



**NOTICE OF
QUARTERLY MEETING
ALLAN HANCOCK COLLEGE FOUNDATION
BOARD OF DIRECTORS
Thursday, October 22, 2020
4-6 p.m.**

Agenda

In response to the coronavirus pandemic, the Governor has issued [Executive Order N-25-20](#), [Executive Order N-29-20](#), and [Executive Order N-35-20](#) modifying the Brown Act in order to facilitate essential public meetings being held through remote methods, such as telephonically or electronically. Directors and staff will attend via video conference.

The meeting will be conducted via Zoom: Meeting ID <https://cccconfer.zoom.us/j/93190899235>

Please note the meeting may be recorded for future viewing.

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

Lee-Volker Cox, Ed.D.
President
Judith Dale
Vice President
Mary Nanning
Secretary
Glenn Owen
Treasurer

DIRECTORS

Susan Appel
James H. Bray
Frank Campo
Michael J. Carroll
Maggi Daane
James E. Fields
Judy Frost
Michael L. Gibson
Tim Harrington
Margaret S. Hesse
Debra Hood
Mario Juarez, Esq.
Robert B. Klug
Robert Manning
Sam Orozco, D.P.A.
Cynthia Schur

EMERITUS DIRECTOR

Ronald L. Thatcher

COLLEGE TRUSTEE REPRESENTATIVES

Jeffery Hall
Gregory A. Pensa

COLLEGE REPRESENTATIVES

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

Eric D. Smith
*Associate Superintendent/ Vice
President, Finance and Administration*

Jon Hooten, Ph.D.
*Executive Director,
College Advancement*

Nichole Dechaine
Faculty

Fernando Gonzalez Orozco
Student

FOUNDATION STAFF

Marlyn Cox
Erin Gardner
Natalie Rucobo

Notice of Quarterly Meeting
Allan Hancock College Foundation Board of Directors
Meeting to be held remotely
Thursday, October 22, 2020, 4 p.m.

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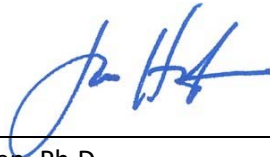
Please note the meeting may be recorded for future viewing.

AGENDA

	Page	Time
1. Call to order		4:00 p.m.
2. Roll Call		
3. Public Comment <i>Public comment not pertaining to specific agenda items is welcome at this time. If you wish to speak to any item listed, please complete a Request to Speak Card available from the Executive Director. It is suggested that speakers limit themselves to 5 minutes.</i>		
4. Approval of Agenda for October 22, 2020 (ACTION)		4:03 p.m.
5. Approval of Minutes – July 23, 2020, Annual Organizational Meeting (ACTION)	1-5	4:04 p.m.
6. Welcome and Remarks from Board President – Lee-Volker Cox (Information)		4:05 p.m.
7. Consent Agenda (ACTION) <i>Consent agenda items are consistent with adopted policies and approved practices of the Foundation and are deemed routine in nature. They will be acted upon by a vote in one motion without discussion unless members of the board request an item's removal from the consent agenda.</i>		4:10 p.m.
7.A. Unrestricted Gift – M. Sjovold	6-7	
7.B. Approval of Boyd Fund Distribution – Fine Arts Complex	8	
7.C. Foundation Staffing Changes	9	
8. Governance and Nominations Committee	10	4:11 p.m.
8.A. Board Member Resignation – Rick Rust (ACTION)	10	
8.B. Board Member Nomination – George Grama (ACTION)	10-11	
8.C. Foundation Board Secretary – Debra Hood (ACTION)	10	
9. Financial Statements through 6/30/2020 (ACTION)	12	4:20 p.m.
10. Advancement Committee	16	4:30 p.m.
10.A. Scholarship Subcommittee Report (Information)	16	
10.B. Promise Campaign Update (Information)	16	
10.C. Centennial Update (Information)	16	

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| 11. Oral Reports (Information) | 4:45 p.m. |
| 11.A. Members of the Board of Directors – General Announcements | |
| 11.B. College Superintendent/President – Kevin Walthers | |
| 11.C. College Trustee – Jeffrey Hall | |
| 11.D. PCPA Foundation Representative – Jim Bray | |
| 11.E. Faculty Representative – Nichole Dechaine | |
| 11.F. Student Representative – Fernando Gonzalez Orozco | |
| 11.G. Executive Director, College Advancement – Jon Hooten | |
| 12. Consideration of New Business (Information) | 5:10 p.m. |
| 13. Next Meeting – Thursday, January 28, 2021, 4-6 p.m. (Information) | |
| 14. Adjourn (ACTION) | 5:15 p.m. |

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.



Jon Hooten, Ph.D.
Executive Director
Allan Hancock College Foundation

ALLAN HANCOCK COLLEGE FOUNDATION
Annual Organizational Meeting of the Board
Minutes of July 23, 2020

A regular meeting of the board of directors was held on Thursday, July 23, 2020, at 4 p.m. via Zoom teleconference. This meeting was held remotely in compliance with Governor Newsom's shelter-at-home order issued to help protect against the spread of COVID-19.

1. Call to Order

Foundation Board President, L.V. Cox, called the meeting to order at 4:02 p.m.

