



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Thursday, August 24, 2017 – 2:30 PM

Building B, Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation
Board of Directors
Quarterly Meeting
AGENDA
Thursday, August 24, 2017 – 2:30 PM
Building B, Captain’s Room, B-102

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		2:30 PM
2. Public Comment		
<p>Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome after the discussion of the item by the Board of Directors. When public testimony is completed regarding a specific agenda item, the discussion is then closed for public comment and will be confined to board members only. This practice is in accordance with laws governing Board of Directors meetings in public.</p>		
3. Action Items		2:35 PM
3.a. Appointment of Directors	3	
<p>A recommendation to approve the appointment of Inri Serrano as the student member to the Auxiliary Programs Corporation Board of Directors for the 2017-18 academic year.</p>		
3.b. Approval of Minutes of the May 10, 2017 Meeting	4	
<p>A recommendation to approve the minutes of the May 10, 2017 quarterly meeting.</p>		
3.c. Acceptance of Cash Donations of \$500 or Greater to PCPA	6	
<p>A recommendation to approve donations of \$500 or greater to PCPA for the period of May 1, 2017 through July 31, 2017.</p>		

	<u>Page</u>	<u>Est. Time</u>
3.d. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	8	
A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of May 1, 2017 through July 31, 2017.		
4. Information Items		3:00 PM
4.a. Financial Report for Auxiliary Programs	10	
A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body Trust Fund, Student Clubs Agency Fund, and PCPA Special Revenue Fund.		
4.b. PCPA Volunteer Recognition	14	
A report on the PCPA volunteers for FY17.		
4.c. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		3:30 PM
In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the President's Office at (805) 922-6966 ext. 3454. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.		



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 24, 2017
From: Kevin G. Walthers		
Subject: Appointment of Directors		
Reason for Board Consideration: ACTION	Item Number: 3.a.	Enclosures: Page 1 of 1

Background

Article V, Section 4, "Selection and Tenure," of the Auxiliary Programs Corporation Bylaws designates the college superintendent/president and chief financial officer as ex-officio voting directors of the corporation. The other three directors shall be selected as follows: one (1) academic administrator appointed by the superintendent/president; one (1) regular faculty member nominated by the Academic Senate and appointed by the superintendent/president; and one (1) student member nominated by the Associated Student Body Government and appointed by the superintendent/president. In addition, one (1) college trustee serves as a non-voting director.

- On a nomination from the Associated Student Body Government, the superintendent/president appoints Inri Serrano to serve as the student member for the 2017-18 academic year.

The current composition of the Auxiliary Programs Corporation Board of Directors is:

Kevin G. Walthers, Superintendent/President
 Michael Black, Associate Superintendent/Vice President, Administration and Finance
 Jeffery Hall, (non-voting) trustee representative
 George Railey, Associate Superintendent/Vice President, Academic Affairs
 Andrea Sanders, faculty representative

Fiscal Impact

None.

Recommendation

It is recommended that the board of directors approve the appointment of Inri Serrano as the student representative to the Auxiliary Programs Corporation Board of Directors for the 2017-18 academic year.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
---	--------------------



MINUTES

Auxiliary Programs Corporation

Board of Directors

Quarterly Meeting

Wednesday, May 10, 2017 – 9:00 AM

Business Services Conference Room, Building B, B-202

1. Call to Order

Dr. Kevin Walthers called the meeting to order at 9:04 a.m. with the following directors present: Alvara, Black, Hall, Sanders, Walthers

Staff Member Present: Jennifer Schwartz

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Approval of Minutes of the February 15, 2017 Meeting

On a motion by Andrea Sanders, seconded by Mia Alvara, the board voted to approve the minutes of the February 15, 2017 Annual and Quarterly Meetings.

(Ayes: Alvara, Black, Sanders, Walthers Noes: None N/A: Hall Absent: Railey)

3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA

On a motion by Andrea Sanders, seconded by Jeff Hall, the board voted to approve donations of \$500 or greater to PCPA for the period of February 1, 2017 through April 30, 2017.

