

**A MEETING OF THE EXECUTIVE COMMITTEE**  
**January 26, 2016 ❖ 5 P.M.**

Mark J. Smith Meeting Room-Building R  
 936 South College Drive, Santa Maria, California 93454  
 and  
 Home of Greg Pensa, 69 Ironwood Way, Solvang, California 93463

**AGENDA**

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<b>1. Begin joint session with Finance Committee at 5 p.m.</b>	
<b>2. Review Financial Statements</b>	
<b>2.A.</b> President's Circle Budget –11/30/2015	1
<b>2.B.</b> Summary of Portfolio Allocation – 11/30/2015	2
<b>2.C.</b> Statement of Operations – 11/30/2015	3
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<b>2.G.</b> Check Registers – 10/31/2015 and 11/30/15	7-13
<b>Approval of Financial Statements</b>	
<b>Action – Motion</b> ____ <b>Second</b> ____ <b>Vote</b> ____ <b>Abstentions</b> ____	
<b>3. End of joint session with Finance Committee</b>	
<b>4. Call to Order</b>	
<b>5. Roll Call</b>	
<b>6. Public Comment</b>	
<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>	
<b>7. Approval of Agenda</b>	
<b>7.A.</b> Agenda for January 26, 2016	
<b>Action – Motion</b> ____ <b>Second</b> ____ <b>Vote</b> ____ <b>Abstentions</b> ____	
<b>8. Approval of Minutes</b>	14-16
<b>8.A.</b> Minutes of December 1, 2015, Meeting	
<b>Action – Motion</b> ____ <b>Second</b> ____ <b>Vote</b> ____ <b>Abstentions</b> ____	
<b>9. Finance Committee Report</b>	17
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<b>10. Action Items</b>	
<b>10.A.</b> Meeting & Event Calendar for 2016/17	18-19
<b>Action – Motion</b> ____ <b>Second</b> ____ <b>Vote</b> ____ <b>Abstentions</b> ____	
<b>10.B.</b> Directors' Annual Scholarship	20
<b>Action – Motion</b> ____ <b>Second</b> ____ <b>Vote</b> ____ <b>Abstentions</b> ____	
<b>10.C.</b> New Position – Advancement Specialist	21-23
<b>Action – Motion</b> ____ <b>Second</b> ____ <b>Vote</b> ____ <b>Abstentions</b> ____	

**A MEETING OF THE EXECUTIVE COMMITTEE**

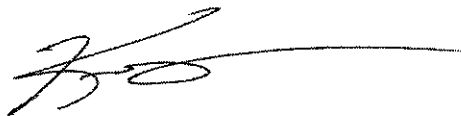
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**AGENDA**

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<b>11. Information Items</b>	
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<b>12.A.1.</b> Director Resignations	
<b>Action</b> – Motion___Second___Vote___ Abstentions___	
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<b>12. B.</b> Scholarship	
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<b>13. A.</b> President's Circle	
<b>13.A.1.</b> President's Circle and PCPA Encore Circle Event	
<b>14. Other Business</b>	
<b>15. Superintendent/President's News and Views</b>	
<b>15.A.</b> Executive Director, College Advancement update	
<b>16. College Trustee's News &amp; Views</b>	
<b>17. Date for Next Executive Committee Meeting</b>	
<b>17.A.</b> The next meeting of the Executive Committee is Tuesday, February 23, 2016.	
<b>18. Adjournment</b>	
<b>18.A.</b> Adjournment of Executive Committee Meeting	
<b>Action</b> – Motion___Second___Vote___ Abstentions	

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.



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Kevin G. Walthers, Ph.D.  
Superintendent/President  
Allan Hancock College

ALLAN HANCOCK COLLEGE FOUNDATION

<b>To: Finance Committee</b>	<b>ACTION</b>
<b>From: Mr. Guy Walker, Treasurer</b>	
<b>Subject: President's Circle 2015-16 Budget for period ending November 30, 2015</b>	

**BACKGROUND**

Staff will report on the *President's Circle* budget for the period ending November 30, 2015.

INCOME	2015-16 Budget	2015-16 Actual
Opening Balance, 7/1/2015		100,575
Contributions	75,000	20,495
Young Endowment Pledge	100,000	
<b>— TOTAL INCOME</b>	<b>\$ 175,000</b>	<b>\$ 121,070</b>

**EXPENSES**

Foundation operating budget	11,250	
Transfers to District	160,250	152
Transfer to Scholarships		5,250
Supplies, Equipment, Advertising	500	988
Food Supplies	2,500	3,024
Public Relations/Recognition		
Printing	250	532
Postage/Courier/Credit Card Fees	250	953
<b>— TOTAL EXPENSES</b>	<b>175,000</b>	<b>10,899</b>
<b>NET REVENUE/EXPENSE</b>	<b>\$ .00</b>	<b>\$ 110,171</b>

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

**ALLAN HANCOCK COLLEGE FOUNDATION**  
 Summary of Portfolio Allocation  
 January 1, 2015 - September 30, 2015

<b>GENERAL OPERATIONS, RESTRICTED and SCHOLARSHIPS</b>	<b>Beginning Market Value 01/01/15</b>	<b>Ending Market Value 11/30/2015</b>
Morgan Stanley Active Assets-Cash, .020%	\$ 1,692,020.24	\$ 1,752,178.24
Morgan Stanley, Consulting Group Advisor	637,183.83	629,137.12
Rabobank - Checking	162,865.41	129,192.55
Rabobank - Credit Card	10,614.16	3,797.79
Cash on Hand	100.00	100.00
<b>Sub-Total</b>	<b>\$ 2,502,783.64</b>	<b>\$ 2,514,405.70</b>

<b>ENDOWMENTS</b>	<b>Investment Basis</b>	<b>Beginning Market Value 01/01/15</b>	<b>Ending Market Value 11/30/2015</b>	<b>Total Market Value Change YTD</b>
Morgan Stanley	\$ 2,984,748.17	\$ 4,669,985.21	\$ 4,671,046.80	\$ 1,061.59
LPL Financial	854,408.37	1,406,161.37	1,404,646.57	(1,514.80)
Osher-Bartleson Fund Endowment	100,000.00	149,689.78	121,311.98	(28,377.80)
Northern Trust (Young Quasi Endowment)			1,314,311.41	1,314,311.41
Vanguard (Young Quasi Endowment)	641,557.78	1,305,382.03		(1,305,382.03)
LPL Financial	13,000.00	40,706.27	41,492.00	785.73
<b>Sub-Total</b>	<b>\$ 4,593,714.32</b>	<b>\$ 7,571,924.66</b>	<b>\$ 7,552,808.76</b>	<b>\$ (19,115.90)</b>

<b>PATRICIA J. BOYD FUND</b>				
Rabobank Wealth Management	\$ 4,000,000.00	\$ 4,141,183.78	\$ 4,102,214.00	\$ (38,969.78)
Northern Trust	6,000,000.00	6,294,695.57	6,152,189.71	(142,505.86)
Morgan Stanley	2,115,776.55	2,221,560.86	2,441,199.47	325,422.92
<b>Sub-Total</b>	<b>\$ 12,115,776.55</b>	<b>\$ 12,657,440.21</b>	<b>\$ 12,695,603.18</b>	<b>\$ 143,947.28</b>

**\$ 22,732,148.51**

<b>Total General Opr, Restricted, Scholarships &amp; Endowments</b>	<b>\$ 22,762,817.64</b>
<b>Accounts Receivable</b>	<b>6,496.00</b>
<b>Total Assets</b>	<b>\$ 22,769,313.64</b>
<b>Total Liabilities - Accounts Payable</b>	<b>(4,456.00)</b>
<b>Net Assets</b>	<b>\$ 22,764,857.64</b>