2. Roll Call

Directors Present: L.V. Cox, M. Nanning, G. Owen, S. Appel, J. Bray, F. Campo, M. Carroll, J. Dale, J. Fields, J. Frost, T. Harrington, D. Hood, R. Klug, B. Manning, J. Hall, K. Walthers, E. Smith, N. Dechaine

Directors Absent: M. Daane, P. Hesse, M. Juarez, D. Lahr, S. Orozco, R. Rust, C. Schur, G. Pensa

Student Representative: F. Gonzalez Orozco

Staff: J. Hooten, J. Aiello, M. Cox, E. Gardner, N. Rucobo

Guests: A.R. Pacheco

Recorder: E. Gardner

3. Public Comment - None

4. Approval of Agenda – January 23, 2020 (ACTION)

Item 11.F. Fernando Gonzalez Orozco's oral report was moved up after item 7. Board Member Nomination.

MOTION: On a motion by J. Frost, seconded by M. Nanning, the agenda for July 23, 2020, was approved as amended by the following vote:

Ayes: L.V. Cox, M. Nanning, G. Owen, S. Appel, J. Bray, F. Campo, M. Carroll, J. Dale, J. Fields, J. Frost, T. Harrington, D. Hood, R. Klug, J. Hall, K. Walthers, E. Smith, N. Dechaine

Noes: None

Abstentions: None

5. Approval of Minutes – January 23, 2020 (ACTION)

The minutes from the January 23, 2020, quarterly board meeting were reviewed.

MOTION: On a motion by R. Klug, seconded by J. Hall, the minutes were approved by the following vote:

Ayes: L.V. Cox, M. Nanning, G. Owen, S. Appel, J. Bray, F. Campo, M. Carroll, J. Dale, J. Fields, J. Frost, T. Harrington, D. Hood, R. Klug, J. Hall, K. Walthers, E. Smith, N. Dechaine

Noes: None

Abstentions: None

6. Welcome and Remarks from Board President – Lee-Volker Cox (Information)

L.V. Cox welcomes everyone to the first full board meeting held remotely via Zoom.

G. Johnson and G. Walker have submitted their resignations from the board of directors. Foundation staff will send a parting memento in gratitude of their service on behalf of the board of directors.

7. Board Member Nomination – Michael Gibson (ACTION)

M. Gibson's nomination was reviewed. M. Gibson has been involved in Promise fundraising as a community partner, and is one of the Foundation's emeritus directors having served from 2002-2011. M. Gibson has agreed to serve as chair of the Advancement Committee pending board approval.

B. Manning joined at 4:13 p.m.

MOTION: On a motion by J. Frost, seconded by J. Bray, M. Gibson's nomination to the board of directors was approved by the following vote:

Ayes: L.V. Cox, M. Nanning, G. Owen, S. Appel, J. Bray, F. Campo, M. Carroll, J. Dale, J. Fields, J. Frost, T. Harrington, D. Hood, R. Klug, B. Manning, J. Hall, K. Walthers, E. Smith, N. Dechaine

Noes: None

Abstentions: None

11.A. Oral Report – Student Representative – F. Gonzalez Orozco

Fernando Gonzalez Orozco, president of the Allan Hancock College Associated Student Body Government (ASBG) for the 2020-21 academic year, will act as student representative to the board of directors. F. Gonzalez Orozco is a second year Hancock student majoring in political science. His goals while in office include engaging Hancock students in campus activities and events. F. Gonzalez Orozco reported that many students struggled transitioning to remote learning last spring, but are more prepared for fall semester after having time to adapt to the new modality.

8. Consent Agenda (ACTION)

8.A. 2020 Calendar

8.B. Board Member Resignations – George Johnson and Guy Walker

8.C. 2020-21 Slate of Officers

8.D. 2020-21 Committees and Chairs

8.E. New Faculty Representative – Nichole Dechaine

8.F. New Student Representative – Fernando Gonzalez Orozco

8.G. Foundation Resolution 2020-01 - Authorization of Savings, Checking, and Investment Account Signatures

8.H. Foundation Resolution 2020-02 - Authorization to Borrow Funds Under the Paycheck Protection Program

8.I. Allan Hancock College Foundation Employee Handbook – effective July 1, 2020

MOTION: On a motion by F. Campo, seconded by J. Dale, the consent agenda was approved by the following vote:

Ayes: L.V. Cox, M. Nanning, G. Owen, S. Appel, J. Bray, F. Campo, M. Carroll, J. Dale, J. Fields, J. Frost, T. Harrington, D. Hood, R. Klug, B. Manning, J. Hall, K. Walthers, E. Smith, N. Dechaine

Noes: None

Abstentions: None

N. Dechaine introduced herself as the new faculty representative appointed by the Academic Senate.

9. Finance Committee

9.A. Financial Statements through 5/31/2020 (ACTION)

G. Owen presented the financial statements through 5/31/2020. The expenditure detail for PCPA support is included.

MOTION: On a motion by G. Owen, seconded by J. Fields, the financial statements were approved by the following vote:

Ayes: L.V. Cox, M. Nanning, G. Owen, S. Appel, J. Bray, F. Campo, M. Carroll, J. Dale, J. Fields, J. Frost, T. Harrington, D. Hood, R. Klug, B. Manning, J. Hall, K. Walthers, E. Smith, N. Dechaine

Noes: None

Abstentions: None

9.B. 2020-21 Foundation Budget for District and Foundation Operations Budget (Information)

The Finance and Executive Committees reviewed and approved these budgets at their April 8, 2020, joint meeting pending revision to the Interest and Investment Income. The board reviewed staff's budget updates and there were no further questions.

