



Executive Committee Meeting
Meeting to be held remotely
Wednesday, October 13, 2021 ❖ 4 – 5 p.m.

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://hancockcollege.zoom.us/j/9646555092>
Please note the meeting may be recorded for future viewing.

AGENDA

	Page	Tentative Time
1. Call to Order		4:00 p.m.
2. Roll Call		
3. Public Comment <i>This section of the agenda is intended for members of the public to address the Executive Committee on items involving the Foundation that are being considered. Please note that directors are prohibited by the Brown Act from responding to comments made regarding topics not on the official agenda. 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 five minutes.</i>		
4. Approval of Agenda for October 13, 2021 (ACTION)		4:01 p.m.
5. Approval of Minutes for July 7, 2021 (ACTION)	1-4	4:02 p.m.
6. 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>	5-9	4:05 p.m.
6.A. Foundation Giving Report and Promise Campaign Update		
6.B. President's Circle Subcommittee Report		
6.C. Scholarship Subcommittee Report		
7. Governance and Nominations	10-12	4:10 p.m.
7.A. New Board Member Nomination – Steve Popkin (ACTION)		
7.B. Appointment of Designee to Board of Directors – Keli Seyfert (ACTION)		



Executive Committee Meeting
Meeting to be held remotely
Wednesday, October 13, 2021 ❖ 4 – 5 p.m.

8. Finance Committee	13	4:20 p.m.
8.A. Approval of Financial Statements through 6/30/21 and 8/31/21 (ACTION)	14-16	
8.B. Auditors 2019-2020 IRS Form 990 Report (ACTION)		
8.C. Review and Consideration of Investment Policy Statement (ACTION)	17-22	
9. Review and Consideration of Gift Acceptance Policy (ACTION)	23-29	4:45 p.m.
10. Foundation Staffing Update (Information)	30	4:50 p.m.
11. Executive Director's Report (Information)		4:52 p.m.
12. Quarterly Board Meeting - Oct. 28, 2021, Agenda and Meeting Format (ACTION)	31-32	4:57 p.m.
13. Consideration of New Business (Information)		4:58 p.m.
14. Next Meeting – January 12, 2022, 4-5 p.m.		
15. Adjourn (ACTION)		5:00 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.

A handwritten signature in blue ink, appearing to read "Jon Hooten", written over a horizontal line.

Jon Hooten, Executive Director
Allan Hancock College – College Advancement

Executive Committee Members:

Lee-Volker Cox, President, Chair
Judith Dale, Vice President
Debra Hood, Secretary
Glenn Owen, Treasurer
Jim Bray, Director
Robert Manning, Director
Jeff Hall, AHC Trustee
Kevin Walthers, AHC President/Superintendent

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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.

ALLAN HANCOCK COLLEGE FOUNDATION
A REGULAR MEETING OF THE EXECUTIVE COMMITTEE
Minutes of July 7, 2021 4 – 5 pm

A regular meeting of the Executive Committee was held on Wednesday, July 7, 2021, 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

Executive Committee Lee-Volker Cox, Judith Dale, Debra Hood, Bob Manning, Jeff Hall, Eric Smith
Members Present:
College Staff: J. Hooten
Foundation Staff: T. McKee
Absent: Jim Bray, Glenn Owen, Kevin Walthers
Recorder: T. McKee
Guests: None

3. Public Comment – None

D. Hood joined at 4:04 p.m.

4. Approval of Agenda (ACTION)

MOTION: On a motion by J. Dale, seconded by J. Hall, the agenda for July 7, 2021, meeting of the Executive Committee was approved by the following vote:

Ayes: L.V. Cox, J. Dale, D. Hood, B. Manning, J. Hall, E. Smith
Noes: None
Abstentions: None

5. Approval of Minutes (ACTION)

The minutes of the April 7, 2021, Executive Committee meeting were reviewed.

MOTION: On a motion by J. Dale, seconded by D. Hood the minutes from April 7, 2020, were approved by the following vote:

Ayes: L.V. Cox, J. Dale, D. Hood, B. Manning, J. Hall, E. Smith
Noes: None
Abstentions: None

6. Executive Director’s Report

J. Hooten reported that the Foundation is still engaged in cleanup on the Centennial Celebration. M. Cox was dealing with end of fiscal year duties and a very high volume of financial reconciliation for the centennial finances, which has been no easy feat.

The Foundation team recently had a planning day to look at calendar and events for the upcoming year. A Promise Party is set for the month of August, with plans for more in person parties this spring. The finance committee meeting and advancement committee we will be discussing cryptocurrency in their upcoming meetings.

J. Hooten is investigating options for the Foundation staff to have medical and retirement benefits; whether it be by the staff becoming district employees, or with the Foundation covering these costs through the Foundation budget via private benefit plans.

7. Consent Agenda (ACTION)

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.

Consent agenda items include:

- 7.A. 2021-22 Slate of Officers
- 7.B. 2021-22 Committees and Chairs
- 7.C. New Student Representative – Marcela Viveros
- 7.D. New Board Member Nomination – Steve Popkin
- 7.E. Foundation Staffing Update – Terri Lee Coleman

Due to scheduling conflicts, the Governance and Nominations committee meeting was moved to Friday, July 9, occurring after the Executive Committee meeting. The Executive Committee decided to vote on items 7.A. Slate of Officers, 7.B. Committees and Chairs, and 7.C. New Student Rep. Marcela Viveros, pending Governance and Nominations approval.

Item 7.D. New Board Member Nomination, Steve Popkin was postponed until the Executive Committee meeting on October 13.