(Ayes: Alvara, Black, Sanders, Walthers Noes: None N/A: Hall Absent: Railey)

3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater

On a motion by Mia Alvara, seconded by Jeff Hall, the board voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of February 1, 2017 through April 30, 2017.

(Ayes: Alvara, Black, Sanders, Walthers Noes: None N/A: Hall Absent: Railey)

3.d. PCPA Employee Cost-Sharing in Health Plan

On a motion by Jeff Hall, seconded by Mia Alvara, the board voted to table agenda item 3.d. and postpone action until the next meeting of the Auxiliary Programs Corporation Board of Directors in August 2017.

(Ayes: Alvara, Black, Sanders, Walthers Noes: None N/A: Hall Absent: Railey)

4. Information

4.a. Financial Report for Auxiliary Programs

Mr. Black referred to the Athletics budget and noted that additional funds were needed due to expenses related to playoffs and may come in a little over budget at the end of the year. Mr. Black noted contingency funds are set aside in the event teams do well and make it to the playoffs. He reported that Associated Student Body Government (ASBG) will end up right at budget and will be funded early in July.

Ms. Schwartz reviewed the PCPA financials. She noted final budget projection outcomes are dependent on *Beauty and the Beast* ticket sales, the scholarship campaign, and Summerfest. She commended PCPA departments for keeping their expenses down. Ms. Schwartz shared that *Beauty and the Beast* and *You Can't Take It With You* both went over projections in ticket sales. Mr. Black added this report does not reflect deferred sales, which he estimated to be about \$200,000. Ms. Schwartz also noted ticket sales for *Lend Me A Tenor* were about \$20,000 less than projected. Mr. Black and Ms. Schwartz commented it has been a good budget year overall.

Trustee Hall inquired about repairs needed for the Solvang Theaterfest and how they may impact PCPA shows in Solvang. Ms. Schwartz responded that it could impact PCPA because some of the repairs need to be completed within the next 1-2 years. If the repairs are not done in time, PCPA may have to consider whether or not to do shows in the summer at the Solvang Theaterfest.

Trustee Hall asked for an update about the temporary restrooms at the athletics fields. Dr. Walthers said that the college went out to bid twice and the bids came back too high. Dr. Walthers explained the next steps to get a permanent restroom facility built. He noted the temporary unit has been working and they are nice restrooms. Dr. Walthers also shared that the two houses the college owns will be renovated to assist the college and PCPA with housing guests. This will create a savings of about \$40,000 a year in hotel expenses.

4.b. Oral Reports

There were no oral reports from PCPA, Athletics or ASBG.

5. Adjournment

Dr. Kevin Walthers adjourned the meeting at 9:35 a.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 24, 2017
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500.00 or Greater to PCPA		
Reason for Board Consideration: ACTION	Item Number: 3.c.	Enclosures: Page 1 of 2

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period May 1, 2017 to July 31, 2017.

Date	Donations \$500.00 or Greater	Amount
5/1/17	Steve & Karin Chase	500
5/2/17	Raymond & Shirley Kimlinger	1,000
5/4/17	Randolph Johnson	500
5/10/17	Jim & Denise Bray	1,000
5/10/17	Judy Markline	1,000
5/11/17	Edwin & Caroline Woods	1,000
5/15/17	Susan & Mark Frink	900
5/18/17	Bill & Norma Hollowell	500
5/23/17	Edwin & Jeanne Woods Family Foundation	25,000
5/24/17	Steve & Cathy Pepe	1,000
5/27/17	Linda Stafford Burrows	500
5/31/17	Franca Bonghi Lockard	625

(continued)

Fiscal Impact

None

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500.00 or greater for the period May 1, 2017 to July 31, 2017.