9.C. Auditor's 2018-2019 IRS Form 990 Report (ACTION)

The board reviewed the IRS Form 990 report.

MOTION: On a motion by G. Owen, seconded by R. Klug, the 2018-2019 IRS Form 990 report was approved as presented by the following vote:

Ayes: L.V. Cox, M. Nanning, G. Owen, S. Appel, J. Bray, F. Campo, M. Carroll, J. Dale, J. Fields, J. Frost, T. Harrington, D. Hood, R. Klug, B. Manning, J. Hall, K. Walthers, E. Smith, N. Dechaine

Noes: None

Abstentions: None

10. Committee Reports

10.A. Governance and Nominations Committee Report (Information)

J. Hooten presented the report in place of M. Juarez. The committee discussed prospects for board recruitment. The committee will discuss succession for board secretary as M. Nanning's term of service will end in January 2021. L.V. Cox encourages board members to submit prospects for board nomination to the committee.

10.B. Advancement Committee Update (Information)

The Advancement Committee will oversee and provide accountability for Foundation fundraising efforts. It will be comprised of the former Promise committee and include President's Circle, Scholarship, and Ambassadors subcommittees. Foundation staff will submit fundraising reports at the committee's first meeting in October 2020.

G. Owen left at 4:42 p.m.

10.C. President's Circle Report (Information)

The annual encore circle event and picnic at Riverbench Winery were postponed due to the pandemic. In place of the picnic at Riverbench Winery, staff prepared a virtual Zoom event in which K. Walthers provided updates on the college's response to COVID. The President's Circle provided some of the first dollars to the Student Emergency Fund during the campaign in March, and is helping to provide materials for AHC staff diversity training in the fall. The President's Circle continues to be a strong, important program for the Foundation.

10.D. Scholarship Report (Information)

B. Manning commended staff for their work in preparing the virtual scholarship event that took place in lieu of the annual banquet. The event proved successful with much positive feedback from students and donors. B. Manning thanks the scholarship working committee for their work in the selection process this year. J. Hooten and J. Frost thank N. Rucobo for coordinating the difficult task of virtually connecting hundreds of students with their scholarship donors over four different Zoom events.

11. Oral Reports (Information)

A. Members of the Board of Directors - None.

B. College Superintendent/President – K. Walthers

AHC has chosen to continue operating mostly remotely for the entirety of the fall 2020 semester. Approximately 10% of AHC programs, including the public safety academy, nursing, and science labs, will meet in person with reduced class sizes to promote safe distancing. The college is preparing to bring limited staff back to campus to offer crucial student services in person. Based on student feedback from the spring, AHC will offer several tutoring areas on campus for students to study safely.

C. College Trustee – J. Hall

On behalf of the AHC board of trustees, J. Hall commends K. Walthers and the college's leadership team for their response to the pandemic. In their July meeting, the board of trustees adopted a resolution declaring their support for the Black Lives Matter movement that includes specific actions that the college will take to support Black students.

D. PCPA Foundation Representative – J. Bray

PCPA's summer season was canceled, but no decision has been made for the holiday season as of yet. Despite not being able to perform in person, PCPA has been active providing free virtual programming on its website. PCPA is launching a fundraising campaign, PCPA Strong, to help recoup production costs and ticket revenue that were lost due to the pandemic. PCPA was one of the first organizations approved by Mechanics Bank for a Paycheck Protection Program loan, and the college is doing what it can to help the organization through this crisis.

E. Faculty Representative – N. Dechaine

AHC faculty have been well supported through their transition to remote teaching. In some ways, Zoom has made it easier for N. Dechaine to connect with students providing more opportunities for one-on-one time. Before the pandemic, N. Dechaine's classes were preparing for concerts, but quickly pivoted to build a virtual choir instead. Students learned new skills recording and syncing audio of their singing. N. Dechaine played her class's final project, a virtual rendition of Month of Maying, for the board.

F. Executive Director, College Advancement – J. Hooten

In addition to the pandemic and working from home, the community and country have been impacted by civil unrest surrounding the deaths of fellow Americans. The college and Foundation have responded to community needs, and the Foundation will be sending out an Impact Report that features a letter from J. Hooten regarding these issues. The Foundation is fully supportive of the college as it launches its equity committee in the fall.

14. Consideration of New Business (Information) – None.

15. Next Meeting (Information)

The next meeting of the board will be held on Thursday, October 22, 2020, at 4 p.m.

16. Adjourn (ACTION)

MOTION: On a motion by F. Campo, seconded by M. Nanning, the meeting was adjourned at 5:48 p.m. by the following vote:

Ayes: L.V. Cox, M. Nanning, S. Appel, J. Bray, F. Campo, M. Carroll, J. Dale, J. Fields, J. Frost, T. Harrington, D. Hood, R. Klug, B. Manning, J. Hall, K. Walthers, E. Smith, N. Dechaine
Noes: None
Abstentions: None

To: Board of Directors	CONSENT
From: Glenn Owen, Chair Finance Committee	October 22, 2020
Subject: Unrestricted Gift – M. Sjovold	

BACKGROUND

The Foundation has received an unrestricted gift from the late Margaret Sjovold, retired AHC counselor. The Sjovold Family Trust named the Foundation as beneficiary of an annuity and investment account. The total of the unrestricted gift is \$296,580.