The committee determined that item 7.E. Foundation Staffing Update be acted on as a separate motion. J. Hooten shared background on Terri Lee Coleman’s work on the centennial sponsorship acquisitions.

MOTION: On a motion by J. Dale, seconded by D. Hood, the consent agenda items 7.A. – 7.D. were approved by the Executive Committee pending approval by the Governance and Nominations committee at their meeting on 7/9/2021 by the following vote:

- Ayes:* L.V. Cox, J. Dale, D. Hood, B. Manning, J. Hall, E. Smith
- Noes:* None
- Abstentions:* None

MOTION: On a motion by B. Manning, Seconded by J. Hall, Terri Lee Coleman’s wages and payroll taxes for her work on the Centennial Celebration in the amount totaling \$15,311 were approved by the following vote:

- Ayes:* L.V. Cox, J. Dale, D. Hood, B. Manning, J. Hall, E. Smith
- Noes:* None
- Abstentions:* None

8. Advancement Committee

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

The committee reviewed the Foundation giving report and Promise Campaign update. Due to the district’s support with the Centennial event, the Foundation only spent money on alcohol, which allowed for a healthy net from our fundraising efforts. As of June 18, 2021, the Hancock Promise campaign has \$5,358,725 in gifts and pledges and has officially passed the \$5 million milestone toward its \$10 million goal.

Foundation staff will continue the private receptions that were put on hold during the pandemic to build upon the campaign's momentum. The next reception is being planned for August 2021.

8.B. President's Circle Subcommittee Report (Information)

In an effort to increase awareness and participation in the President's Circle, we included a free PC membership to those who contributed \$1,000 or more to the Centennial Celebration this Spring. As a result of these 55 Centennial sponsorships, the President's Circle membership has grown to over 100. Staff will solicit these new members for renewed membership in July 2022.

8.C. Scholarship Subcommittee Report (Information)

The 2020-2021 scholarship season has come to an end, and staff would like to thank the scholarship committee for all their work on reviewing, ranking, and awarding 465 scholarships to 358 students. The scholarship program had a record-breaking year awarding over \$561,000.

The coronavirus pandemic prevented the Foundation from hosting the traditional scholarship banquet again this year, so donors were invited to participate in Zoom calls to meet their students in June. Fifty-five donors and 90 students participated in four different Zoom receptions. Staff received great feedback on the zoom receptions.

MOTION: On a motion by E. Smith, seconded by J. Hall, the Executive Committed voted to accept advancement committee reports and forward to the board of directors by the following vote:

Ayes: L.V. Cox, J. Dale, D. Hood, B. Manning, J. Hall, E. Smith
Noes: None
Abstentions: None

9. Finance Committee

J. Frost presented the financial reports in G. Owen's absence. The following reports were reviewed:

9.A. Contributions Report

9.B. Statement of Operations

9.C. Statement of Financial Position

9.D. General Operations Budget

MOTION: On a motion by E. Smith, seconded by J. Dale, the Executive Committee accepted the Contributions Report, the Statement of Operations, the Statement of Financial Position, and the General Operations budget as submitted by the following vote:

Ayes: L.V. Cox, J. Dale, D. Hood, B. Manning, J. Hall, E. Smith
Noes: None
Abstentions: None

10. Quarterly Board Meeting – October 28, 2021 – Agenda Review (Information)

The committee reviewed the agenda for the October 28, 2021, annual organizational board meeting.

MOTION: On a motion by J. Hall, seconded by D. Hood the committee voted to approve the agenda for the October 28, 2021 annual organizational board meeting by the following vote:

Ayes: L.V. Cox, J. Dale, D. Hood, B. Manning, J. Hall, E. Smith
Noes: None
Abstentions: None

The committee discussed the option of having the next board of directors meeting in person or via Zoom due to the expiration of the Brown Act in September.

MOTION: On a motion by J. Dale, seconded by J. Hall the committee voted to hold the next board of directors meeting via Zoom only on July 22, 2021 by the following vote:

Ayes: L.V. Cox, J. Dale, D. Hood, B. Manning, J. Hall, E. Smith

Noes: None

Abstentions: None

11. New Business

S. Appel may be involved in the scholarship committee when B. Manning exits. D. Hood may be stepping off of the Executive Committee at year's end.

12. Adjourn (ACTION)

MOTION: On a motion by B. Manning, seconded by J. Dale, the meeting was adjourned at 4:42 p.m. by the following vote:

Ayes: L.V. Cox, J. Dale, D. Hood, B. Manning, J. Hall, E. Smith

Noes: None

Abstentions: None

To: Executive Committee	Information
From: Jon Hooten, Executive Director Allan Hancock College Foundation	October 13, 2021
Subject: Foundation Giving Report and Promise Campaign Update	

Foundation Giving Report

The quarterly Foundation Giving Report provides a comparison of Foundation fundraising for fiscal year 2019-2020, 2020-2021, and the first two months 2021-2022. The first line, *Total Revenue Committed*, represents revenue from all one-time gifts and pledges made in that time frame whereas *Total Revenue Received* reflects all one-time gifts and payments made on pledges. Note that received revenue in some cases is more than committed revenue because pledge payments were received on pledges that were committed before the report window. Received Foundation revenue is further broken out by campaign category illustrating the designation for revenue received in each time period.

