



**NOTICE OF
DISCUSSION MEETING**

**ALLAN HANCOCK COLLEGE FOUNDATION
BOARD OF DIRECTORS**

**Allan Hancock College
Boardroom B 100, Building B
800 South College Drive
Santa Maria, CA 93454**

**Thursday, September 28, 2023
4-5 p.m.**

Agenda

The mission of the Allan Hancock College Foundation is to operate for the advancement of education by raising funds and building community support to meet the needs of the college in the areas of scholarships, capital/infrastructure projects and program support.

OFFICERS

Maggi Daane

President

Judith Dale

Vice President

Debra Hood

Secretary

Judy Frost

Treasurer

DIRECTORS

Susan Appel

Michael J. Carroll

Lee-Volker Cox

James E. Fields

Erica Jane Flores

Michael L. Gibson

George Grama

Tim Harrington

Mario Juarez

Robert B. Klug

Larry Lahr

Sam Orozco

Gloria Soto

EMERITUS DIRECTOR

Ronald L. Thatcher

Doris T. Lahr, In Memoriam

COLLEGE TRUSTEE REPRESENTATIVES

Jeffery Hall

Gregory A. Pensa

COLLEGE

REPRESENTATIVES

Kevin G. Walthers, Ph.D.

Superintendent/President

Dennis Curran

*Associate Superintendent/ Vice President,
Finance and Administration*

Keli Seyfert

Director, Auxiliary Accounting

Jon Hooten, Ph.D.

*Executive Director,
College Advancement*

Nichole Dechaine

Faculty

Samantha Martinez

Student

FOUNDATION STAFF

Erinn Artrip

Marisol Diaz

Tracy McKee

Natalie Rucobo

Notice of Discussion Meeting
Allan Hancock College Foundation Board of Directors
 Thursday, September 28, 2023
 4:00 p.m. – 5:00 p.m.
 Allan Hancock College Boardroom, Building B
 800 South College Drive, Santa Maria, CA 93454

AGENDA

	Page	Time
1. Call to order		4:00 PM
2. Roll Call		
3. Public Comment <i>Public comment not pertaining to specific agenda items is welcome at this time. If you wish to speak to any item listed, please complete a Request to Speak Card available from the Executive Director. It is suggested that speakers limit themselves to 5 minutes.</i>		
4. Approval of Agenda – September 28, 2023 (ACTION)	1	4:01 PM
5. Approval of Minutes – July 27, 2023, Annual Organizational Meeting (ACTION)	2-5	4:02 PM
6. Welcome and Remarks from Executive Director (Information)		4:03 PM
7. College Presentation: Kevin Walthers		4:05 PM
8. Debrief Hancock Honors Event		4:15 PM
9. 2023-2024 Slate of Officers (ACTION)	6	4:25 PM
10. 2023-2024 Committees and Chairs (ACTION)	7	4:28 PM
11. Purpose & Principles of the Foundation (ACTION)	8	4:30 PM
12. Consideration of New Business		4:57 PM
13. Next Meeting – Thursday, November 16, 2023, at 4-5 p.m.		
14. Adjourn (ACTION)		5:00 PM

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the Allan Hancock College Foundation office at (805) 925-2004. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



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

ALLAN HANCOCK COLLEGE FOUNDATION

Annual Organizational Board Meeting

Minutes of July 27, 2023

A regular meeting of the Board of Directors was held on July 27, 2023. This meeting was held at the Lompoc Valley campus, Bldg. 1, Room 1-202/203

1. Call to Order

Foundation Vice President J. Dale, called the meeting to order at 4:04 p.m.