Staff is recommending the gift be a quasi endowment to support and benefit the operations of the Foundation. A quasi endowment allows the principal to be invaded down as needed. As a pooled endowment, the Foundation's operations will receive the 1.5% management fee and annual proceeds.

For the board's review, the next page contains the General Operations Sustainability Plan that includes the proposed *M. Sjovold Memorial Endowment*.

RECOMMENDATION

The Finance Committee recommends approval of an unrestricted quasi endowment, named the *Margaret Sjovold Memorial Endowment*, supporting the Foundation's general operations.

Allan Hancock College Foundation
General Operations Sustainability Plan

Unrestricted Revenue	Actual 2018-2019	Approved Budget 2019-2020	Approved Budget 2020-2021	Projected 2021-2022	Projected 2022-2023	Projected 2023-2024	Projected 2024-2025	Projected 2025-2026
General Operations Unrestricted Contributions	\$ 64,624	\$ 65,104	\$ 40,000	\$ 35,057	\$ 50,680	\$ 49,610	\$ 52,111	\$ 66,160
PPP Loan Forgiveness Income	\$ -	\$ 48,752	\$ 12,998					
Other Transfer In (District support)	\$ 71,962	\$ 56,911	\$ 70,690	\$ 74,225	\$ 77,936	\$ 81,833	\$ 85,924	\$ 90,220
Other Transfer In (District Operational 3-year support)		\$ 123,000	\$ 123,000	\$ 123,000				
Interest and Investment Income	\$ 24,623	\$ 25,498	\$ 26,250	\$ 27,563	\$ 28,941	\$ 30,388	\$ 31,907	\$ 33,502
Other Local Income	\$ 425	\$ 736	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425	\$ 425
Consulting Group Advisor - Unrealized Gain/Loss	\$ 26,629	\$ (18,299)			\$ -	\$ -	\$ -	\$ -
Administration Fee 1.5%	\$ 87,895	\$ 106,803	\$ 82,500	\$ 86,625	\$ 90,956	\$ 95,504	\$ 100,279	\$ 105,293
President's Circle 15% fee	\$ 7,360	\$ 5,527	\$ 5,550	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
F. Young Endowment Proceeds	\$ 87,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 162,051	\$ 169,983
Hansen Unrestricted Endowment Proceeds	\$ 16,100	\$ 11,271	\$ 7,631	\$ 20,981	\$ 138,706	\$ 154,186	\$ -	\$ -
Hancock Promise 1.5% fee	\$ 3,602	\$ 31,891	\$ 7,500	\$ 12,500	\$ 12,500	\$ 8,957	\$ 10,000	
Title III Unrestricted Endowment Transfers	\$ -	\$ 121,736	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Unrestricted Endowment Proceeds	\$ 3,650	\$ 3,400	\$ 5,000	\$ 5,250	\$ 5,513	\$ 5,788	\$ 6,078	\$ 6,381
Total Unrestricted Revenue	\$ 394,060	\$ 582,330	\$ 381,544	\$ 400,625	\$ 420,656	\$ 441,690	\$ 463,775	\$ 486,965

General Operations Expenses

Total General Operating Expenses	\$ 379,766	\$ 348,254	\$ 381,544	\$ 400,625	\$ 420,656	\$ 441,690	\$ 463,775	\$ 486,965
Beginning Fund Balance	\$ 140,801	\$ 155,095						
Increase/Decrease in Fund Balance	\$ 155,095	\$ 389,171	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Unrestricted Quasi Endowments

<i>Northern Trust, F. Young Endowment, balance</i>	\$ 859,171	\$ 771,981	\$ 722,878	\$ 759,022	\$ 796,973	\$ 836,822	\$ 724,477	\$ 599,522
Projected 5% market increase		\$ (49,103)	\$ 36,144	\$ 37,951	\$ 39,849	\$ 41,841	\$ 37,096	\$ 30,848
Drawdown	\$ (87,190)	\$ -	\$ -	\$ -	\$ -	\$ (154,186)	\$ (162,051)	\$ (169,983)
Balance	\$ 771,981	\$ 722,878	\$ 759,022	\$ 796,973	\$ 836,822	\$ 724,477	\$ 599,522	\$ 460,387
<i>Hansen Memorial Endowment, beginning balance</i>	\$ 234,828	\$ 170,055	\$ 160,233	\$ 160,614	\$ 147,663	\$ 8,957	\$ 0	\$ 0
Projected 5% market increase		\$ 1,449	\$ 8,012	\$ 8,031	\$ -	\$ -	\$ -	\$ -
Drawdown	\$ (64,773)	\$ (11,271)	\$ (7,631)	\$ (20,981)	\$ (138,706)	\$ (8,957)	\$ -	\$ -
Balance	\$ 170,055	\$ 160,233	\$ 160,614	\$ 147,663	\$ 8,957	\$ 0	\$ 0	\$ 0
<i>M. Soward Memorial End., beginning balance</i>	\$ -	\$ 296,580	\$ 296,580	\$ 311,409	\$ 326,979	\$ 343,328	\$ 360,495	\$ 378,520
Projected 5% market increase		\$ -	\$ 14,829	\$ 15,570	\$ 16,349	\$ 17,166	\$ 18,025	\$ 18,926
Drawdown	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Balance	\$ -	\$ 296,580	\$ 311,409	\$ 326,979	\$ 343,328	\$ 360,495	\$ 378,520	\$ 397,446
Endowment balance	\$ 942,036	\$ 1,179,691	\$ 1,231,045	\$ 1,271,616	\$ 1,189,107	\$ 1,084,972	\$ 978,041	\$ 857,833

* The projected assumption is a 5% increase in revenue and expenses for each fiscal year.

