



**NOTICE OF
DISCUSSION MEETING
ALLAN HANCOCK COLLEGE FOUNDATION
BOARD OF DIRECTORS**

Agenda

Thursday, January 25, 2024

5:30 - 6 p.m.

Los Alamos Valley Men's Club
429 Leslie Street
Los Alamos, CA 93440

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

Maggi Daane

President

Judith Dale

Vice President

Debra Hood

Secretary

Judy Frost

Treasurer

DIRECTORS

Susan Appel

Michael J. Carroll

Lee-Volker Cox

James E. Fields

Erica Jane Flores

Michael L. Gibson

George Grama

Tim Harrington

Len Jarrott

Mario Juarez

Robert B. Klug

Sam Orozco

Gloria Soto

EMERITUS DIRECTOR

Ronald L. Thatcher

Doris T. Lahr, In Memoriam

COLLEGE TRUSTEE

REPRESENTATIVES

Jeffery Hall

Gregory A. Pensa

COLLEGE

REPRESENTATIVES

Kevin G. Walthers, Ph.D.

Superintendent/President

Dennis Curran

*Associate Superintendent/ Vice President,
Finance and Administration*

Keli Seyfert

Director, Auxiliary Accounting

Jon Hooten, Ph.D.

*Executive Director,
College Advancement*

Nichole Dechaine

Faculty

Samantha Martinez

Student

FOUNDATION STAFF

Erinn Artrip

Marisol Diaz

Tracy McKee

Natalie Rucobo

**Notice of Discussion Meeting
Allan Hancock College Foundation Board of Directors**

Thursday, January 25, 2024
5:30 p.m. – 6:00 p.m.
Los Alamos Valley Men’s Club
429 Leslie Street, Los Alamos, CA 93440

AGENDA

	Page	Time
1. Call to order		5:30 PM
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 – January 25, 2024 (ACTION)	1	5:31 PM
5. Approval of Minutes – November 16, 2023, Organizational Meeting (ACTION)	2-5	5:32 PM
6. 2023-2024 Slate of Officers (ACTION)	6	5:35 PM
7. 2023-2024 Committees and Chairs (ACTION)	7	5:40 PM
8. New Member Nomination – Christina Hernandez (ACTION)	8-9	
9. New Member Nomination – Naishadh Buch (ACTION)	10-11	
10. New Member Nomination – Paul Cook (ACTION)	12	
11. Board Member Resignation – Susan Appel	13	
12. Board Member Term Ends – Michael Carroll (Information)		5:55 PM
13. Board Member Term Ends – Robert Klug (Information)		
14. Consideration of New Business		5:57 PM
15. Next Meeting – Thursday, November 16, 2023, at 4-5 p.m.		
16. Adjourn (ACTION)		6:00 PM

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

Organizational Board Meeting

Minutes of November 16, 2023

A regular meeting of the Board of Directors was held on November 16, 2023. This meeting was held at the Santa Maria campus, Bldg. B – Boardroom.

1. Call to Order

Foundation Vice President J. Dale, called the meeting to order at 4:13 p.m.

2. Roll Call

Directors Present: Susan Appel, Mike Carroll, Lee-Volker Cox, Dennis Curran, Judith Dale, Nichole Dechaine, J. Edwin Fields, Judy Frost, Mike Gibson, Debra Hood, Keli Seyfert, Gloria Soto

Directors Absent: Maggi Daane, Erica Jane Flores, George Grama, Jeff Hall, Tim Harrington, Mario Juarez, Robert Klug, Sam Orozco, Greg Pensa, Kevin Walthers

Student Representative: Samantha Martinez

Foundation Staff Present: Erinn Artrip, Marisol Diaz, Tracy McKee, Natalie Rucobo

Recorder: Marisol Diaz

3. Public Comment - None**4. Approval of Agenda – November 16, 2023 (ACTION)**

MOTION: On a motion by G. Soto, seconded by S. Appel, the agenda for November 16, 2023, was approved by a unanimous voice vote.

5. Approval of Minutes – September 28, 2023 (ACTION)

The minutes from the September 28, 2023, board discussion meeting was reviewed.

MOTION: On a motion by J. Frost, seconded by D. Hood, the minutes were approved as presented by a unanimous voice vote.

