



**NOTICE OF
QUARTERLY MEETING
of the
ALLAN HANCOCK COLLEGE
FOUNDATION
BOARD OF DIRECTORS
August 11, 2011
4 p.m.**

Agenda

Lompoc Valley Center
Allan Hancock College
One Hancock Drive, Lompoc
Rooms 1-202 and 1-203

OFFICERS
Mario A. Juarez
President

John Everett
Vice President

Maggi Daane
Secretary

Terry Dworaczyk, Ed.D.
Treasurer

Joannie Jamieson
Past President

**COMMUNITY
REPRESENTATIVES**

Sandy Carty

R. Bruce Coggin

Ernest DeGasparis

José Escobedo

Kate Ferguson

Judy Frost

Mary Harvey

Tom Lopez

John Martino

Patrick McDermott

Susan Moats

Mary K. Nanning

Patrick Sheehy

Dennis Shepard, M.D.

Roger Welt, Ed.D.

Jeff York

Hilda Zacarias

Leslie Meyers Zomalt, Ph.D.

**COLLEGE TRUSTEE
REPRESENTATIVES**

Larry Lahr

Greg Pensa

**COLLEGE
REPRESENTATIVES**

José M. Ortiz, Ed.D.

Superintendent/President

Elizabeth A. Miller, Ed.D.
*Assoc. Superintendent/Vice
President, Administrative
Services*

Karen Tait
Faculty

Position Vacant
Student

**FOUNDATION
STAFF**

Jeff Cotter

Executive Director

Marlyn Cox

Toni McCracken

**NOTICE OF QUARTERLY MEETING
OF THE
ALLAN HANCOCK COLLEGE FOUNDATION
BOARD OF DIRECTORS**

Thursday, August 11, 2011 ~ 4 p.m.

Lompoc Valley Center
One Hancock Drive, Lompoc, CA 93436
Rooms 1-202 and 1-203

Agenda

Page

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

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.

4. APPROVAL OF AGENDA

4.A. Agenda for August 11, 2011

ACTION - Motion _____ Second _____ Vote _____

5. APPROVAL OF MINUTES

5.A. Minutes of April 28, 2011

ACTION - Motion _____ Second _____ Vote _____

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6. COLLEGE PRESENTATIONS

6.A. Allan Hancock College Bookstore

Director of the Allan Hancock College Bookstore, Bill Hockensmith, will report on the textbook rental program.

6.A. Lompoc Valley Center

Dean of the Extended Campuses of Allan Hancock College, Rick Rantz, will present an overview of the programs and services available at the Lompoc Valley Center.

7. INVESTMENT COMMITTEE'S REPORT

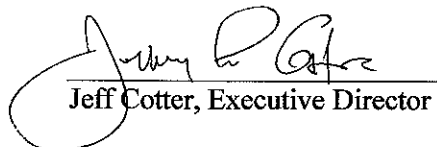
The Investment Committee has reviewed the foundation's financial reports and presents them for review and discussion by the board of directors.

7.A. Investment Committee Report to the Board

A report from the investment committee of any actions or business they have conducted on behalf of the corporation since the last foundation board meeting.

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7.B. Statement of Operations – 5/31/11	6
7.C. Balance Sheet – 5/31/11	7
7.D. Contributions Report – 6/30/11	8
7.E. Operating Budget – 5/31/11	9
7.F. Portfolio Summary – 6/30/11	10
A recommendation to accept the financial statements as presented. ACTION - Motion _____ Second _____ Vote _____	
8. EXECUTIVE COMMITTEE'S REPORT	
8.A. Executive Committee Report to the Board	12
A report from the Executive Committee of any actions or business they have conducted on behalf of the corporation since the last foundation board meeting.	
8.B. Banner Advancement <i>Go Live</i> Report	13
A report on the transition process of migrating from the foundation's donor database to Banner Advancement.	
8.C. NCCCF 2011 Annual Symposium	16
The network for California Community College Foundations (NCCCF) will hold their annual symposium October 12-14, 2011.	
8.D. Joe White Memorial Dinner and Auction	19
The 10 th annual <i>Joe White Memorial Dinner and Auction</i> is Saturday, August 20, 2011.	
8.E. Celebrate Philanthropy! Luncheon	21
The Allan Hancock College Foundation, the Marian Medical Center Foundation will host the fourth annual <i>Celebrate Philanthropy!</i> Luncheon.	
8.F. Events Calendar – August through February	22
A list of meetings and activities for the foundation from August 2011 through February 2012.	
9. COMMITTEE REPORTS	
9.A. President's Circle – John Everett, Chair	23
A report on the progress of the 2011 annual campaign.	
9.B. Planned Giving Jeff Cotter, Chair	25
A report on the status of the <i>Hancock Fund</i> endowment.	
A recommendation to approve the criteria for the <i>Hancock Fund</i> endowment. ACTION - Motion _____ Second _____ Vote _____	

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- 9.C. Events – Maggi Daane, Chair** **26**
A report on the planning of the 43rd annual scholarship banquet, the annual holiday reception and fundraising events in general.
- 9.D. Nominations – Leslie Zomalt, Chair** **27**
A report on the nomination process for new board members to the foundation.
- 9.E. Community Building – Chair position vacant**
- 9.F. Major Gifts – Chair position vacant**
- 10. BOARD ITEMS**
- 10.A. Wine Gift Policy** **28**
A recommendation to approve the *Wine Gift Policy*.
ACTION - Motion _____ Second _____ Vote _____
- 10.B. Board of Directors Hospitality Fund** **29**
A recommendation to approve a Board of Directors Hospitality Fund.
ACTION - Motion _____ Second _____ Vote _____
- 11. ORAL REPORTS**
- 11.A. Members of the Board of Directors** *General Announcements*
- 11.B. College Superintendent/President** *Dr. José M. Ortiz*
- 11.C. College Trustee** *Mr. Gregory A. Pensa*
- 11.D. PCPA Foundation Representative** *Mrs. Judy Frost*
- 11.E. Faculty Representative** *Mrs. Karen Tait*
- 11.F. Student Representative** *Position Vacant*
- 11.G. Executive Director** *Mr. Jeff Cotter*
- 12. OTHER BUSINESS**
- 13. DATE FOR NEXT QUARTERLY BOARD MEETING**
The next regular meeting is Thursday, November 10, 2011, 4 - 5:30 p.m. at the Santa Maria Campus, 800 South College Drive, in the Student Center Room 106-A.
- 14. ADJOURNMENT**
- 14.A. Adjournment**
A motion to adjourn the quarterly meeting of the Allan Hancock College Foundation Board of Directors.
ACTION - Motion _____ Second _____ Vote _____


Jeff Cotter, Executive Director

**ALLAN HANCOCK COLLEGE FOUNDATION
SPECIAL MEETING OF THE BOARD OF DIRECTORS**

Minutes of April 28, 2011

A special meeting of the Allan Hancock College Foundation Board of Directors was held on Thursday, April 28, 2011, in Building G – Student Center Room 106B at Allan Hancock College, 800 S. College Drive, Santa Maria, California.

Prior to the start of the special meeting, a short reception was held to meet and welcome the six new members joining the Allan Hancock College Foundation Board of Directors.

1. MEETING CALLED TO ORDER

Foundation Board President Mario Juarez called the meeting to order at 4 p.m.

2. ROLL CALL

Directors Present: S. Carty, B. Coggin, M. Daane, T. Dworaczyk, J. Escobedo, J. Everett, K. Ferguson, J. Frost, M. Harvey, J. Jamieson, M. Juarez, J. Martino, P. McDermott, E. Miller, S. Moats, G. Pensa, D. Shepard, K. Tait, S. Teniente, R. Welt, J. York, L. Zomalt

Directors Absent: E. DeGasparis, L. Lahr, T. Lopez, J. Ortiz

Foundation Staff Present: J. Cotter, M. Cox, T. McCracken

Invited Guests: Eddie Triste – President, Allan Hancock College Associated Student Body Government and Maricela Morales, Keynote Speaker for 42nd Annual Scholarship Awards Banquet

3. PUBLIC COMMENT

None

4. APPROVAL OF AGENDA

President Juarez asked members to review the agenda for today's special meeting of the Allan Hancock College Foundation Board of Directors and called for a motion to approve.

MOTION: Moved/seconded (Jamieson/Harvey) and passed by unanimous voice ballot to approve the April 28, 2011, agenda.

