NOTICE OF QUARTERLY BOARD MEETING

ALLAN HANCOCK COLLEGE FOUNDATION
BOARD OF DIRECTORS
Thursday, January 26, 2017
4:00 p.m.

Agenda

Allan Hancock College
Boardroom—B-100
800 South College Drive, Santa Maria, CA 93454

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.
Notice of Quarterly Meeting
Allan Hancock College Foundation Board of Directors
Thursday, January 26, 2017
4 p.m.
Allan Hancock College, Boardroom – B100, 800 South College Drive, Santa Maria, CA 93454

AGENDA

Please note there will be a reception at 3:30 pm (prior to the start of the quarterly board meeting) to welcome new directors along with thanks to outgoing directors.

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 for January 26, 2017 (ACTION)

5) Approval of Minutes of the November 2, 2016, Off-Site Annual Retreat (ACTION) 1-2

6) Approval of Minutes of the November 2, 2016, Quarterly Board Meeting (ACTION) 3-7

7) Director Resignations, End of Terms, and New Directors (ACTION)
   Foundation Board President will recognize outgoing directors and welcome new directors.

8) College Trustee Appointments for 2017
   An announcement of the college trustee appointments to the foundation for 2017.

9) College Presentation by Department or Faculty Member
   A presentation to the board by PCPA staff.

10) Finance Committee Report
    A. Review and Approval of Financial Statements (ACTION)
        A review of financial statements for the foundation.
B. Foundation Audit Period Ending 06-30-2016
   The Foundation audit for the period ending 06-30-2016 is complete.

C. U.S. Department of Education Endowment Challenge Grant Title III
   Update and Recommendation (ACTION)
   A recommendation to realign the Title III endowments to meet federal guidelines.

D. Review 2016-17 Endowment Funding for Scholarships and Program Funds (ACTION)

11) Corporate Resolution No. 2017-01 (ACTION)
   Authorization of Savings, Checking and Investment Account Signatures
   As part of its corporate business, the foundation's board of directors will annually consider a resolution for the authorization of savings, checking, and investment account signatures necessary to conduct its day-to-day business. This resolution is intended to be compliant with the policies of the Allan Hancock Joint Community College District.

12) Bylaw Amendment Updates to Article VI (Meetings) and Article VIII (Committees) (ACTION)
   A recommendation to update Foundation Bylaws Article VI and Article VIII.

13) Foundation Staff Reports
   A report by staff to the board of various foundation projects.

14) Committee Fiscal Year Focus & Priorities for 2016-2017
   A review of foundation committees for 2016-2017

15) Committee Reports
   A. Governance/Nominations
   B. President's Circle
   C. Scholarship
   D. Ambassadors/Alumni
   E. 40th Anniversary
16) Oral Reports
   A. Members of the Board of Directors
   B. College Superintendent/President
   C. College Trustee
   D. PCPA Foundation Representative
   E. Faculty Representative
   F. Student Representative
   G. Executive Director, College Advancement

   General Announcements
   Dr. Kevin G. Walthers
   Mr. Jeffery Hall
   Mr. Jim Bray
   Ms. Linda Metaxas
   Mr. Michael Huggins
   Ms. Susan Houghton

17) Next Meeting
   The next meeting of the board is Thursday, April 27, 2017, starting at 4 p.m.

18) Adjournment (ACTION)
   A motion to adjourn the quarterly meeting of the Allan Hancock College Foundation Board of Directors.

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.

Toni McCracken
Scholarship Program Coordinator
The annual off-site retreat meeting of the Allan Hancock College Foundation (AHCF) Board of Directors was held on Wednesday, November 2, 2016, starting at 8 a.m. at the Radisson Hotel, 3455 Skyway Drive, Enterprise Rooms B&C, Santa Maria, California, 93455.

1. Informal Gathering for Coffee and Breakfast
The AHCF Board of Directors checked in between 8 a.m. and 8:30 a.m. for the annual off-site retreat with the opportunity to visit with other directors prior to the start of the meeting.

2. Call to Order
Foundation President, Valerie Moya called the meeting to order at 8:36 a.m.

3. Roll Call

Directors Absent: R. Coggin, L.V. Cox, J. Everett, H. Grennan, M. Juarez, L. Metaxas, S. Orozco, K. Ostini, G. Owen, R. Velasco

College Representatives: S. Houghton, M. Black, K. Walthers

Student Representative: Michael Huggins

Foundation Staff: T.L. Coleman, M. Cox, T. McCracken, N. Rucobo

Recorder: T. McCracken

4. Public Comment
There was no public comment.

5. Approval of Agenda
President Moya asked for a motion to approve the agenda as submitted for the annual off-site retreat meeting.