Administrator Initiating Item: J. Schwartz	Final Disposition:
---	--------------------

Date	Donations \$500.00 or Greater	Amount
5/31/17	Nancy Johnson	500
5/31/17	Keith & Sharon Kuhlenschmidt	600
5/31/17	Sue McLaughlin	500
5/31/17	Jennifer Olivera	625
5/31/17	Thomas Shoneff	1,000
6/5/17	Jackie Eldridge	1,000
6/9/17	Susan Schultz	500
6/14/17	Nora Sekowski	2,500
6/16/17	John & Karen Ransome	500
6/17/17	Brooks & Kate Firestone	5,000
6/19/17	Donna France	1,300
6/19/17	Sandra Mills	4,200
6/21/17	John Reese	1,500
7/1/17	Agnes Grogan	1,000
7/5/17	Jerry & Sharon Melson	2,500
7/13/17	Joan Gellert-Sargen	6,250
7/17/17	Christian Science Society Solvang	20,000
7/22/17	Ron Nanning	3,500
7/25/17	Richard and Jean Jacoby	5,000
7/25/17	Katherine Burke	500
7/26/17	Jed & Diane Beebe	2,500
7/27/17	Daniel Ng	2,500
Various	PCPA Foundation	5,350
7/30/17	Lobby/Anonymous donations (Basket Appeal)	9,077.27
Various	Dene and Emily Hulbert	16,600
Total:		\$128,027.27



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 24, 2017
From: Jennifer Schwartz		
Subject: PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500.00 or Greater		
Reason for Board Consideration: ACTION	Item Number: 3.d.	Enclosures: Page 1 of 2

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period May 1, 2017 to July 31, 2017.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
Local copies – trade print ad in PCPA summer program for services	825		825
KCBX – Season Sponsor. Airtime and web ad for <i>TENOR</i>	1,292		
Knight Broadcasting - two ticket backs sponsor. Airtime for <i>Beauty and the Beast</i> and <i>TENOR</i>	2,000		
<i>New Times/Sun</i> – Season sponsors. Print ad space and web ads for <i>Beauty and the Beast</i> and <i>TENOR</i>	4,662		

(continued)

Fiscal Impact

None

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500.00 or greater for the period May 1, 2017 to July 31, 2017.

Administrator Initiating Item: J. Schwartz	Final Disposition:
---	--------------------

<i>Santa Maria Times/Lee Newspapers</i> – Ticket back sponsor. Print ad space and web ads for <i>Beauty and the Beast/ TENOR</i> and <i>Newsies</i>	1,000		
KCOY – Season sponsor. Airtime for <i>Beauty and the Beast, TENOR</i> and <i>Newsies</i>	8,925		
<i>Santa Barbara Independent</i> – Summer media sponsor. Print ad space and web ads for <i>Beauty and the Beast</i> and <i>TENOR</i> .	1,862		
Noozhawk – online news service. Banner ads for <i>Beauty and the Beast, TENOR</i> and <i>Newsies</i> .	1,000		
Mega 96 – trade radio airtime for tickets. <i>TENOR</i> and <i>Newsies</i>	1,900		
TOTAL:	\$23,466		\$825



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 24, 2017
From: Michael Black		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 4.a.	Enclosures: Page 1 of 4

Background

Attached are copies of financial statements for the following funds:

- Associated Student Body Trust Fund
- Student Clubs Agency Fund
- PCPA Special Revenue Fund

The statements reflect 2016-2017 year-to-date financial data.

Administrator Initiating Item: Michael R. Black 	Final Disposition:
--	--------------------