<u>Foundation Revenue Comparison</u>	<u>7/1/19 - 6/30/20</u>	<u>7/1/20 - 6/30/21</u>	<u>7/1/21 - 8/31/21</u>
Total Revenue Committed	\$3,646,043	\$1,812,128	\$85,315
Total Revenue Received	\$3,483,551	\$2,198,091	\$86,645
Received Revenue by Campaign			
Hancock Promise	\$2,123,169 ¹	\$970,051	\$11,381
Annual Scholarships ²	\$304,643	\$444,218	\$54,727
Endowed Scholarships	\$58,369	\$204,331 ³	\$0
Endowments (Other) ⁴	\$373,322	\$124,259	\$0
President's Circle	\$37,670	\$51,148 ⁵	\$9,581
Unrestricted Operations	\$65,104	\$78,178	\$7,111
Other restricted (Depts, programs, etc.)	\$521,274 ⁶	\$325,906	\$3,845
	\$3,483,551	\$2,198,091	\$86,645

¹ The Foundation received two gifts totaling \$1,845,275 from the Mary and Wayne Leutloff bequest in fiscal year 2019-2020.

² Timing of annual gifts often plays a role in Annual Scholarship revenue reporting, as gift dates tend to vary for donors from year to year.

³ Three new scholarship endowments were established in fiscal year 2020-2021.

⁴ The *Endowments (Other)* category contains all gifts to non-scholarship endowments that support Hancock programs or the Foundation.

⁵ Foundation staff have been utilizing new membership software to automate the tracking of President's Circle renewals helping to increase renewal rates over the last year.

⁶ The Foundation received \$115,672 for the Adult Reentry Warm Handoff grant program in fiscal year 2019-2020. There was a decrease in revenue to the Hancock Promise Working Fund from the AHC Bookstore between fiscal year 2019-2020 and 2020-2021 due to the decrease in bookstore sales during the pandemic.

AHC Foundation Grants 7/1/20 - 8/31/21	Date	Amt	Designation
The Towbes Foundation	7/8/2020	\$10,000	AIM Fund Scholarship
ExxonMobil	7/8/2020	\$3,300	AHC MESA Program
Arthur N. Rupe Foundation	7/23/2020	\$40,000	Arthur Rupe Foundation Scholarship
Sierra College	7/23/2020	\$5,211	SkillsUSA
MUFG Union Bank Foundation	8/10/2020	\$5,000	Hancock Promise
The Fund for Santa Barbara	10/6/2020	\$10,000	BIGE Club
U.S. Department of Education	1/20/2021	\$19,904	Hancock Promise
U.S. Department of Education	1/28/2021	\$30,096	Hancock Promise
Santa Ynez Valley Rotary	3/16/2021	\$5,000	Hancock Promise
Arthur N. Rupe Foundation	3/30/2021	\$31,245	Arthur Rupe Foundation Scholarship
The Towbes Foundation	5/28/2021	\$7,500	AIM Fund Scholarship
Hutton Parker Foundation	6/1/2021	\$2,500	Media grant - Centennial Celebration
Bank of America	6/2/2021	\$10,000	Student Emergency Fund
MUFG Union Bank Foundation	6/14/2021	\$2,500	Hancock Promise
Pacific Gas and Electric Company	8/27/2021	\$2,500	General Scholarship
TOTAL		<u><u>\$184,756</u></u>	

Other Metrics

The below report tracks total number of new donors and LYBUNTS (“Last Year But Unfortunately Not This”) for fiscal year 2019-2020, 2020-2021, and the first two months of 2021-2022. For each year listed, LYBUNTS represent the number of donors who gave in that time frame the previous year, but not in the one listed.

	7/1/19 - 6/30/20	7/1/20 - 6/30/21	<u>7/1/21 - 8/31/21</u>
New Donors	155	174	5
LYBUNTS	228	181	32

Foundation Support to District

The Foundation provides the AHC Joint Community College District support for other programs and projects beyond scholarships.

Restricted Funds Expenses – FY 2020-2021	
AHC Programs (restricted dept. support)	\$398,344
President's Circle	\$48,278
Student Emergency Fund	\$14,157
Subtotal	<u>\$460,779</u>
Scholarships Funded	
Scholarships	\$548,884
Subtotal	<u>\$548,884</u>
Total Support to District 7/1/20 – 6/30/21	<u><u>\$1,009,663</u></u>

Hancock Promise Campaign Update

As of August 31, 2021, the Hancock Promise campaign has a total of **\$5,370,067** in gifts and pledges.

Between 7/1/20 and 8/31/21, the Foundation added \$889,704 in committed revenue (new gifts and pledges) to the campaign total. This includes \$217,265 net revenue from the Hancock 100 Centennial Celebration and nearly \$100,000 in new pledges.

Foundation staff worked with Brad and Barbara Johnson to plan the first private reception since receptions were put on hold during the pandemic. The reception was planned for August 21, 2021, but postponed due to the summer's increase in active COVID-19 cases in Santa Barbara County. Staff plans to continue with receptions for the Hancock Promise in the spring of 2022.

To: Executive Committee	Information
From: Maggi Daane, Chair President’s Circle Subcommittee	October 13, 2021
Subject: President’s Circle Subcommittee Report	

Membership Report

	June 1, 2021 – September 21, 2021
Current Total	106
Pending Renewal	1

This number includes 55 Centennial sponsorships who received complementary one-year memberships as a cultivation strategy. Staff will solicit these new members for renewed membership in July 2022.

Financial Report

	July 1, 2020 – June 30, 2021	July 1, 2021 – August 31, 2021
Opening Balance	\$53,353.00	\$56,223.00
Revenue	\$51,148.00	\$9,581.00
Expenses	\$48,278.00	\$19,862.00
Balance	\$56,223.00	\$45,942.00

President’s Circle Renewals

Staff sent out 4 renewals through October and have seen a positive response to 3. We are currently waiting for one renewal.

