating service.
- 4.2.5. Money Market Mutual Funds
- 4.2.6. Equities. U.S. Domestic securities with market capitalization's of at least \$250 million that are traded on one of the major U.S. exchanges. This restriction does not apply to separately managed portfolios or mutual funds.
- 4.2.7. Foreign Equities. Traded as American Depository Receipts (ADR's). This restriction does not apply to separately managed portfolios or mutual funds.
- 4.2.8. Mutual Funds that are diversified holdings of equities in particular market capitalization groups and asset styles.
  - 4.2.8.1. Large Cap – Growth
  - 4.2.8.2. Large Cap – Value
  - 4.2.8.3. Large Cap – Blend
  - 4.2.8.4. Mid Cap – Growth

- 4.2.8.5. Mid Cap – Value
- 4.2.8.6. Mid Cap – Blend
- 4.2.8.7. Small Cap – Growth
- 4.2.8.8. Small Cap – Value
- 4.2.8.9. Small Cap – Blend
- 4.2.8.10. Emerging Markets
- 4.2.8.11. International (by size, style and geography)
- 4.2.9. Exchange Traded Index Funds
- 4.2.10. Real Estate may be held provided it is the result of a gift to the AHC Foundation and the Investment Committee has determined that it either generates sufficient rental income to justify the cost of ownership or there is a compelling need for the property at some point in the future that justifies holding the property.
- 4.2.11. Real Estate Investment Trusts or R.E.I.T.'s.
- 4.2.12. Alternative Investments such as hedge funds may be used as an additional investment vehicle to enhance returns, reduce volatility, and expand the diversification of Foundation assets.
- 4.2.13. Mortgage Backed Securities and CMO's (excluding PAC bonds, IO's, PO's, residual bonds, etc.) may be used. These securities shall be treated as part of the foundation's fixed income asset class.

#### **4.3. Prohibited Investments**

The AHC Foundation will not invest directly in these investments. However, it is expressly understood that through our investing in certain Hedge Funds, Mutual Funds, or Alternative Investments, these fund managers may in turn be investing in certain of these instruments as part of their investment strategy.

- 4.3.1. Commodities and Futures Contracts
- 4.3.2. Private Placements
- 4.3.3. Options
- 4.3.4. Limited Partnership (does not apply in cases of Alternative Investment funds established as LLP)
- 4.3.5. Venture Capital Investments
- 4.3.6. Derivative instruments (except mortgage backs and CMO's)
- 4.3.7. Short selling, puts, calls
- 4.3.8. Margin transactions
- 4.3.9. Oil and gas or natural resource properties
- 4.3.10. Art objects or other collectibles
- 4.3.11. Private stock issuance

#### **4.4. Diversification and Asset Allocation**

Diversification is recognized by the Investment Committee as a critical tool to balance risk, return, and correlation characteristics of different asset classes in the Foundation's overall investment structure. The AHC Foundation has established the following optimal allocation of assets when investing new monies. Realizing that these strategic optimal allocation targets may have to be adjusted in certain market conditions, it has also established maximums and minimums to cover these conditions.

<u>Asset Class*</u>	<u>Minimum</u>	<u>Maximum</u>
Large Cap Equities	20%	50%
Mid Cap Equities	5%	20%
Small Cap Equities	5%	15%
International Equities	5%	15%
Fixed Income	25%	40%
Other (R.E.I.T.'s Hedge Funds, etc.)	0%	10%

\*These targets relate to non restricted long term funds under management such as the endowment funds which support scholarship activity. The foundation may make exceptions for donors who require investments that fall outside these guidelines.

#### **4.5. Investment Consultants and Managers**

Acting on instructions from the Investment Committee, the foundation may enter into an agreement with an investment consulting service to advise in the selection of qualified investment managers, preparation of investment policy statements, and the monitoring and review of the manager performance.

The investment consultant shall be independent of any selected investment manager.

Any professional investment manager(s) retained by the foundation must be registered with the Securities and Exchange Commission (SEC) under the Investment Advisory Act of 1940. The firm must be registered in its state of domicile, and have been in business a minimum of five years.