5. APPROVAL OF MINUTES

President Juarez asked members to review the minutes of the March 8, 2011, special meeting and called for a motion to approve.

MOTION: Moved/seconded (York/Shepard) and passed by unanimous voice ballot to approve the March 8, 2011, special meeting minutes with corrections.

6. COLLEGE PRESENTATIONS

Hands Across California: Eddie Triste, President of the AHC Associated Student Body Government (A.S.B.G.), was introduced by Mr. Cotter. Mr. Triste reported on the recent *Hands Across California* fundraising event, and commented that it was a great experience of him, the A.S.B.G. Board and students. Mr. Triste presented a check for \$102 to Mr. Cotter representing donations from the local community for the event. Those funds will be forwarded to the Foundation for California Community Colleges. Mr. Cotter also shared that Mr. Triste was recognized by his peers as *President of the Year – Southern Region.*"

42nd Annual Scholarship Banquet: Maricela Morales, keynote speaker for this year's scholarship banquet was introduced by Mr. Cotter. Ms. Morales shared that she graduated from Allan Hancock College, and then went on to graduate from the University of California, Santa Barbara. She is excited to share her story with students and donors at the upcoming banquet.

AHC Foundation Website: The foundation website has been updated to reflect current directors, foundation events and a log-on site for directors. Mrs. McCracken reviewed the log-on information and information available to directors via a "live" demonstration.

7. INVESTMENT COMMITTEE'S REPORT

Statement of Operations: For the period ending 3/31/2011. In reviewing the statement, Dr. Dworaczyk noted that the fund balance for the unrestricted fund was \$291,950; the temporarily restricted fund balance was \$736,456, and the endowment balance was \$5,535,058. The total fund balance for the period was \$6,563,464.

Balance Sheet: For the period ending 3/31/2011, it was noted that the total current assets, total current liabilities and net assets were \$6,563,609.

Contributions Report: For the period ending 3/31/2011, the total contributions were \$560,945.

Operating Budget: For the period ending 3/31/2011, in reviewing the operating budget statement, income for the year-to-date was \$169,195 with expenses \$105,986 and the fund balance was \$291,950.

Portfolio Summary: Dr. Dworaczyk reviewed the Portfolio Summary dated 3/31/2011, which reflects \$5,587,702 in endowment investments and \$975,907 invested in unrestricted and temporarily restricted investments.

MOTION: Moved/seconded (Pensa/Welt) and passed by unanimous voice ballot to accept the financial statements and reports as presented.

8. EXECUTIVE COMMITTEE REPORT

8.A. Scholarship Awards Banquet Update: Mrs. McCracken reported that planning for the annual event is well underway. This year more than \$236,000 will be awarded to over 200 students with the program format continuing of seating donors and recipients together. Board members were encouraged to attend and participate as a "donor stand in" for those unable to attend the banquet. This is an opportunity to experience first-hand the joy and appreciation by recipients for their scholarship award and to learn about students attending Allan Hancock College.

8.B. Public Meeting Law – Brown Act: The Executive Committee is recommending that board members receive training regarding foundation meetings and compliance requirements as they pertain to public meeting law, also known as the Brown Act. Mr. Cotter has been invited by Dr. Ortiz to attend a training session scheduled for trustees of AHC and Cuesta College on May 4, 2011.

8.C. Committee Assignments: The list of committee assignments were shared with board members. There are still a few committees needing a chairperson.

8.D. Actions Taken Since Last Board Meeting: Since the last meeting of the foundation board, the Executive Committee has considered and taken action on the following:

- a. Approved the appointment of Judy Frost and Susan Moats to serve as *Members-at-Large* for 2011 on the Executive Committee.
- b. Approved the expenditure of one thousand dollars (\$1,000) to fund a single scholarship in recognition of the keynote speaker for the 42nd Annual Scholarship Banquet. These funds are provided for through the foundation's general scholarship fund.
- c. Approved a 4-day workweek for foundation staff for a ten-week period, June 6 through August 12, to mirror the plan approved by the college's trustees. This action is designed as a cost-savings measure and all areas of the college are expected to participate. Workdays will be Monday through Thursday, with the exception of the week of July 5-8, due to observance of the Independence Day holiday, July 4.

9. **COMMITTEE REPORTS**

9.A. *Strategic Plan Committees*

9.A.1. *Annual Giving*: Mr. Cotter reported on the success of the 2010-11 annual giving campaign and reviewed the *Goals and Planning* for the 2011-12 annual giving campaign. Goals include, 1) a target goal of \$90,000; 2) gifts of \$1,000 or more give donors status in the *President's Circle*; 3) gifts up to \$500 give donors status as a *Bulldog* and gifts from \$500 to \$999 give donors status as an *Associate*; 4) timeline started April 28 and runs through November. The Executive Committee is recommending a fifteen percent administrative fee on all annual campaign gifts to be used towards the foundation's 2011-12 operating budget.

MOTION: Moved/seconded (Dworaczyk/Daane) and passed by unanimous voice ballot to approve a fifteen percent administrative fee on all campaign gifts to augment the foundation's 2011-12 operating budget.

9.A.2. *President's Circle*: No report.

9.A.3. *Events*: No report.

9.A.4. *Planned Giving*: No report.

9.A.5. *Community Building*: No report.

9.A.6. *Major Gifts*: No report.

10. **BOARD ITEMS**

10.A. *Independent Auditor's Report and Financial Statement*: The foundation's annual independent audit is performed as a part of the college's annual audit in accordance with the standards and procedures developed by the California Community /College Board of Governors and the State of California Department of Finance. A copy of that report and financial statements for the Allan Hancock College Foundation for the year ending June 30, 2010, was included in the board agenda book.

MOTION: Moved/seconded (Shepard/Zomalt) and passed by unanimous voice ballot to approve the Independent Auditors' Report and Financial Statement for the year ended June 30, 2010.

10.B. *2011-12 Proposed Foundation Operating Budget*: Mr. Cotter reported that each year the investment committee develops a proposed operating budget for the upcoming fiscal period. The development of that proposed budget includes projecting final revenue and expense for the current year, and developing assumptions for revenue and expense for the new budget period. The foundation's operating budget is a function of the unrestricted assets of the corporation. At the end of each fiscal year, the foundation must have a positive unrestricted fund balance to comply with California Ed Code. The proposed 2011-12 operating budget reflects net revenue to expenses for \$65, resulting in an ending unrestricted fund balance of \$230,831 on June 30, 2012.

MOTION: Moved/seconded (Daane/Pensa) and passed by unanimous voice ballot to approve the proposed 2011-12 operating budget for the foundation.

10.C. *Proposed Amendment to Corporate Bylaws – Standing Committees*: Mr. Juarez reported that the Executive Committee is recommending the *Fundraising Committee* and the *Allocations Committee* be removed from the current bylaws since their functions have been absorbed by the ad hoc committees of the foundation's 2009-2013 strategic plan. The proposed bylaws would be amended as follows:

Article VIII, Section B, 1-5

B. With the approval of the Board of Directors, the Executive Committee shall appoint the committees and in addition shall appoint any special committees as approved by the Board of Directors:

1. The Nominating Committee is responsible for advising the Board on matters related to board development, for recruiting and nominating board members, for new member orientation and for recommending a slate of officers each year.
2. The Investment Committee shall review and recommend investment policies and actions. The treasurer of the foundation shall be the chair of the Investment Committee. The Vice President, Business Services of Allan Hancock College shall be a member of the committee.
- ~~3. The Fund-Raising Committee coordinates and oversees all fund-raising by the foundation, including the identification of sources of funding and direct solicitation of donors.~~
- ~~4. The Allocations Committee works in concert with the college Superintendent/President to recommend allocation of funds to the Board of Directors within a framework determined by the college.~~
5. The Scholarship Committee oversees the Foundation's scholarship program, including but not limited to the solicitation of funds and the oversight of funding allocations.

MOTION: Moved/seconded (Shepard/Ferguson) and passed by unanimous roll call ballot to approve the deletion of the Fundraising Committee and the Allocations Committee to the Allan Hancock College Foundation Bylaws, Article VIII, Section B.

There was further discussion and a recommendation by the Executive Committee to combine the *Strategic Plan Committees – President's Circle and Annual Giving* – into a single committee called the *President's Circle Committee*. These are ad hoc committees which do not require an amendment change to the foundation's bylaws.