<b>Investment Allocation Summary - Endowments</b>	<b>Target</b>	<b>Allocation Current Period</b>
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<b>Morgan Stanley</b>		
Stocks, ETFs, CEFs, Mutual Funds	65%	62.86%
Fixed Income	35%	34.03%
Bonds		
Cash		3.11%
		<b>100.00%</b>

<b>LPL Financial</b>		
Stocks, ETFs, CEFs, Mutual Funds	65%	61.53%
Fixed Income	35%	34.52%
Bonds		
Cash		3.95%
		<b>100.00%</b>

<b>Northern Trust</b>		
Stocks, ETFs, CEFs, Mutual Funds	65%	19.00%
Fixed Income	35%	
Bonds		
Cash		81.00%
		<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%	47.80%
Fixed Income	35%	22.85%
Bonds		0.00%
Cash		29.35%
		<b>100.00%</b>

<b>Investment Allocation Summary - Patricia J. Boyd</b>	<b>Target</b>	<b>Allocation Current Period</b>
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<b>Rabobank Wealth Mgmt - P. J. Boyd Fund</b>		
Stocks,ETFs,CEFs, Mutual Fds.	65%	49.54%
Fixed Income	35%	38.03%
Bonds		
Cash		3.29%
		<b>90.86%</b>

<b>Northern Trust - P. J. Boyd Fund</b>		
Stocks,ETFs,CEFs, Mutual Fds.	65%	66.40%
Fixed Income	35%	31.50%
Bonds		
Cash		2.10%
		<b>100.00%</b>

<b>Morgan Stanley - P. J. Boyd Fund</b>		
Stocks,ETFs,CEFs, Mutual Fds.	65%	64.36%
Fixed Income	35%	35.08%
Bonds		
Cash		0.56%
		<b>100.00%</b>

<b>Consolidated Summary of Allocation - Boyd</b>	<b>Target</b>	<b>Allocation Current Period</b>
Stocks,ETFs,CEFs, Mutual Fds.	65%	60.10%
Fixed Income	35%	34.87%
Bonds		0.00%
Cash		1.98%
		<b>96.95%</b>

ALLAN HANCOCK COLLEGE FOUNDATION  
STATEMENT OF OPERATIONS BY SUBFUND  
FOR THE PERIOD ENDING 11/30/2015

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>REVENUE:</b>							
Contributions	0	3,272	927,069	145,192	146,403	0	1,221,937
Contributions non-cash	0	0	0	0	0	0	0
Interest and dividends	0	7,979	0	0	0	128,877	136,856
Gain/Loss on sale of investments	0	0	0	0	0	390,476	390,476
Change in asset portfolio	0	-12,040	0	0	0	-996,978	-1,009,018
Royal/Other/Bad Debt Recov.	0	0	2,155	240	0	0	2,395
Total revenue	0	-789	929,224	145,432	146,403	-477,625	742,645
<b>EXPENDITURES:</b>							
Scholarships	0	0	0	612,086	0	0	612,086
Student Assistance	0	0	13,023	0	0	0	13,023
District/College Support	0	0	35,210	0	0	0	35,210
Salaries	0	55,828	0	0	0	0	55,828
Employee benefits	0	5,557	0	0	0	0	5,557
Supplies and materials	0	5,332	29,885	0	0	0	35,217
Contracted personal services	0	0	1,070	0	0	0	1,070
Travel and conference	0	2,266	17,464	0	0	0	19,730
Memberships and permits	0	0	0	0	0	0	0
Technology Services	0	0	0	0	0	0	0
Telephone	0	215	0	0	0	0	215
Contracts and leases	0	1,352	0	0	0	0	1,352
Postage and advertising	0	353	14,137	0	0	0	14,490
Bank/brokerage charges	0	1,578	0	0	0	67,628	69,206
Miscellaneous expense	0	0	953	0	0	0	953
Building and equipment	0	0	0	0	0	0	0
Credit Card Disc. Fees	0	529	0	0	0	0	529
Total expenditures	0	73,010	111,741	612,086	0	67,628	864,465
Net income(loss)	0	-73,798	817,483	-466,653	146,403	-545,253	-121,819
<b>OTHER FINANCING SOURCES/OUTGO:</b>							
Transfers in	0	106,500	0	635	12,700	0	119,835
Transfers out	0	0	35,250	45,409	0	76,500	157,159
Net transfers	0	106,500	-35,250	-44,774	12,700	-76,500	-37,324
Net inc/dec in fund bal	0	32,702	782,233	-511,427	159,103	-621,753	-159,143
<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	342,852	2,437,699	318,094	18,491,554	1,174,659	22,764,858

ALLAN HANCOCK COLLEGE FOUNDATION  
BALANCE SHEET BY SUBFUND  
FOR PERIOD ENDED 11/30/2015

	Rounded to the Nearest Dollar						
	Cash Admin	General Operations	Restricted	Dollar Scholar- ships	Endowment Principal	Endowment Rev/Exp	Total
<b>ASSETS</b>							
<b>Cash and securities</b>							
Claim on Cash	-8,590,099	342,852	2,438,122	322,127	4,312,339	1,174,659	0
Claim on Cash-Treasury	0	0	0	0	0	0	0
Checking	1,881,371	0	0	0	0	0	1,881,371
Credit Card	3,798	0	0	0	0	0	3,798
Cash on hand	100	0	0	0	0	0	100
Investment cash	225,789	0	0	0	1,335,575	0	1,561,365
Investment securities	5,901,995	0	0	0	13,011,725	0	18,913,719
FMV increase/decrease	577,047	0	0	0	-174,581	0	402,466
Total cash & securities	<u>0</u>	<u>342,852</u>	<u>2,438,122</u>	<u>322,127</u>	<u>18,485,057</u>	<u>1,174,659</u>	<u>22,762,817</u>
<b>Receivables</b>							
Due from other funds	0	0	0	0	6,000	0	6,000
Accrued interest receivable	0	0	0	0	496	0	496
Payroll taxes receivable	0	0	0	0	0	0	0
Total receivables	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,496</u>	<u>0</u>	<u>6,496</u>
Total assets	<u>0</u>	<u>342,852</u>	<u>2,438,122</u>	<u>322,127</u>	<u>18,491,554</u>	<u>1,174,659</u>	<u>22,769,314</u>
<b>LIABILITIES</b>							
Accounts payable	0	0	0	0	0	0	0
Payroll taxes payable	0	0	0	0	0	0	0
Due other funds	0	0	423	4,033	0	0	4,456
Total liabilities	<u>0</u>	<u>0</u>	<u>423</u>	<u>4,033</u>	<u>0</u>	<u>0</u>	<u>4,456</u>
<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	32,702	782,233	-511,427	159,103	-621,753	-159,143
Total fund balance	<u>0</u>	<u>342,852</u>	<u>2,437,699</u>	<u>318,094</u>	<u>18,491,554</u>	<u>1,174,659</u>	<u>22,764,858</u>
Total liab & fund balance	<u>0</u>	<u>342,852</u>	<u>2,438,122</u>	<u>322,127</u>	<u>18,491,554</u>	<u>1,174,659</u>	<u>22,769,314</u>

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

Account	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
<b>General Operations</b>		583	128	129	2,454								3,273
<b>Restricted</b>	33,689	37,415	31,265	10,035	794,588								908,991
<b>Fundraising &amp; Ticket Sales</b>			1,739										1,739
<b>Scholarships</b>	30,767	15,918	21,920	40,916	35,910								145,431
<b>Endowments</b>	60,442	10,698	1,590	32,648	41,025								148,403
<b>Patricia J. Boyd Fund</b>													
<b>President's Circle</b>	1,042	6,526	2,142	8,642	2,142								20,496
<b>MONTHLY TOTALS</b>	125,940	71,118	58,784	92,371	876,118								1,224,332
<b>CURRENT YTD TOTALS</b>	\$ 125,940	\$ 187,059	\$ 255,843	\$ 348,214	\$ 1,224,332								\$ 1,224,332