#### **4.6. Meetings, Reporting and Communication**

The Investment Committee of the AHC Foundation will meet regularly, generally monthly and in no event less than quarterly. The committee is responsible for reporting the results of its discussions and decisions to the Executive Committee of the Board of Directors. Also, on a quarterly basis, it will report to the full Board of Directors at its regular quarterly meeting the following key information:

- 4.6.1. Period-to-date financial results
- 4.6.2. Period-to-date financial results vs. budget
- 4.6.3. Investment Portfolio results to date
- 4.6.4. Current Investment Portfolio valuations
- 4.6.5. Other pertinent investment and financial information as appropriate.

The following schedules and reports will normally be included in the regular investment committee meetings:

- 4.6.6. Statement of Operations
- 4.6.7. Balance Sheet
- 4.6.8. Contributions Report
- 4.6.9. Check Register
- 4.6.10. Current Operating Budget
- 4.6.11. Pooled Investment Summary
- 4.6.12. Portfolio Summaries

#### **4.7. Evaluation of Performance**

Fund managers will be evaluated on at least an annual basis. Their performance over a sufficiently long time horizon (at least 3 to 5 years) shall be compared to indices of similar style funds (e.g. – S & P 500, Russell 3000, etc.) and/or comparable benchmarks. Managers who consistently under perform versus appropriate benchmarks over longer time horizons will be replaced unless compelling evidence exists to suggest that the funds performance has returned to, or is about to return to, an acceptable level.

### **5. DONATIONS**

The Investment Committee will demonstrate “due diligence” in considering donations other than cash or liquid assets. It is recommended, and in some cases required, that the donor provide an assessment and/or valuation report. If the foundation is required to pay for the study, the study will be performed to furnish reassurance that “due diligence” was performed, should problems arise. In consideration of a gift of real estate, the committee shall use a qualified environmental consultant to provide an environmental site assessment to disclose any contamination problems or other potential problems. The committee will also consult a lawyer to interpret any legal ramifications or liabilities. The Investment Committee will make a recommendation to the Executive Committee to accept or reject the gift offer.

### **6. CONFLICT OF INTEREST**

A conflict would result from any transaction in which the college or the foundation is a party, in which an “interested person” had a direct or indirect material financial interest. For this purpose, an “interested person” is any director, officer, or employee of the foundation. Anyone with a conflict of interest shall be precluded from the discussion and the decision making of that transaction.

Additionally, on an annual basis, all members of the Investment Committee shall sign the foundation’s “Statement of Conduct, Commitment, and Conflict of Interest”, a copy of which will be available for public review in the foundation office.

### **7. SPECIAL GUIDELINES FOR TITLE III ENDOWMENT FUNDS**

The foundation was designated in January 1999, by Allan Hancock College, as the recipient of the proceeds of a successful Endowment Challenge Grant under the Endowment Challenge Grant Program authorized by Title III of the Higher Education Act of 1965. All proceeds of this grant (\$500,000), local match of \$250,000, and income are subject to a twenty-year term restriction (expires 2019) during which no part of the fund corpus can be withdrawn and/or spent, and not more than fifty percent (50%) of the aggregate endowment fund income can be withdrawn or expended.

All policies and provisions provided within this investment policy statement apply to these funds.



## 8. ENDOWMENT FUNDING GUIDELINES

### 8.1. Regular Endowment Funds (Permanent Endowment)

It shall be the policy of the foundation to annually fund its endowment commitment at a rate based on the following table:

Endowment Value at Review Date	Endowment Commitment
Endowment Value < Corpus Value	Zero
Endowment Value is between 100% and 129% of Corpus Value	5% of the endowment value reduced, if necessary, so that endowment value after funding does not fall below corpus value.
Endowment Value is above 129% of Corpus Value	An amount, to be determined by the foundation board, which can exceed 5%, but will in no event cause the endowment value after funding to fall below 124% of the corpus value.

Examples of the above:

Endowment Value = 103% of Corpus Value = → Endowment Commitment would be 3%.

Endowment Value = 110% of Corpus Value = → Endowment Commitment would be 5%.

Endowment Value = 135% of Corpus Value = → Endowment Commitment could be between 5% and 11% as set at the discretion of the foundation board.

It is recognized that the endowment value may be below corpus value and donations may need to be secured to fund endowment activities outside of the endowment until market conditions improve to a point that the endowment value once again exceeds corpus value.