Updated

9/8/2020

To: Board of Directors	CONSENT
From: Glenn Owen, Chair Finance Committee	October 22, 2020
Subject: Approval of Boyd Fund Distribution - Fine Arts Complex	

BACKGROUND

When former faculty member Patty Boyd passed away in 2013, she left a gift of \$12 million+ to the college via the AHC Foundation. Her intended purpose was to support music and fine arts on campus. The current value of those funds as of July 31, 2020, is identified below:

Balance as of 7/31/2020	Boyd Trust - Fine Arts Complex	Boyd Permanent \$2m Endowment - Supports Music Program
Patricia J. Boyd Fund	\$12,569,505.59	
AHC Music (Boyd) Program		\$ 2,513,028.70

In 2017, the college successfully negotiated and obtained \$14 million from the State of California to assist in the construction of a new Fine Arts classroom/complex on campus. This two-story, 88,000 gross square-foot building will house AHC’s visual arts, multimedia and applied design, photography, film and video, dance, and music programs as well as a recital hall. The project consolidates all of the fine arts and performing arts (*with the exception of theatre arts*) on campus. The estimated project budget is \$48 million, with an anticipated project completion date of October 2022.

At the Foundation board meeting held on January 23, 2018, based on the requirements set forth in the Patty Boyd bequest, the board approved support of the proposed Fine Arts Complex and the allocation of \$12 million from the Patricia J. Boyd Fund to the district. The district requested the first \$600,980 disbursement from the Patricia J. Boyd Fund for the complex in 2018.

As construction on the new Fine Arts Complex has begun, the district is requesting authorization to drawdown the investment proceeds, above and beyond the \$10 million original investment, with the timing of district accessing funds at the district’s discretion. The Boyd Trust – Fine Arts Complex endowment is held at Northern Trust and Mechanics Bank.

RECOMMENDATION

The Finance Committee recommends approval of drawing down the investment proceeds from the Boyd funds held at Northern Trust and Mechanics Bank and further access of the funds to be at the district’s discretion.

To: Board of Directors	CONSENT
From: Lee-Volker Cox, Chair Executive Committee	October 22, 2020
Subject: Foundation Staffing Changes	

BACKGROUND

June Aiello submitted her resignation as Major Gifts Officer effective September 25, 2020. The Foundation wishes June well in her new position.

The Foundation is not seeking to refill the Major Gifts Officer position. The Foundation team is restructuring the roles of two existing positions. Natalie Rucobo will continue her role as Advancement Officer, primarily focused on scholarship administration with the addition of a portfolio of President's Circle donors. Erin Gardner will shift from Operations Specialist to Advancement Specialist where she will also add a fundraising portfolio.

During its meeting on October 7, 2020, the Executive Committee approved the addition of a three-quarters time Administrative Assistant to relieve the two advancement positions of most clerical functions to accommodate their fundraising workload. The salary differential between the Major Gifts Officer and Administrative Assistant positions will result in salary savings on the Foundation's operating budget.

RECOMMENDATION

The Executive Committee recommends the board review the approval of hiring a part-time Administrative Assistant.

To: Board of Directors	ACTION
From: Mario Juarez, Chair Governance and Nominations Committee	October 22, 2020
Subject: Governance and Nominations Committee	

BACKGROUND**8.A. Board Member Resignation – Rick Rust (ACTION)**

R. Rust submitted his resignation from the Allan Hancock College Foundation Board of Directors, effective September 15, 2020. Foundation staff would like to thank him for his service as board director and his instrumental role in securing \$46,240 in support from Aera Energy since 2016.

8.B. Board Member Nomination – George Grama (ACTION)

G. Grama, Director of Focal Plane Operations at Raytheon Technologies in Lompoc and Goleta, has been nominated to serve on the Allan Hancock College Foundation Board of Directors. G. Grama has served as a director on the Lompoc Chamber of Commerce board, and worked with high schools in the AHC district. His nomination form can be found on the following page.

8.C. Foundation Board Secretary – Debra Hood (ACTION)

The Governance and Nominations Committee has recommended D. Hood to succeed M. Nanning as secretary upon M. Nanning's term of service ending in January 2021. D. Hood has agreed to serve for one year.

RECOMMENDATION

The Governance and Nominations Committee recommends the board of directors:

8.A. Accept the resignation of Rick Rust.

8.B. Accept the nomination of George Grama to the Foundation board of directors.

8.C. Accept the nomination of Debra Hood to serve as secretary of the Foundation board of directors.



NOMINATION FOR BOARD OF DIRECTORS

As our communities grow, we will also want and need for this foundation to grow. We are constantly looking for that special person who is a reflection of the vibrant communities we live in and who can help us meet the growing needs of the college, its students and its staff. The following is an excerpt from the roles and responsibilities of the Allan Hancock College Foundation Board of Directors:

Director's Role: The Board of Directors of the Allan Hancock College Foundation establishes goals and policies, ensures that adequate resources are available to carry out its policies, and monitors the achievement of its goals. Board members are drawn from the community. They contribute to board diversity and possess these qualifications:

- ◆ Esteemed in the community.
- ◆ Cares about the role and future of Allan Hancock College.
- ◆ Willing to serve a full term and to invest in the foundation and its activities.