**PRIOR YEARS**

July 14-June 15	45,690	178,133	249,565	292,461	330,643	501,257	595,898	673,291	776,779	861,893	907,611	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	628,195	667,556	694,581	774,887
July 10-June 11	33,237	119,259	188,275	240,841	262,359	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	597,819	715,628	941,725
July 08-June 09	68,637	127,337	167,331	254,313	282,414	565,024	592,970	608,746	661,090	848,526	1,018,528	1,053,236
July 07-June 08	45,107	126,207	172,587	288,463	514,884	641,357	679,931	711,203	768,748	848,528	1,000,629	1,070,668
July 06-June 07	99,807	202,598	246,726	330,210	419,424	807,361	847,622	898,492	925,869	1,036,458	1,075,487	1,098,427
July 05-June 06	98,646	335,755	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
July 02-June 03	75,261	121,934	191,280	359,263	392,300	693,094	740,946	754,027	788,449	914,766	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**  
**General Operations Proposed Budget**  
**July 1, 2015 - June 30, 2016**

11/30/2015

	2015-16 Approved Budget	2015-16 Actual Rev & Exp	2015-16 Percentage Budget
<b>REVENUE</b>			
General Operations - Contributions	15,000	3,272	22%
General Operations - Interest	20,000	7,979	40%
Administration Fee - 1.5%	100,000	36,501	37%
President's Circle Campaign	11,250	0	0%
Consulting Group Advisor - Realized Gain/Loss		27,976	
Consulting Group Advisor - Unrealized Gain/Loss	30,000	(40,016)	-133%
Marian Hancock Trust	30,000	30,000	100%
F. Young Endowment Proceeds	50,000	40,000	80%
Madson Endowment Proceeds	5,000	0	0%
<b>TOTAL GENERAL OPERATIONS REVENUE</b>	<b>\$ 261,250</b>	<b>\$ 105,711</b>	<b>40%</b>
<b>EXPENSES</b>			
Executive Director	50,000	0	0%
Staff Salaries	133,823	52,661	39%
Staff Health/Welfare Benefits	7,600	3,167	42%
Staff Payroll Taxes/Insurance	14,246	5,557	39%
<b>Sub Total Staff Salaries &amp; Benefits</b>	<b>\$ 205,669</b>	<b>\$ 61,385</b>	<b>30%</b>
Public Relations	500	0	0%
Operational Supplies	5,000	1,347	27%
Printing	5,000	3,051	61%
Food Supplies	5,000	934	19%
Consultants, Service Contracts	4,200	943	22%
Conference Expense	1,800	2,266	126%
Business Travel Expense	750	0	0%
Dues and Memberships	700	0	0%
Licenses, Permits, Filing Fees	225	0	0%
Telephone	700	215	31%
Maintenance Agreements	9,000	409	5%
Equipment Leases & Agreements	500	0	0%
Postage and Courier Services	3,250	353	11%
Advertising	1,500	0	0%
Bank Service Charges & Brokerage Fees	3,850	2,107	55%
Equipment & Computer Software	1,000	0	0%
Annual Scholarship Banquet	4,500	0	0%
<b>Sub Total Operating Expenses</b>	<b>\$ 47,475</b>	<b>\$ 11,625</b>	<b>24%</b>
<b>TOTAL GENERAL OPERATING EXPENSES</b>	<b>\$ 253,144</b>	<b>\$ 73,009</b>	<b>29%</b>
<b>Net Revenue/Expense</b>	<b>\$ 8,106</b>	<b>\$ 32,702</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>\$ 342,852</b>	



**Allan Hancock College Foundation**  
**Check Register**  
Check Dates from 10/1/2015 to 10/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
AT&T Executive Education & Conference Center	AcademicWorks Conf hotel - TMc	83111300 5210	721.05		
			721.05	FN	00017794
MCCRACKEN, TONI D	Per diem conference TX	83111300 5210	140.00		
			140.00	FN	00017795
BUSINESS CARD	SY Feed & Milling- JC RMB'D FN	83111300 4520	73.38		
	Constant Contact monthly	83111300 5112	52.25		
			125.63	FN	00017796
BUSINESS CARD	FDTN BRD SPPLS	83111300 4520	29.26		
	E.D. RETIREMENT SPPLS	83111300 4520	137.85		
	VENDOR ERROR DUPLICATE CHRG	83111300 4520	54.13		
	FDTN TBLCLTHS CLEANING	83111300 4520	108.80		
	E.D. RETIREMENT FD SPPLS	83111300 4710	96.35		
			426.39	FN	00017797
CALIF STATE UNIV SACRAMENTO	Scholarship: Victor Delgado, C	83132414 7580	3,000.00		
			3,000.00	FN	00017798
Kopecky, Susannah I	RMB BKMRS FOR LIBRARY	83122611 4520	68.84		
			68.84	FN	00017799
Mosson, Leslie	RMB CHILDRENS BKS MADDUX	83122613 4520	112.01		
			112.01	FN	00017800
Santa Maria Rotary Foundation	SM Rotary fundraiser: Sips &	83122150 5880	500.00		
			500.00	FN	00017801
Velasquez, Armida	Sppls Dia De Los Muertos	83122150 4520	400.00		
			400.00	FN	00017802
VISION CENTER OF SANTA MARIA	Vision Anlys&Lns DECOMARMOND	83123235 4520	100.00		
			100.00	FN	00017803
VISION CENTER OF SANTA MARIA	Vision Anlys&Lns GONZALEZ	83123235 4520	100.00		
			100.00	FN	00017804
VISION CENTER OF SANTA MARIA	Vision Anlys&Lns Morales	83123235 4520	100.00		
			100.00	FN	00017805
VISION CENTER OF SANTA MARIA	Vision Anlys&Lns Martinez	83123235 4520	90.00		

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Current Date: 01/17/2016  
Current Time: 16:10:54

**Allan Hancock College Foundation**

**Check Register**

Check Dates from 10/1/2015 to 10/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			90.00	FN	00017806
ALLAN HANCOCK COLLEGE	RMB MLRM CHARGES JULY/AUG	83111300 5870	3.84		
			3.84	FN	00017807
CALIFORNIA POLY UNIVERSITY	Scholarship:Campos-Ceja, M	83132570 7580	2,000.00		
			2,000.00	FN	00017808
CALIFORNIA POLY UNIVERSITY	Scholarship: Doan, Quang	83132084 7580	1,000.00		
			1,000.00	FN	00017809
CALIFORNIA POLY UNIVERSITY	Scholarship: Leal, Jose	83132266 7580	1,000.00		
			1,000.00	FN	00017810
CALIFORNIA POLY UNIVERSITY	Scholarship: Scheiner, L	83133152 7580	3,200.00		
			3,200.00	FN	00017811
CALIFORNIA POLY UNIVERSITY	Scholarship: Thompson, C	83132939 7580	1,000.00		
			1,000.00	FN	00017812
HUMBOLDT STATE UNIVERSITY	Scholarship: Thomas, J.	83132020 7580	1,675.00		
			1,675.00	FN	00017813
OFFICE DEPOT CREDIT PLAN	FY16 Open PO -fdtn office	83111300 4520	10.25		
	FY16 Open PO -fdtn office	83111300 4520	8.38		
	FY16 Open PO -fdtn office	83111300 4520	79.89		
	FY16 Open PO -fdtn office	83111300 4520	30.20		
			128.72	FN	00017814
PCPA THEATERFEST	TRANSFER OUT 2015 SCHOLARSHIPS	83132595 7390	18,662.00		
			18,662.00	FN	00017815
Perez, Diana	RMB SPPLS YELL CONF	83122555 4520	106.25		
	RMB FD SPPLS YELL CONF	83122555 4710	549.61		
			655.86	FN	00017816
SAN JOSE STATE UNIVERSITY	Scholarship: Cepeda,, M	83132688 7580	4,400.00		
			4,400.00	FN	00017817
SANTA BARBARA CITY COLLEGE	Scholarship: Main, Jessica	83132299 7580	2,500.00		
			2,500.00	FN	00017818
SIGNS OF SUCCESS	D SENIOR DEDICATION WALL	83122574 4520	346.98		