### 8.2. Title III Endowment Funds (Term Endowment)

The policy on these funds shall be identical to the above regular endowment funds with the additional caveat that the endowment commitment (expressed as a percentage of the endowment fund) can not exceed fifty percent (50%) of the aggregate Title III endowment fund income as determined during that fiscal year. This term endowment restriction expires twenty years (2019) after inception of original investment date.

### 8.3. Quasi Endowment Funds

Quasi funds are held for a specific purpose and for which the foundation has been instructed by the donor to use all of the income and principal when the need is evident to fulfill that purpose. These funds will be invested like permanent and term endowments but expenditures will not be limited by this policy.

### 8.4. Exceptions to Endowment Funding Guidelines

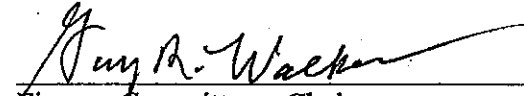
8.4.1. Providing funding for endowment activities which exceed the above guidelines shall only be made in response to unusual circumstances and requires a 2/3 majority vote of the foundation's board of directors.

8.4.2. The foundation reserves the right to fund any portion or all of the annual endowment commitment from unrestricted funds at their discretion should the endowment value fall below corpus value. Further, the foundation shall normally pay back those unrestricted fund accounts for advances made on behalf of an endowment.

**9. CONCLUSION AND CERTIFICATION**

This Investment Policy Statement is designed to be used as a guideline to assist the AHC Foundation Board of Directors, the Finance Committee, and any Investment Consultants or Managers. It should be viewed as a flexible document whose purpose is to assist all parties in the management of the Foundation's assets.

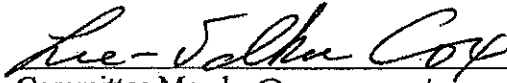
The following Finance Committee members certify that at a meeting of the Finance Committee on July 13, 2016, have reviewed and updated this Investment Policy Statement as appropriate.

  
\_\_\_\_\_  
Finance Committee – Chair

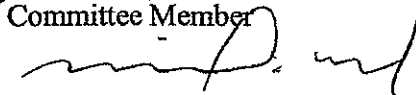
9/22/2016  
Date

  
\_\_\_\_\_  
Committee Member

09/22/2016  
Date

  
\_\_\_\_\_  
Committee Member

22 Sept 16  
Date

  
\_\_\_\_\_  
Committee Member

9/22/16  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Committee Member

\_\_\_\_\_  
Date

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Guy Walker, Chair Finance Committee</b>	<b>October 17, 2016</b>
<b>Subject: Endowment Funding 2016-2017</b>	

**BACKGROUND**

According to the foundation's approved endowment funding policy, the review date of June 30 shall be used each fiscal year to determine the fund balance available for the funding of each endowment. That process begins with a review of each endowment value and application of the approved funding policy formula.

Staff will make a brief presentation on the proposed endowment funding for 2016-2017. Once approved by the Executive Committee, the funding recommendation will be forwarded to the full board at the November quarterly meeting for final review and approval.

**Review date of June 30**

The process begins with a review of each endowment value and application of the approved funding policy formula. In keeping with policy, the board's Finance Committee reviewed the endowment proceed spreadsheets. The committee accepted the staff recommendation to:

1. Fund regular endowments for \$144,492
2. Fund Title III endowments for \$61,550
3. Fund quasi endowments for \$84,400
4. Fund STEM Federal Grant endowments for \$3,758

The total funding with a June 30 review date is \$294,200.