11. ORAL REPORTS

11.A. Members of the Board of Directors

- Hilda Zacarias became a grandmother and Greg Pensa became a grandfather.
- Joannie Jamieson thanked the staff for the foundation's website development and updates.

11.B. College Superintendent/President

No report.

11.C. College Trustee – Mr. Pensa reported:

- that work continues on the new Student Services building and other building projects scheduled on campus.
- shared that the college had received several *Golden Handshakes* for faculty who will be retiring the end of this fiscal year.
- shared that the college continues to work with budget constraints and finalizing a budget for the next fiscal year.

11.D. PCPA Foundation Representative - Mrs. Frost reported:

- that the Annual PCPA fundraiser *Night Not to Forget* is set for October 8, 2011.
- that PCPA's end of year program is set for May 12, 13, and 14, 2011.
- that the summer lineup includes *39 Steps, Hairspray, The Two Gentlemen of Verona, My Fairytale, Caroline or Change*. The website, www.pcpa.org, lists all dates and times for each performance.

11.E. Faculty Representative – Mrs. Tait reported:

- that there were six faculty to receive a *Golden Handshake* retirement package. Due to budget cuts, many positions may not be filled at this time.
- that there have been drastic cuts to classes.

11.F. Student Representative – Ms. Teniente reported:

- that the A.S.B.G. and other students participated with the *Hands Across California* event in early April.

- that A.S.B.G. and students have been involved with cleaning up the campus and holding a blood drive.
- that elections for the A.S.B.G. slate of officers for next year will underway soon.
- that a special events, *Jamming for Finals* day and *Cinco de Mayo*, are also on the calendar before school ends.

11.G. Executive Director

No report.

12. OTHER BUSINESS

There was no other business brought before the board for discussion.

13. FOUNDATION CALENDAR HIGHLIGHTS

Thursday, May 26, 2011 - 42nd Annual Scholarship Awards Banquet at 6 p.m. in the Joe White Gymnasium.

Friday, May 27, 2011: Commencement at 4:30 p.m. in the Commons – Allan Hancock College Santa Maria campus.

14. DATE FOR NEXT SPECIAL BOARD MEETING

There will be a quarterly meeting of the Allan Hancock College Board of Directors on Thursday, August 11, 2011, at 4 p.m.

15. ADJOURNMENT

MOTION: Moved/seconded (Jamieson/Daane) and passed by unanimous voice ballot to adjourn the meeting of the Allan Hancock College Foundation Board of Directors at 5:32 p.m.

Maggi Daane – Secretary
Allan Hancock College Foundation

Date

Allan Hancock College Foundation

Statement of Operations

For the Period Ending 05/31/2011

	Unrestricted	Temporarily Restricted	Endowments	Total
REVENUE:				
Contributions	\$ 7,042	\$ 499,872	\$ 66,865	\$ 573,779
Contributions non-cash	4,203	0	0	4,203
Scholarship Contributions	0	223,263	0	223,263
Interest and Dividends	4,460	0	109,781	114,241
Gain/Loss on Sale of Investments	0	0	416,613	416,613
Change in Asset Portfolio	0	0	454,643	454,643
Miscellaneous	0	16,716	0	16,716
Transfers in	178,712	56,854	100,000	335,566
Total Revenue	194,417	796,705	1,147,902	2,139,024
EXPENSE:				
Salaries	143,136	0	0	143,136
Scholarships	0	352,233	0	352,233
Employee benefits	8,509	0	0	8,509
Supplies and materials	10,059	34,257	0	44,316
Contracted personal services	240	13,315	0	13,555
Travel and conference	2,283	1,931	0	4,214
Memberships and permits	870	0	0	870
Telephone	1,528	0	0	1,528
Contracts, leases and maint. agreements	1,160	450	0	1,610
Legal, audit, bad debt, miscellaneous	2,940	2,649	0	5,589
Postage and advertising	3,392	221	0	3,613
Bank, Brokerage, Interest and Cr Card Fees	801	0	38,402	39,203
Building and equipment purchases	0	0	0	0
Non cash contributions	4,203	0	0	4,203
Transfers out	0	223,896	245,964	469,860
Total Expenses	179,121	628,952	284,366	1,092,439
Net Revenue/Expense	\$ 15,296	\$ 167,753	\$ 863,536	\$ 1,046,585
Beginning Fund Balance, July 1	230,766	789,299	4,723,020	5,743,085
Current Fund Balance	\$ 246,062	\$ 957,052	\$ 5,586,556	\$ 6,789,670

Unrestricted: Unrestricted assets are those which the board has full discretion.

Temporarily restricted: Temporarily restricted assets are those which may be fully expended according to a designation or restriction placed upon them by the donor. Acceptance of the gift is acknowledgement that the designation/restriction would be followed.

Endowments: Endowment assets may be permanently restricted in which case the principal remains intact in perpetuity, with only the proceeds from the investment of principal being available for expenditure. They may also be held as quasi-endowment in which case the donor or the board of directors has designated that both the principal and proceeds can be expended.

Allan Hancock College Foundation
Balance Sheet
For the Period Ending 05/31/2011

ASSETS

<u>Current Assets</u>	
Cash on hand and equivalents	\$ 1,805,731
Investments	4,983,939
Accounts receivable	
Accrued Interest Receivable	-
Total Current Assets	\$ 6,789,670

LIABILITIES AND NET ASSETS

<u>Current Liabilities</u>	
Accounts Payable, Unrestricted	\$ -
Accounts Payable, Restricted	-
Due other funds	-
Accrued Liabilities	
Total Current Liabilities	\$ -

<u>Net Assets</u>	
Unrestricted	246,062
Temporarily restricted	957,052
Endowments	5,586,556
Total Net Assets	\$ 6,789,670
 Total Liabilities and Net Assets	 \$ 6,789,670

**Allan Hancock College Foundation
Contributions
July 1, 2010 through June 30, 2011**

Account	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total
Abatement to Expenses			7	150	109		5,602	15		22		85	5,990
AHC Allocation							32,000						32,000
Unrestricted Funds	130	110	139	139	590	2,414	889	139	184	654	1,654	154	7,196
President's Circle	1,971	3,868	1,068	735	451	483	266	183	450	267	83		9,826
Restricted Funds	8,430	9,299	8,645	36,307	5,958	82,065	8,980	1,598	15,804	20,329	218,126	3,151	418,892
AHC Scholarship Funds	21,706	17,230	8,825	29,294	7,045	28,613	28,889	15,445	17,359	26,428	27,255	2,250	230,337
Endowments		20,015	10,500		700	4,600	1,000	25,550	1,000		500		63,865
Annual Campaign	1,000	35,500	17,600	5,734	6,665	8,369	6,762	3,293	3,282	3,469	4,407	39,494	135,565
In-Kind Donations			2,232	207		380	852		432		100		4,203
MONTHLY TOTALS	33,237	86,022	49,016	72,566	21,518	128,923	85,230	46,222	38,511	51,169	252,125	45,134	
CURRENT YTD TOTALS	\$ 33,237	\$ 119,259	\$ 188,275	\$ 240,841	\$ 262,359	\$ 389,282	\$ 474,512	\$ 520,734	\$ 559,245	\$ 610,414	\$ 862,539	\$ 907,673	\$ 907,673
PRIOR YEARS													
July 09-June 10	76,076	188,161	227,180	331,314	358,234	472,884	506,820	528,843	577,141	597,819	715,628	941,725	
July 08-June 09	68,637	127,337	187,331	254,313	282,414	565,024	592,970	609,746	661,090	848,526	1,018,528	1,053,236	
July 07-June 08	45,107	126,207	172,587	299,483	514,884	641,357	679,931	711,203	768,748	848,526	1,000,629	1,070,668	
July 06-June 07	99,807	202,598	246,726	330,210	419,424	807,361	847,822	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	607,929	683,955	713,831	814,389	862,245	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	914,786	962,885	1,940,867	
July 01-June 02	35,559	99,388	141,388	214,353	257,794	534,098	566,600	588,843	614,880	658,510	707,255	999,005	
July 00-June 01	38,133	205,903	276,175	344,333	350,114	452,155	471,942	486,122	509,716	545,162	584,728	626,976	
July 99-June 00	99,651	147,688	185,002	471,346	484,308	536,146	555,152	566,310	581,718	622,280	660,571	728,230	