Each member of the Foundation’s Board of Directors is invited and encouraged to become a member of the President’s Circle. The President’s Circle is a wonderful way to show your support for Hancock and support the vision of our President.

Behind-the-Scenes Fine Arts Event

On October 21, 2021, the President’s Circle will host an exclusive tour of the Fine Arts complex. There will be a private reception outside in the commons on the Santa Maria Campus after the Fine Arts complex tour. Keep an eye open for your invitation in the mail!

Save The Date for Future Events

Staff solidified two more event dates for President’s Circle members.

- NASA event with private reception, more information to follow.
 - Monday, November 22, 2021 – Time: TBD
- PC/Encore Circle Annual Event
 - Saturday, April 30, 2022 – Time: TBD

To: Executive Committee	Information
From: Bob Manning, Chair Scholarship Subcommittee	October 13, 2021
Subject: Scholarship Subcommittee Report	

BACKGROUND

Work is well underway on the 2021-2022 AHC Foundation Scholarship Program. The scholarship working team committee will meet via zoom on Friday, October 22, 2021 to discuss changes to the online scholarship program, rubric, and goals for each meeting.

The online application will launch November 3, and students may submit their application through Wednesday, February 9, 2022. The work of the review teams will begin immediately after that through April with reading, ranking and identifying students for donor scholarships.

Scholarship demographics and data information to be presented.

To: Executive Committee	ACTION
From: Mario Juarez, Chair Governance and Nominations Committee	October 13, 2021
Subject: Board Member Nomination	

BACKGROUND

Steve Popkin has been nominated to serve on the Allan Hancock College Foundation Board of Directors. His nomination form can be found on the following page.

Steve Popkin

Steve Popkin is the Chief Executive Officer of Lompoc Valley Medical Center. He has held the position since February 2019. Mr. Popkin has more than three decades of senior management experience in the health care industry, including 20 years as CEO at various for-profit and not-for-profit hospitals in California.

RECOMMENDATION

The Governance and Nominations Committee recommends the Board of Directors accept the nomination of Steve Popkin.



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 STEVE POPKIN Spouse's Name DONNA POPKIN
Address 353 FALCON CREST DR. City LOMPOC Zip 93476
Occupation HOSPITAL CEO (LOMPOC VALLEY MEDICAL CENTER) Phone Number 323-573-7889

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

IN ADDITION TO "TYPICAL" COMMUNITY REPRESENTATION, I HAVE THE ABILITY TO WORK IN PARTNERSHIP WITH ALLAN HANCOCK IN AREAS OF HEALTHCARE, CAREER OPPORTUNITIES, MENTORING, ETC.

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 checked="" type="checkbox"/> investment | <input 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 checked="" type="checkbox"/> management | <input type="checkbox"/> technology |
| <input type="checkbox"/> event planning | <input checked="" type="checkbox"/> marketing | <input checked="" type="checkbox"/> volunteer at events |

On what other boards have you served? YMCA; LOMPOC HOSPITAL FOUNDATION; LOMPOC VALLEY COMMUNITY HEALTHCARE ORGANIZATION; JANET GOESKE FOUNDATION; PARKVIEW HOSPITAL FOUNDATION; RIVERSIDE CHAMBER OF COMMERCE; GARDENA POLICE FOUNDATION; FAGI, INC.; HOSPITAL ASSOCIATION

In what other charitable or community activities have you participated? OF SOUTHERN CALIFORNIA; OTHERS
MANY CHARITABLE AND COMMUNITY ACTIVITIES RELATED TO THE ABOVE ORGANIZATIONS, AND OTHERS. A LIST AVAILABLE ON REQUEST.

Foundation Board Nominee: _____
 Signature _____
6/23/2020 Date _____

To: Executive Committee	ACTION
From: Governance and Nominations Committee Mario Juarez, Chair	October 13, 2021
Subject: Appointment of Designee to Board of Directors	

BACKGROUND

The district's Board of Trustees recently approved the promotion of Keli Seyfert to the management position of Director of Auxiliary Accounting. Ms. Seyfert works closely with the Foundation's fiscal technician and is more involved in the day-to-day financial operations of the Foundation than Eric Smith (Associate Superintendent/Vice President of Finance and Administration). Mr. Smith approached the Foundation asking if Ms. Seyfert could be placed on the board.

The Governance and Nominations Committee recommends that Mr. Smith be allowed to name Ms. Seyfert as his designee in his absence.

RECOMMENDATION

The Governance and Nominations Committee recommends that the Executive Committee approves Ms. Seyfert to serve as Mr. Smith's designee in his absence.

To: Executive Committee	ACTION
From: Glenn Owen, Chair Finance Committee	October 13, 2021
Subject: Finance Committee	

BACKGROUND**8.A Review of the Allan Hancock College Foundation financial statements through 6/30/2021 (ACTION)**

- AHC Foundation Financial Overview - General Operations 6/30/2021 pg. 14
- AHC Foundation Financial Overview - All Funds 6/30/2021 pg. 15
- AHC Foundation Financial Overview - Investments 6/30/2021 pg. 16

8.B. Auditors 2019-2020 IRS Form 990 Report (ACTION)

As a part of the Foundation's annual audit, representatives from CWDL, Certified Public Accountants, prepares the Internal Revenue Service's Form 990. The firm has provided the Foundation with the filed Form 990 – Return of Organization Exempt From Income Tax form for the committee's review and approval. The form will be included as a PDF that is emailed to the committee. A hard copy will not be included in the mailed packet.