**RECOMMENDATION**

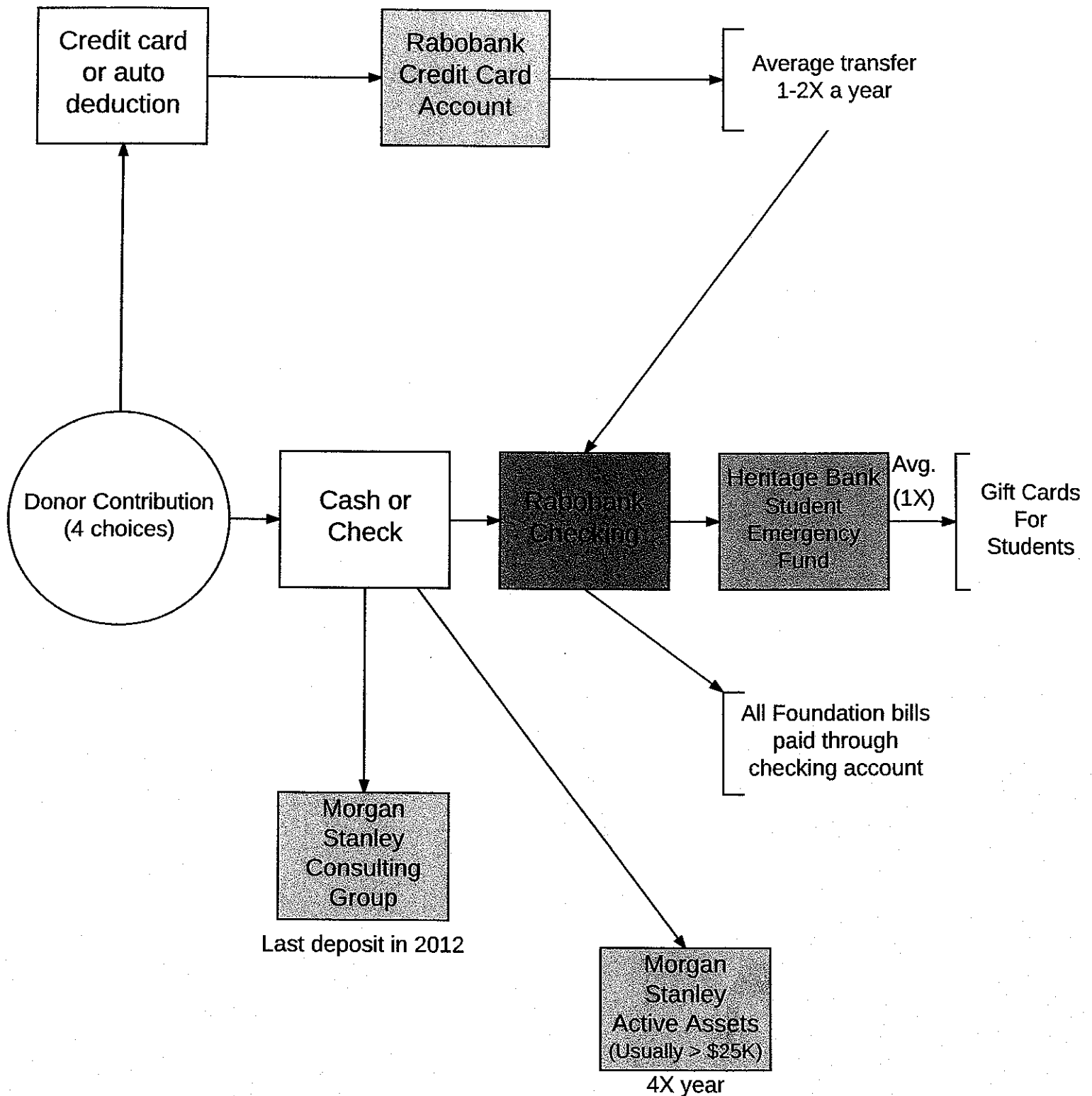
The Finance Committee approved the endowment funding proposal for 2016/17. Staff recommends approval of the 2016/17 endowment proposal as submitted totaling \$294,200.

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Susan Houghton Executive Director, College Advancement</b>	<b>October 17, 2016</b>
<b>Subject: Overview of Foundation Accounts</b>	

