



Auxiliary Programs Corporation

Board of Directors Meeting

Annual Meeting and Quarterly
Regular Meeting Agenda

Thursday, February 28, 2019

2:30 PM

Boardroom, B-100



Auxiliary Programs Corporation
Board of Directors
Annual Meeting and Quarterly Regular Meeting
February 28, 2019 – 2:30 PM

Agenda

Boardroom, B-100
800 S. College Drive, Santa Maria, CA 93454

	<u>Page</u>	<u>Est. Time</u>
<u>Annual Meeting</u>		
1. Call to Order		2:30 PM
2. <u>Information</u>		
2.a. Appointment of Directors	3	
A report on the Superintendent/President's appointment of directors.		
3. <u>Action Items</u>		
3.a. Election of Officers	4	
A recommendation that the board of directors elect a president, treasurer, and secretary.		
3.b. 2019 Meeting Dates	5	
A recommendation that the board of directors hold its quarterly meetings at 3:30 p.m. on May 15, August 28, and November 19, 2019.		
<u>Regular Meeting</u>		
4. <u>Public Comment</u>		2:45 PM
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 Trustees. 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.		

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| 5. | <u>Action Items</u> | 2:50 PM |
| 5.a. | Minutes of the November 29, 2018 Meeting
A recommendation to approve the minutes of the November 29, 2018 meeting. | 6 |
| 5.b. | Acceptance of Cash Donations of \$500 or Greater to PCPA
A recommendation to approve donations to PCPA of \$500 or greater made during the period of November 1, 2018 through January 31, 2019. | 9 |
| 5.c. | PCPA Public Relations/Advertising Report of Expenses/
In-kind Promotions/Cash Sponsorships of \$500 or Greater
A recommendation to approve the public relations/
advertising expenses/in-kind trade/cash sponsorships of \$500 or greater for the period November 1, 2018 through January 31, 2019. | 11 |
| 6. | <u>Information Items</u> | 3:00 PM |
| 6.a. | Financial Report for Auxiliary Programs

A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body Trust Fund and PCPA Special Revenue Fund. | 12 |
| 7. | <u>Oral Reports</u> | 3:15 PM |
| 7.a. | Oral Reports

An oral update of activities will be presented for auxiliary programs. | |
| 8. | 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.



To: Board of Directors		Date: February 28, 2019
From: Kevin G. Walthers		
Subject: Appointment of Directors		
Reason for Board Consideration: INFORMATION	Item Number: 2.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.

- The superintendent/president reappoints Dr. Robert Curry, associate superintendent/vice president, academic affairs, to serve as the academic administrator for 2019.
- On a nomination from the Academic Senate, the superintendent/president reappoints Andrea Sanders to serve as the faculty member for 2019.
- On a nomination from the Associated Student Body Government, the superintendent/president reappoints Inri Serrano to serve as the student member for the remainder of the academic year 2018-19.
- At its December 11, 2018 meeting, the Allan Hancock College Board of Trustees reappointed Jeffery Hall to serve as the non-voting trustee director for 2019.

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

- Kevin G. Walthers, Ph.D., superintendent/president
- Robert Curry, Ph.D., associate superintendent/vice president, academic affairs
- Jeffery Hall, trustee representative (non-voting)
- Andrea Sanders, faculty representative
- Inri Serrano, student representative
- Eric D. Smith, associate superintendent/vice president, finance and administration

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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To: Board of Directors		Date: February 28, 2019
From: Kevin G. Walthers		
Subject: Election of Officers		
Reason for Board Consideration: ACTION	Item Number: 3.a.	Enclosures: Page 1 of 1

Background

Officers of the Auxiliary Programs Corporation are elected each spring at the annual meeting of the board of directors. Article VII, Section 4, of the Auxiliary Programs Corporation Bylaws states: "The officers of the corporation shall be a President, a Treasurer, and a Secretary."