6. Welcome and Remarks from Vice President – Judith Dale (Information)

J. Dale welcomed the board to the meeting.

7. Governance and Nominations Committee (ACTION)**7.A. Board Member Resignation – Larry Lahr**

MOTION: On a motion by M. Gibson, seconded by J. Fields, Larry Lahr’s resignation from the board was approved as presented by a unanimous voice vote.

7.B. Board Member Nomination – Len Jarrott

Len Jarrott has been nominated to serve on the Allan Hancock College Foundation Board of Directors. Len was previously on the Santa Barbara City College Foundation Board of Directors and has served on various other boards and committees.

MOTION: On a motion by L.V. Cox, seconded by S. Appel, Len Jarrott's nomination to the board was approved as presented by a unanimous voice vote.

8. Finance Committee

8.A. Review and Approval of Financial Statements through 9/30/2023 (ACTION)

M. Gibson shared that the contributions report through September 2023 reported \$1,133,961 due to having received the funds from the Sue Sword bequest.

M. Gibson also noted in the statement of operations, Hancock Honors revenue is included under restricted as it will be benefiting the Hancock Promise.

MOTION: On a motion by J. Frost, seconded by D. Hood, the financial statements through 9/30/2023 were approved as submitted by a unanimous voice vote.

8.B. Approval of Investment Policy (ACTION)

The Investment Policy Plan is reviewed and updated annually. At the Finance Committee meeting on November 15, 2023, M. Gibson asked to include, under section 4.3 Prohibited Investments, cryptocurrency, bitcoin, and/or digital currency. This was also approved by both the Finance and Executive Committee.

MOTION: On a motion by L.V. Cox, seconded by J. Fields, the approved Investment Policy Plan was approved as amended by a unanimous voice vote.

8.C. General Operations Sustainability Plan (ACTION)

Each year, staff provide a five-year sustainability plan for the Foundation's operating budget for the committee's review.

MOTION: On a motion by D. Hood, seconded by J. Frost, the General Operations Sustainability Plan and was approved as submitted by a unanimous voice vote.

8.D. Endowment Scholarship & Program Funding (ACTION)

M. Gibson shared the endowment scholarship and program funding report. This year, there are a few funds that are under corpus and cannot be funded – these are highlighted in red. Staff recommend the Foundation fund \$6,000.

MOTION: On a motion by G. Soto, seconded by S. Appel, the Endowment Scholarship & Program Funding was approved as submitted by a unanimous voice vote

8.E. Investment Advisors Review (ACTION)

The Finance committee compared the management fees, fee tiers and breakpoints between investment managers. Staff recommend decreasing to three accounts. The Finance Committee will do a further analysis of each account.

MOTION: On a motion by L.V. Cox, seconded by S. Appel, the approved Investment Policy Plan was approved as amended by a unanimous voice vote.

9. Advancement Committee (Information)

9.A. Foundation Giving Report and Hancock Promise Campaign Update (Information)

800 South College Drive, P.O. Box 5170, Santa Maria, CA 93456-5170 | www.ahcfoundation.org
805.925.2004 or 805.922.6966, ext. 3621 | 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.

J. Fields reviewed the Foundation Giving Report and reported that the Hancock Promise campaign is currently at \$9.6 million.

9.B. President’s Circle Subcommittee Report (Information)

J. Fields reviewed President’s Circle renewals and total members. He invited and encouraged all board directors to join the President’s Circle.

9.C. Scholarship Subcommittee Report (Information)

N. Rucobo shared that the scholarship application opened on November 1 and will close on February 7, 2024.

9.D. Scholarship Awards Discussion (Information)

N. Rucobo shared data from the 2023 banquets showing 75 donors (138 total with guests) were in attendance. This represents 82 out of 208 named scholarships. A survey was sent to these donors and showed that the most important thing to donors is getting to meet their scholarship recipient.

Foundation staff are proposing a change to the current scholarship awards format to a more student-focused event. There will be a reception for donors to meet their scholarship recipients and present their scholarship to them followed by an open seating award ceremony. Donors will also be invited to attend the awards ceremony and students can all bring two guests.

10. Officers and Chairs Nominations Process (Information)

J. Dale shared that a survey will be sent in March each year where every director can select their preferences. After this information is collected, the Governance & Nomination Committee will approve the committee chairs and officers at the following meeting and send to the Executive Committee and Board for approval.