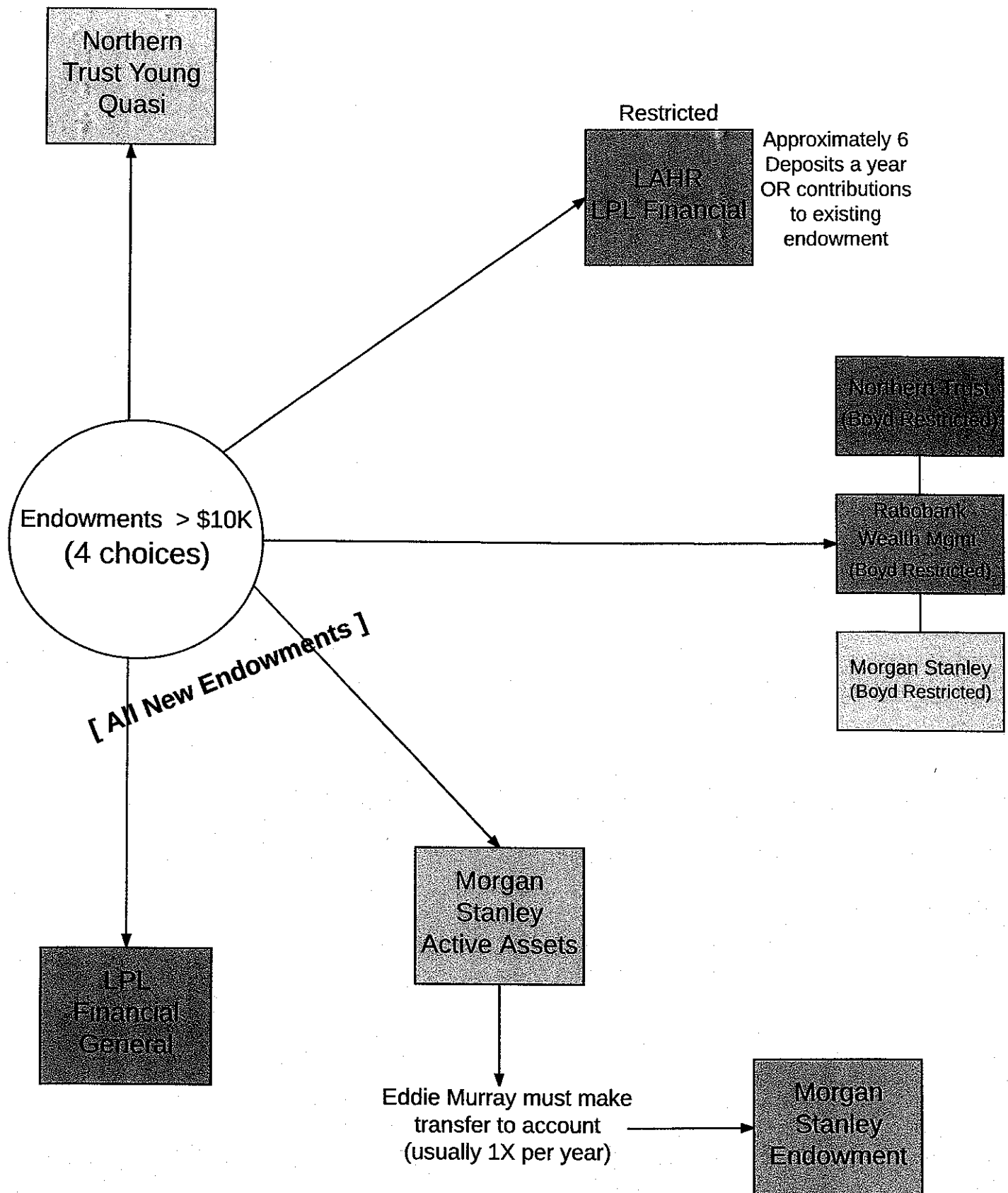
**BACKGROUND**

Ms. Houghton will provide an overview of foundation accounts.

# Contribution Pathway



# Endowment Pathway



<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Valerie Moya Foundation Board President</b>	<b>October 17, 2016</b>
<b>Subject: Strategic Off-Site Retreat and Quarterly Meeting</b>	

**BACKGROUND**

The Foundation Board of Directors will hold its annual strategic off-site retreat and quarterly meeting on Wednesday, November 2, 2016, at the Radisson Hotel Santa Maria. The timeline for the day will include the retreat from 8 a.m. to 12 noon that includes a continental breakfast, followed by lunch, with the quarterly meeting scheduled from 1-2 p.m.

The agenda follows on the next page for review by the committee.