2. Roll Call

Directors Present: Susan Appel, Mike Carroll, Lee-Volker Cox, Judith Dale, Nichole Dechaine, J. Edwin Fields, Erica Jane Flores, Judy Frost, Mike Gibson, George Grama, Jeff Hall, Tim Harrington, Debra Hood, Robert Klug, Keli Seyfert, Gloria Soto, Kevin Walthers

Directors Absent: Maggi Daane, Mario Juarez, Larry Lahr, Sam Orozco, Greg Pensa

Student Representative: Samantha Martinez

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

Recorder: Marisol Diaz

3. Public Comment - None

4. Approval of Agenda – July 27, 2023 (ACTION)

MOTION: On a motion by J. Frost, seconded by T. Harrington, the agenda for July 27, 2023, was approved by a unanimous voice vote.

5. Approval of Minutes – April 27, 2023 (ACTION)

The minutes from the April 27, 2023, quarterly board meeting was reviewed.

MOTION: On a motion by S. Appel, seconded by J. Fields, the minutes were approved as presented by a unanimous voice vote.

6. Welcome and Remarks from Executive Director – Jon Hooten (Information)

J. Hooten welcomed the board to the meeting and gave an update on Maggi Daane. J. Hooten also introduced Dennis Curran, associate superintendent/vice president, finance and administration.

7. Resolution 2023-01 Authorization of Savings, Checking, and Investment Account Signatures

Resolution 2023-01 needs to be updated to include Dennis Curran as an authorized signer on savings, checking, and investment accounts.

MOTION: On a motion by M. Gibson, seconded by L.V. Cox, Resolution 2023-01 Authorization of Savings, Checking, and Investment Account Signatures was approved as presented by a unanimous voice vote.

8. Resolution 2023-02 Recommendation to Name the Patricia Rice Boyd Recital Hall (ACTION)

Recommend to the Board of Trustees to approve the naming of the Patricia Rice Boyd Recital Hall.

MOTION: On a motion by R. Klug, seconded by M. Carroll, Resolution 2023-02 Recommendation to Name the Patricia Rice Boyd Recital Hall was approved as presented by a unanimous voice vote.

9. Consent Agenda (ACTION)

9.A. Board Member Resignation – Glenn Owen

9.B. New Student Representative – Samantha Martinez

MOTION: On a motion by J. Frost, seconded by M. Gibson, the consent agenda was approved by a unanimous voice vote.

10. Governance and Nominations Committee

10.A. 2023-2024 Calendar of Meetings and Events (ACTION)

J. Hooten explained this calendar proposes increasing meetings to six and decreasing committee meetings to three annually.

MOTION: On a motion by S. Appel, seconded by T. Harrington, the 2023-2024 Calendar of Meetings and Events was approved by a unanimous voice vote.

10.B. Bylaw Revisions (ACTION)

J. Hooten shared that the bylaws need to be revised to reflect the increase of meetings. The last time they were updated was a few years ago, and the changes proposed include updating modes of communication, signatories, and the use of inclusive language.

MOTION: On a motion by M. Gibson, seconded by M. Carroll, the Bylaw Revisions were approved by a unanimous voice vote.

10.C. Board Member Attendance Expectation (ACTION)

With the increase in meetings, board members will be required to attend at least four out of the six board meetings.

MOTION: On a motion by S. Appel, seconded by D. Hood, the Board Member Attendance Expectations were approved by a unanimous voice vote.

10.D. Committee Roles and Responsibilities (Information)

A description of each committee was provided to the board. J. Hooten reminded the board that each member must serve on at least one committee.

11. Finance Committee

11.A. Review and Approval of Financial Statements through 5/31/2023 (ACTION)

J. Frost shared that the contributions report through June 2023 reported \$1,232,948 and noted that these values may change a little as June has not been reconciled.

MOTION: On a motion by M. Gibson, seconded by S. Appel, the financial statements through 5/31/2023 were approved by a unanimous voice vote.

11.B. Auditors 2021-2022 IRS Form 990 Report (ACTION)

As part of the foundation's annual audit, auditors and Keli Seyfert prepare the *Internal Revenue Service's Form 990 – Return of Organization Exempt from Income Tax*. The public disclosure form was provided to the Finance and Executive committee for review and approval.