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Current Date: 01/17/2016

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**Allan Hancock College Foundation**  
**Check Register**  
Check Dates from 10/1/2015 to 10/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
			346.98	FN	00017819
SIMPSON UNIVERSITY	Scholarship: Pinedo, E	83132273 7580	1,000.00		
			1,000.00	FN	00017820
Solorio, Jesus	RMB SPPLS DREAM CATCHERS	83122038 4520	41.38		
			41.38	FN	00017821
Taft Community College	Scholarship: Brookshire	83132945 7580	1,000.00		
			1,000.00	FN	00017822
UC SAN DIEGO	Scholarship: Tang, Xinyuan	83132939 7580	1,000.00		
			1,000.00	FN	00017823
UC SANTA BARBARA	Scholarship: Morales, G	83132878 7580	1,000.00		
			1,000.00	FN	00017824
UNIVERSITY OF CALIF LOS ANGELES	Scholarship: DePalma, O	83132939 7580	1,175.00		
			1,175.00	FN	00017825
VISION CENTER OF SANTA MARIA	Vision Anlyss&Lnss Gomez	83123235 4520	70.00		
			70.00	FN	00017826
ALLAN HANCOCK COLLEGE	FN Banner Scholarship	83132414 9181	11,000.00		
	FN Banner Scholarship	83132570 9181	250.00		
	FN Banner Scholarship	83132706 9181	1,000.00		
	FN Banner Scholarship	83132730 9181	750.00		
	FN Banner Scholarship	83132946 9181	1,866.00		
	FN Banner Scholarship	83133154 9181	1,540.00		
	FN Banner Scholarship	83133251 9181	500.00		
	RMB CHEFS COATS	83122151 4520	286.32		
	RMB PRINTING	83122611 4520	5.63		
			17,197.95	FN	00017827
BIERDZINSKI, SANDRA	RMB BANNED BKS WEEK BKS/SPPLS	83122611 4520	40.00		
			40.00	FN	00017828
COLEMAN, TERRI LEE	RMB STEM WEEK OF DISCV SPPLS	83123101 4520	23.37		
			23.37	FN	00017829
Duran, Joe	1st Friday Artisan Mkt	83122101 5110	400.00		
			400.00	FN	00017830

**Allan Hancock College Foundation**

**Check Register**

Check Dates from 10/1/2015 to 10/31/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
MCCRACKEN, TONI D	RMB CONF PARKING/TRANS FEE	83111300 5210	64.00		
			<u>64.00</u>	FN	00017831
Miller, Denis R	DJ for 1st Friday Artisan	83122101 5110	150.00		
			<u>150.00</u>	FN	00017832
NEXT DAY SIGNS	Scholarship banner updated	83111300 4540	27.06		
			<u>27.06</u>	FN	00017833
RADISSON HOTEL SANTA MARIA	Annual Safety Meeting banq dnr	83122551 4710	1,895.20		
			<u>1,895.20</u>	FN	00017834
SANTA MARIA VALLEY CHAMBER OF COMMERCE	Fdm Board of Directors table	83111300 4710	60.00		
			<u>60.00</u>	FN	00017835
TESTA CATERING	Coffee&Tea J Cotter Rtmt	83111300 4520	43.30		
			<u>43.30</u>	FN	00017836
VISION CENTER OF SANTA MARIA	Vision Analysis & Lenses ROJAS	83123235 4520	50.00		
			<u>50.00</u>	FN	00017837
Latting, Mitchell	Musician Rehearsals: Oct 2015	83122075 5110	220.00		
			<u>220.00</u>	FN	00017838
PCPA FOUNDATION	PCPA GALA TIX - NOV 14, 2015	83122151 5880	375.00		
			<u>375.00</u>	FN	00017839
VERIZON	FY16 Open PO - Fdm telephone	83111300 5540	54.18		
			<u>54.18</u>	FN	00017840
			<b>Total Amount:</b>		
			68,342.76		
			<b>Reversals:</b>		
			0.00		
			<b>Grand Total:</b>		
			68,342.76		

**Allan Hancock College Foundation**  
**Check Register**  
Check Dates from 11/1/2015 to 11/30/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
ALLAN HANCOCK COLLEGE	RMB MAILROOM CHARGES SEPT 15	83111300 5870	10.39		
			<u>10.39</u>	FN	00017841
BUSINESS CARD	REFUND OF OVERCHARGE-FLWRS	83111300 4520	-54.13		
	CONSTANT CONTACT FEE	83111300 5112	4.75		
	AIRFARE ACADEMIC WRKS CONF	83111300 5210	896.20		
			<u>846.82</u>	FN	00017842
Heritage Oaks Bank	Student 911 Fund	83123115 7570	2,000.00		
			<u>2,000.00</u>	FN	00017843
Live Scan & Mobile Notary Solutions	RN students fingerprinting	83122109 4520	2,516.00		
			<u>2,516.00</u>	FN	00017844
LUCAS, ANN	RMB MACCC CONF REG	83122023 5210	300.00		
			<u>300.00</u>	FN	00017845
McMahon, Dianne G	RMB DREAM CATCHERS COSTUMES	83122038 4520	212.97		
			<u>212.97</u>	FN	00017846
SANTA BARBARA FOUNDATION	Celebrate Philanthropy Table	83111300 4710	250.00		
			<u>250.00</u>	FN	00017847
SANTA MARIA INN	LODGING FOR YELL CONF SPEAKER	83122150 5210	92.40		
			<u>92.40</u>	FN	00017848
ALLAN HANCOCK COLLEGE	RMB FDTN PRINTING	83111300 4540	281.13		
	EQUIP PURCHASE INDST TECH PROG	83122070 5850	25,000.00		
	RMB ATHLETICS PRINTING	83122176 4540	619.95		
	RMB SCHOLARSHIP PRINTING	83122939 4540	322.53		
			<u>26,223.61</u>	FN	00017849
ANITA ROLON	RMB OUTDOOR CLSSRM SPPLS	83122020 4520	72.59		
			<u>72.59</u>	FN	00017850
DAL PORTO, JUDITH	RMB OUTDOOR CLSSRM SPPLS	83122020 4520	313.30		
	RMB EDUC /CLSSRM SPPLS	83122098 4520	1,358.37		
			<u>1,671.67</u>	FN	00017851
JONES, BERNARD	ACCT Leadership Conference	83122151 5210	444.25		
			<u>444.25</u>	FN	00017852