8.C. Review and Consideration of Investment Policy Statement (ACTION)

The purpose of the Foundation's Investment Policy Statement is to provide guidance to all related parties as to how the funds of the Foundation's investments shall be managed. The intent of the policy is to be sufficiently specific to be meaningful, yet flexible enough to be practical in changing times.

The Investment Policy Statement shall be reviewed and updated on an annual basis. Members of the Finance Committee have approved this policy to certify that they have reviewed the document and updated it where appropriate. The document will then be approved by the Board of Directors. A copy of the updated Investment Policy Statement is attached.

RECOMMENDATION

8.A. Glenn Owen, Finance Committee chair, recommends approval of the financial statements as submitted. If approved, the recommendation will be forwarded to the full board for review and approval.

8.B. Glenn Owen, Finance Committee chair, recommends approval of the IRS Form 990 as submitted. If approved, the recommendation will be forwarded to the full board for review and approval.

8.C. Glenn Owen, Finance Committee chair, recommends approval of the Investment Policy as submitted. If approved, the recommendation will be forwarded to the full board for review and approval.

AHC Foundation Financial Overview - General Operations

Statement of Activity	Actual as of 6/30/2021	% of Budget	Budget 2020-21
Support and revenue			
Unrestricted contributions	79,178	198%	40,000
PPP loan forgiveness income	12,998		
Transfers in (out):	-		
Admin fee @ 1.5%	124,997	152%	82,500
President's Circle Fee @1%	7,660	51%	15,000
Unrestricted endowment proceeds	6,100	122%	5,000
Promise fee 1.5%	19,516	260%	7,500
Hansen Proceeds	7,631	68%	11,271
Interfund transfers (out)	(22,500)		(22,500)
District support foundation operations	196,240	101%	194,355
Net transfers in (out)	339,644	116%	293,126
Other	91	21%	425
Total support and revenue	431,911	129%	333,551
Expenditures - See below	(332,609)	92%	(360,801)
Other Income:			
Net realized gain	7,313		-
Net unrealized gain (loss)	81,349		
Interest and dividends	18,907	69%	27,250
Total other income	107,569	395%	27,250
Change in net assets	206,871		-
Net assets, beginning	389,170		
Net assets, end	596,041		-

Statement of Financial Position	Actual as of 6/30/2021
Assets	
Current Assets	
Cash	581,497
Due from other funds	6,167
Prepaid items	9,548
Total current assets	597,212
Total assets	597,212
Liabilities and Net assets	
Current liabilities	1,169
Net Assets	596,043
Total liabilities and net assets	597,212

	Actual as of 6/30/2021	% of Budget	Budget 2020-21
Expenditures			
Advertising and postage	6,343	87%	7,250
Bank and brokerage charges	7,903	105%	7,500
Building and equipment	-	0%	2,350
Community activities	1,477	10%	14,250
Contracts and leases	3,554	59%	6,000
District college support	-		
Employee benefits	24,734	103%	24,038
Food	2,716	45%	6,000
Memberships and permits	3,892	153%	2,550
Miscellaneous expense	-		
Payroll PPP forgiveness	12,998		-
PCPA support	-		
Salaries	245,741	94%	261,863
Scholarship fund transfers out	-		
Software maintenance agreement	8,567	86%	10,000
Supplies and materials	11,383	91%	12,500
Student assistance	-		
Travel and conference	3,301	51%	6,500
Total expenditures	332,609	92%	360,801

AHC Foundation Financial Overview - All

Statement of Activity	Actual as of 6/30/2021
Support and revenue	
Unrestricted contributions	1,912,414
PPP loan forgiveness income	12,998
Change in benefical interest	30,907
Other	1,476
Total support and revenue	1,957,795
Expenditures - See below	1,609,522
Other Income:	
Net realized gain	1,118,941
Net unrealized gain (loss)	5,053,508
Interest and dividends	723,337
Total other income	6,895,786
Other transfer-in:	
District support for foundation operations	196,240
Total other transfer-in	196,240
Change in net assets	7,440,299
Net assets, beginning	30,003,965
Net assets, end	37,444,264

Statement of Financial Position	Actual as of 6/30/2021
Assets	
Current Assets	
Cash	2,424,985
Accounts receivable	127,269
Pledges receivable - current	350
Other assets	37,728
Due from other funds	6,167
Total current assets	2,596,499
Pledges receivable - non current	398,610
Investments (cost)	27,227,139
Investments (FMV adjustment)	7,354,706
Total assets	37,576,954
Liabilities and Net assets	
Current liabilities	132,687
Net Assets	37,444,264
Total liabilities and net assets	37,576,951

Expenditures	Actual as of 6/30/2021
Advertising and postage	6,450
Bank and brokerage charges	275,153
Building and equipment	2,512
Community activities	12,372
Contracts and leases	6,304
District College Support	336,928
Employee benefits	24,734
Food	20,443
Memberships and permits	11,998
Miscellaneous	5,200
Payroll PPP forgiveness	12,998
PCPA support	89,840
Salaries	245,741
Scholarships	479,069
Software licenses & maintenance	29,643
Student Assistance	22,927
Supplies and materials	23,609
Travel and conference	3,601
Total expenditures	1,609,522