Please assist the nominating committee by filling out the below information. All personal information will remain confidential.

Name George Grama Spouse's Name Amber Grama

Address [REDACTED] City Orcutt Zip [REDACTED]

Occupation Director of Operations - Raytheon Vision Systems Phone Number [REDACTED]

Why do you think you would be a good community representative for the board?

I believe my experience in industry and academic background could be useful in motivating and mentoring students.

Please check the education/skills you feel you could contribute to our board:

- | | | |
|---|---------------------------------------|--|
| <input type="checkbox"/> accounting | <input type="checkbox"/> fund raising | <input type="checkbox"/> philanthropy |
| <input checked="" type="checkbox"/> advocacy | <input type="checkbox"/> investment | <input type="checkbox"/> planned giving |
| <input type="checkbox"/> community relations | <input type="checkbox"/> legal | <input type="checkbox"/> public speaking |
| <input checked="" type="checkbox"/> education | <input type="checkbox"/> management | <input type="checkbox"/> technology |
| <input type="checkbox"/> event planning | <input type="checkbox"/> marketing | <input type="checkbox"/> volunteer at events |

On what other boards have you served? Lompoc Chamber of Commerce - 2016

In what other charitable or community activities have you participated? I have volunteered regularly at local schools in Santa Barbara county where my industry experience could be used as a mentor or event judge.

Example of this would be at Cabrillo High School in Lompoc judging ROV competition for 6 years running.

Foundation Board Nominee: [Signature] Signature 9/23/20 Date

To: Board of Directors	ACTION
From: Glenn Owen, Chair Finance Committee	October 22, 2020
Subject: Financial Statements through 6/30/2020	

BACKGROUND

- AHC Foundation Financial Overview – General Operations 6/30/2020 pg. 13
- AHC Foundation Financial Overview – All 6/30/2020 pg. 14
- AHC Foundation Financial Overview – Investments 6/30/2020 pg. 15

RECOMMENDATION

The Finance Committee recommends approval of the financial statements through 6/30/2020 as submitted.

AHC Foundation Financial Overview - General Operations

Statement of Activity	Actual as of 6/30/2020	% of Budget	Revised Budget 2019-20
Support and revenue			
Unrestricted contributions	65,104	166%	39,325
PPP loan forgiveness income	48,752		
Transfers in (out):			-
Admin fee @ 1.5%	106,803	131%	81,634
President's Circle Fee @1%	5,527	37%	15,000
Unrestricted endowment proceeds	3,400	43%	8,000
Promise fee 1.5%	31,891	425%	7,500
Hansen Proceeds	11,271	54%	20,925
*Title III endowment transfers	121,736		-
District support foundation operations	179,911	95%	188,611
Net transfers in (out)	460,539	143%	321,670
Other	736	173%	425
Total support and revenue	575,131	159%	361,420
Expenditures - See below	(348,254)	90%	(386,420)
Other Income:			
Net realized gain	(7,396)		-
Net unrealized gain (loss)	(10,903)		
Interest and dividends	25,498	102%	25,000
Total other income	7,199	29%	25,000
Change in net assets	234,076		-
Net assets, beginning	155,095		155,095
Net assets, end	389,171		155,095

Statement of Financial Position	Actual as of 6/30/2020
Assets	
Current Assets	
Cash	399,042
Due from other funds	4,061
Total current assets	403,103
Total assets	403,103
Liabilities and Net assets	
Current liabilities	13,932
Net Assets	389,171
Total liabilities and net assets	403,103

	Actual as of 6/30/2020	% of Budget	Revised Budget 2019-20
Expenditures			
Advertising and postage	7,583	93%	8,175
Bank and brokerage charges	5,150	38%	13,476
Building and equipment	1,132	78%	1,450
Campaign expenses (Hancock Promise)			
Community activities	8,899	61%	14,600
Contracted personal services	3,375	69%	4,885
Contracts and leases		0%	550
Employee benefits	22,134	94%	23,437
Food	3,475	60%	5,800
Memberships and permits	1,654	73%	2,280
Miscellaneous expense	175	146%	120
Payroll PPP forgiveness	48,687		
Salaries	199,230	80%	249,572
Scholarship fund transfers out	25,500	78%	32,900
Software maintenance agreement	9,840	98%	10,000
Supplies and materials	8,142	60%	13,500
Travel and conference	3,278	58%	5,675
Total expenditures	348,254	90%	386,420

*Unrestricted Title III transfer-in represents being released from the U.S. Department of Education's 20-year Endowment Challenge Grant. The grant included the following endowments designated as unrestricted:

Bank of Santa Maria Unrestricted - Principal and Proceeds	\$ 28,278
Title III Unrestricted Technology Principal & Proceeds	\$ 15,853
Title III Unrestricted Principal & Proceeds	\$ 77,605
	<u>\$ 121,736</u>