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

ALLAN HANCOCK COLLEGE FOUNDATION
Operating Budget
Income and Expense
July 1, 2010 - June 30, 2011

Month Ending:
5/31/2011
92%

	2010-11 Approved Budget	2010-11 YTD Rev & Exp	2010-11 Percentage Budget
REVENUE			
AHC Allocation	\$ 32,000	\$ 32,000	100%
Unrestricted - Contributions	\$ 5,000	\$ 7,042	141%
Unrestricted - Contributions non-cash	\$ -	\$ 4,203	0%
Unrestricted - Interest	\$ 5,000	\$ 4,460	89%
Administration Fee - 1.5%	\$ 65,000	\$ 63,625	98%
Special Events	\$ 10,000	\$ 10,000	100%
President's Circle	\$ 9,600	\$ 11,587	121%
Gain/Loss on Sale of Investments	\$ -	\$ -	0%
Change in Asset Portfolio	\$ -	\$ -	0%
Marian Hancock Trust	\$ 24,000	\$ 24,000	100%
F. Young Endowment	\$ 37,500	\$ 37,500	100%
TOTAL REVENUE	\$ 188,100	\$ 194,417	103%

EXPENSES			
Executive Director	\$ 50,000	\$ 50,000	100%
Staff Salaries	\$ 95,203	\$ 87,270	92%
Staff Health/Welfare Benefits	\$ 6,400	\$ 5,867	92%
Staff Payroll Taxes/Insurance	\$ 10,450	\$ 9,614	92%
Sub Total Staff Salaries & Benefits	\$ 162,053	\$ 152,751	94%
Public Relations	\$ -	\$ 28	0%
Operational Supplies	\$ 4,000	\$ 4,149	104%
Printing	\$ 5,000	\$ 4,329	87%
Food Supplies	\$ 3,700	\$ 2,584	70%
Consultants, Service Contracts	\$ 1,500	\$ 1,598	107%
Conference Expense	\$ -	\$ -	0%
Business Travel Expense	\$ 500	\$ 150	30%
Dues and Memberships	\$ 450	\$ 420	93%
Licenses, Permits, Filing Fees	\$ 150	\$ -	0%
Telephone	\$ 1,700	\$ 1,528	90%
Maintenance Agreements	\$ 1,500	\$ 1,160	77%
Equipment Leases & Agreements	\$ 415	\$ 411	99%
Postage and Courier Services	\$ 3,600	\$ 2,981	83%
Advertising	\$ -	\$ -	0%
Bank Service Charges	\$ 1,000	\$ 905	91%
Equipment Purchase	\$ -	\$ -	0%
Office Renovation	\$ -	\$ -	0%
Non-cash contributions	\$ -	\$ 4,103	0%
Sub Total Operating Expenses	\$ 23,515	\$ 24,345	104%
TOTAL OPERATING EXPENSES	\$ 185,568	\$ 177,096	95%

BOARD APPROVED BUDGET AUGMENTATIONS

Conference Expense - NCCCF	\$ 2,400	\$ 2,475
Total Augmentations	\$ 2,400	\$ 2,025

UNRESTRICTED FUND

Net Revenue/Expense	\$ 132	\$ 15,296
Beginning Fund Balance, July 1	\$ 230,766	\$ 230,766
CURRENT FUND BALANCE	\$ 230,898	\$ 246,062

ALLAN HANCOCK COLLEGE FOUNDATION
 Portfolio Summary
 January 1, 2011 thru December 31, 2011

ENDOWMENT	Pool	Cost Basis	Beginning Market Value 01/01/11	Net Deps/Wthdrwls	6/30/2011	Total Market Value Change YTD
Morgan Stanley Smith Barney						
SPDR Gold Trust	A	\$ 59,471.21	\$ -	\$ 59,471.21	\$ 67,898.08	\$ 8,426.87
Blackrock, Inc.	A	\$ 450,378.26	\$ -	\$ 450,378.26	\$ 476,096.99	\$ 25,718.73
Matthews Asia Pacific Equity, Inc	A	\$ 32,036.86	\$ -	\$ 32,036.86	\$ 33,343.82	\$ 1,306.96
Newgate Capital Management LLC	A	\$ 128,500.31	\$ -	\$ 128,500.31	\$ 130,460.54	\$ 1,960.23
Pimco Emerging Markets Bond Fund	A	\$ 64,073.88	\$ -	\$ 64,073.88	\$ 67,271.18	\$ 3,197.30
Pimco Real Return Fund	A	\$ 64,073.81	\$ -	\$ 64,073.81	\$ 67,042.61	\$ 2,968.80
Loomis Sayles Investment	A	\$ 160,184.61	\$ -	\$ 160,184.61	\$ 167,215.02	\$ 7,030.41
Metropolitan West	A	\$ 288,332.45	\$ -	\$ 288,332.45	\$ 298,971.25	\$ 10,638.80
Renaissance Group LLC	A	\$ 180,239.73	\$ -	\$ 180,239.73	\$ 193,445.09	\$ 13,205.36
Global Currents Investment Management	A	\$ 185,475.05	\$ -	\$ 185,475.05	\$ 199,206.64	\$ 13,731.59
Templeton Global Bond	A	\$ 64,057.87	\$ -	\$ 64,057.87	\$ 66,589.80	\$ 2,531.93
Winslow/Mainstay Capital Management	A	\$ 270,540.47	\$ -	\$ 270,540.47	\$ 334,801.33	\$ 64,260.86
Roosevelt Investment Group, Inc	A	\$ 108,171.17	\$ -	\$ 108,171.17	\$ 130,014.87	\$ 21,843.70
Eaton Vance Asset Management	A	\$ 284,063.85	\$ -	\$ 284,063.85	\$ 333,714.31	\$ 49,650.46
Geneva Capital Management	A	\$ 153,680.01	\$ -	\$ 153,680.01	\$ 167,153.91	\$ 13,473.90
Anchor Capital Advisors	A	\$ 145,805.30	\$ -	\$ 145,805.30	\$ 185,476.55	\$ 39,671.25
Franklin Portfolio Advisors & Kayne Anderson Inv.	A	\$ 252,045.84	\$ -	\$ 252,045.84	\$ 277,703.62	\$ 25,657.78
Forward Uniplan Advisors	A	\$ 93,617.49	\$ -	\$ 93,617.49	\$ 105,027.30	\$ 11,409.81
Morgan Stanley Active Assets - Cash	A	\$ -	\$ (1,098.07)	\$ -	\$ 68,963.93	\$ 67,865.86
Sub-Total			\$ (1,098.07)	\$ 2,984,748.17	\$ 3,370,396.84	\$ 384,550.60
LPL Financial Services						
Annaly Capital Management (NLY)	C	\$ 13,000.00	\$ 34,498.07	\$ -	\$ 37,875.79	\$ 3,377.72
Allianz Funds	A	\$ 92,111.70	\$ -	\$ 92,111.70	\$ 91,920.05	\$ (191.65)
Columbia Acorn	A	\$ 20,469.27	\$ -	\$ 20,469.27	\$ 20,688.30	\$ 219.03
Columbia Funds	A	\$ 61,407.80	\$ -	\$ 61,407.80	\$ 59,524.45	\$ (1,883.35)
ING Mutual Fund	A	\$ 29,935.90	\$ -	\$ 29,935.90	\$ 30,206.51	\$ 270.61
Ivy Funds	A	\$ 122,815.59	\$ -	\$ 122,815.59	\$ 117,427.55	\$ (5,388.04)
J P Morgan Trust	A	\$ 30,703.90	\$ -	\$ 30,703.90	\$ 30,419.60	\$ (284.30)
Legg Mason Capital Mgmt.	A	\$ 30,703.88	\$ -	\$ 30,730.88	\$ 29,806.50	\$ (924.38)
Loomis Sayles Investment	A	\$ 51,173.16	\$ -	\$ 51,173.16	\$ 51,165.31	\$ (7.85)
Nuveen Municipal Trust Bond Fund	A	\$ 71,642.43	\$ -	\$ 71,642.43	\$ 73,944.20	\$ 2,301.77
Nuveen Investment Trust	A	\$ 30,703.91	\$ -	\$ 30,703.91	\$ 30,873.87	\$ 169.96
Oppenheimer Commodity	A	\$ 40,938.53	\$ -	\$ 40,938.53	\$ 39,976.52	\$ (962.01)
Pioneer Global	A	\$ 143,284.86	\$ -	\$ 143,284.86	\$ 140,104.30	\$ (3,180.56)
Putnam Funds Trust Equity Spectrum Fund	A	\$ 30,703.88	\$ -	\$ 30,703.88	\$ 31,647.33	\$ 943.45
Touchstone Instl Funds Trust	A	\$ 35,821.21	\$ -	\$ 35,821.21	\$ 37,169.71	\$ 1,348.50
WT Mut Fd CRM Mid Cap Value Fund	A	\$ 30,887.88	\$ -	\$ 30,887.88	\$ 30,626.63	\$ (261.25)
Advisors Inner Circle Fund	A	\$ 56,290.49	\$ -	\$ 56,290.49	\$ 57,044.79	\$ 754.30
Premier Money Market - 0.010%	A	\$ -	\$ 313,149.03	\$ (234,049.76)	\$ 140,166.55	
Sub-Total			\$ 347,647.10	\$ 645,571.63	\$ 1,050,527.96	\$ (3,698.05)
Osher Fund Endowment	A	\$ 100,000.00		\$ 100,000.00	\$ 100,000.00	
Vanguard						
Vanguard 500 Index Fund (VFIAX)	B	\$ 127,284.21	\$ 138,442.10	\$ -	\$ 146,757.47	\$ 8,315.37
MSCI Emerging Markets Index Fund (EEM)	B	\$ 13,339.04	\$ 46,554.06	\$ -	\$ 47,002.91	\$ 448.85
MSCI EAFE Index Fund (EFA)	B	\$ 41,251.16	\$ 67,989.08	\$ -	\$ 71,617.06	\$ 3,627.98
Russell Midcap Value Index Fund (IWS)	B	\$ 20,068.55	\$ 32,059.18	\$ -	\$ 34,152.80	\$ 2,093.62
Russell Midcap Growth Index Fund (IWP)	B	\$ 20,084.61	\$ 32,099.03	\$ -	\$ 35,118.73	\$ 3,019.70
Cohen Steers Realty Majors Index (ICF)	B	\$ 5,014.51	\$ 5,712.24	\$ -	\$ 6,390.80	\$ 678.56
Russell 1000 Value Index Fund (IWD)	B	\$ 90,787.48	\$ 113,067.48	\$ -	\$ 119,545.42	\$ 6,477.94
Russell 2000 Value Index Fund (IWN)	B	\$ 20,316.01	\$ 29,242.21	\$ -	\$ 30,296.21	\$ 1,054.00
Russell 2000 Growth Index Fund (IWO)	B	\$ 20,153.18	\$ 31,111.57	\$ -	\$ 33,790.99	\$ 2,679.42
Dow Jones Real Estate Index Fund (IYR)	B	\$ 5,016.00	\$ 7,704.96	\$ -	\$ 8,447.83	\$ 742.87
PowerShares Exchange Dynamic Market (PWC)	B	\$ 49,974.30	\$ 54,147.58	\$ -	\$ 58,304.33	\$ 4,156.75
PowerShares Exchange Dynamic Market (PWO)	B	\$ 14,998.50	\$ 15,936.00	\$ -	\$ 16,864.00	\$ 928.00
Rydex S&P Equal Weight Index (RSP)	B	\$ 23,389.46	\$ 31,000.79	\$ -	\$ 33,407.53	\$ 2,406.74
Bond Holdings (3 individual issues)	B	\$ 189,880.77	\$ 76,649.00	\$ -	\$ 79,116.20	\$ 2,467.20
Prime Money Market Fund - 0.05%	B	\$ -	\$ 166,376.56	\$ -	\$ 168,430.29	\$ 2,053.73
Vanguard Treasury Money Market - 0.02%	B	\$ -	\$ 170,040.70	\$ -	\$ 170,059.07	\$ 18.37
Sub-Total			\$ 1,018,132.54	\$ -	\$ 1,059,301.64	\$ 41,169.10
Transfer to Operating Budget - Unrestricted			\$ (187,000.00)	\$ (37,500.00)	\$ (262,000.00)	
Adjusted Young endowment balance					\$ 756,132.54	
TOTAL ENDOWMENTS			\$ 1,364,681.57	\$ 3,630,319.80	\$ 5,580,226.44	\$ 422,021.65