AHC Foundation Financial Overview - Investments

Investment Advisor/Fund	6/30/2020	6/30/2021	Change	% Change
Morgan Stanley - UMA Active Assets	\$ 5,902,820	\$ 7,372,092	\$ 1,469,272	24.89%
Morgan Stanley - UMA Unrestricted	\$ 520,233	\$ 626,115	\$ 105,882	20.35%
Morgan Stanley - Title V		\$ 105,487	\$ 105,487	
Morgan Stanley - Boyd Music Program	\$ 2,310,279	\$ 2,867,068	\$ 556,789	24.10%
Monarch Wealth Strategies	\$ 1,609,985	\$ 2,073,718	\$ 463,733	28.80%
Monarch Wealth Strategies Lahr	\$ 62,937	\$ 71,285	\$ 8,348	13.26%
Interest in CA Community Colleges	\$ 121,564	\$ 176,495	\$ 54,931	45.19%
Northern Trust - Young	\$ 1,287,197	\$ 1,737,238	\$ 450,041	34.96%
Northern Trust - Boyd	\$ 7,290,670	\$ 8,663,596	\$ 1,372,926	18.83%
Santa Barbara Foundation - Hancock Promise	\$ 3,113,238	\$ 4,960,531	\$ 1,847,293	59.34%
Mechanics Bank - Boyd	\$ 4,660,100	\$ 5,928,220	\$ 1,268,120	27.21%
Total	\$ 26,879,023	\$ 34,581,845	\$ 7,702,822	28.66%

Statement of Financial Position:

Investments (cost)	\$ 27,227,139
Investments (FMV adjustment)	\$ 7,354,706
Net investments reported	\$ 34,581,845



**ALLAN HANCOCK COLLEGE FOUNDATION
INVESTMENT POLICY STATEMENT**

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ALLAN HANCOCK COLLEGE FOUNDATION INVESTMENT POLICY STATEMENT

1. INTRODUCTION AND PURPOSE

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

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

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

The investment fund shall be managed in accordance with high standards of fiduciary duty and in compliance with applicable laws and regulations, including but not limited to the Uniform Prudent Management of Institutional Funds Act.

This policy will be reviewed on an annual basis and updated as appropriate. The Finance Committee shall be responsible for the investment and reinvestment of funds and assets of the Allan Hancock College Foundation. Once approved by the Finance Committee, the document will be approved by the full Board of Directors at its regularly scheduled meeting.

In fulfilling its responsibilities under this Statement, the Finance Committee shall, among other activities, recommend to the Board of Directors the hiring and dismissal of investment managers, fiscal agents and other agents.

2. SCOPE

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

3. OBJECTIVES

The primary investment objectives of this policy are:

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

4. POLICIES

4.1. Finance Committee

Investments are the responsibility of the Finance Committee acting under the direction of the Foundation Board. The college Associate Superintendent/Vice President,

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

4.2. Acceptable Investments

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

- 4.2.9. Exchange Traded Index Funds
- 4.2.10. Real Estate may be held provided it is the result of a gift to the AHC Foundation and the Finance Committee has determined that it either generates sufficient rental income to justify the cost of ownership or there is a compelling need for the property at some point in the future that justifies holding the property.
- 4.2.11. Real Estate Investment Trusts (R.E.I.T.'s), *as well as mutual funds and separately managed portfolios investing in real estate.*
- 4.2.12. Alternative Investments such as hedge funds may be used as an additional investment vehicle to enhance returns, reduce volatility, and expand the diversification of Foundation assets.
- 4.2.13. Mortgage Backed Securities and CMO's (excluding PAC bonds, IO's, PO's, residual bonds, etc.) may be used. These securities shall be treated as part of the Foundation's fixed income asset class.
- 4.2.14. *Cryptocurrency (can be individual cryptocurrency or held in funds)*

4.3. Prohibited Investments

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

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

4.4. Diversification and Asset Allocation

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

Current Allocation

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

Recommended Allocation

<u>Asset Class*</u>	<u>Minimum</u>	<u>Maximum</u>
<i>Total U.S. Equities</i>	<i>30%</i>	<i>85%</i>
<i>- Large Cap Equities</i>	<i>10%</i>	<i>50%</i>
<i>- Mid Cap Equities</i>	<i>0%</i>	<i>20%</i>
<i>- Small Cap Equities</i>	<i>0%</i>	<i>15%</i>
<i>International Equities</i>	<i>10%</i>	<i>50%</i>
<i>Fixed Income</i>	<i>15%</i>	<i>40%</i>
<i>Other (R.E.I.T.'s Hedge Funds, Alternatives, etc)</i>	<i>0%</i>	<i>25%</i>

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

4.5. Investment Consultants and Managers

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

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

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

The Finance Committee may also choose to utilize the services and strategy of a Community Fund or other manager that has its own investment policy. If this is desirable, the Finance Committee will execute a due diligence review of the firm's investment policy to understand compatibility with AHC's goals and objectives.

4.6. Meetings, Reporting and Communication

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

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

4.7. Evaluation of Performance

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

5. DONATIONS

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

6. CONFLICT OF INTEREST

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

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

7. CONCLUSION AND CERTIFICATION

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

The following Finance Committee members have reviewed and approved this Investment Policy Statement at the meeting held via Zoom on January 13, 2021:

Finance Committee – Chair	Glenn Owen
Committee Director	Lee-Volker Cox
Committee Director	James E. Fields
Committee Director	Judy Frost
Committee Director	Peggy Hesse
Committee Director	Eric D. Smith

Review: 10/13/2021

Approved: 1/13/2021

Approved: 7/10/2019

Approved: 3/28/2018

Approved: 9/22/2016

To: Executive Committee	ACTION
From: Jon Hooten, Executive Director Allan Hancock College Foundation	October 13, 2021
Subject: Review and Consideration of Foundation Gift Acceptance Policy	

BACKGROUND

A donor approached the Foundation with interest in making a significant gift of cryptocurrency. However, the current gift policy was last revised before the emergence of cryptocurrency and does not provide for its acceptance.