**Allan Hancock College Foundation**  
**Check Register**  
Check Dates from 11/1/2015 to 11/30/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
LAHR, LARRY	ACCT Leadership Conference	83122151 5210	276.62		
			276.62	FN	00017853
OFFICE DEPOT CREDIT PLAN	FY16 Open PO -fdtn office	83111300 4520	53.82		
	FY16 Open PO -fdtn office	83111300 4520	104.68		
			158.50	FN	00017854
PENSA, GREG	ACCT Leadership conference	83122151 5210	418.95		
			418.95	FN	00017855
UC SAN DIEGO	Scholarship: Rodgers, A	83132304 7580	600.00		
			600.00	FN	00017856
Underwood, Kelly D	ACCT Leadership Conference	83122151 5210	422.40		
			422.40	FN	00017857
Walthers, Kevin Glen	ACCT Leadership Conference	83122151 5210	374.33		
			374.33	FN	00017858
CALIFORNIA POLY UNIVERSITY	Scholarship: Vauclin, Anthony	83132266 7580	1,000.00		
			1,000.00	FN	00017859
JAY CEE TROPHY CO INC	R Armindo memorial plaque	83122574 4520	399.93		
			399.93	FN	00017860
Morrow, James	RMB BOOKS FOR LRC	83122699 4520	169.63		
			169.63	FN	00017861
SPENCER'S FRESH MARKETS	CARE PROGRAM - 80 TURKEY	83122059 4710	3,514.69		
			3,514.69	FN	00017862
ALL AMERICAN SCREEN PRINTING	WEEK OF DISCOVERY SHIRTS	83123101 4520	125.57		
			125.57	FN	00017863
ALLAN HANCOCK COLLEGE	FN Banner Scholarship	83132040 9181	500.00		
	FN Banner Scholarship	83132110 9181	1,000.00		
	FN Banner Scholarship	83132265 9181	1,380.00		
	FN Banner Scholarship	83133170 9181	1,135.00		
	FN Banner Scholarship	83133185 9181	1,000.00		
			5,015.00	FN	00017864
ALLAN HANCOCK COLLEGE	CONTRACT FIELD STUDY SIERRA NV	83122099 5850	150.00		
			150.00	FN	00017865

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**Allan Hancock College Foundation**  
**Check Register**  
Check Dates from 11/1/2015 to 11/30/2015

Vendor Name	Description	Budget Code	Amount	Status	Warrant
ALLAN HANCOCK COLLEGE	Fall 2015 Comm News Tab	83111300 4540	1,700.00		
	RMB PRINTING CHARGES	83111300 4540	94.11		
	RMB PRINTING CHARGES	83122150 4540	49.71		
	RMB ACCT CONF MEALS	83122151 4710	424.06		
	RMB GRAND HYATT LDG CHRGS	83122151 5210	0.05		
			2,267.93	FN	00017866
Guerrero, Emmanuel E	RMB WK OF DISCOVERY SPPLS	83123101 4710	233.75		
			233.75	FN	00017867
Lee, Jackie L.	RMB DANCE CONCERT SKIRTS	83122038 4520	225.00		
			225.00	FN	00017868
Santa Maria-Lompoc NAACP	Dinner/fashion show Table for	83122150 5880	650.00		
			650.00	FN	00017869
UC SANTA BARBARA	SMITHSONIAN SCHOLARS TRIP	83122840 5210	2,000.00		
			2,000.00	FN	00017870
VTC ENTERPRISES	YEAR-END BULK MAILING	83111300 4540	948.68		
			948.68	FN	00017871
ZACARIAS, HILDA	ACCT Annual Leadership	83122151 5210	281.28		
			281.28	FN	00017872
<b>Total Amount:</b>			53,872.96		
<b>Reversals:</b>			0.00		
<b>Grand Total:</b>			53,872.96		

**ALLAN HANCOCK COLLEGE FOUNDATION  
EXECUTIVE COMMITTEE MEETING  
Minutes of December 1, 2015**

A regular meeting of the Executive Committee was held on Tuesday, December 1, 2015, at 5:11 p.m. at the Allan Hancock College Foundation, Mark J. Smith Meeting Room, 936 South College Drive, Santa Maria, California and at the home of Greg Pensa, 69 Ironwood Way, Solvang, California.

**1. EXECUTIVE COMMITTEE MEETING CALLED TO ORDER**

The meeting was called to order at 5:11 p.m. by Foundation Board President, Dr. Terry Dworaczyk.

**2. ROLL CALL**

*Present:* Dr. Terry Dworaczyk, Bob Manning, Valerie Moya, Trustee Greg Pensa, Guy Walker, and Dr. Kevin Walthers

*Absent:* John Everett, Bob Poole, and Georgia Schragger

*Foundation Staff Present:* Toni McCracken and Annie Looyesen

*College Staff:* Michael Black

**3. PUBLIC COMMENT**

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

**4. APPROVAL OF AGENDA**

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

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

Ayes: Dworaczyk, Manning, Moya, Pensa, Walker, and Walthers

Noes: None

Abstentions: None

**5. APPROVAL OF MINUTES – September 22, 2015**

Dr. Dworaczyk asked members to review the minutes of the September 22, 2015, regular meeting and called for a motion to approve.

**MOTION:** On a motion by Director Manning, seconded by Director Dworaczyk, the minutes for the September 22, 2015, regular meeting were approved as submitted.

Ayes: Dworaczyk, Manning, Moya, Pensa, Walker, and Walthers

Noes: None

Abstentions: None

**6. ACTION ITEMS**

*Foundation Administrative Assistant Increase in Hours:* Dr. Dworaczyk reported that staff is requesting an increase in hours of the administrative assistant from 22 to 28 hours per week due to an increase in workload with the the executive director's retirement in September. The increase in hours would begin January 4, 2016, through June 30, 2016, or earlier per foundation need. The increase in hours will be offset by drawing down from the budgeted \$50,000 designated for the Executive Director's salary.

**MOTION:** On a motion by Director Moya, seconded by Director Manning the committee approved to increase the administrative assistant's hours from 22 hours per week to 28 beginning January 4, 2016 through June 30, 2016, or earlier per foundation need.



## 7. INFORMATION ITEMS

*Foundation Director/PCPA Liaison Appointment:* Dr. Dworaczyk shared that the Allan Hancock College Foundation PCPA liaison, Judy Frost, will be completing her third three-year term in February and will be terming off. Director Jim Bray has agreed to serve as the liaison to replace Mrs. Frost in 2016.

*New Board of Directors Lunch Meeting:* Dr. Dworaczyk shared that the staff is proposing an informal lunch meeting with the new directors and Executive Committee members prior to the February annual meeting to share about the foundation. The Executive Committee discussed it and agreed that would be a good idea and directed staff to move forward with the planning of the luncheon.

*Foundation Bylaws – Article VI Meetings:* Dr. Dworaczyk reported that Director Walker requested a discussion changing the annual meeting from February (calendar year) to July (fiscal year) to be more in line with the college and the start of the new academic year. The committee discussed it and it was tabled to the January meeting. Staff will provide options for review by the committee.

*New Position Title V:* Dr. Walthers reported that a full time development specialist position under the Title V grant will be hired in the spring. This position was part of the compression planning through Binns and Drennon completed by the college this year. The college is moving forward with a job description which will be brought to the Executive Committee for review.

*Foundation Employee Handbook:* Mrs. McCracken shared that the foundation employee handbook is under review to ensure compliance with federal labor laws and to ensure a clear division between the foundation and the district. A revised employee handbook will be presented committee review at the January meeting. The handbook will be reviewed annually for compliance.

*Report on Foundation Activities:* Dr. Walthers reported that the Orfalea Foundation gave the college a grant of \$785,000 for the Early Childhood Education program. Orfalea has donated over \$1 million to the college and a naming opportunity for the Early Childhood Studies building by the Orfalea Foundation is under review. Wells Fargo Foundation gave \$5,000 for the Veterans Center, and \$5,000 for the STEM endowment from the Towbes Foundation. The foundation also received an estate gift from the Art Mendez Trust, \$25,000 to the Art Mendez Fire Academy Scholarship Quasi-Endowment. The end of year appeal letters arrived in mailboxes before Thanksgiving and the annual report to endowment donors will be mailed in December.

## 8. COMMITTEE REPORTS

*Nominations:* Dr. Dworaczyk provided the following report:

11.A. *Nominations:* Monica Beebe and Bob Poole resigned from the board, Jay Cerny resigned from the Finance Committee, and the "Member-at-Large" appointment to the Executive Committee for 2016. The Nominating Committee will meet in early January to discuss.