ALLAN HANCOCK COLLEGE FOUNDATION
Portfolio Summary
January 1, 2011 thru December 31, 2011

UNRESTRICTED and RESTRICTED	TEMPORARILY	Beginning Market Value 01/01/11	Net Deps/Wthdrwls	Ending Market Value Current Period
Morgan Stanley Smith Barney, Act.Assts. - Cash, 0.15%		\$ 698,927.00	\$ -	\$ 849,308.65
Rabobank - Checking		\$ 27,345.37	\$ -	\$ 5,995.79
Rabobank - Credit Card		\$ 11,005.47	\$ -	\$ 3,311.14
Heritage Oaks Bank - CD, .80%, 12/07/2011		\$ 100,000.00	\$ -	\$ 100,331.50
Pacific Western Bk - CD, .45%, 10/13/11		\$ 100,854.66	\$ -	\$ 101,010.03
Santa Barbara Bank & Trust - CD, .70%, 01/14/12		\$ 101,826.83	\$ -	\$ 102,233.01
Coast Hills Federal Cr. Union, Shares account		\$ 5.00	\$ -	\$ 5.00
Cash on Hand		\$ 100.00	\$ -	\$ 100.00
TOTAL UNRESTRICTED & TEMPORARILY REST.		\$ 1,040,064.33	\$ -	\$ 1,162,295.12
Transfer from Vanguard to Operating Budget - Unrestricted		\$ 187,000.00	\$ 37,500.00	\$ 262,000.00
TOTAL ASSETS		\$ 2,404,745.90		\$ 6,742,521.56

INVESTMENT POOL A Allocation Summary	Target	Allocation Current Period	Market Value Current Period
Equity			
Lg. Cap Value & Growth-Winslow/Mainstay Cap Mgmt, Allianz Fd, Eaton Vance Asst. Mgmt, Touchstone Instl Fd.	35.00%	20.45%	\$ 916,717.12
Mid Cap Value/Growth-Geneva Cap Mgmt,Anchor,Putnam,WT Mut Fd	8.00%	8.55%	\$ 383,257.09
SmallCapValue/Growth-Franklin Kyn, Columbia Acom, Nuveen Inv	7.00%	7.34%	\$ 329,265.79
All Cap - Roosevelt	5.00%	2.90%	\$ 130,014.87
Int'l: Matt Asia,Newgate.Cap. Mgt.,Renaiss.,Global, Ivy Fund	10.00%	15.03%	\$ 673,883.64
Equity Sub-Total	65.00%	54.27%	\$ 2,433,138.51
Fixed Income			
Pimco Mkt. Bond,Pimco Real Return Fd, Templeton		4.48%	\$ 200,903.59
Loomis Sayles Investment		4.87%	\$ 218,360.33
Core Fixed - Blackrock, Inc. & Metropolitan West		17.29%	\$ 775,068.24
Govt. & Agency Bonds & Mutual Funds		8.33%	\$ 373,562.48
Fixed Income Sub-Total	35.00%	34.97%	\$ 1,567,914.64
Other Assets			
Gold Trust Commodities - Precious Metals		1.51%	\$ 67,898.08
Forward Uniplan Advisors, Inc. - Real Estate		2.34%	\$ 105,027.30
Morgan Stanley Active Assets - Cash		1.54%	\$ 68,963.93
LPL Premier Money Market		3.13%	\$ 140,106.55
Osher Fund Endowment		2.23%	\$ 100,000.00
Other Assets Sub-Total		10.75%	\$ 481,995.86
TOTAL POOL "A" ALLOCATION	100.00%	100.00%	\$ 4,483,049.01

INVESTMENT POOL B Allocation Summary	Target	Allocation Current Period	Market Value Current Period
Equity			
Large Cap Value - IWD		11.29%	\$ 119,545.42
Large Cap Growth - VG 500 Index		13.85%	\$ 146,757.47
Large Cap Blend - PWC & RSP		8.66%	\$ 91,711.86
Mid Cap - IWS, IWP & PWO		8.13%	\$ 86,135.53
Small Cap - IWN & IWO		6.05%	\$ 64,087.20
International - EFA & EEM		11.20%	\$ 118,619.97
Real Estate - IYR & ICF		1.40%	\$ 14,838.63
Equity Sub-Total	65.00%	60.58%	\$ 641,696.08
Fixed Income			
Fixed Income - Bond Holdings		7.47%	\$ 79,116.20
Fixed Income Sub-Total	35.00%	7.47%	\$ 79,116.20
Other Assets			
Money Market - Cash		31.95%	\$ 338,489.36
Other Assets Sub-Total		31.95%	\$ 338,489.36
TOTAL POOL "B" ALLOCATION		100.00%	\$ 1,059,301.64