**Allan Hancock College Foundation  
Strategic Planning Retreat  
Wednesday November 2, 2016  
8:00 a.m. – 2:00 p.m.  
Radisson Hotel – Santa Maria**

- |            |   |
|------------|---|
| 8:00 a.m.  | Coffee, light breakfast, informal gathering   |
| 8:30 a.m.  | Welcome – Overview of the day –<br>Valerie Moya, AHC Foundation Board President   |
| 8:35 a.m.  | College Strategic Plan –<br>Kevin G. Walthers, President/Superintendent   |
| 9:15 a.m.  | Philanthropy 1.0<br>An overview of development and the fundraising process –<br>Chuck V. Loring, CFRE, Senior Partner – Loring, Sternberg &<br>Associates |
| 10:00 a.m. | Break   |
| 10:15 a.m. | Philanthropy 2.0<br>Cultivation, Stewardship and Why People Give –<br>Why should people give to Allan Hancock College?                                    |
| 11:00 a.m. | Next steps<br>Foundation discussion of AHC's strategic direction  |
| 12 noon    | Lunch break   |
| 12:45 p.m. | Quarterly Foundation Board Meeting ( <i>separate agenda to<br/>come</i> )   |
| 2:00 p.m.  | Adjourn   |



<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Susan Houghton Executive Director, College Advancement</b>	<b>October 17, 2016</b>
<b>Subject: 40<sup>th</sup> Anniversary of the AHC Foundation</b>	

**BACKGROUND**

A brief discussion on the upcoming 40<sup>th</sup> anniversary of the Allan Hancock College Foundation.

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Valerie Moya Foundation Board President</b>	<b>October 17, 2016</b>
<b>Subject: Committee Fiscal Year Focus &amp; Priorities for 2016-2017</b>	

**BACKGROUND**

A proposed *Allan Hancock College Foundation/Committee Charters & Projects* will be reviewed at the meeting, and follows on the next two pages.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Staff recommends approval of the *AHC Foundation/Committee Charters & Projects for 2016-2017* as submitted.

## AHC Foundation/Committee Charters & Projects 2016-2017

### Executive Committee

Staff liaison: Susan

#### Suggested Projects

- Set goals/objectives for Foundation on an annual basis – ensuring Foundation fundraising matches the College's strategic plan.
- 2017: Identify and launch activities associated with 40<sup>th</sup> anniversary
- Oversee process improvements/organizational functions for Foundation staff (*employee handbook, background checks, etc.*)
- Provide leadership for direct donor engagement and stewardship
- Support 'One AHC' model in the community
- Identify priorities for Foundation fundraising that match College's strategic plan

### Governance/Nominations

Staff liaison: Toni/Marlyn

#### Suggested Projects

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

### President's Circle

Staff liaison: Terri Lee/Natalie

#### 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 as added stewardship

### Scholarship

Staff liaison: Toni

#### Suggested Projects

- Review current Foundation involvement in Scholarship selection process and recommend path forward
- Review overall Scholarship operations and recommend process improvements
- Refine Scholarship banquet as needed
- Investigate/assist in development of AHC Promise program

**Ambassadors/Alumni**

Staff liaison: Natalie

Charter:

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

**Finance**

Staff liaison: Marlyn/Kelli

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

**Note:**

- Charters needed for each committee
- Finance/Executive remain 'standing committees' and subject to Brown Act
- All other committees created by executive board

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Valerie Moya Foundation Board President</b>	<b>October 17, 2016</b>
<b>Subject: Meeting Calendar – Annual Organizational Meeting</b>	

**BACKGROUND**

The bylaws state that the annual organizational meeting of the foundation shall be held in Santa Maria, Santa Barbara County, during the second week of February of each year. Staff is recommending that the meeting be moved to the last week of July this year – Thursday, July 27, 2017, starting at 4 p.m. on the Santa Maria campus.

**FISCAL IMPACT****RECOMMENDATION**

Staff recommends approval of moving the annual organizational meeting from the second week of February to Thursday, July 27, 2017, starting at 4 p.m. on the Santa Maria campus.