MOTION: On a motion by L.V. Cox, seconded by G. Soto, the approved *Internal Revenue Service's Form 990 – Return of Organization Exempt from Income Tax* was approved by a unanimous voice vote.

11.C. Investment Advisors Review (Information)

J. Frost mentioned that the Finance Committee met with investment advisors on April 5, 2023. The companies presented annual performance and fees over the last three years and later the committee discussed combining accounts with the goal of decreasing investment fees. The Finance Committee will continue this discussion at their next meeting.

11.D. Funding a 2-Year Promise (Information)

J. Hooten shared that the Hancock Promise campaign currently stands at \$7.5 million. The one-year Promise program is currently funded by state funds, with additional support from the Foundation's working fund. It is estimated to cost about \$335,000 to fund the second year of the Promise program.

12. Advancement Committee (Information)

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

J. Hooten reviewed the Foundation Giving Report and reported that the Hancock Promise campaign is currently at \$7.5 million, not including bequests that will bring the total to \$9.1 million.

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

N. Rucobo gave an update on the President's Circle members and renewals. Since this report was created, over half of the pending renewals have been received. There will not be a summer event, as staff will be working on the Hancock Honors event.

12.C. Scholarship Subcommittee Report (Information)

T. Harrington mentioned that a survey was sent to everyone who attended the scholarship awards nights on May 24 and 25. The event was well received as it earned an overall 4.2 out of 5 rating.

J. Hooten shared that families and students were appreciative of being able to bring two guests and thanked Natalie for all the work she put into this event. He also shared that the expenses for both nights were about \$45,000, compared to \$30,000 the previous year. As an event that will continue to grow, is there a better way to achieve the purpose of this event?

The board discussed other options, the purpose of the event, and student and donor input. J. Frost suggested meeting one-on-one with the donors who normally attend the scholarship banquet and hear their point of view.

L.V. Cox left the meeting at 5:29 p.m.

12.D. Hancock Honors Update

Sponsorships and ticket sales are going well. Staff will start working on video production to tell stories of the honorees and publicity with the Santa Maria Times and Santa Maria Sun will begin early August.

J. Hooten shared that Susan Appel will be the emcee on September 9 and thanked her for taking on this role.

11. Oral Reports (Information)

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

No additional report.

11.B. Faculty Representative – Kevin Walthers

K. Walthers shared that he does not have the final count for graduation, but it was close to 1,100 students.

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

11.D. PCPA Foundation Representative – Maggi Daane (Absent)

J. Frost volunteered to be the new PCPA Foundation Representative

11.E. Faculty Representative – Nichole Dechaine

N. Dechaine commented on K. Walthers' report and mentioned that this is the first year, since she has been here, that enrollment for music courses is full and wonders if this is due to enrollment numbers or the new Fine Arts Complex.

11.F. Student Representative – Samantha Martinez

S. Martinez introduced herself to the board. She is a third year, political science student who is also a first-generation college student. She has been involved with student government since she was 12 years old and is a passionate advocate for education and mental health. S. Martinez invited everyone to support ASBG by attending their events throughout the year.

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

None

12. Consideration of New Business (Information)

13. Next Meeting – Thursday, September 28, 2023, 4-5 p.m. (Information)

14. Adjourn (ACTION)

MOTION: On a motion by R. Klug, seconded by T. Harrington, the meeting was adjourned at 5:45 p.m. by a unanimous voice vote.

To: Board of Directors	ACTION
From: Judith Dale Vice-President	September 28, 2023
Subject: 2023-2024 Slate of Officers	

BACKGROUND

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

President – Maggi Daane
Vice President – Judith Dale
Secretary – Debra Hood
Treasurer – Mike Gibson

RECOMMENDATION

The Executive Committee recommends the Board of Directors approve the 2023-2024 slate of officers as presented.