Motion: On a motion by Director Klug, seconded by Director Welt, the agenda was approved as submitted on a roll-call vote as follows:

6. Welcome, Introductions, and Welcome
President Moya welcomed directors and gave a general overview of the activities planned for the morning retreat.
7. College Strategic Plan  
Dr. Walthers provided a review of the college’s strategic plan, with emphasis on strategic goal #5 \textit{Strategic Direction: Integration} and how that ties in with the foundation’s mission statement with a goal to \textit{Help Change Student's Lives}.

8. Philanthropy 1.0 and Philanthropy 2.0  
Ms. Houghton introduced Chuck Loring, senior partner with Loring, Sternberg & Associates, the keynote speaker for the retreat who spoke on fundraising cultures, the board’s development team, what donors want, the development process, giving, etc.

9. Adjournment  
The annual retreat meeting adjourned at 12 noon followed by lunch for the directors. The quarterly meeting of the board of directors started at 1 p.m.

\textbf{Motion}: On a motion by Director Bray, seconded by Director Farias Estrada, the board approved to adjourn the annual retreat meeting at 12 noon.
ALLAN HANCOCK COLLEGE FOUNDATION
QUARTERLY MEETING OF THE BOARD
Minutes of November 2, 2016

The quarterly meeting of the Allan Hancock College Foundation (AHCF) Board of Directors was held on
Wednesday, November 2, 2016, starting at 1 p.m. at the Radisson Hotel, 3455 Skyway Drive, Enterprise
Rooms B&C, Santa Maria, California, 93455.

1. Call to Order
Foundation President, Valerie Moya called the meeting to order at 1:00 p.m.

2. Roll Call
Directors Present: R. Alarcio, J. Bray, F. Campo, M. Carroll, E. Cora, T. Dworaczyk, B. Farias Estrada, J.
Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M.
Nanning, Trustee G. Pensa, G. Schrager, G. Walker, R. Welt

Directors Absent: R. Coggin, L.V. Cox, J. Everett, H. Grennan, M. Juarez, L. Metaxas, S. Orozco,
K. Ostini, G. Owen, R. Velasco

College Representative: S. Houghton, M. Black, K. Walthers

Student Representative: Michael Huggins

Foundation Staff: T.L. Coleman, M. Cox, T. McCracken, N. Rucobo

Recorder: T. McCracken

3. Public Comment
There was no public comment.

4. Approval of Agenda
President Moya asked for a motion to approve the agenda as submitted for the quarterly board
meeting. Director Manning noted a correction that the next quarterly meeting should state January
26, 2017.

Motion: On a motion by Director Schrager, seconded by Director Manning, the agenda was
approved as corrected on a roll-call vote as follows:
Ayes: R. Alarcio, M. Black, J. Bray, F. Campo, M. Carroll, E. Cora, T Dworaczyk, B. Farias Estrada, J.
Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M.
Nanning, Trustee G. Pensa, G. Schrager, G. Walker, K. Walthers, R. Welt; Noes: None; Abstentions:
None; Concur: M. Huggins

5. Approval of Minutes
President Moya asked for a motion to approve the minutes of the July 28, 2016, quarterly board
meeting.

Motion: On a motion by Director Moats, seconded by Director Lahr, the minutes were approved as
submitted. Ayes: R. Alarcio, M. Black, F. Campo, M. Carroll, E. Cora, T Dworaczyk, B. Farias Estrada,
J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya,
M. Nanning, Trustee G. Pensa, G. Schrager, G. Walker, K. Walthers; Noes: None; Abstentions: J. Bray,
R. Welt; None; Concur: M. Huggins
6. **Introductions and Welcome**  
Ms. Houghton introduced Terri Lee Coleman, Foundation Advancement Specialist, working with the foundation on an Ag Assessment Grant provided by the Santa Barbara Foundation. She will also be working as a major gifts officer to increase President’s Circle membership.

7. **Nominations Committee Report**  
Director Klug, on behalf of Nominations Committee Chair Ken Ostini, reported that with the approval of the Executive Committee, the following individuals are recommended to serve an initial one-year term as a director with the Allan Hancock College Foundation: Rebecca Alarcio, Frank Campo, Glenn Owen, and Rick Velasco.