11.B. *President's Circle:* President's Circle and PCPA's Encore Circle will enjoy an opening night performance of PCPA's *The Pirates of Penzance*, February 13, 2016, at the Marian Theater. A save the date card had been mailed and invitations will be sent out in early January.

11.C. *Scholarship:* Mrs. McCracken reported on the new scholarships for 2016: Yes-U-Can, Bert Ardantz Memorial Scholarship – 2 @ \$1,000 each, AHC Speech Communication Program Scholarship - \$500, Karisa Bennett Memorial Scholarship - \$500, CoastHills Credit Union Scholarship – 2 at \$2,500 each, Nicolas Decasaus Memorial Scholarship - \$500, Peter S. Villa

Memorial Scholarship - \$1,000, Carl Carlson Memorial Scholarship - \$500, Fidel Herrera Memorial Scholarship - \$500, and The Shirley Kellythorne Nursing Student Scholarship - \$500.

There is one new scholarship endowment: the Karisa Bennett Memorial Endowment. The family of Cory Williams has shared an interest in establishing a memorial scholarship endowment.

There are three new scholarships pending CoastHills Credit Union, supporting enology/viticulture or agribusiness, AHC CAN Club, and Karen McConnell.

#### **9. OTHER BUSINESS**

None

#### **10. SUPERINTENDENT/PRESIDENT'S REPORT**

- Executive Director's position has been posted on the Hancock webpage under the human resources tab. The deadline to submit an application is December 23, 2015, and interviews scheduled for January 2016. The interview process will include representation from the foundation board of directors.
- The foundation received a \$100,000 grant from the Marbled Foundation for the career integration initiative, payable over 2 years. The first \$50,000 has been received by the foundation.
- The college received a state grant of \$1.2 million for the foster youth program called the CARE- For You (CARE-FY). In addition, the President's Circle pledged \$15,000 last year towards this program.
- The President's Circle will provide funding for four endowments that did not generate proceeds for a total of \$2,000 (\$500 for each endowment).

#### **11. DATE FOR NEXT EXECUTIVE COMMITTEE MEETING**

The next meeting of the Executive Committee will be Tuesday, January 26, 2016.

#### **12. ADJOURNMENT**

With no further business to bring before the committees, the meeting was adjourned at 5:53p.m.

**MOTION:** On a motion by Director Walker, seconded by Director Moya, the meeting was adjourned at 5:53 p.m.

Ayes: Dworaczyk, Manning, Moya, Pensa, Walker, and Walthers

Noes: None

Abstentions: None

<b>To: Executive Committee</b>	<b>INFORMATION</b>  <b>January 26, 2016</b>
<b>From: Mr. Guy Walker Treasurer</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.

<b>To: Executive Committee</b>	<b>ACTION</b>  <b>January 26, 2016</b>
<b>From: Dr. Terry Dworaczyk</b>	
<b>Subject: Meeting and Event for 2016/17</b>	

**BACKGROUND**

A schedule of meeting dates for 2016 is provided that includes the Finance Committee, Executive Committee, quarterly board meetings, and the annual scholarship awards banquet. Note that the Finance and Executive committees will continue to meet on the fourth Tuesday of the month, with an exception. The exception is that these committees will meet the second Tuesday of the month for those months that a quarterly board meeting is scheduled. The calendar for 2016 follows on the next page.

**FISCAL IMPACT**

None

**RECOMMENDATION**

Upon review and agreement, a motion is required to approve the meeting calendar for 2016/17 that is presented for review on the next page.

**Allan Hancock College Foundation  
Calendar of Meetings & Events  
2016-17**

<u>MEETING or EVENT</u>	<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
<b>Board of Directors</b>	<b>February 11, 2016</b>	<b>4-5:30 p.m.</b>	<b>Santa Maria Campus</b>
Finance Committee	February 23, 2016	4 p.m.	<i>May not meet</i>
Executive Committee	February 23, 2016	4:45 p.m.	<i>May not meet</i>
Finance Committee	March 22, 2016	4 p.m.	Foundation Office
Executive Committee	March 22, 2016	4:45 p.m.	Foundation Office
Finance Committee	April 12, 2016	4 p.m.	Foundation Office
Executive Committee	April 12, 2016	4:45 p.m.	Foundation Office
<b>Board of Directors</b>	<b>April 28, 2016</b>	<b>4-5:30 p.m.</b>	<b>TBD</b>
Finance/Executive Committees	May	No Meetings – due to Annual Scholarship Banquet	
<b>Scholarship Banquet</b>	<b>May 26, 2016</b>	<b>6 –8 p.m.</b>	<b>Joe White Gymnasium</b>
Finance Committee	June 28, 2016	4 p.m.	Foundation Office
Executive Committee	June 28, 2016	4:45 p.m.	Foundation Office
Finance Committee	July 12, 2016	4 p.m.	Foundation Office
Executive Committee	July 12, 2016	4:45 p.m.	Foundation Office
<b>Board of Directors</b>	<b>July 28, 2016</b>	<b>4-5:30 p.m.</b>	<b>TBD</b>
Finance Committee	August 23, 2016	4 p.m.	Foundation Office
Executive Committee	August 23, 2016	4:45 p.m.	Foundation Office
Finance Committee	September 27, 2016	4 p.m.	Foundation Office
Executive Committee	September 27, 2016	4:45 p.m.	Foundation Office
Finance Committee	October 11, 2016	4 p.m.	Foundation Office
Executive Committee	October 11, 2016	4:45 p.m.	Foundation Office
<b>Board of Directors</b>	<b>October 27, 2016</b>	<b>4-5:30 p.m.</b>	<b>TBD</b>
Finance Committee	November 29, 2016	<b>4 p.m.</b>	<b>Foundation Office</b>
Executive Committee	November 29, 2016	<b>4:45 p.m.</b>	<b>Foundation Office</b>
Finance/Executive Committees	December	No Meetings due to Holidays	
Finance Committee	January 24, 2017	4 p.m.	Foundation Office
Executive Committee	January 24, 2017	4:45 p.m.	Foundation Office
<b>Board of Directors</b>	<b>February 9, 2017</b>	<b>4-5:30 p.m.</b>	<b>Santa Maria Campus</b>

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Dr. Terry Dworaczyk</b>	<b>January 26, 2016</b>
<b>Subject: Directors' Annual Scholarship</b>	

**BACKGROUND**

For the last 7 years foundation board members have provided a contribution of \$25 + to the *Allan Hancock College Foundation Board Scholarship* at the annual scholarship banquet. Staff is requesting direction from the Executive Committee whether to proceed with asking the full board for their participation this year. The award for last year was \$1,250 contributed by 20 board members.

**FISCAL IMPACT**

None at this time

**BACKGROUND**

Upon review and agreement, a motion is required to approve asking the full board for their financial participation to the *Allan Hancock College Foundation Board Scholarship* at the May 26, 2016, annual scholarship banquet.

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Dr. Kevin G. Walthers</b>	<b>January 26, 2016</b>
<b>Subject: New Position – Advancement Specialist</b>	

**BACKGROUND**

In fall 2014, AHC was awarded a 5-year Hispanic Serving Institutions grant (Title V) from the U.S. Department of Education. The grant focuses on two major activities, one of which is to implement structural changes to coordinate, align, and integrate the college's multiple resource development components. This "capacity development" grant provides an opportunity to restructure units into a coordinated College Advancement program and to add an Advancement Specialist to assist with development activities. This position will be incrementally institutionalized with district funds over the remaining four years of the grant's project period. Beginning in fall 2019, this position will become an expense of the foundation. It is anticipated that the return on investment will outweigh the cost of the position.

**FISCAL IMPACT**

No fiscal impact to the Foundation until October 2019, at which time the cost will be approximately \$5000/month plus benefits.