As of October 2021, the IRS defines cryptocurrency as property, not currency. As such, all gifts of cryptocurrency valued at \$5,000 or above will require a third-party appraisal for the donor to take a deduction. Current best practices are for cryptocurrency to be immediately traded after receipt to minimize risk in rapid market fluctuations. The Foundation currently does this as a matter of practice (not policy) with other gifts of property, such as securities.

RECOMMENDATION

The Advancement Committee recommends the Gift Acceptance Policy be revised and updated to include specifically gifts of cryptocurrency, with the understanding they will be treated in practice like other gifts of property and traded upon receipt. If approved, the Executive Committee will forward the updated Gift Acceptance Policy to the Board of Directors.



Gift Acceptance Policy

Revised: ~~May-October 2010~~2021

**ALLAN HANCOCK COLLEGE FOUNDATION
GIFT ACCEPTANCE POLICY**

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3. Restrictions on Gift Acceptance.....	2
4. Expenses Associated with Acceptance of Gifts	2
5. Reporting and Counting Gifts	3

Background and Purpose

The Allan Hancock College Foundation's mission is to "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." The Foundation has been determined by the IRS to have exempt status under Section 501(c)(3), and as a public charity under Sections 509(a)(1) & 170(b)(1)(A)(vi).

This gift acceptance policy shall provide guidance to the Foundation, its donors, board members, and staff to those practices and policies that apply to gift acceptance and processing by the Foundation on behalf of the Allan Hancock Joint Community College District or any of its departments, programs or services. Charitable gifts are to be accepted according to the individual gift policies as set forth herein.

While individual gift acceptance policies are detailed and specific to the type of charitable gift, they will be interpreted in light of two overriding principles:

Principle 1: A gift will not be accepted by the Foundation if such acceptance would not be in the interest of the donor. A determination of the donor's interest will include, but not be limited to, the donor's financial situation and philanthropic interests, as well as any tax or legal matters revealed while planning for a gift. The Foundation will not encourage any gifts that are inappropriate in light of the donor's known personal or financial situation.

Principle 2: A gift will not be accepted by the Foundation unless there is a reasonable expectation that acceptance of the gift will ultimately benefit the Foundation or College.

Donors are ultimately responsible for ensuring that the proposed gift furthers their charitable, financial, and estate planning goals, and are urged to seek the advice of their advisors. The Foundation does not offer legal, accounting, tax, or financial advice to donors or prospective donors.

Types of Acceptable Gifts

The Foundation ~~will~~ can accept the following types of gifts:

- Bargain sale
- Bequest
- Cash (currency, money orders, official bank checks, payroll deduction, electronic transfer, including credit card transactions)
- Charitable gift annuity
- Charitable lead trust
- Charitable remainder trust
- Cryptocurrency
- Income in respect of decedent
- Life insurance policies and beneficiary designations
- Oil, gas and mineral rights

- Real property
- Retained life estate
- Securities
- Tangible personal property and gifts-in-kind

Restrictions on Gift Acceptance

The Allan Hancock College Foundation will accept unrestricted gifts and gifts for specific programs and purposes, provided that such gifts are consistent with the Foundation or College's stated mission and do not

- Violate the terms of its corporate charter
- Violate any federal, state, or local law, statute, or ordinance; or
- Violate this policy.

Gifts which are counter to or beyond the scope of the Foundation or College's mission will not be accepted.

Gifts accepted must not inhibit it from seeking similar or different gifts from other donors. No gift will be accepted which limits, beyond a general definition of subject area, the work that a faculty member, staff member, or student can perform. A gift may be considered inappropriate, and therefore declined, due to particular restrictions imposed by the donor.

The Foundation will not accept a gift if such acceptance imposes upon it overly burdensome administrative or other efforts or costs, or exposes it to unacceptable liability.

The Foundation will not accept a gift if such acceptance would not be in the interest of the donor.

All gifts accepted by the Foundation will utilize charitable giving practices that conform to federal and state laws and regulations.

The Foundation will not accept a gift or pledge that is conditional on a prior commitment to name a facility, space or program in order for that gift to be executed. All commitments for naming opportunities must be approved by the Board of Trustees of the Allan Hancock Joint Community College District. All other conditional gifts and pledges must be reviewed by the Foundation's Executive Committee.

Expenses Associated with Acceptance of Gifts

IRS policy requires that:

- Real or tangible personal property in excess of \$5,000 must be accompanied by an independent qualified appraisal that is made not earlier than 60 days before the date of the contribution of the appraised property and not later than the due date of the tax return, including extensions.
- Gifts of closely-held securities exceeding \$10,000 must be accompanied by a qualified independent appraisal.

It is the donor's responsibility to obtain the qualified appraisal from an independent qualified appraiser and the donor is responsible for all costs associated with an appraisal.

The Foundation may not provide appraisals, but may have a list of independent qualified appraisers from which the prospective donor may choose.

Under certain situations the Executive Committee of the Foundation may permit expenses to be paid by the Foundation in order to secure the gift. These expenses will be reimbursed to the Foundation prior to distribution of the proceeds to the gift purpose.

In addition to the appraisal expense noted above, there are additional expenses related to real estate gifts.

Donors and prospective donors are encouraged to seek the counsel of their legal, accounting, tax, financial or other advisors. Expenses incurred in seeking such counsel are the responsibility of the donor.

Reporting & Counting of Gifts

All gifts to the Allan Hancock College Foundation will be reported and counted per the Council for Advancement and Support of Education (CASE) Management and Reporting Standards and/or the National Committee on Planned Giving (NCPG) Guidelines for Reporting and Counting Charitable Gifts.