**Motion:** On a motion by Director Lotwala, seconded by Director Manning, the board approved the nominations of Rebecca Alarcio, Frank Campo, Glenn Owen, and Rick Velasco to serve an initial one-year term as a director with the Allan Hancock College Foundation on a roll-call vote as follows: Ayes: R. Alarcio, M. Black, J. Bray, F. Campo, M. Carroll, E. Cora, T. Dworaczyk, B. Farias Estrada, J. Fields, P. Hesse, G. Johnson, R. Klug, D. Lahr, T. Lopez, B. Lotwala, B. Manning, S. Moats, V. Moya, M. Nanning, Trustee G. Pensa, G. Schrager, G. Walker, K. Walthers, R. Welt; Noes: None; Abstentions: None; Concur: M. Huggins

8. **Finance Committee’s Report**  
Director Walker reviewed the financial statements as submitted to the committee. He noted in reviewing the Summary of Portfolio Allocation that the $250,000 gift from the Hansen estate was included in the 7/31/2016 balance.

**Motion:** On a motion by Director Walker, seconded by Director Lotwala, the financial reports were approved as submitted.


Report by Chair, Finance Committee  
Director Walker reported that the committee will continue to review the number of money managers and financial advisors for foundation investments to possibly streamline.

Investment Policy Statement Review  
Director Walker reported that the Finance Committee reviewed and approved the Allan Hancock College Foundation Investment Policy Statement, which is an annual requirement of the committee. However, he noted that as the new committee structure is updated this policy will be reviewed again to bring it more in line with foundation investment strategies. In addition, the document will be updated changing the “Investment Committee” to the “Finance Committee.”

9. **Endowment Funding 2016-2017**  
Director Walker reported that the Finance Committee approved the proposed endowment funding for 2016-17. The staff recommendation was to fund the regular endowments for $144,492; fund the Title III endowments for $61,550; fund the quasi-endowments for $84,400; and fund the STEM Federal Grant endowment for $3,758 for a total of $294,200.
Motion: On a motion by Director Walker, seconded by Director Farias Estrada, the endowment funding for 2016-17 was approved as submitted.

10. 40th Anniversary of the Allan Hancock College Foundation
Ms. Houghton shared that the foundation is turning 40 in 2017, and this an opportunity to brand and set the stage for the college’s 100th anniversary celebration in 2020. The anniversary celebration may include a gala event in fall 2017 honoring former foundation directors and thanking donors who have given over the last 40 years. The branding for the 40th celebration will include a logo, and Ms. Houghton reviewed samples prepared by the Campus Graphics department. Also reviewed was a timeline prepared by the Office of Public Affairs and Publication. Staff will come back to the board with a plan at the January quarterly board meeting. The Office of Public Affairs/Publications and Campus Graphics are creating a new logo to include “40”. The foundation will explore a spring or summer event to promote the anniversary celebration.

11. AHC Foundation/Committee Charters & Projects 2016-2017
A new committee structure was reviewed that includes the two-year goals outlined by President Moya at the July quarterly board meeting. Ms. Houghton stated that staff have been assigned to provide support for each committee. It was noted with the foundation’s 40th anniversary next year that a 40th Anniversary ad hoc committee be formed and added to the list of committees.

Motion: On a motion by Director Nanning, seconded by Director Bray, the board approved creating a 40th Anniversary ad hoc committee for 2017.

In addition, staff is recommending the foundation bylaws be amended to remove the Scholarship Committee and Nominating Committee as standing committees. Those amendments along with other proposed bylaw updates will be discussed at the January Executive Committee meeting. It's important that all directors participate and serve on one committee that will meet quarterly and report to the Executive Committee. Directors were asked to complete the Action Plan identifying their committee assignment, the Potential Prospect Cultivation Plan, and Your Personal Network form and forward to staff as soon as possible.

Motion: On a motion by Director Campo, seconded by Director Carroll, the AHCF/Committee Charters & Projects for 2016-2017 was approved with the addition of the 40th Anniversary ad hoc committee.
12. Meeting Calendar – Annual Organizational Meeting
Ms. Houghton reported that staff are recommending the annual organization meeting for the foundation be moved from the second Thursday in February (as prescribed in the bylaws) to the fourth Thursday of July, which is July 27, 2017. This bylaw amendment change will also be included in the overall amendment changes discussed by the Executive Committee in January. An updated calendar through July 2017 for committee and quarterly meetings was reviewed.

Motion: On a motion by Director Walker, seconded by Director Nanning, the board approved moving the annual organizational meeting from the second Thursday of February to the fourth Thursday in July, which is July 27, 2017.

13. Bond Measure I Citizens’ Oversight Committee
Ms. Houghton announced that the Allan Hancock College’s Bond Measure I Citizens’ Oversight Committee has an opening for a support organization representative for a two-year term. Dr. Dworaczyk shared that he has an interest and will submit an application for consideration of appointment to the committee.