AHC Foundation Financial Overview - All

Statement of Activity	Actual as of 6/30/2020
Support and revenue	
Unrestricted contributions	3,659,648
PPP loan forgiveness income	48,752
Other	2,565
Total support and revenue	3,710,965
Expenditures - See below	1,593,054
Other Income:	
Net realized gain	184,525
Net unrealized gain (loss)	(464,232)
Interest and dividends	658,069
Total other income	378,362
Other transfer-in:	
District advancement officer	56,911
District support for foundation operations	123,000
Total other transfer-in	179,911
Change in net assets	2,676,184
Net assets, beginning	27,303,757
Net assets, end	29,979,941

Statement of Financial Position	Actual as of 6/30/2020
Assets	
Current Assets	
Cash	2,342,247
Accounts receivable	-
Pledges receivable - current	228,167
Other assets	37,001
Due from other funds	17,636
Total current assets	2,625,051
Pledges receivable - non current	569,786
Investments (cost)	24,569,968
Investments (FMV adjustment)	2,309,055
Total assets	30,073,860
Liabilities and Net assets	
Current liabilities	80,921
PPP Forgivable Grant (net)	12,998
Net Assets	29,979,941
Total liabilities and net assets	30,073,860

	Actual as of 6/30/2020
Expenditures	
Advertising and postage	14,944
Bank and brokerage charges	227,852
Building and equipment	1,132
Community activities	24,325
Contracts and leases	3,625
District College Support	116,703
Employee benefits	22,134
Food	39,939
Memberships and permits	7,210
Miscellaneous	1,130
Payroll PPP forgiveness	48,687
*PCPA support	216,445
Salaries	199,230
Scholarships	536,599
Software licenses & maintenance	31,822
Student Assistance	59,055
Supplies and materials	34,434
Travel and conference	7,788
Total expenditures	1,593,054

*PCPA Support of \$209,645 resulted from 1) being released from the U.S. Department of Education's 20-year Endowment Challenge Grant, amount \$134,997; 2) M. Hancock Trust distributions, amount \$74,597. The following was provided to PCPA:

Walter Conrad - PCPA Title III Principal and Proceeds	\$	27,728
PCPA Scholarships - Title III Principal and Proceeds	\$	80,829
Sesto-Severo Title III Principal and Proceeds	\$	26,440
M. Hancock Trust - PCPA Scholarships, quarterly distributions	\$	74,648
PCPA Endowment Funding	\$	6,800
	\$	<u>216,445</u>

AHC Foundation Financial Overview - Investments

Investment Advisor/Fund	6/30/2019	6/30/2020	Change	% Change
Morgan Stanley - UMA Active Assets	\$ 6,216,427	\$ 5,902,820	\$ (313,607)	-5.04%
Morgan Stanley - UMA Unrestricted		\$ 520,233	\$ 520,233	
Morgan Stanley - Boyd Music Program	\$ 2,305,446	\$ 2,310,279	\$ 4,833	0.21%
Monarch Wealth Strategies - LPL	\$ 1,643,232	\$ 1,609,985	\$ (33,247)	-2.02%
Monarch Wealth Strategies - LPL - Lahr	\$ 63,490	\$ 62,937	\$ (553)	-0.87%
Interest in CA Community Colleges	\$ 121,564	\$ 121,564	\$ -	0.00%
Northern Trust - Young	\$ 1,453,787	\$ 1,287,197	\$ (166,590)	-11.46%
Northern Trust - Boyd	\$ 7,508,920	\$ 7,290,670	\$ (218,250)	-2.91%
Santa Barbara Foundation - Hancock Promise	\$ 425,622	\$ 3,113,238	\$ 2,687,616	631.46%
Mechanics Bank - Boyd	\$ 4,777,850	\$ 4,660,100	\$ (117,750)	-2.46%
Total	\$ 24,516,338	\$ 26,879,023	\$ 2,362,686	9.64%

Statement of Financial Position:	
Investments (cost)	\$ 24,569,968
Investments (FMV adjustment)	\$ 2,309,055
Net investments reported	<u>\$ 26,879,023</u>

To: Board of Directors	Information
From: Mike Gibson, Chair Advancement Committee	October 22, 2020
Subject: Advancement Committee	

BACKGROUND

The Advancement Committee held their first meeting on Wednesday, September 30, 2020, in which the Foundation giving report, Promise campaign, and the college's centennial were discussed. The Foundation giving report and list of Foundation grants can be found on the next pages.

10.A. Scholarship Subcommittee Report (Information)

Work is well underway on the 2020-2021 AHC Foundation Scholarship Program. The scholarship working team committee will meet via zoom on Friday, October 23, 2020 to discuss changes to the online scholarship program, rubric, and goals for each meeting.

The online application will launch November 4, and students may submit their application through Wednesday, February 10, 2021. The work of the review teams will begin immediately after that through April with reading, ranking and identifying students for donor scholarships.

10.B. Promise Campaign Update (Information)

After pivoting to raise funds for Hancock's Student Emergency Fund in the early weeks of the pandemic, Foundation staff are refocused on the Promise campaign. The campaign now has \$4.1 million in cash and pledges booked, and major gift solicitations for the Centennial Circle (gifts of \$10,000 and above for the Promise campaign) are being made. The goal is to announce a large gift to the college by the conclusion of the centennial year.