INVESTMENT POOL C Allocation Summary	Target	Allocation Current Period	Market Value Current Period
Real Estate - Annaly Mortgage Mgmt	100.00%	100.00%	\$ 37,875.79
TOTAL POOL "C" ALLOCATION	11		\$ 37,875.79

TOTAL POOLS A, B, & C			\$ 5,580,226.44
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ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION
From: Executive Committee	August 11, 2011
Subject: Executive Committee Actions Taken	

BACKGROUND

As provided within the Bylaws of the Allan Hancock College Foundation, the Executive Committee of the corporation has limited authority to take action on behalf of the entire board. It also provides that any action taken by this committee shall be reported to the full board at the next scheduled meeting. Since the last meeting of the foundation board, its Executive Committee has considered and taken action on the following:

- Committee Assignments – approved those board members who agreed to serve as chairs for committees for this year.
- Annual President’s Holiday Reception – approved the request by staff to proceed with the planning of this annual reception, which will follow the AHC Board of Directors quarterly meeting on Thursday, November 10, 2011.
- May 2012 Quarterly Board Meeting – approved the request by staff to change the date of the Allan Hancock College Foundation Board of Directors May 10, 2012, quarterly board meeting to Thursday, April 26, 2012. This gives staff more time for the planning and organization of the annual scholarship awards banquet, which is Thursday, May 24, 2012.

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION
From: Toni McCracken	
Subject: Banner Advancement <i>Go Live</i> Report	August 11, 2011

BACKGROUND

A report is provided beginning on the next page on the transition process and the significance of the July 1 *Go Live* date, etc.

FISCAL IMPACT

There was a reduction to the foundation's annual operating budget of \$1,200 with the elimination of the annual maintenance fee to DonorPerfect.

Allan Hancock College Foundation
Foundation Quarterly Board Meeting – August 11, 2011

Banner Advancement Update
by Toni McCracken

I was asked by Jeff to provide an update to the *Banner Advancement* module that staff has been training and working with extensively over the last eight months. Before the update, I wanted to share a little of the background for this major project.

Background

The name selected for the Bond Measure I mainframe replacement project was the Phoenix Project. This name was selected by the college steering committee members based upon the definition and the synonyms associated with it. Their hope was (is) to rise from the ashes (end of life) of our mainframe systems to be renewed or reborn as a better running, operating, and functioning organization by utilizing the best enterprise systems for the district.

Phoenix, a mythical bird of great beauty, fabled to live 500 or 600 years in the Arabian wilderness, to burn itself on a funeral pyre, and to rise from its ashes in the freshness of youth and live through another cycle of years: often an emblem of immortality or of reborn idealism or hope.

The Phoenix Project is a multi-year project that will replace all software applications that are running on our HP 3000 mainframe today including:

1. Upgrading the Bi-Tech IFAS financial system to the current version.
2. Evaluating, selecting and implementing a new student information system (SIS).
3. Replacing the current Human Resources system with the Bi-Tech IFAS HR module.

Foundation

The *Banner Advancement* module falls under number 2 – the new student information system (SIS). This module is also referred to as the *alumni* module allowing the foundation to “follow” its graduates with the hope of reaching out to those alum to “give back” to the local community.

The planning process for proposed *Banner Advancement* training for foundation staff began in the fall of 2010. However, I have been involved with the college’s Steering Committee for the past two years, attending monthly meetings to keep informed of progress on campus. Also, it allowed me to see how *Advancement* may impact other offices on campus. A timeline was created in December of 2010 – this provided for a series of on-site training sessions with a consultant, which began in January of 2011. A *Go Live* date was set for July 2011 (and achieved). Training included three-day sessions with our consultant, Michael Boote, about every five (5) weeks – the initial session was January 25 - 27. There were 8 additional sessions scheduled from early February to early July. Staff had “homework” assignments to complete between on-site training. Assignments included inputting all foundation account information into *Advancement*, creating *campaigns* and inputting all foundation account information associated with each campaign. In addition, there were numerous meetings with college staff from admissions and records, auxiliary accounting, financial aid office and I.T. Services to evaluate impact of *Advancement* on other student areas. The receipting/depositing of gifts

through the foundation required a complete overhaul. This required a lot of training / meetings by foundation staff with the consultant and on-campus offices mentioned earlier. Needless to say, things got a bit “backed up” in the office, especially with planning/organizing for the annual scholarship banquet on May 26th.

In addition to the training for staff, there was constituent data from the foundation’s current database, DonorPerfect, that needed to be migrated to the new *Banner Advancement*. However, due to a number of factors, it was determined that a migration was not possible, and that the data would have to be manually entered into *Banner Advancement*. This was unexpected and disappointing, though staff understood the problems associated with a conversion. There were approximately 4,200 constituents that needed to be added to the new *Advancement* module. Due to staff workloads and the annual scholarship banquet the end of May, three students were hired for this purpose - they started June 13 and worked through July 29. Their day began at 9 a.m. and ended at 4:30 p.m. – four days a week for a total of seven weeks. I must say they were absolutely the best students ever!! One of the students, Sheena Peregrin, had been a student worker in the foundation office about a year ago. Sheena was successful in recruiting two of her friends to help with the project, and I must say, they all were just amazing! The students were successful in entering all donors with gifts; there are still constituent friends that need to be added over time.

I am happy to report that July 1 arrived and the foundation *officially* went live with *Banner Advancement*! Our work as far as receipting and recording donor gifts has become much more efficient; there are issues that surface “behind the scenes” that we are addressing on a daily basis. This is *normal* as it is a new program for both the foundation and the college.

I have been a big supporter of this new module – the advantages for staff include: 1) direct posting of gifts to the donor and direct posting of gifts to the financial ledger of the college. There is multi-step process for this happen but with the help of I.T. Services and Auxiliary Accounting, we are moving forward! With this direct posting in place, two steps for foundation staff have been eliminated – a *Safeguard* handwritten receipt is no longer required for donations and data entry to a separate database is no longer necessary. In addition, the foundation has direct access to Allan Hancock College alum and current students and there is a cost savings to the foundation of \$1,160 annually, eliminating the annual maintenance agreement for DonorPerfect.

Transition to the new module continues by staff, and there is still work to be completed that includes: 1) a conversion of donor gifts from DonorPerfect to *Banner Advancement*, which is scheduled for the end of August; 2) continuing with data entry of DonorPerfect constituents; 3) working with the consultant on Argos reports; and 4) working with the consultant on the Planned Giving module, which is scheduled for December. Further, discovering the fund raising/friend raising capabilities of *Advancement* will just “amaze” staff over time.

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION
From: Executive Committee	August 11, 2011
Subject: NCCCF 2011 Annual Symposium	

BACKGROUND

The Network of California Community Colleges (NCCCF) will be holding their annual symposium October 12-14, 2011. The location for this year's Symposium will be the Magic Kingdom – Disney's Paradise Pier Hotel in Anaheim, California. There is funding in the current budget to send two representatives from the foundation. The committee encourages board member participation in this worthwhile event.

Wednesday, October 12 – Choice of attending one of the following all day sessions:

Get on Board! - Foundation Board Training: As a foundation board member, Roles and Responsibilities to Effectively Advance Fund Development Efforts; clarify roles, responsibilities, and expectations of the board vs. the Foundation Executive Director, maximizing resources and opportunities as a foundation volunteer leader; building board cohesion through productive community and collective decision making; and seeking the big gift: how to identify, cultivate and successfully solicit major gifts.

Leadership Academy: Teams of community college presidents, foundation executive directors, and foundation board members are strongly recommended for this session. This training will give your fundraising team the skills and practical tools to establish a sustainable advancement operating plan; cultivate relationships with prospective and current donors; align the Foundation's Fundraising Plan with the College's Strategic Plan; unite your college community toward common fundraising objectives; and achieve a high level of fundraising success - even with limited resources.