Allan Hancock College Fiduciary Funds Group

Associated Student Body Trust

Income Statement by Fund

For Period Ending 06/30/2017

	<u>ASBG Budget</u>	<u>ASBG Actual</u>	<u>Athletics Budget</u>	<u>Athletics Actual</u>	<u>Total Budget</u>	<u>Total Actual</u>
REVENUES						
Local Revenues	1,705	2,495	35,680	34,260	37,385	36,755
Total REVENUES	<u>1,705</u>	<u>2,495</u>	<u>35,680</u>	<u>34,260</u>	<u>37,385</u>	<u>36,755</u>
EXPENDITURES						
Supplies and Materials	31,800	36,631	114,777	102,786	146,577	139,417
Other Operating Expenses	7,300	10,649	53,168	51,693	60,468	62,342
Capital Outlay	0	0	0	0	0	0
Total EXPENDITURES	<u>39,100</u>	<u>47,281</u>	<u>167,946</u>	<u>154,479</u>	<u>207,046</u>	<u>201,760</u>
Excess of Revenues over (Under) Expenditures	(37,395)	(44,785)	(132,266)	(120,219)	(169,661)	(165,005)
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	50,000	53,253	132,487	132,047	182,487	185,300
Total OTHER FINANCING	<u>50,000</u>	<u>53,253</u>	<u>132,487</u>	<u>132,047</u>	<u>182,487</u>	<u>185,300</u>
OPERATING TRANSFERS OUT						
Other Outgo	12,250	10,500	0	0	12,250	10,500
Total OPERATING TRANSFERS OUT	<u>12,250</u>	<u>10,500</u>	<u>0</u>	<u>0</u>	<u>12,250</u>	<u>10,500</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>355</u>	<u>(2,032)</u>	<u>220</u>	<u>11,827</u>	<u>575</u>	<u>9,795</u>
FUND BALANCE:						
Fund balance, July 1	63,577	63,577	3,757	3,757	67,334	67,335
Current balance	<u>63,932</u>	<u>61,545</u>	<u>3,977</u>	<u>15,585</u>	<u>67,909</u>	<u>77,130</u>

Allan Hancock College Governmental Funds Group

Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 06/30/2017

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	43,517	65,904	151.44
Total REVENUES	<u>43,517</u>	<u>65,904</u>	<u>151.44</u>
EXPENDITURES			
Supplies and Materials	18,000	26,188	145.49
Other Operating Expenses	13,000	23,886	183.74
Total EXPENDITURES	<u>31,000</u>	<u>50,074</u>	<u>161.53</u>
Excess of Revenues over (Under) Expenditures	12,517	15,829	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	3,750	3,500	93.33
Total OTHER FINANCING SOURCES(USES)	<u>3,750</u>	<u>3,500</u>	<u>93.33</u>
OPERATING TRANSFERS OUT			
Other Outgo	4,500	6,949	154.43
Total OPERATING TRANSFERS OUT	<u>4,500</u>	<u>6,949</u>	<u>154.43</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>11,767</u>	<u>12,379</u>	
FUND BALANCE:			
Fund balance, July 1	53,664	53,664	
Current balance	<u>65,431</u>	<u>66,043</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 06/30/2017

	Rounded to the Nearest Dollar		
	PCPA BUDGET	PCPA ACTUAL	% BUDGET
	<u>=====</u>	<u>=====</u>	<u>=====</u>
REVENUES:			
Earned income			
Ticket Revenue	1,680,681	1,874,898	111.56%
Handling	59,000	70,652	119.75%
Concessions	31,000	46,762	150.85%
Advertising	45,000	45,453	101.01%
Touring	40,540	37,629	92.82%
Other	46,000	21,944	47.70%
Total Earned Income	1,902,221	2,097,337	110.26%
Contributed Income			
Individual sources	70,000	289,838	414.05%
Fundraisers	100,000	84,563	84.56%
Corporations	45,000	32,585	72.41%
Foundations	662,250	289,000	43.64%
Total contributed income	877,250	695,986	79.34%
Allan Hancock College	<u>1,426,949</u>	<u>1,426,949</u>	<u>100.00%</u>
Total revenues	4,206,420	4,220,272	100.33%
EXPENSES:			
Production	2,161,955	2,033,106	94.04%
Conservatory	73,423	69,874	95.17%
Scholarships	709,545	667,765	94.11%
Administration	229,418	249,111	108.58%
Development	231,053	125,491	54.31%
Marketing	471,828	429,086	90.94%
Box office	296,512	292,387	98.61%
Concessions	20,200	19,470	96.39%
Outreach/YPP	11,670	64,119	549.44%
Total expenses	<u>4,205,604</u>	<u>3,950,410</u>	<u>93.93%</u>
EXCESS OF REVENUES OVER EXPENSES	816	269,862	
Outside events (net)	0	0	
FUND BALANCE			
Balance, July 1	206,844	206,845	
Current balance	<u>207,660</u>	<u>476,706</u>	