**Meeting and Events - July 2016 to July 2017**

<b>Meeting or Event</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Finance Committee	W	7/13/2016	4 pm	Captain's Room - Bldg B
Executive Committee	W	7/13/2016	5 pm	Captain's Room - Bldg B
Board of Director's Quarterly meeting	Th	7/28/2016	4 pm	Boardroom – Bldg B
Finance Committee	Th	9/22/2016	4 pm	Captain's Room - Bldg B
Executive Committee	M	10/17/2016	5 pm	Captain's Room - Bldg B
President's Circle Fall Gathering	W	10/19/2016	5:30-7:30 pm	Cottonwood Winery
Board of Director's Strategic Off-Site Retreat & Quarterly Meeting	W	11/02/2016	8 am-2 pm	Radisson Hotel
Executive Committee	W	01/11/2017	5 pm	Captain's Room - Bldg B
Finance Committee	TBD	January 2017	TBD	Captain's Room - Bldg B
Board of Director's Quarterly Meeting	Th	01/26/2017	4-5:30 pm	Boardroom – Bldg B
<b>Board of Director's Annual Organizational Meeting</b>	<b>Th</b>	<b>02/09/2017</b>	<b>4-5:30 pm</b>	<b>Boardroom – Bldg B</b>
Finance Committee	W	TBD	TBD	Captain's Room - Bldg B
Executive Committee	W	4/05/2017	5 pm	Captain's Room - Bldg B
Board of Director's Quarterly Meeting	Th	4/27/2017	4-5:30 p.m.	Boardroom – Bldg B
Scholarship Banquet	Th	5/25/2017	6 pm	Joe White Gymnasium
Finance Committee	W	TBD	TBD	Captain's Room - Bldg B
Executive Committee	W	7/12/2017	5 pm	Captain's Room - Bldg B
<b>Board of Director's Annual Organizational Meeting</b>	<b>Th</b>	<b>7/27/2017</b>	<b>4-5:30 p.m.</b>	<b>Boardroom – Bldg B</b>

**Allan Hancock College Trustee Meetings - held on 2nd Tuesday of each month except for January**

July 12, 2016	January 17, 2017 *
August 9, 2016	February 14, 2017 *
September 13, 2016	March 14, 2017 *
October 11, 2016	April 11, 2017 *
November 8, 2016	May 9, 2017 *
December 13, 2016	June 13, 2017 *
	July 11, 2017*

*\*pending Trustee approval of 2017 meeting calendar at December 2016 annual meeting*

800 South College Drive, P.O. Box 5170, Santa Maria, CA 93456-5170 | [www.ahcfoundation.org](http://www.ahcfoundation.org)  
805.925.2004 or 805.922.6966 ext. 3621 | fax 805.739.1064 | [ahcfoundation@hancockcollege.edu](mailto:ahcfoundation@hancockcollege.edu)

*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.*

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Valerie Moya Foundation Board President</b>	<b>October 17, 2016</b>
<b>Subject: Meeting Calendar - Directors' Holiday Party or 2017 Kick-Off Party</b>	

**BACKGROUND**

The committee will discuss whether or not to hold a directors' Holiday Party held in December or a 2017 Kick-Off Party in January.

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Susan Houghton Executive Director, College Advancement</b>	<b>October 17, 2016</b>
<b>Subject: Bond Measure I Citizens' Oversight Committee</b>	

**BACKGROUND**

The Allan Hancock College's Bond Measure I Citizens' Oversight Committee has an opening for a support organization representative for a two-year term with an option to renew for an additional two years.



<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Valerie Moya Foundation Board President</b>	<b>October 17, 2016</b>
<b>Subject: Foundation "We've Moved" Postcard</b>	

**BACKGROUND**

A "We've Moved" postcard was mailed to more than 450 foundation donors and friends announcing the relocation of the foundation from Building R1 to the Administration Building B.

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Ken Ostini Nominations Committee Chair</b>	<b>October 17, 2016</b>
<b>Subject: New Director Nominations</b>	

**BACKGROUND**

In carrying out its primary responsibility on behalf of the board of directors, the Nominations Committee presents the following report:

**9.A.1 Review and approval of new director nominations:**

Rebecca Alarcio  
Frank Campo  
Glenn Owen  
Rick Velasco

**FISCAL IMPACT**

None

**RECOMMENDATION**

The Nominations Committee approved the nominations as submitted. Staff recommends approval of the four nominees for an initial one-year term: Rebecca Alarcio, Frank Campo, Glenn Owen, and Rick Velasco.

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Valerie Moya Foundation Board President</b>	<b>October 17, 2016</b>
<b>Subject: President's Circle Report</b>	

**BACKGROUND**

The foundation is hosting the *Fall Gathering* on Wednesday, October 19, 2016, from 5:30 to 7:30 pm at Cottonwood Canyon Winery. This is a special reception for community leaders celebrating the start of the 2016/2017 academic year. Ms. Rucobo will provide an update on the event to the committee.