Thursday, October 14 – Breakout sessions include the following:

Creating Greater Volunteer Commitment Through Strategic Planning

Using the process of strategic planning to deepen commitment and ownership for the future of your foundation among your key volunteer leadership. Deepened commitment, involvement and ownership among your foundation's key volunteers can be achieved through the right approach in conducting a strategic planning process. Not only will participants learn valuable skills in developing a strategic plan, but will also learn how to best engage key volunteers to feel responsible for future goals and achievements.

Presenters: Charles Richards, President & Michele Bignardi, Sr. Vice President, Netzel Grigsby Associates

Grant Research & Proposal Writing

This session will provide an overview of the grant writing process, from identifying appropriate funding sources to preparing a successful proposal. Learn how to research grant funding sources and prepare a competitive grant proposal, including developing a plan to complete the proposal by the deadline, appropriate writing style, sources for data, developing a budget, matching funds, and writing an effective grant evaluation plan. We will cover tips, techniques and common mistakes throughout the grant writing process.

Presenter: Beccie Michael, Director of Development, Columbia College

California Connects Case Study: Engaging Your College Faculty and Staff to Support State-level Academic Support Programs

This session will review the Foundation for California Community Colleges and Chancellor's Office partnership creating California Connects, a \$10.9M federally funded digital literacy program that engages community college MESA and STEM students in community training and service. Amid severe college fiscal and non-fiscal resource constraints, California Connects provides a case study demonstrating how to identify, partner and create multiple revenue streams for community college funding. Our partners providing fiscal and non-fiscal resources include: CCCCO, college academic units, MESA, college Foundations, state funding, federal funding, industry, and community organizations (emphasizing those surrounding our partner community college sites).

Presenters: Elisa Orosco Anders, Director, California Connects, Foundation for CA Community Colleges; Sally Montemayor Lenz, Dean, Academic Affairs, California Community Colleges Chancellor's Office; Derrick Booth, Ph.D., Assistant Dean, Business & Computer Science Division, American River College

Social Media's Challenge to Higher Education

The traditional system of communications ("one to many") has eroded, replaced in the online medium by a seeming free-for-all. Students blog, alumni tweet, and everybody "Likes" something different on Facebook. Where is it leading, and how can community college administrators capture their audience's interest and provide relevant content? This breakout session takes a look at key components of the so-called "social technology" landscape and provides pointers on reaching your audience where they're spending more time than ever: on the Internet.

Presenter: Andy Shaindlin, founder and author of Alumni Futures & Associate Vice President of Advancement and Executive Director of Alumni Relations & Development, Carnegie Mellon University

Promoting Charitable Giving Through Proper Planning

This breakout will provide a discussion of the tools available to provide opportunities for individuals to give without changing their lifestyle. Topics will include discounting, gifting, leveraging assets, estate planning, non-traditional fundraising tools, and other specific techniques and samples to help you encourage donors to expand their long-term gifting goals. Whether you are new to fundraising or a seasoned professional, this session will give you a new outlook for long-term planning, helping you to better understand creative estate planning solutions for donors who wish to integrate gifting into both their annual giving and their ultimate estate plan.

Presenter: Robin Robertson, CLU, Time Management, A Crumb Company

Maximizing your reach to alumni and your community network with a multi-channel approach

Join us as we discuss multi-channel strategies that maximize your reach to your alumni and community network. It all starts with the data! Can't find your alumni? With proper data research, we can show you how to find postal/email addresses and phone numbers on 96% of your lost alumni – those who have taken classes, volunteered or donated. We'll show proven fundraising strategies that maximize participation, as well as cutting-edge technologies that provide instant connections with your network such as mobile. Learn how other educational institutions are already using mobile to build participation and engagement with text messaging, WAP sites, and Apps, and come prepared to discuss this technology and its applicability to the community college arena. For many of your constituents, text messaging and mobile use are their primary methods of communication. Don't overlook this important opportunity!

Presenters: Richard H. Morley, CFRE, CSPG*, Executive Director, Mt. San Antonio College Foundation & Susan Stewart-Kelley, Director of Sales, Harris Connect LLC*

Troubleshooting Small Shop Controls

Are you struggling with crafting effective internal controls in your small organization? This participant-focused session will explore control options and resources, along with the role of your auditors in identifying and communicating control issues. Come prepared to share your organization's challenges...and solutions!

Presenter: Lisa Heise, CPA, Controller & Campaign Manager, Great Basin College Foundation

The New Normal: Embracing technology in support of advancement

Developing, communicating, and engaging alumni and supporters are critical to the success of the California Community Colleges. It's no longer optional; it's the new normal. In order to achieve your fundraising and engagement goals, you need to have the right plans and the right technology in place to support your offline and online efforts. *Join Saddleback College president Tod Burnett, and Taft College Director of the Foundation and Development Sheri Horn-Bunk as they discuss how each of their institutions is addressing the new normal for California Community Colleges.* Panelists will discuss how they are embracing technology to support their advancement efforts, including increasing short-term giving opportunities and fostering long-term development to support campaigns. Learn how they are increasing engagement with employees, supporters, alumni, and community members. *Session moderated by Wendy Davis, SunGard Higher Education and Michael Skahan, iModules Software.*

How community college foundations can use the CASE Management and Governance Checklist for IRFs

Learn how you can use the CASE Management and Governance Checklist for Institutionally Related Foundations to examine your community college foundation's activities and policies to assure compliance with laws, standards and best practices. Presenters will share strategies on how the check list can be used by IRF staff and boards.

CCC Advancement Strategies

Case statements are simple? College/Foundation Strategic Planning is fun? Foundation Entrepreneurs? Creating and implementing an advancement approach to California Community College Fundraising can be daunting. This session will help you streamline the process and engage all the necessary players to make it happen. *Dr. Don Rickner, Principal, The Magellan Group,* will include the following College/Foundation alignments:

- ♦ Strategic Planning Integration of the College and Foundation - How to do it quickly but thoroughly
- ♦ Case Statements - How to streamline its development
- ♦ Entrepreneurial Innovations - Best options and the resources to get started in grants and/or contract education/partnerships
- ♦ Organization & Staffing - How your college can help without spending additional funds. And, if your college can invest, where to invest most strategically

Friday, October 15 – A morning session with a guest speaker and continental breakfast. The symposium will end at 12 noon.

For more information visit the NCCCF website at www.ncccfweb.org – click *Events – 2011 Symposium.*

FISCAL IMPACT

The current operating budget provides \$2,000 to send two foundation representatives. The preliminary cost estimate is \$1,900.

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION
From: Executive Committee	August 11, 2011
Subject: Joe White Memorial Dinner and Auction	

BACKGROUND

The 10th Annual *Joe White Memorial Dinner and Auction*, sponsored by the Allan Hancock College Boosters, Inc. will be held on Saturday, August 20, 2011, at the Santa Maria Fairpark. Tickets are \$40 per person or *Gold Sponsorships* are available at \$1,000 per table and *Silver Sponsorships* are available at \$400 per table. Cocktails begin at 5:30 p.m. followed by dinner at 7:07 p.m. All proceeds from this exciting community event support Allan Hancock College athletic department capital improvement projects.



10th Annual
Joe White Memorial
Dinner & Auction

Presented by **Hancock College Boosters, Inc.**
led by the **Joe White Memorial Fund Committee**

Saturday, August 20, 2011

5:30 pm

No-host Cocktails

7:07 pm

New York Strip Dinner

Catered by Billy & Sue Ruiz of *Cowboy Flavor*

Live & Silent Auction

Santa Maria Fairpark Plaza Pavilion
937 Thornburg, Santa Maria, California

Dinner Tickets: \$40 per person • Table for 10: \$400 • Gold Sponsor Tables for 10: \$1,000
For additional information, please call 805-478-6237 • Reservations required • Casual attire

Ways to Support Allan Hancock Athletics and the Joe White Dinner & Auction

Gold Table Sponsor: \$1,000

For a donation of \$1,000, you will receive your name in the event program, preferred seating for your party of ten, and dinner with specially selected wine served to you and your guests.

Silver Table Sponsor: \$400

For a donation of \$400, you will receive a table for ten reserved in your name.