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 24, 2017
From: Jennifer Schwartz		
Subject: PCPA Volunteer Recognition		
Reason for Board Consideration: INFORMATION	Item Number: 4.b.	Enclosures: Page 1 of 4

Background

California Education Code 72401 and Board Policy 3900 authorize the use of volunteer aides to perform nonteaching work.

PCPA utilizes many volunteers to perform essential work such as ushering; assisting box office, production, and marketing personnel; and acting in productions that require young performers. They do not receive salaries or any other benefits available to employees of the Allan Hancock College Auxiliary Programs Corporation. However, in accordance with labor code section 3364.5, a volunteer is an employee for the purpose of workers' compensation benefits.

Following is a list of PCPA volunteers for FY 2016-17.

Administrator Initiating Item: J. Schwartz	Final Disposition:
---	--------------------

PCPA Volunteers Who Served During FY 2016-17 (July 1, 2016 through June 30, 2017)

LAST NAME	FIRST NAME
Andersen	Bill
Andersen	Nancy
Ayers	Thilly
Balgeman	Anne
Blair	Eileen
Balgeman	Anne
Buckley	Anita
Buckley	Frank
Bringley	Jane
Brunssen	Carolyn
Bucton	Lillian
Camacho	Diane
Clare	Pam
Cox	Joyce
Crist	Lowree
Cross	Betty
Cross	Paul
Cuevas	Amanda
Currier	Marilyn
Duncan	Dianna
Dunshee	Cheryl
Dykzeul	Debi
Ellis	Dodie
Enterline	Charlotte
Espinosa	Mona
Espinoza	Jaime
Evey	Georgia
Evey	Ron
Fahlstrom	Sister Pius
Farley	Cathy
Finlay	Donna
Gafney	Connie
Gallenstein	John
Goble	Joyce
Greenhaw	Curtis
Hall	Virginia
Hatcher	Elizabeth
Hight	Martha
Hindman- Oliveira	Jessie

Hoffman	Anne
Holdredge	Connie
Holmes	Rosemary
Hull	Dorothy
Judson	Brenda
Kennington	Pam
Khayam	Irene
Kimlinger	Raymond
Kimlinger	Shirley
Kingsley	Louisa
Kliewer	Cheryl
Kolp	Tricia
Kruthers	Cheryl
Lavelle	Janet
Law	Mary
Libis	Dee
Long	Donna
Los	Larry
Macias	Gayle
MacKinnon	Evelyn
Martinez	Sylvia
Maxson	Laurie
Mayes	Karen
Mayfield	Andrea
McHugh	Frances
Mojica	Clarita
Narachi	Jacqueline
Nixon	Hannelore
Ochs	Bill
Ochs	Lillian
Padilla	Mary
Penny	Nancy
Perry	Louise
Pollefeyt	Bob
Pope	Marsha
Ramey	Destry
Reddy	Sue
Reichardt	Mary Helen
Remington	Kathleen
Roth	"Jean"
Schaefer	Jill

Shatynski	Marushka
Shay	Sandra
Skidmore	Sarah
Sky	Denise
Soberanes	Joyce
Sobottka	Janet
Sonsini	Pam
Stanley	Priscilla "Cylla"
Starr	Joyce
Tambio-Yeh	Philamer
Tedsen	Brian
Timmons	Beverly
Tognazzini	Mario O.
Velasquez	Cindy
Vasquez	Melissa
Vincent	Rita
Voysey	Irene
Warren	Sandy
Williams	Jim
Williams	Shirley
Williams	Susanne
Wolske	Joan
Wright	Evelyn
Yellin	Jacqueline
Yonker	Catherine