**BACKGROUND**

Upon review and approval, a motion is required for the new foundation Advancement Specialist position.

## **ADVANCEMENT SPECIALIST**

### **DEFINITION**

Under the general direction of the Executive Director College Advancement, the incumbent will pursue external funding and in-kind resources to promote the mission of the foundation and the college.

### **CLASS CHARACTERISTICS**

The employee reports directly to the Executive Director of the AHC Foundation.

This position performs professional work in support of the Foundation and college resource development activities impacting fundraising, alumni relations, special events, and communication with supporters and potential donors. This involves independent judgment in the interpretation and application of policies and procedures and frequent interactions with faculty, staff, administration, community organizations, government agencies, and the general public requiring tact and excellent communication skills.

### **ESSENTIAL FUNCTIONS**

1. Under the direction of the Executive Director and Institutional Advancement Committee, assist in creating a culture of philanthropy among the community and external agencies, as well as alumni, faculty/staff and students.
2. Participate in development activities, including prospect research and maintaining accurate records related to donors, gifts and other fundraising activities.
3. Collaborate with staff to create and maintain fundraising web pages, social media, presentations, videos, brochures, mailers, newsletters, invitations, and other materials.
4. Develop innovative resource development messages for diverse demographic supporters.
5. Collaborate with members of the Advancement Committee to establish goals; monitor, analyze and report on overall development results in relation to established goals.
6. Prepare reports on prospect giving history and prospect status using constituency information database; enter data in database for prospect tracking purposes.
7. Remain current with events and trends in philanthropy.
8. Maintain current knowledge of public activities and internal projects of the college.

### **KNOWLEDGE AND EXPERIENCE**

#### **Knowledge of:**

- Principles, methods and practices of the development profession as it relates to educational institutions;
- Techniques of donor cultivation and solicitation;
- Use of technology for word processing, spreadsheets, records management, donor management systems;
- Individual and corporate giving;
- Knowledge of research techniques and resources in philanthropy and education;
- Knowledge of and proficiency in word processing, data entry and data analysis, as well as aptitude and experience with other computer applications.
- Knowledge of regional sources for resource development.



**Demonstrated ability to:**

- Maintain accuracy of database records and fundraising reports;
- Plan and coordinate events on- and off-campus that support development goals;
- Conduct research on prospective donors;
- Diplomatically reconcile competing interests and build support to achieve objectives;
- Communicate clearly both orally and in writing;
- Effectively work collaboratively with colleagues and the public;
- Maintain confidentiality of donor records;
- Produce grant applications, proposal letters, reports and other written materials;
- Ability to prioritize and meet deadlines.

**Education and Experience:**

- Bachelor's degree in a related field and 2-3 years of development/fundraising experience, or Associate's degree in a related field and 5 years of progressively responsible development/fundraising experience.
- Certified Fund Raising Executive (CFRE) credential preferred.

**WORKING CONDITIONS**

May be required to work a flexible work week that includes day and evening and occasional weekend assignments.

While duties are primarily performed in an office environment, the incumbent may travel to other locations to attend meetings or to conduct work.

The incumbent will have contact, in person, via email, or on the telephone with donors, foundation board members, college administrators, academic and classified staff, and the general public.

**Physical Demands**

Typically may sit for extended periods

Operates a computer

Communicates over email, the telephone, and in person

Regularly lifts, carries, and/or moves objects weighing up to ten pounds

**SPECIAL QUALIFICATIONS**

Demonstrates sensitivity and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff, students, and the community, and to individuals with physical and learning differences.

*(This position is partially grant-funded and will be institutionalized as a Foundation position by 2019. The grant/district will contract with the Foundation to supervise the position.)*

1.5.16

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Dr. Kevin G. Walthers</b>	<b>January 26, 2016</b>
<b>Subject: Committees and Assignments for 2016</b>	

**BACKGROUND**

Committee assignments are reviewed and updated at the annual organizational meeting of the board of directors. It is the recommendation of the Nominations Committee to have directors continue his or her current committee assignment for 2016 with the hiring of the new Executive Director for College Advancement. New directors will review and provide staff with the committee they wish to serve on for 2016.

A list of committees and members follows on the next page.

**Allan Hancock College Foundation  
Board of Directors  
2016 Committees**

**EXECUTIVE**

President	<u>Valerie Moya</u>
V.P.	Bob Lotwala
Treasurer	Guy Walker
Secretary	Georgia Schragar

Past-Pres Terry Dworaczyk, Ed.D.  
at large Ken Ostini  
at large **Position Vacant**  
College Rep. Kevin Walthers  
Trustee Rep. Greg Pensa

*Staff: Executive Director, Annie*

**FINANCE**

Guy Walker  
Bob Lotwala  
Peggy Hesse  
George Johnson  
Michael Black

*Staff: Executive Director, Marlyn*

**SCHOLARSHIP**

Bob Manning  
Doris Lahr  
Georgia Schragar  
Peggy Hesse  
Mike Carroll

*Staff: Toni*

**NOMINATIONS**

Ken Ostini  
Mary K. Nanning  
Brenda Farias, *Associate Director*  
Henry Grennan  
Rob Klug

*Staff: Executive Director, Annie*

**PRESIDENT'S CIRCLE**

Jim Bray  
George Johnson  
John Everett

*Staff: Executive Director*

**PLANNED GIVING**

Guy Walker  
Bruce Coggin  
Dr. Roger Welt  
Doris Lahr

*Staff: Executive Director*

**EVENTS**

BoD Annual Party  
*Staff: All Staff*

**Directors to Add**

Tom Lopez  
Susan Moats  
Lee-Volker Cox  
Sam Orozco  
Jim Fields  
Mario Juarez  
Ed Cora

<b>To: Executive Committee</b>	<b>INFORMATION</b>  <b>January 26, 2016</b>
<b>From: Dr. Terry Dworaczyk</b>	
<b>Subject: College Trustee Appointments for 2016</b>	

**BACKGROUND**

At the December 2015 annual organizational meeting of the Allan Hancock College Board of Trustees, Greg Pensa (primary) and Hilda Zacarías (alternate) were once again appointed to serve on the foundation board as trustee representatives for 2016.

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Dr. Kevin Walthers, Superintendent/President</b>	<b>January 26, 2016</b>
<b>Subject: Personnel Handbook for Foundation Employees</b>	

**BACKGROUND**

The foundation has the first draft from Human Resources and will be reviewed by staff and the President's Office.

<b>To: Executive Committee</b>	<b>INFORMATION</b>  <b>January 26, 2016</b>
<b>From: Dr. Kevin Walthers, Superintendent/President</b>	
<b>Subject: Report on Foundation Activities</b>	

**BACKGROUND**

A report on foundation activities:

**Grants Approved**

- Marbled Foundation Grant - \$50,000 for the college's Career Integration Initiative

**Estate Gifts Received**

- Virginia S. Miller Trust - \$25,000 for the STEM Endowment
- **End-of-Year appeal – report on funds received.**
- **Luncheon for New Directors and Executive Committee**

**NOTICE OF ANNUAL ORGANIZATIONAL MEETING  
ALLAN HANCOCK COLLEGE FOUNDATION BOARD OF DIRECTORS**

Thursday, February 11, 2016  
4-5:30p.m.  
Allan Hancock College  
800 South College Drive – Room G106B  
Santa Maria, CA 93454