14. Foundation “We’ve Moved” Postcard
A postcard announcing the move of the foundation from its previous location in building R to building B was mailed to more than 450 foundation donors and friends. Directors were encouraged to stop by to check out the “new digs.”

15. Committee Reports
President’s Circle: President Moya reported that recent Fall Gathering event on October 19 at Cottonwood Canyon Winery was a huge success. A wonderful evening and great cultivation event enjoyed by many community members and friends of the college.

16. Oral Reports
Members of the Board of Directors: No report

College Superintendent/President: Dr. Walthers agreed that the recent Fall Gathering reception was very successful and thanked the foundation for hosting the event.

College Trustee: No report

Foundation Director/PCPA Liaison: Director Bray announced that PCPA’s performance of Beauty and the Beast will open November 3 through December 23. Other performances for the 2016-2017 season include You Can’t Take It With You, The Whipping Man, Lend Me a Tenor The Musical, Newsies The Musical, and Twelfth Night, and Fences. He reported that the PCPA Foundation is looking at a restructure and a new MOU with the college. Director Bray shared that the recent tribute to Royce Lewellen was a wonderful evening raising more than $99,000 for PCPA.

Faculty Representative: No report

Student Representative: Mr. Huggins reported that the fall semester was very busy for ASBG that included a social change at the Lompoc Valley Center for students along with a new office for ASBG student leaders; solar-powered umbrellas, tables and chairs. The leadership team is also
working with Testa Catering to consider lowering food prices for students, and will be participating in the annual Christmas Parade of Lights.

Executive Director, College Advancement: Ms. Houghton thanked everyone for taking time out of their busy schedules to attend the retreat in the morning and the quarterly meeting in the afternoon. She reminded directors to complete their homework assignment to complete pages 20 (Board Member Action Plan How I Can Help?), 27 (Your Personal Network), and 28 (Potential Prospect Cultivation Plan) and email to Mrs. McCracken.

17. Next Board Meeting
The next meeting of the Allan Hancock College Board of Directors is Thursday, January 26, 2017, starting at 4 p.m. on the Santa Maria campus in Building B (Boardroom).

18. Adjournment
The meeting was adjourned at 2:00 p.m.

Motion: On a motion by Director Klug, seconded by Director Manning, the board approved to adjourn the quarterly board meeting at 2:00 p.m.
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<th>To:</th>
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<th>ACTION</th>
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<td>From:</td>
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<td>Executive Director, College Advancement</td>
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<td>Subject:</td>
<td>Director Resignations, End of Terms, and</td>
<td>January 26, 2017</td>
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<td>New Directors</td>
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**BACKGROUND**

**Director Resignations**
The Foundation has received resignation notification from two directors—Ken Ostini and R. Bruce Coggin.

**Directors Completing Third Three-Year Term**
There are three directors completing their third three-year term with the foundation—Dr. Terry Dworaczyk, John Everett, and Susan Moats.

**New Directors**
The Governance/Nominations recommends the appointment of Maggi Daane and Judy Frost as a director to the Foundation Board.

Foundation Board President will recognize and welcome new directors and directors who have completed their third-year term of service on the foundation board.

**FISCAL IMPACT**
None

**RECOMMENDATION**
The Executive Committee approved the director resignations, directors terming off the foundation board, and new director nominations. Staff recommends accepting, with regrets, the resignations of Ken Ostini and R. Bruce Coggin; acknowledging with much appreciation Dr. Terry Dworaczyk, John Everett and Susan Moats for completing their third three-year term as a foundation director; and approving the nomination of Maggi Daane and Judy Frost as a director to the Allan Hancock College Foundation Board.
BACKGROUND
The Allan Hancock College Board of Trustees at its December 2016 annual organizational meeting appointed Trustee Jeffery Hall (primary) and Hilda Zacarías (alternate) to the foundation board as trustee representatives for 2017.

President Moya will recognize Trustee Greg Pensa with sincere appreciation his service to the foundation board.
BACKGROUND
The Allan Hancock College Pacific Conservatory of Performing Arts (PCPA), under the director of Jennifer Schwartz (Managing Director) and Mark Booher (Artistic Director) will provide an overview of the conservatory theatre.
To: Board of Directors
From: Michael Black  
Associate Superintendent/Vice President  
Finance and Administration
Subject: Review and Approval of Financial Statements

BACKGROUND
A review of the Allan Hancock College Foundation financial statements.