The officers for 2018 were Kevin G. Walthers, president; Michael Black, treasurer; and Andrea Sanders, secretary.

Fiscal Impact

None

Recommendation

It is recommended that the board of directors elect from among its members a president, treasurer, and secretary to serve a one-year term.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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To: Board of Directors		Date: February 28, 2019
From: Kevin G. Walthers		
Subject: 2019 Meeting Dates		
Reason for Board Consideration: ACTION	Item Number: 3.b.	Enclosures: Page 1 of 1

Background

Section 3 of the Auxiliary Programs Corporation bylaws specify that “regular meetings of the board of directors shall be held at least quarterly.”

It is recommended that the board of directors meet at 3:30 p.m. on the following dates:

May 15, 2019

August 28, 2019

November 19, 2019

Fiscal Impact

None

Recommendation

It is recommended that the board of directors hold its quarterly meetings at 3:30 p.m. on May 15, August 28, and November 19, 2019.

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

Auxiliary Programs Corporation

Board of Directors

Quarterly Meeting

Thursday, November 29, 2018 – 2:30 p.m.

Building B, Captain's Room, B-102

1. Call to Order

Dr. Walthers called the meeting to order at 2:31 p.m. with the following directors present: Curry, Sanders, Walthers

Staff Members Present: Mark Booher, Kim Ensing, Jennifer Schwartz, and Keli Seyfert

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Appointment of Directors

On a motion by Robert Curry, seconded by Andrea Sanders, the board voted to approve the appointment of Eric D. Smith as the ex-officio voting director of the corporation, as revised. The student representative appointment will be presented in February 2019.

(Ayes: Curry, Sanders, Walthers; Noes: None; Concur: None; Absent: Hall)

3.b. Approval of Minutes of the August 30, 2018 Regular Quarterly Meeting

On a motion by Andrea Sanders, seconded by Robert Curry, the board voted to approve the minutes of the August 30, 2018 regular quarterly meeting, as corrected.

(Ayes: Curry, Sanders, Walthers; Noes: None; Concur: None; Absent: Hall, Smith)

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

On a motion by Andrea Sanders, seconded by Robert Curry, the board voted to approve donations of \$500 or greater to PCPA for the period of August 1, 2018 through October 31, 2018.

(Ayes: Curry, Sanders, Walthers; Noes: None; Concur: None; Absent: Hall, Smith)

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

On a motion by Andrea Sanders, seconded by Robert Curry, the board voted to approve the quarterly PCPA public relations/advertising expenses/in-kind trade and cash sponsorships of \$500 or greater for the period of August 1, 2018 through October 31, 2018.

(Ayes: Curry, Sanders, Walthers; Noes: None; Concur: None; Absent: Hall, Smith)

3.e. Approval of Student Support Utilizing Follett Commissions

On a motion by Robert Curry, seconded by Andrea Sanders, the board voted to approve funds for the commission received by Follett Higher Education be used in support of students through the AHC Foundation Hancock Promise Scholarship Program through June 30, 2021.

(Ayes: Curry, Sanders, Walthers; Noes: None; Concur: None; Absent: Hall, Smith)

4. Information

4.a. Financial Report for Auxiliary Programs

Keli Seyfert provided a summary of the financial report for ASB and Athletics. There was a brief discussion about the expenses associated with hosting the football championship game.

4.b. Oral Reports

Mark Booher reported *Peter Pan* has met 95 percent of its revenue goal, with an internal goal to be at 100 percent by the end of November. He noted *Peter Pan* was an expensive production and shared some of the expenses associated with the flying component of the production. Dr. Walthers inquired about the number of shows available for *Peter Pan* and asked about the noise control of the flying mechanisms during the program. Mr. Booher and Jennifer Schwartz indicated there were possibly two fewer shows scheduled and many student matinee shows do not appear on the public calendar. Mr. Booher also explained that the flying mechanisms can be heard, noting sometimes it can depend on the technician that is operating the equipment and the musical scoring in the program that may or may not mask the sounds of the equipment during the show.