To: Board of Directors	ACTION
From: Jon Hooten, Executive Director AHC Foundation	September 28, 2023
Subject: 2023-2024 Committees and Chairs	

BACKGROUND

Updated rosters for the Allan Hancock College Foundation’s committees for the 2023-2024 fiscal year are presented for approval.

<p><u>Executive Committee</u></p> <ul style="list-style-type: none"> - Maggi Daane (2027), President/Chair - Judith Dale (2029), Vice President - Mike Gibson (2030), Treasurer - Debra Hood (2028), Secretary - Lee-Volker Cox (2025), Member-at-large - Jeff Hall - Kevin Walthers 	<p><u>Finance Committee</u></p> <ul style="list-style-type: none"> - Mike Gibson (2030), Chair - Maggi Daane (2027) - Jim Fields (2025) - Judy Frost (2027) - Dennis Curran - Keli Seyfert
<p><u>Advancement Committee</u></p> <ul style="list-style-type: none"> - Jim Fields (2025), Chair - Susan Appel (2030) - Mike Carroll (2024) - Maggi Daane (2027) - Erica Jane Flores (2031) - Greg Pensa - Kevin Walthers <p><u>President’s Circle Subcommittee</u></p> <ul style="list-style-type: none"> o Maggi Daane (2027), Chair <p><u>Scholarship Subcommittee</u></p> <ul style="list-style-type: none"> o Tim Harrington (2027), Chair o Maggi Daane (2027) o Gloria Soto (2032) o Judy Frost (2027) o George Grama (2030) o Nichole Dechaine 	<p><u>Governance and Nominations Committee</u></p> <ul style="list-style-type: none"> - Mario Juarez (2025), Chair - Judith Dale (2029) - Gloria Soto (2032) - Lee-Volker Cox (2025) - Sam Orosco (2025) - Robert Klug (2024) <p><i>Note: According to the Foundation’s bylaws, a director will term off at the January meeting following their 9th year of service. Each director will term off in January of the year listed. These years are based on each director’s election date according to board minutes.</i></p>

RECOMMENDATION

The Executive Committee recommends the Board of Directors approve the 2023-2024 Committees and Chairs as presented.

To: Board of Directors	ACTION
From: Judith Dale Vice-President	September 28, 2023
Subject: Purpose & Principles of the Foundation	

BACKGROUND

Articulating an organization’s “Purpose and Principles” is a contemporary strategy that replaces traditional mission, vision, and values statements.

An organization’s **Purpose** is a concise way of explaining why an organization exists in a particular time and place. Its statement of **Principles** affirms an organization’s core commitments and how it approaches its work. When a nonprofit organization understands why it exists and is clear about its core commitments, it has a clearer understanding of how it can operate in its community and how to make decisions when faced with challenges and new opportunities. As the AHC Foundation completes the Hancock Promise, we will need to decide what **priorities and projects** lie ahead. Our Purpose and Principles are the foundation for those decisions.

The following statements are drafted from perspectives and priorities shared from the January 2023 board retreat and the regular board meeting in April.

OUR PURPOSE: Connecting the college and the community for the advancement of education.

OUR PRINCIPLES: The Board is committed to working for:

1. Student Success: Mobilizing resources to ensure that a college education in our region is accessible and affordable; supporting efforts to improve student outcomes; and, benefiting the broader community through supporting college priorities.
2. Community Engagement: Creating connections between the college and the community; serving as a conduit for feedback to the college from the community; and, extending hospitality for engagement with the college.
3. Innovation & Creativity: Maintaining a future-focused posture of scanning the horizon for opportunities and challenges; pursuing novel solutions to long-standing problems; and, integrating diverse professional, intellectual, and cultural perspectives for strategic insight and action.
4. Transparency & Integrity: Upholding the highest standards of ethics and integrity in all Foundation activities; maintaining open access to relevant financial records and organizational documents; and, ensuring contributions are used in alignment with the donors' intended purposes.

RECOMMENDATION

The Executive Committee recommends the Board of Directors adopt these statements of Purpose and Principles, thereby replacing the current mission statement.