Individual Dinner Tickets: \$40 each

Cash Contribution

Contribution of an Auction Item

Dinner sponsored by:



ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION
From: Executive Committee	August 11, 2011
Subject: <i>Celebrate Philanthropy!</i> Luncheon	

BACKGROUND

The Allan Hancock College Foundation, the Marian Medical Center Foundation and the Santa Barbara Foundation are once again collaborating to bring together, remember and honor the tremendous accomplishments philanthropy has made in support of the local nonprofit sector. The fourth annual *Celebrate Philanthropy! Luncheon* will take place on Thursday, November 3, 2011, at the Santa Maria Country Club. Philanthropy – a literal definition, “love of mankind.” This love of mankind has been realized in efforts to enhance human well-being through charitable gifts, endowment and/or service. Nonprofit organizations across the Santa Maria Valley have submitted nominations for individuals, couples or families with proven records of exceptional generosity who, through direct financial support or service, has demonstrated outstanding civic and charitable work and whose generosity encourages others to become philanthropic leaders. The event is the culmination of this annual celebration with new honorees being recognized each year. A table will be reserved for foundation board members wishing to attend – ticket price will be between \$25 to \$30 per person. More information will be shared as it becomes available in the next few months.

FISCAL IMPACT

None

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION
From: Executive Committee	August 11, 2011
Subject: Events Calendar – August through February	

BACKGROUND

The following is a calendar update of all Allan Hancock College Foundation events, activities and meetings.

Thursday, August 11, 2011

Quarterly Foundation Board Meeting, 4 p.m. – Lompoc Valley Center

Saturday, August 20, 2011

Annual Joe White Memorial Dinner and Auction, 5:30 p.m.
Santa Maria Fairpark – Plaza Pavilion, Dinner Tickets \$40

Tuesday, September 27, 2011

Investment Committee Meeting, 4 p.m.
Executive Committee Meeting, 4:45 p.m.

Wednesday, October 12 - Friday, October 14, 2011

NCCCF Symposium, Disney's Paradise Pier Hotel in Anaheim

Tuesday, October 25, 2011

Investment Committee Meeting, 4 p.m.
Executive Committee Meeting, 4:45 p.m.

Thursday, November 3, 2011

Celebrate Philanthropy! Luncheon
Santa Maria Country Club, 12 noon

Thursday, November 10, 2011

Quarterly Foundation Board Meeting 4 p.m.
and
Annual President's Holiday Reception Event, 5:30 pm
AHC – Santa Maria Campus – Student Center

Thursday, November 29, 2011

Investment Committee Meeting, 4 p.m.
Executive Committee Meeting, 4:45 p.m.

December – No Committee Meetings

Thursday, January 24, 2012

Investment Committee Meeting, 4 p.m.
Executive Committee Meeting, 4:45 p.m.

Thursday, February 9, 2012

Annual Organizational Board Meeting, 4 p.m.

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION
From: John Everett, Chair	August 11, 2011
Subject: President's Circle Committee Report	

BACKGROUND

1. 2010/11 Annual Campaign Report – period ending June 30, 2011 (*see following page*)
2. 2011/12 Presidents Circle Annual Campaign update

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION August 11, 2011
From: President's Circle Committee	
Subject: Annual Campaign 2010-11 Report	

BACKGROUND

The following is a budget report for the Annual Campaign 2010-11, as of June 30, 2011.

INCOME	Budget	Actual
Young Trust Endowment	\$ 100,000	
Contributions	118,112	98,059
Accounts Receivable - Pledges	1,888	
**Other restricted funds		40,300
TOTAL INCOME	\$ 220,000	\$ 138,359

EXPENSES	Budget	2010-11 Actual
Project Expenses		
Foundation operating budget	\$ 10,000	10,000
Transfers to District	200,000	36,500
Campaign Expenses		
Supplies, Equipment, Advertising	2,500	1,016
Public Relations/Recognition	2,500	500
Printing	3,500	344
Postage/Courier/Credit Card Fees	1,500	221
TOTAL EXPENSES	220,000	48,581
NET REVENUE/EXPENSE	\$ 220,000	\$ 87,790

**Other restricted funds	Pledge Amount	Income
Smith Electric - Mr. Mike Brannon	\$ 1,500	1,500
First Church of Christian Scientist	25,000	25,000
Ms. Karen Tait	1,200	800
ASB Associated Student Body	3,000	3,000
Melford Borzall - Mr. Melsheimer	10,000	10,000
	\$ 40,700	\$ 40,300

PCPA & Athletics
Smarthinking
tutoring
Student Workforce
Student Workforce
Welding Prog-AHC
Trust Acct.

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	ACTION
From: Maggi Daane, Chair	August 11, 2011
Subject: Planned Giving Committee Report	

BACKGROUND

The Hancock Endowment Fund was established in February 2011 when a longtime friend of the foundation gave a \$25,000 gift to the foundation for a permanent endowment to support the mission of Allan Hancock College. The Executive Committee approved at their June 28, 2011, meeting criteria for accepting gifts to this new endowment.

1. Gifts received by the foundation with no designation or are marked "where need is greatest" are placed in the unrestricted fund for the operations of the foundation.
2. A gift to the Hancock Fund endowment will be the result of a specific solicitation or designation by the donor.
3. Per the foundation's Investment Policy, the endowment is accessed a 1.5% administrative fee for the unrestricted fund which supports the operations of the foundation. This is the current policy for all foundation endowments.

FISCAL IMPACT

None at this time

RECOMMENDATION

Upon review and agreement, a motion is required to approve the criteria and concept for the Hancock Endowment Fund.

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION
From: Maggi Daane, Chair	August 11, 2011
Subject: Events Committee Report	

BACKGROUND

1. Annual President's Holiday Reception

The foundation has been hosting an annual event each November to honor and thank annual donors to the college and foundation. This year the event will take place on Thursday, November 10, 2011. As has been the foundation's practice since 2002, the board of director's hosts this annual event following the regular quarterly board meeting. Staff will move forward, in coordination with the Events Committee, with planning for this annual event.

Fiscal Impact

An event expense estimate of \$2,200 is included in the foundation's 2011-2012 operating budget.

2. Annual Scholarship Banquet

A report on planning and organization of the 43rd annual scholarship awards banquet that is scheduled for Thursday, May 24, 2012.

3. Fundraising Events

A report on foundation fundraising events in general.

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	INFORMATION
From: Leslie Zomalt, Chair	August 11, 2011
Subject: Nominations Committee Report	

BACKGROUND

A report on the nominations process for new board members to the foundation

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	ACTION
From: Executive Committee	August 11, 2011
Subject: Wine Gift Policy - Draft	

BACKGROUND

The foundation annually solicits donations from local wineries, which allows the foundation to host successful fundraising and donor recognition events. Those wineries participating receive recognition in the foundation's event programs and newsletters, both at the time of an event and throughout the year.

Staff is recommending the foundation board of directors adopt a *Wine Gift Policy* – a draft follows for the board's review and input:

Wine Gift Policy – Proposal

The generous support of local vineyards and wineries over the years has it possible for Allan Hancock College Foundation to include fine wine for many successful fundraising and donor recognition events. These include the annual President's Holiday Reception, a number of smaller recognition events, and special functions hosted for our President's Circle donors, the keystone program of the foundation's fundraising plan.

With few exceptions, wines are donated to the foundation with the donor's understanding that they will serve to enhance the appeal and experience of the foundation's own fundraising events. For its part, the foundation makes a verbal and written commitment to the donor to honor donor intent. The foundation also makes a special effort to recognize the donor and provide events guests with a description of the wine donation at the event and in the event programs and newsletters, both at the time of the event and throughout the year.

With this understanding, the foundation looks forward to a continuing relationship of mutual trust and appreciation with all its wine donors.

FISCAL IMPACT

None

RECOMMENDATION

Upon review and agreement, a motion is needed to approve the wine gift policy.

ALLAN HANCOCK COLLEGE FOUNDATION

To: Board of Directors	ACTION
From: Executive Committee	August 11, 2011
Subject: Board of Directors Hospitality Fund	

BACKGROUND

In 1995 a *Board Hospitality Fund* restricted fund was established for receptions and social gatherings for foundation board members, college trustees and their spouses. Foundation board member and college trustees used to contribute \$100 annually towards this fund; thereby, avoiding the operating budget of the foundation to pay for these social gatherings.

FISCAL IMPACT

None at this time

RECOMMENDATION

Upon review and agreement, a motion is needed to approved activating the *Board Hospitality Fund* for foundation board members, college trustees, and their spouses for social gatherings.