11. Oral Reports (Information)

11.A. Executive Director, College Advancement – Jon Hooten (Absent)

11.B. Faculty Representative – Kevin Walthers (Absent)

11.C. College Trustee – Jeffrey Hall (Absent)

11.D. PCPA Foundation Representative – Judy Frost

J. Frost encouraged everyone to see Elf the Musical which will play until December 23, 2023.

11.E. Faculty Representative – Nichole Dechaine

N. Dechaine invited everyone to the Choir Concert on Saturday, November 18 at 7:00 p.m. in the Boyd Hall. There is a suggested \$10 donation at the door and students are free.

11.F. Student Representative – Samantha Martinez

S. Martinez shared that she started the Mental Health Advocacy Club on campus and is now registered to be an official Active Minds chapter. They will continue to be a student ran group, but will receive funding yearly, branding, and a national support system.

11.G. Members of the Board of Directors – General Announcements

M. Carroll shared that he will be terming off the board in January 2024. He mentioned the need for more representation on the Board from Lompoc and shared that he is more than happy to chat with anyone interested in joining.

D. Hood shared that she attended Celebrate Philanthropy and mentioned it was nice to see Mario Juarez being honored and she was able to learn more about him.

12. Consideration of New Business (Information)

13. Next Meeting – Thursday, January 25, 2024 (Board Retreat) (Information)

14. Adjourn (ACTION)

MOTION: On a motion by S. Appel, seconded by N. Dechaine, the meeting was adjourned at 4:52 p.m. by a unanimous voice vote.

To: Board of Directors	ACTION
From: Jon Hooten, Executive Director AHC Foundation	January 25, 2024
Subject: 2023-2024 Slate of Officers	

BACKGROUND

The updated slate of officers for the 2023-2024 fiscal year is presented for approval, to be forwarded to the Allan Hancock College Foundation Board of Directors.

President – Judith Dale
Vice President – Judy Frost
Secretary – Debra Hood
Treasurer – Mike Gibson

RECOMMENDATION

The Executive Committee recommends the board of directors accept the updated 2023-2024 slate of officers as presented

2023-2024 Committees

Update 1/18/2024

<p><u>Executive Committee</u></p> <ul style="list-style-type: none"> - Judith Dale (2029), President/Chair - Judy Frost (2027), Vice President - Mike Gibson (2030), Treasurer - Debra Hood (2028), Secretary - Lee-Volker Cox (2025), Member-at-large - Jeff Hall - Kevin Walthers 	<p><u>Finance Committee</u></p> <ul style="list-style-type: none"> - Mike Gibson (2030), Chair - Jim Fields (2025) - Judy Frost (2027) - Naishadh Buch (2033) - Paul Cook (2033) - Dennis Curran - Keli Seyfert
<p><u>Advancement Committee</u></p> <ul style="list-style-type: none"> - Jim Fields (2025), Chair - Erica Jane Flores (2030) - Len Jarrott (2033) - Christina Hernandez (2033) - Greg Pensa - Kevin Walthers <p style="margin-left: 20px;"><u>President’s Circle Subcommittee</u></p> <ul style="list-style-type: none"> o Vacant, Chair <p style="margin-left: 20px;"><u>Scholarship Subcommittee</u></p> <ul style="list-style-type: none"> o Tim Harrington (2027), Chair o Gloria Soto (2032) o Judy Frost (2027) o George Grama (2030) o Nichole Dechaine 	<p><u>Governance and Nominations Committee</u></p> <ul style="list-style-type: none"> - Mario Juarez (2025), Chair - Judith Dale (2029) - Gloria S. Soto (2032) - Lee-Volker Cox (2025) - Sam Orozco (2025) - Debra Hood (2028) - Christina Hernandez (2034) <p style="margin-top: 20px; font-size: small;"><i>Note: According to the Foundation’s bylaws, a director will term off at the January meeting following their 9th year of service. Each director will term off in January of the year listed. These years are based on each director’s election date according to board minutes.</i></p>

NOMINATION FOR BOARD OF DIRECTORS

We are constantly looking for special people who are reflections of the vibrant communities we live in and who can help us meet the growing needs of the college, its students, and its faculty and staff.

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

Name Christina Hernandez Spouse's Name (if applicable) _____
 Address _____ City _____ Zip 93434
 Occupation / Sector Field Representative Asm. Hart
 Phone Number _____ Email _____

Why would be an effective community representative on the AHC Foundation board?