FISCAL IMPACT
None

RECOMMENDATION
The Executive Committee approved the financial reports as submitted by the Finance Committee. Staff recommends approval of the financial statements as submitted.
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<th>Feb</th>
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**PRIOR YEARS CONTRIBUTIONS**

- July 15-June 16: 1,766,065
- July 14-June 15: 1,354,730
- July 13-June 13: 11,862,226
- July 12-June 12: 774,887
- July 11-June 11: 907,673
- July 10-June 10: 941,725
- July 09-June 09: 1,053,236
- July 08-June 08: 1,070,668
- July 07-June 07: 1,096,427
- July 06-June 06: 1,125,367
- July 05-June 05: 951,050
- July 04-June 04: 938,647

**NOTES:**

a) Report does not include investment portfolio activity.
b) Report does not include outstanding pledges.
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<th>Source/Metric</th>
<th>Cash Admin</th>
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<td>Building and equipment</td>
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<td>Credit Card Disc. Fees</td>
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<td><strong>Total expenditures</strong></td>
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<td>115.054</td>
<td>152.626</td>
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<td><strong>OTHER FINANCING SOURCES/OUTGO:</strong></td>
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<td>Transfers in</td>
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<td>143.718</td>
<td>1.200</td>
<td>10.500</td>
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<td>44.187</td>
<td>37.324</td>
<td>107.500</td>
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<td>Net Others/Transfers</td>
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<td>Net inc/dec in fund bal</td>
<td>39.869</td>
<td>70.562</td>
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<td>-361.725</td>
<td>290.904</td>
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<td>488.071</td>
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<td><strong>FUND BALANCE:</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fund equity, July 1</td>
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<td>289.766</td>
<td>1.627.011</td>
<td>658.523</td>
<td>18.562.136</td>
<td>996.709</td>
<td>22.154.144</td>
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<td>Current balance</td>
<td>39.869</td>
<td>300.318</td>
<td>1.610.449</td>
<td>296.797</td>
<td>18.879.040</td>
<td>1,455.742</td>
<td>22.564.215</td>
</tr>
</tbody>
</table>

**Note:** The table above represents the financial statements for the period ending 11/30/2016, with revenue and expenditures rounded to the nearest dollar. The fund balance shows the financial position as of July 1 and the current balance as of the end of the period.
### ALLAN HANCOCK COLLEGE FOUNDATION
### BALANCE SHEET BY SUBFUND
### FOR PERIOD ENDED 11/30/2016

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>Cash Admin</th>
<th>General Operations</th>
<th>Restricted</th>
<th>Scholarships</th>
<th>Endowment Principal</th>
<th>Endowment Rev/Exp</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cash and securities</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Claim on Cash</td>
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<td>351,201</td>
<td>1,609,210</td>
<td>297,797</td>
<td>4,111,723</td>
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<td>Claim on Cash-Treasury</td>
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<td>0</td>
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<tr>
<td>Cash on hand</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>100</td>
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<td>Investment cash</td>
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<td><strong>FMV increase/decrease</strong></td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>557,344</td>
</tr>
<tr>
<td><strong>Total cash &amp; securities</strong></td>
<td>39,869</td>
<td>351,201</td>
<td>1,610,452</td>
<td>297,797</td>
<td>18,879,030</td>
<td>1,455,742</td>
<td>22,634,090</td>
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<tr>
<td>Receivables</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Due from other funds</td>
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<td>0</td>
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<td>11,261</td>
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<tr>
<td>Accrued interest receivable</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>10</td>
<td>0</td>
<td>10</td>
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<tr>
<td>Payroll taxes receivable</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total receivables</strong></td>
<td>0</td>
<td>9,261</td>
<td>0</td>
<td>2,000</td>
<td>10</td>
<td>0</td>
<td>11,271</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>39,869</td>
<td>360,461</td>
<td>1,610,452</td>
<td>299,797</td>
<td>18,879,040</td>
<td>1,455,742</td>
<td>22,645,361</td>
</tr>
</tbody>
</table>

### LIABILITIES

| Accounts payable                           | 0          | 143                | 2          | 0            | 0                   | 0                 | 145       |
| Payroll taxes payable                      | 0          | 0                  | 0          | 0            | 0                   | 0                 | 0         |
| Due other funds                            | 0          | 0                  | 0          | 3,000        | 0                   | 0                 | 3,000     |
| **Total liabilities**                      | 0          | 143                | 2          | 3,000        | 0                   | 0                 | 3,145     |