10.C. Centennial Update (Information)

The college's centennial celebration started with the opening of the 1995 time capsule on September 23, 2020. The event was live-streamed online and included a guest panel of Ann Foxworthy, Former AHC President/Superintendent; Daryl Christensen, former ASBG President; and Roger Hall, AHC history professor. Over 225 computers logged on to see the event live, and the video has over 1,100 views on YouTube.

Details about other centennial celebrations can be found on the college's website, hancockcollege.edu/100.

Foundation staff is working on a Centennial Finale to take the place of the gala that was tentatively planned for March 20, 2021.

FY19/FY20 Comparison

	<u>FY19</u>	<u>FY20</u>	<u>FY21 through 9/25/2020</u>
Committed Revenue (all one-time gifts and pledges)	\$ 1,627,996	\$ 3,638,273	\$579,144
Received Revenue (one-time gifts and pledge payments - no pledges)	\$ 1,797,400	\$ 3,365,599	\$781,253
Cash and pledges by campaign/fund			
Hancock Promise	\$ 452,805	\$ 2,123,169	\$442,373
Annual Scholarships	\$ 427,327	\$ 304,683	\$132,238
Endowed Scholarships	\$ 245,756	\$ 260,096	\$20,000
President's Circle	\$ 49,327	\$ 37,870	\$10,532
Student Emergency Fund	\$ 4,020	\$ 56,082	\$685
Unrestricted Operations	\$ 64,574	\$ 65,104	\$18,831
Other restricted (Depts, programs, etc.)	\$ 553,591	\$ 518,595	\$156,594
	\$ 1,797,400	\$ 3,365,599	\$781,253
New Pledges			
Number of new pledges	3	11	1
Committed in new pledges	\$ 65,000	\$ 231,500	\$4,020
Other Metrics			
# donors	439	466	145
# new donors	128	157	10
# LYBUNTS	198	230	37

AHC Foundation Grants FY20

	Date	Amt	Designation
Exxon Mobil Production Company	8/14/2019	\$7,000.00	Allan Hancock College's MESA Program
Santa Barbara Foundation	9/24/2019	\$250.00	AHC Career Fair
P.G. & E. Corporation	10/1/2019	\$5,000.00	Hancock Promise Fund
Union Bank Foundation	10/3/2019	\$5,000.00	Hancock Promise Fund
Wells Fargo Foundation	10/3/2019	\$10,000.00	AIM Fund Scholarship
State of California	11/6/2019	115,672.00	Adult Rentry Warm Handoff
McCune Foundation	11/18/2019	\$2,500.00	Hancock Promise Fund
Santa Barbara Foundation	11/18/2019	\$28,000.00	Vocation ESL Program
Hutton Parker Foundation	11/26/2019	\$2,200.00	Hancock Promise Fund
Hutton Parker Foundation	12/17/2019	\$12,500.00	Foundation General Operations
Roy and Ida Eagle Foundation	12/17/2019	\$25,000.00	Hancock Promise Fund
Santa Barbara Foundation	1/17/2020	\$25,000.00	Bulldog Bound
Santa Barbara Foundation	4/13/2020	\$20,000.00	Student Emergency Fund
Foundation for California Community Colleges	4/29/2020	4,545.00	Student Healthcare Support
The Fund for Santa Barbara, Inc.	6/22/2020	\$10,000.00	BIGE Club
Henry W. Bull Foundation	6/30/2020	\$5,000.00	Hancock Promise Fund
	TOTAL	<u><u>\$277,667.00</u></u>	

Upcoming Meetings and Events

Meeting or Event	Day	Date	Time	Location
Board of Directors Quarterly Meeting	Th	10/22/2020	4-6 p.m.	Zoom
Scholarship Working Team Committee Meeting	F	10/23/2020	10 a.m.	Zoom
AHC Foundation Scholarship Applications Open	W	11/4/2020	12 a.m.	Foundation Website
Celebrate Philanthropy honoring Maggi Daane	Th	11/5/2020	11:30 a.m.	Virtual via SB Foundation website
Advancement Committee	W	1/6/2021	4-5 p.m.	TBD
Governance and Nominations Committee	M	1/11/2021	11 a.m. - 12 p.m.	TBD
Finance Committee	W	1/13/2021	2-3:30 p.m.	TBD
Executive Committee	W	1/13/2021	4-5 p.m.	TBD
Board of Directors Quarterly Meeting and Board Retreat	Th	1/28/2021	TBD	TBD
AHC Foundation Scholarship Applications Close	W	2/10/2020	11:59 p.m.	Foundation Website
Save the Date - Centennial Finale (tentative)	S	3/20/2021	TBD	TBD
Advancement Committee	W	3/31/2021	4-5 p.m.	TBD
Governance and Nominations Committee	M	4/5/2021	11 a.m. - 12 p.m.	TBD
Finance Committee	W	4/7/2021	2-3:30 p.m.	TBD
Executive Committee	W	4/7/2021	4-5 p.m.	TBD
Board of Directors Quarterly Meeting	Th	4/22/2021	4-6 p.m.	TBD
Advancement Committee	W	6/30/2021	4-5 p.m.	TBD
Governance and Nominations Committee	M	7/5/2021	11 a.m. - 12 p.m.	TBD
Finance Committee	W	7/7/2021	2-3:30 p.m.	TBD
Executive Committee	W	7/7/2021	4-5 p.m.	TBD
Board of Directors Annual Organizational Meeting	Th	7/22/2021	4-6 p.m.	TBD