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

- | | | |
|---|--|---|
| <input type="checkbox"/> accounting | <input checked="" type="checkbox"/> fund raising | <input type="checkbox"/> philanthropy |
| <input checked="" type="checkbox"/> advocacy | <input type="checkbox"/> investment | <input checked="" type="checkbox"/> planned giving |
| <input checked="" 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 checked="" type="checkbox"/> event planning | <input checked="" type="checkbox"/> marketing | <input checked="" type="checkbox"/> volunteer at events |

On what other boards have you served? I have previously served on Los Amigos de
Guadalupe, ~~and~~ Guadalupe Lions, and Comité Civico de Guadalupe.

In what other charitable or community activities have you participated? I am an active member
in the community and I love to contribute my time to parade planning,
organizing community hikes and community clean-ups.

Foundation Board Nominee: _____

Signature

Date

Christina Hernandez Bio:

Christina Hernandez is an experienced non-profit professional and civil servant. She currently is a Field Representative for Assemblymember Gregg Hart and serves as City Councilmember for the City of Guadalupe. Previously, she was an administrator for the Guadalupe-Nipomo Dunes Center in Guadalupe and has served in leadership positions in the Guadalupe Lions Club, *Los Amigos de Guadalupe*, and *Comite Civico de Guadalupe*.

A Hancock alumna, Christina was born in the Santa Maria Valley and has been a lifelong resident of Guadalupe. Her passion for social equity began when she started working for local nonprofits, experiencing firsthand the disadvantages of our local rural communities. She holds a deep passion to bring community members and organizations together to establish equity for all.



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 Naishadh D. Buch Spouse's Name Dipti N. Buch

Address [REDACTED] City [REDACTED] Zip 93436

Occupation Healthcare Executive, Pharmacist Phone Number [REDACTED]

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


Long-term community member, represented healthcare district at County, State and National level; varied professional background; ret. military.

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 checked="" type="checkbox"/> community relations | <input type="checkbox"/> legal | <input checked="" type="checkbox"/> public speaking |
| <input checked="" type="checkbox"/> education | <input checked="" type="checkbox"/> management | <input checked="" type="checkbox"/> technology |
| <input checked="" type="checkbox"/> event planning | <input type="checkbox"/> marketing | <input checked="" type="checkbox"/> volunteer at events |

On what other boards have you served? Savie Health Lompoc (free clinic), SafeCare Group

In what other charitable or community activities have you participated? Lompoc Economic Dev. Comm; Lompoc Hospital District Foundation; CA Health Policy & Data Advisory Comm, (OSHDP)

Foundation Board Nominee:  9 Jan 24
Signature Date

Naishadh Buch Bio:

Dr. Naishadh Buch (pron. NAY-shud BUTCH) is an effective leader with 20+ years of experience transforming healthcare operations and 35+ years mentoring teams through change. He has blazed trails and delivered expansive business growth based on his innovation, creativity, and persistence in transforming vision into reality.

Dr. Buch served 12 years as an officer in the U.S. Marine Corps (1983 - 1994), serving as Liaison Officer to UN forces, Operation Restore Hope, and retiring as a lieutenant colonel. He is retired as Chief Operating Officer of the Lompoc Valley Medical Center, where he has worked since early 2010. Dr. Buch graduated from the University of Reading, and later received his PharmD and MBA from the University of Southern California.

Paul Cook Bio:

Paul Cook is an accomplished banking executive with 25 years of hands-on experience in finance, lending, operations, administration, and technology. He is currently serving as CoastHills Credit Union's President/CEO. Paul's career at CoastHills began when he was hired as the SVP & Chief Information Officer in June of 2015. Upon transitioning into the role of EVP & Chief Experience Officer in 2018, he played an integral role in shaping the Credit Union's strategic direction. In addition to CoastHills, he has more than 20 years of experience in the financial industry, including senior executive roles at Heritage Oaks Bank, Los Alamos National Bank in New Mexico and Pioneer Federal Credit Union in Idaho.

Paul attended San Mateo High School in California, graduated magna cum laude with a B.S. in Political Science from Utah State University and obtained an Executive MBA from Brigham Young University.

To: Board of Directors	Information
From: Jon Hooten, Executive Director AHC Foundation	January 25, 2024
Subject: Board Member Resignation – Susan Appel	

BACKGROUND

Susan Appel submitted her resignation from the Allan Hancock College Foundation Board of Directors, effective January 25, 2024. Foundation staff would like to thank her for his service as a board director.