Mr. Booher provided a staffing update of new staff members and vacant positions. He shared they are beginning summer design meetings and planning for the next season.

Jennifer Schwartz reported *Mamma Mia!* and *Peter Pan* may be the only two shows to meet their goals. *Mamma Mia!* did very well and made up for some summer shows that did not meet their goal. She shared there are big goals for *Shakespeare In Love* and *A Gentleman's Guide*, and noted *The Wolves* is also doing well and on track to reach goal.

Kim Ensing acknowledged the \$7,500 sponsorship from Home Motors which will offset the awards for the players of the football championship bowl game. She announced there will be a toy drive at the Toys for Tots women's basketball tournament and reviewed upcoming athletic events.

Mark Booher shared that Kim Ensing has also been working with Kitty Balay, resident artist/director of engagement, around the production of *The Wolves*. They have created a recruitment event for Hancock soccer that will link to a performance of *The Wolves*.

Ms. Ensing reported there will be a football championship ring ceremony on February 16, 2019 during a basketball game to recognize the football student athletes. The event will increase attendance for the basketball game as well.

Ms. Ensing noted the persistence rate for the English/speech class pilot program has been phenomenal. She shared a student athlete's experience with the pilot program. Ms. Sanders added the program has been good and said that she and Rob Senior put a lot of time into the program and feel the pilot program has been very successful.

5. Adjournment

Dr. Walthers adjourned the meeting at 2:59 p.m.



To: Board of Directors		Date: February 28, 2019
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500.00 or Greater to PCPA		
Reason for Board Consideration: ACTION	Item Number: 5.b.	Enclosures: Page 1 of 2

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period November 1, 2018 to January 31, 2019.

Date	Donations \$500.00 or Greater	Amount
11/20/2018	Allan Hancock College	902.50
11/21/2018	Ms. Kathy Telleria	1,000.00
11/23/2018	Zegar Family Fund	2,500.00
11/27/2018	Ralph Foster	520.00
11/27/2018	John & Elise Gerich	500.00
11/27/2018	Alfred & Sheila Vossler	500.00
11/28/2018	Mr. & Mrs. Bryce Blakely	500.00
11/28/2018	Wood-Claeyssens Foundation	20,000.00
12/2/2018	Scott & Lisa Ramsey	500.00
12/3/2018	Ms. Janet Ford	500.00
12/5/2018	Sorina Carabeth	2,000.00
12/6/2018	Linda Stafford Burrows	4,500.00
12/11/2018	Steve & Cathy Pepe	1,040.00

(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 November 1, 2018 to January 31, 2019.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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12/11/2018	Judge Jed Q. & Diane Beebe	3,000.00
12/11/2018	Ann Young	500.00
12/12/2018	The Sence Foundation	5,000.00
12/13/2018	Peggy Turrill	520.00
12/17/2018	Bert & Candace Forbes	1,000.00
12/17/2018	Michael & Susan Leedom	500.00
12/18/2018	Donald & Helen Jernigan	2,000.00
12/18/2018	Steve Jobst	500.00
12/18/2018	Ron & Sally Wackowski	1,500.00
12/18/2018	Avonlea Charitable Foundation	1,000.00
12/20/2018	Dick & Patti Melsheimer	4,000.00
12/20/2018	Ms. Chrissy Collins	1,000.00
12/20/2018	Lois & Sonny Brown	500.00
12/21/2018	Beverly Tracy	25,000.00
12/24/2018	Franziska Shepard	1,000.00
12/27/2018	Mary Emery	500.00
12/27/2018	Bruce & Marcia Beaudoin	500.00
12/28/2018	Ms. Genevieve Geysler	500.00
12/31/2018	Judy Prutzman	500.00
12/31/2018	John & Marcia Hischier	1,000.00
12/31/2018	Angela Brokaw	1,000.00
12/31/2018	Mr. Roger Hall	500.00
1/18/2019	Hans & Wendy Gregersen	500.00
1/23/2019	Ms. Janet Ford	650.00
1/23/2019	Eric Melsheimer	650.00
1/23/2019	Dr. & Mrs. Charles & Judy Markline	1,000.00
1/23/2019	Richard & Cathy Luckett	1,000.00
1/23/2019	Dick & Patti Melsheimer	1,000.00
1/23/2019	Mr. & Mrs. Chris Swan	1,000.00
1/23/2019	Edwin & Caroline Woods	1,000.00
1/23/2019	Erik & Judy Frost	1,250.00
1/23/2019	Jerry & Sharon Melson	650.00
1/23/2019	Francine Woods	1,000.00
1/23/2019	Ms. Virginia Perry Souza	650.00
1/28/2019	Robert Bruins Slot	1,000.00
1/28/2019	Roxanne & Alan Reese	1,000.00
Total:		\$ 98,832.50