### FUND BALANCE

| Fund equity FYB                           | 0          | 289,766            | 1,527,011  | 658,523      | 18,592,136          | 996,709           | 22,154,144 |
| Current income/loss                       | 39,869     | 70,552             | -16,562    | -361,725     | 296,904             | 459,033           | 488,071    |
| **Total fund balance**                    | 39,869     | 360,318            | 1,610,449  | 295,797      | 18,879,040          | 1,455,742         | 22,642,215 |
| **Total liab & fund balance**             | 39,869     | 360,461            | 1,610,452  | 299,797      | 18,879,040          | 1,455,742         | 22,645,361 |
BACKGROUND
The annual audit for the Allan Hancock College Foundation for the period ending June 30, 2016, is complete, and copies will be available at the meeting.
BACKGROUND
In 1997, Allan Hancock College (AHC) was awarded a matching funds grant from the U.S. Department of Education’s Endowment Challenge Grant Program - authorized by Title III of the Higher Education Act of 1965. The Allan Hancock College Foundation (AHCF) was responsible for raising the local matching funds. The grant is a 2-1 match where Title III provided $500,000 and the match $250,000 for a $750,000 endowment. Because the federal matching funds were used to establish endowments, the AHCF is required for a term of twenty years to submit annual reports to the Department of Education and comply with specific federal guidelines, investment and expenditure of earnings guidelines. The expenditure guidelines state no more than 50% of the aggregate income earned can be used for operations and maintenance; administration; academic and support personnel; construction and renovation; community and student services programs and technical assistance; and other education-related activities. The starting date of the twenty-year term was established according to Title III guidelines as January 1998. The ending date of this term restriction is presumed to be upon notification of release to the AHCF from U.S. Department of Education after all reports have been filed and accepted.

For the last 18 years, the Foundation has consistently filed annual reports. Reports were accepted, without question or comment. However, after personnel changes in the Department of Education, AHCF was recently notified that the grant guidelines were not being met. It appears that approximately 65% of the proceeds (as opposed to 50%) have actually been used. Foundation and College staff have reviewed how this might have occurred and the potential path forward.

When reviewing the funding for Title III scholarships and programs, the current fiscal year revenue less expenses should have been evaluated to determine the endowment value. It was discovered that the Title III endowment ending balance in the proceeds account was used. This has occurred since the inception of the grant reporting. In addition, the contact at the Office of Postsecondary Education, recognizing the lapse on their end, has indicated a willingness to work with the foundation by extending the term of the grant by 1 or 2 years. This will not impact future federal grant applications for the college and AHCF is listed in good standing. The grant guidelines state “If an institution expends more than is permitted it shall repay an amount equal to 50% of the amount improperly expended”. Based on the last report dated June 30, 2016, the amount would have been $67,057.

FISCAL IMPACT AND RECOMMENDATION
The Finance Committee and Executive Committee recommend the following for review and discussion by the board of directors:

- Evaluate growth of the fund at the end of the 2016-2017 fiscal year.
- Immediately waive the 1.5% administrative fee assessed to the Title III endowments for the 2016-17 fiscal year. This will result in an approximate loss of $12,000 to the Foundation’s General Operations budget for this fiscal year.
- Use Foundation General Operational funds in lieu of the approved Title III scholarship/program funding. This results in an approximate increase of $13,355 in expense to the Foundation’s General Operations budget for this fiscal year.
- Have the Foundation Operations budget include the brokerage fee expenses for this fiscal year, if Morgan Stanley and LPL Financial are unable to reduce or discontinue assessing brokerage fees to the Title III endowments. This will result in an approximate savings of $8,500.
To: Board of Directors  
From: Susan Houghton  
Executive Director, College Advancement  
Subject: 2016-2017 Endowment Funding Update  
ACTIONS: January 26, 2017

BACKGROUND
The Foundation Board of Directors at its November 2, 2016, quarterly meeting approved endowment funding a total of $294,200. There were approximately 14 regular endowments that did not fund for this fiscal year. The Executive Committee recommends amending the foundation operating budget to fund nine endowments - $500 each – for a total of $4,500.

FISCAL IMPACT
$4,500 will be added to the foundation’s operational expense budget.

RECOMMENDATION
Staff recommends approving the increase of $4,500 to the foundation’s general operations budget to fund nine regular endowments for this fiscal year.
BACKGROUND
As part of its corporate business, the foundation’s board of directors annually considers a resolution for the authorization of savings, checking, and investment account signatures necessary to conduct its day-to-day business. This resolution is intended to be compliant with the District’s Authorized Signature Forms for the 2017 Calendar Year and Resolution 16-31, Delegation of Governing Board Powers and Duties.