Key definitions:

Gift: A contribution received by the Foundation for either unrestricted or restricted use in furtherance of the instance for which the Foundation or College has made no commitment of resources or services other than, possibly committing to use the gift as the donor specifies. In accordance with US Internal Revenue Service regulations, if a donor receives benefits in return for a gift, the amount of the gift recorded and reported is reduced by the fair market value of all benefits given

Unrestricted Gift: Outright gift given by a donor without any restriction.

Restricted Gift: A gift that has been restricted by the donor for a specific purpose.

Endowment: Endowment funds are those that donors specify are to be retained and invested for income-producing purposes. Income from endowment can be either restricted or unrestricted based on donor direction.

Outright gifts: Gifts given specifically for current operations, including those restricted to a specific current use. Outright gifts may be unrestricted or restricted

Planned Gift: A planned gift is any gift of any kind for any amount, given for any purpose—operations, capital expansion, or endowment—whether given currently or

deferred if the assistance of a professional staff person, qualified volunteer, or the donor's advisors is necessary to complete the gift. In addition, it includes any gift which is carefully considered by a donor in light of estate and financial plans.

Pledge: A pledge is a promise to make a gift at some time in the future. There must be some document between the donor and Foundation outlining the pledge agreement.

Grant: A grant is a contribution received by the Foundation for either unrestricted or restricted use in furtherance of the Foundation and/or College that typically comes from a corporation, foundation or other organization, rather than an individual. The Foundation may determine that what a donor calls a grant is, for internal recordkeeping, a gift. There are two types of grants which are considered philanthropic in nature and thus countable in annual giving or comprehensive campaign reports:

- *Nonspecific grant*: A grant received by the Foundation that did not result from a specific grant proposal. The Foundation and/or College do not commit specific resources or services and are not required to report to the donor on the use of the funds.
- *Specific grant*: A grant received by the Foundation resulting from submitting a grant proposal. The Foundation and/or College commits resources or services as a condition of the grant, and the grantor often requests an accounting of the use of funds and of results of the programs or projects undertaken. The grantor's requirement of regular status reports or other reports does not negate the philanthropic (and countable) nature of a specific grant.

Sponsorship: Corporations and other organizations often give money to sponsor activities, events or projects and in return receive recognition on campus, at the event, or in publications. Most corporate sponsorship dollars are fully countable; the determining factor is whether the recognition the corporation receives constitutes advertising. The IRS defines advertising in this instance as competitive pricing or product information displayed because of the donation. If the recognition fits this definition of advertising, the sponsorship is an exchange transaction not a gift. Simple name or logo placement is not advertising.

Contract: An agreement between the Foundation and/or College and another entity to provide an economic benefit for compensation. Contracts are not gifts and are excluded from the Foundation's fundraising totals.

Donor Control: A donor may not retain any implicit control over a gift after acceptance by the institution. A donor certainly can suggest what department or area to which the institution should apply the contribution. However, ~~to be considered a gift to be a gift for CASE and NCPG purposes,~~ no further involvement on the part of the donor is appropriate upon gift acceptance.

To: Executive and Finance Committees	Information
From: Jon Hooten, Executive Director College Advancement	October 13, 2021
Subject: Foundation Staffing Update – Appointment of Tracy McKee as Operations Specialist	

BACKGROUND

Tracy McKee was hired as an Administrative Assistant on November 16, 2020. It is recommended that Tracy be promoted to Operations Specialist, with an annual salary of \$51,019 (an increase from \$48,137) and an additional annual cash-in-lieu health and welfare benefit of \$5,500, effective November 1, 2021. The salary increase (\$2,281) is already included in the approved budget.

RECOMMENDATION

Jon Hooten, Executive Director of College Advancement, recommends approval of Tracy McKee's title change and pay increase effective November 1, 2021.

Notice of Quarterly Meeting
Allan Hancock College Foundation Board of Directors
Thursday October 28, 2021
4:00 – 6:00 p.m.

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://hancockcollege.zoom.us/j/92104669670>

Please note the meeting may be recorded for future viewing.

AGENDA

	Page	Time
1. Call to order		5:00 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 – October 28, 2021 (ACTION)		
5. Approval of Minutes – July 22, Quarterly Board Meeting (ACTION)		
6. Welcome and Remarks from Board President – Lee-Volker Cox (Information)		
7. Presentation with Mark Booher - Artistic Director/Associate Dean PCPA		
8. Governance and Nominations Committee		
8.A. New Board Member Nomination – Steve Popkin (ACTION)		
8.B. Appointment of Designee to Board of Directors – Keli Seyfert (ACTION)		
9. Finance Committee		
9.A. Approval of Financial Statements through 6/30/2021 and 8/31/2021 (ACTION)		
9.B. Auditors 2019-2020 IRS Form 990 Report (ACTION)		
9.C. Review and Consideration of Investment Policy Statement (ACTION)		
10. Advancement Committee		
10.A. Acceptance of Foundation Gift Acceptance Policy (ACTION)		
10.B. Foundation Giving Report and Hancock Promise Campaign Update (Information)		
10.C. President’s Circle Subcommittee Report (Information)		
10.D. Scholarship Subcommittee Report (Information)		

11. Oral Reports (Information)

11.A. Executive Director, College Advancement – Jon Hooten

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 – Marcela Viveros

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

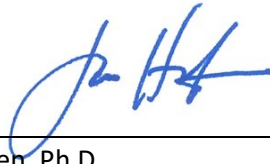
12. Consideration of New Business (Information)

13. Next Meeting – Thursday, January 27, 2022, 4-6 p.m. (Information)

14. Adjourn (ACTION)

6:00 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