**AGENDA**

	Page	Tent. Time
<b>1. CALL TO ORDER</b>		4 p.m.
<b>2. ROLL CALL</b>		4:01 p.m.
<b>3. PUBLIC COMMENT</b> Public comment not pertaining to specific agenda items is welcome at this time. If you wish to speak to any item listed, please complete a <i>Request to Speak Card</i> available from the executive director. It is suggested that speakers limit themselves to 5 minutes.		4:02 p.m.
<b>4. APPROVAL OF AGENDA</b>		4:03 p.m.
<b>4. A. Agenda for February 11, 2016</b> ACTION – Motion ___ Second ___ Vote ___ Abstentions ___		
<b>5. APPROVAL OF MINUTES</b>	1-5	4:04 p.m.
<b>5. A. Minutes of October 22, 2015</b> ACTION – Motion ___ Second ___ Vote ___ Abstentions ___		
<b>6. ELECTION OF OFFICERS</b>	6	4:05 p.m.
<b>6. A. As prescribed in the bylaws of the corporation, the Nominating Committee prepared a slate of officers for 2016-17.</b> ACTION – Motion ___ Second ___ Vote ___ Abstentions ___		
<b>7. PASSING OF GAVEL</b>		4:06 p.m.
<b>8. WELCOME OF NEW DIRECTORS</b>		
<b>8.A. Valerie Moya, foundation board president, will introduce new directors</b>		
<b>9. RECOGNITION OF DIRECTOR COMPLETING THIRD THREE-YEAR TERM</b>		
<b>9.A. Valerie Moya, foundation board president, and Kevin Walthers, college superintendent/president, will recognize Judy Frost for completing her third three-year term as a director with the foundation.</b>		

	Page	Tent. Time
<b>10. FINANCE COMMITTEE'S REPORT</b>	<b>7</b>	
The Finance Committee has reviewed the foundation's financial reports and presents them for review and discussion by the board of directors.		
<b>10. A. Summary of Portfolio Allocation – 11/30/15</b>	<b>8</b>	
<b>10. B. Statement of Operations – 11/30/15</b>	<b>9</b>	
<b>10. C. Balance Sheet – 11/30/15</b>	<b>10</b>	
<b>10. D. Contributions Report – 11/30/15</b>	<b>11</b>	
<b>10. E. President's Circle Report – 11/30/15</b>	<b>12-13</b>	
<b>10. F. General Operations Budget – 11/30/15</b>	<b>14</b>	
<b>Motion to Accept All Financial Reports</b> <b>Action – Motion ___ Second ___ Vote ___ Abstentions ___</b>		
<b>10. G. Report by Chair, Finance Committee</b> A report to the Board of Directors on any actions or business conducted on behalf of the corporation.		
<b>11. ACTION ITEMS</b>		
<b>11. A. Corporate Resolution No. 2016-01</b>	<b>15</b>	
<b>Authorization of Savings, Checking and Investment Account Signatures</b> As part of its corporate business, the foundation's board of directors will annually consider a resolution for the authorization of savings, checking, and investment account signatures necessary to conduct its day-to-day business. This resolution is intended to be compliant with the policies of the Allan Hancock Joint Community College District. <b>ACTION – Motion ___ Second ___ Vote ___ Abstentions ___</b>		
<b>11. B. Meeting &amp; Event Calendar for 2016/17</b>	<b>16</b>	
A recommendation to approve the 2016/17 calendar for foundation meetings and events. <b>ACTION – Motion ___ Second ___ Vote ___ Abstentions ___</b>		
<b>11. C. Annual Scholarship provided by Foundation Directors</b>	<b>17</b>	
Directors have provided an annual contribution for the <i>AHC Foundation Board of Directors Scholarship</i> awarded at the annual scholarship in May. <b>ACTION – Motion ___ Second ___ Vote ___ Abstentions ___</b>		
<b>11. D. New Position – Advancement Specialist</b>	<b>17</b>	
This position is partially grant-funded and will be institutionalized as a foundation position by 2019. <b>ACTION – Motion ___ Second ___ Vote ___ Abstentions ___</b>		



	Page	Tent. Time
<b>12. INFORMATION ITEMS</b>		
<b>12. A. College Trustee Appointments for 2016</b> A report on the appointment of college trustees to the foundation board for 2016.	18	
<b>12. B. Committee Assignments for 2016</b> A review of proposed committee assignments for directors for 2016.	23	
<b>12. C. Personnel Report: Executive Director, College Advancement</b> An update of the hiring of the Executive Director for College Advancement.	21	
<b>12. D. Personnel Handbook for Foundation Employees</b> An updated handbook for foundation employees with federal labor laws and to better align the foundation and the district.	24-26	
<b>12. E. Foundation – PCPA Liaison Appointment</b> The appointment of Jim Bray to serve as the liaison between the Allan Hancock College Foundation and the PCPA Foundation.	22	
<b>12. F. Director’s Conflict of Interest Policy and Disclosure Form</b> As outlined by foundation policy, each year at the annual corporate meeting, all directors are asked to submit a completed and signed statement of conflict of interest and disclosure form.	19	
<b>12. G. Report on Foundation Activities</b> A report on foundation activities from fall.	24-26	
<b>13. STANDING COMMITTEE REPORTS</b> A report to the Board of Directors on any actions or business conducted on behalf of the corporation.		
<b>13. A. Nominations</b>	27	
<b>13. B.1. Director Resignations</b> Action – Motion ___ Second ___ Vote ___ Abstentions ___		
<b>13. B.2. Vacant Executive Committee <i>Member-at-Large</i> position</b>		
<b>13. B. Scholarship</b> A report on the 2016 foundation scholarship program.	28	
<b>14. AD HOC COMMITTEE REPORTS</b>		
<b>14.A. President’s Circle</b> President’s Circle and PCPA Encore Circle Event		

Page  
Tent.  
Time

**15. ORAL REPORTS**

- |   |                              |
|---|------------------------------|
| <b>15. A. Members of the Board of Directors</b> | <i>General Announcements</i> |
| <b>15. B. College Superintendent/President</b>  | <i>Dr. Kevin G. Walthers</i> |
| <b>15. C. College Trustee</b>                   | <i>Mr. Gregory A. Pensa</i>  |
| <b>15. D. PCPA Foundation Representative</b>    | <i>Mr. Jim Bray</i>          |
| <b>15. E. Faculty Representative</b>            | <i>Ms. Linda Metaxas</i>     |
| <b>15. F. Student Representative</b>            | <i>Ms. Kimberly Kallies</i>  |

**16. NEW BUSINESS**

**17. DATE FOR NEXT QUARTERLY BOARD MEETING**

The next quarterly board meeting is Thursday, April 28, 2016, from 4-5:30 p.m. on the Santa Maria campus in G106B.

**18. ADJOURNMENT**

**5:30 p.m.**

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

**ACTION** – Motion\_\_\_\_ Second\_\_\_\_ Vote\_\_\_\_ Abstentions\_\_\_\_

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.

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Dr. Terry Dworaczyk  
Foundation Board President

<b>To: Executive Committee</b>	<b>ACTION</b>
<b>From: Dr. Terry Dworaczyk</b>	<b>January 26, 2016</b>
<b>Subject: Standing Committee Reports: Nominations and Scholarship</b>	

**BACKGROUND**

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

**12.A. Nominations****Action Item**

**12.A.1.** Director Resignations - Monica Beebe and Bob Poole

**Information Item**

**12.A.2.** Vacant Executive Committee *Member-at-Large* position

**12.B. Scholarship**

- A report to the board on the scholarship program for 2016.

**FISCAL IMPACT**

None

**RECOMMENDATION – Action Item 12.A.1.**

Upon review and approval, a motion is needed to accept, with regrets, the resignation of Director Monica Beebe and Director Bob Poole.

<b>To: Executive Committee</b>	<b>INFORMATION</b>
<b>From: Dr. Terry Dworaczyk</b>	<b>January 26, 2016</b>
<b>Subject: Ad Hoc Committee Report: President's Circle</b>	

**BACKGROUND**

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

**13.A. President's Circle**

- President's Circle and PCPA's Encore Circle will enjoy an opening night performance of PCPA's *The Pirates of Penzance*, February 13, 2016, at the Marian Theater.