FISCAL IMPACT
None

RECOMMENDATION
Staff recommends approval of Corporate Resolution No. 2017-01 Authorization of Savings, Checking, and Investment Account Signatures as submitted.
RESOLUTION NO. 2017-01
A RESOLUTION OF THE ALLAN HANCOCK COLLEGE FOUNDATION
BOARD OF DIRECTORS

AUTHORIZATION OF SAVINGS, CHECKING AND INVESTMENT ACCOUNT SIGNATURES

WHEREAS, the establishment of various commercial savings, checking and investment accounts is necessary for the conduct of foundation business; and

WHEREAS, appropriate foundation personnel must be authorized signatories for the accounts;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Allan Hancock College Foundation hereby authorizes the following individuals as signatories for the Allan Hancock College Foundation savings, checking, and investment accounts.

Any two of the following:

__________________________
Kevin G. Walthers, Ph.D.
Ex Officio Foundation Director
Allan Hancock College Superintendent/President

__________________________
Michael R. Black
Allan Hancock College Associate Superintendent/Vice President, Finance and Administration

__________________________
Jessica Blazer
Allan Hancock College Director, Business Services

__________________________
Dr. George A. Railey, Jr.
Allan Hancock College Associate Superintendent/Vice President, Academic Affairs

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE ALLAN HANCOCK COLLEGE FOUNDATION this 26th day of January, 2017.

__________________________
Georgia Schrager, Secretary to the Board of Directors
BACKGROUND
The Executive Committee recommends the following updates to Article VI – Meetings and to Article VIII – Committees. The board of directors approved the change to move the organizational meeting from February to July at its annual retreat last November. The updates for Article VIII (Committees) is to realign with the new restructure approved by the board last fall.

ARTICLE VI - MEETINGS
A. The annual meeting of the Corporation shall be held in Santa Maria, Santa Barbara County, during the second week of month of July February of each year. Regular meetings of the Board of Directors shall be held quarterly at the time and place designated by the Board.

ARTICLE VIII - COMMITTEES
A. There shall be an Executive Committee consisting of the following persons: President of the Corporation; Vice-President of the Corporation; Secretary of the Corporation; Treasurer of the Corporation; Superintendent/President of the District; Past President of the Corporation; one or two persons serving as a Director by virtue of being a Trustee of the District (who shall be appointed to the Executive Committee by the Board of Directors); and, at the option of the Executive Committee, two additional members from the board of directors may serve on the Executive Committee. The Executive Committee shall have authority to act on behalf of the board in all employment and personnel matters affecting foundation employees. The Executive Committee shall have and may exercise all power and authority of the Board of Directors, except that the Executive Committee shall not have the power or authority to undertake any of the following actions:

1. the removal of a Director, or the filling of vacancies on the Board.

2. the amendments or repeal of Bylaws or the adoption of new Bylaws;

3. the amendment or repeal of any resolution of the Board;

4. the creation of standing and other standing committees of the Board without the express consent of the Board;

5. the expenditure of corporate funds to support a nominee for Director after there are more people nominated for Director than can be elected; or

5 6. the approval of any self-dealing transaction, as such transactions are defined in Section 5233(a) of the California Non-Profit Public Benefit Corporations Law.

The Executive Committee, working in coordination with the Finance Committee, recommends the annual budget, reviews and monitors the foundation's finances and financial transactions, and provides for an annual audit.
At each meeting of the Board of Directors, the members of the Executive Committee shall report to the Board regarding all actions taken by the Executive Committee since the last prior meeting of the Board of Directors.

B. With the approval of the Board of Directors, the Executive Committee shall appoint the committees and in addition shall appoint any standing 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.

C. 2. The Finance Committee shall be a standing committee subject to the Brown Act. The committee shall review and recommend investment policies and actions. The treasurer of the foundation shall be the chair of the Finance Committee. The Vice President, Business Services of Allan Hancock College shall be a member of the committee.

3. The Scholarship Committee oversees the Foundation’s scholarship program, including but not limited to the solicitation of funds and the oversight of funding allocations.

C. One member of each of the aforementioned committees shall be appointed chairperson by the Executive Committee, unless otherwise provided herein.

D. Vacancies in the membership of any committee shall be filled by the Executive Committee. Members of all committees shall serve at the pleasure of the president, except as otherwise provided herein.

E. For the Executive and Finance Committees, 50% of the whole committee shall constitute a quorum, and 40% of the whole committee shall constitute a quorum for any special all other committees. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

F. Each committee may adopt rules for its operation not inconsistent with these bylaws or with rules adopted by the Board of Directors.