To: Board of Directors		Date: February 28, 2019
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: 5.c.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period November 1, 2018 to January 31, 2019.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
New Times/Santa Maria Sun – Season Sponsor. Peter Pan Ad space	\$1,041		
KCOY – Season Sponsor. Shakespeare in Love airtime	\$750		
Santa Maria Times – Ticket back sponsor/trade. Peter Pan	\$1,100		
KRTO/KIDI/KTAP – radio trade with Mega 96 for tickets	\$1,080		\$1,000 tickets
Spectrum/Charter – complimentary airtime – Peter Pan	\$500		
TOTAL:	\$4,471		\$1,000

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.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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To: Board of Directors		Date: February 28, 2019
From: Eric D. Smith		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 6.a.	Enclosures: Page 1 of 3

Background

Attached are copies of financial statements for the following funds:

- Associated Student Body Trust Fund
- PCPA Special Revenue Fund

The statements reflect 2018-2019 year-to-date financial data.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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Associated Students Trust Fund
Income Statement by Fund Type
For Period Ending 12/31/18

REVENUES

Athletic Entry Fees	8,300
Fundraising	53
Interest and Investment Income	33
Other Local Revenues	350
Sales and Commission	96,258
Single Tickets	16,069
Total REVENUES	121,062

EXPENDITURES

Contest Prizes	173
District/College Support	2,700
Dues & Memberships	3,123
Field Trips	47,443
Food - Business Meetings/Events	5,881
Game Personnel (Athletic Events)	40,780
Indep Contractor (Individuals)	250
Merchant Fees	3
Non Instr Printing	113
Office/Operational Supplies	7,397
Travel - All Travel Costs	625
Total EXPENDITURES	108,487

**Excess of Revenues Over
(Under) Expenditures** 12,575

OTHER FINANCING SOURCES(USES)

Interfund Transfer-In	70,000
Interfund Transfer-In District	107,047
Total OTHER FINANCING	177,047

OPERATING TRANSFERS OUT

Scholarships	89,900
Total OPERATING TRANSFERS OUT	89,900

**Excess of Revenues and Other
Financing Sources Over/(Under)** **99,722**

FUND BALANCE:

Fund Balance, July 1	64,246
Current Balance	163,969

Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 12/31/18

REVENUES

Local Revenues	1,923,627
Total REVENUES	1,923,627

EXPENDITURES

Classified Salaries	1,064,500
Employee Benefits	270,613
Supplies and Materials	211,950
Other Operating Exp. and Services	389,956
Capital Outlay	8,640
Total EXPENDITURES	1,945,659

Excess of Revenues Over (Under) Expenditures	(22,032)
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OTHER FINANCING SOURCES(USES)

Other Financing Sources	37,324
Total OTHER FINANCING	37,324

OPERATING TRANSFERS OUT

Other Outgo	389,050
Total OPERATING TRANSFERS OUT	389,050

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(373,758)
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FUND BALANCE:

Fund balance, July 1	410,279
Current Balance	36,521