G. Each committee will be composed of no fewer than three (3) members.

**FISCAL IMPACT**

None

**RECOMMENDATION**

The Executive Committee recommends approval of the amendment updates to Article VI—Meetings and Article VIII—Committees as outlined above.
<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Directors</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Valerie Moya</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Foundation Board President</td>
<td>January 26, 2017</td>
</tr>
<tr>
<td>Subject:</td>
<td>Foundation Staff Reports</td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

Foundation staff will provide reports:

--*CrowdFunding* – Natalie Rucobo

--*Employee Giving Campaign* – Toni McCracken
<table>
<thead>
<tr>
<th>To:</th>
<th>Board of Directors</th>
<th>INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>Valerie Moya</td>
<td>January 26, 2017</td>
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<tr>
<td></td>
<td>Foundation Board President</td>
<td></td>
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<tr>
<td>Subject:</td>
<td>Committee Fiscal Year Focus and Priorities</td>
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</tr>
<tr>
<td></td>
<td>For 2016-2017</td>
<td></td>
</tr>
</tbody>
</table>

**BACKGROUND**

Executive Committee

Staff liaison: Susan/Elena

Members:
- Valerie Moya
- Guy Walker
- Robert Manning
- Bob Lotwala
- Jeffery Hall
- Lee-Volker Cox
- Georgia Schrager
- Kevin Walthers

Suggested Projects
- Set goals/objectives for Foundation on an annual basis – ensuring organizational priorities match the College’s strategic plan.
- Oversee process improvements/organizational functions for Foundation staff (employee handbook, background checks, etc.)
- Provide leadership for direct donor engagement/cultivation and stewardship
- Support ‘One AHC’ model in the community

Governance/Nominations

Staff liaison: Toni/Elena

Members:
- Brenda Estrada
- Mario Juarez
- Bob Lotwala

Suggested Projects
- Refine nomination process (application/procedures/frequency) for new board members
- Create and implement new board member orientation packet
- Mentor new board members in first year
- Review Foundation bylaws; recommend changes/uploads to executive board
- Propose bi-annual slate of officers and create succession plan

President’s Circle

Staff liaison: Terri Lee/Natalie

Members:
- Henry Grennan
- George Johnson
- Jeffery Hall
- Roger Welt
- Peggy Hesse

Suggested Projects
- Increase President’s Circle membership to 90 members by June 2017
- Hold two PR cultivation/stewardship events
- Review current PC brochure/materials and recommend changes
- Contact each new PC member individually (write thank you letters) as added stewardship
Scholarship
Staff liaison: Toni
Members:
  Michael Huggins
  Robert Manning
  Linda Metaxas
  Sam Orozco
  Georgia Schrager

Suggested Projects
- Review current Foundation involvement in Scholarship selection process and recommend path forward. Assist in selection process and waiver decisions
- Review overall Scholarship operations/banquet and recommend process improvements
- Investigate/assist in development of AHC Promise program

Ambassadors/Alumni
Staff liaison: Natalie/Terri Lee
Members:
  Frank Campo
  Michael Carroll
  Ed Cora
  Jim Fields
  Michael Huggins
  Valerie Moya

Suggested Projects
- Create and implement new Ambassador program beginning Fall 2017
- Identify candidates/promote program in community/create collateral
- Identify opportunities for alumni engagement
- Identify opportunities for foundation board to engage with campus faculty/staff/students and volunteer at events

Finance
Staff liaison: Marlyn/Keli
Members:
  Michael Black
  Lee-Volker Cox
  Tom Lopez
  Glenn Owen
  Rick Velasco
  Guy Walker

Suggested Projects:
- Review Investment Funds/performance for Foundation and recommend path forward
- Refine quarterly financial reporting process and presentation to board
- Identify Planned Giving procedures and path forward
- Review all Endowments/restricted funds for donor/fund agreements and guidelines for use
40th Anniversary

Staff liaison: Susan
Members:
   Rebecca Alarcio
   Jim Bray
   Maggi Daane *
   Judy Frost *
   Robert Klug
   Doris Lahr
   Mary Nanning

Year-long committee to plan and execute 40th anniversary celebration. Events tbd by committee.

*Pending confirmation by Foundation Board, January 26, 2017

Note:
- Finance/Executive remain ‘standing committees’ and subject to Brown Act
- All other committees created by executive board
- Committees meet quarterly (or as needed) and provide reports to Executive Committee and full board of directors
To: Board of Directors
From: Susan Houghton
Executive Director, College Advancement
Subject: Quarterly Reports by Committees

BACKGROUND
Foundation committees will report quarterly to the board of directors.

15.A. Governance/Nominations
15.B. President’s Circle
15.C. Scholarship
15.D. Ambassadors/Alumni
15.E. 40th Anniversary
BACKGROUND
Foundation committees will report quarterly to the board of directors.

16.A. Members of the Board of Directors
16.B. College Superintendent/President
16.C. College Trustee
16.D. PCPA Foundation Representative
16.E. Faculty Representative
16.F. Student Representative