



800 South College Drive, Santa Maria, CA 93454

# Auxiliary Programs Corporation

## Board of Directors Meeting

Quarterly Meeting Agenda

Friday, November 20, 2020  
1:30 PM

The meeting will be conducted via Zoom:  
<https://cccconfer.zoom.us/j/99624196386>



Auxiliary Programs Corporation  
Board of Directors  
Quarterly Meeting

Meeting to be held remotely  
Friday, November 20, 2020  
1:30 PM

Allan Hancock College  
800 South College Drive, Santa Maria, CA 93454

In response to the Coronavirus crisis, the Governor has issued [Executive Order N-25-20](#), [Executive Order N-29-20](#), and [Executive Order N-35-20](#) modifying the Brown Act in order to facilitate essential public meetings being held through remote methods, such as telephonically or electronically. Directors and staff will attend via video conference.

The meeting will be conducted via Zoom: <https://cccconfer.zoom.us/j/99624196386>

*Please note the meeting may be recorded for future viewing.*

## AGENDA

- |                   | <u>Page</u> | <u>Est. Time</u> |
|-------------------|-------------|------------------|
| 1. Call to Order  |             | 1:30 PM          |
| 2. Public Comment |             |                  |

Public comment on an agenda item or another topic within the jurisdiction of the board of directors must be submitted in advance, no later than one hour before the start of the meeting on Nov. 20, 2020, via email to: [melinda.martinez1@hancockcollege.edu](mailto:melinda.martinez1@hancockcollege.edu). Comments will be read by district staff for the record during the meeting.

### Procedures

Public comment is limited to three minutes per speaker (calculated at approximately 300 words). Please submit an individual comment for each item.

Please submit the following information:

1. Name
2. Agenda Item Number
3. Comment

	<u>Page</u>	<u>Est. Time</u>
3. Action Items		1:35 PM
3.a. Appointment of Directors	3	
A recommendation to approve the appointment of Ana Rosas Pacheco as the student representative for the remainder for the 2020-21 academic year.		
3.b. Approval of Minutes of the August 28, 2020 Meeting	4	
A recommendation to approve the minutes of the August 28, 2020 quarterly meeting.		
3.c. Acceptance of Cash Donations of \$500 or Greater to PCPA	7	
A recommendation to approve donations of \$500 or greater to PCPA for the period of August 1, 2020 through October 31, 2020.		
4. Information Items		1:45 PM
4.a. Financial Report for Auxiliary Programs	9	
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.		
4.b. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		2:30 PM
<p>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 or email Melinda Martinez at <a href="mailto:melinda.martinez1@hancockcollege.edu">melinda.martinez1@hancockcollege.edu</a>. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.</p>		



To: Board of Directors		Date:  November 20, 2020
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 Ana Rosas Pacheco to serve as the student member for the remainder of the academic year 2020-21.

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

Dr. Kevin G. Walthers, superintendent/president  
 Dr. Kate Adams, faculty representative  
 Dr. Robert Curry, associate superintendent/vice president, academic affairs  
 Jeffery Hall, (non-voting) trustee representative  
 Eric D. Smith, associate superintendent/vice president, administrative services

### Fiscal Impact

None

### Recommendation

Staff recommends that the board of directors approve the appointment of Ana Rosas Pacheco to serve as the student member to the Auxiliary Programs Corporation Board of Directors for the remainder of the 2020-21 academic year.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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**MINUTES**  
 Auxiliary Programs Corporation  
 Board of Directors  
 Quarterly Meeting  
 August 28, 2020 – 10:00 AM

Allan Hancock College  
 800 South College Drive, Santa Maria, CA 93454

Due to the Coronavirus crisis and Brown Act modifications approved by Governor Newsom, the Auxiliary Programs Corporation Board of Directors meeting was held via Zoom.

1. Call to Order

Dr. Walthers called the meeting to order at 10:00 a.m. with the following directors present: Adams, Hall, Smith, and Walthers

Absent: Curry, DeJesus

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

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Minutes of the May 15, 2020 Meeting

On a motion by Kate Adams, seconded by Eric Smith, the board voted to approve the minutes of the May 15, 2020 meeting. (Ayes: Adams, Smith, Walthers; Noes: None; Concur: Hall; Absent: Curry, DeJesus)

Dr. Curry joined the online meeting at 10:01 a.m.

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

On a motion by Eric Smith, seconded by Jeffery Hall, the board voted to approve donations of \$500 or greater to PCPA for the period of May 1, 2020 through July 31, 2020. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

3.c. PCPA Public Relations/Advertising Report of Expenses/In-kind Promotions/Cash Sponsorships of \$500 or Greater

On a motion by Dr. Curry, seconded by Jeffery Hall, the board voted to approve the public relations/advertising expenses/in-kind trade/cash sponsorships of \$500 or greater for the period May 1, 2020 through July 31, 2020. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

#### 4. Information Items

##### 4.a. Financial Report for Auxiliary Programs

Keli Seyfert referred to the income statement. She noted that due to COVID and athletic contests not being held, there is no income being generated and there are no expenses. Ms. Seyfert reported the net income has only decreased by 4.5 percent and offered to respond to questions.

##### 4.b. PCPA Volunteer Recognition

Jennifer Schwartz shared a report on the PCPA volunteers for fiscal year 2020, noting the list is shorter this year due to the pandemic.

##### 4.c. Oral Reports

###### Athletics

Kim Ensing reported sports are not competing in the fall and she is waiting to hear if they will be competing in the spring. Currently, fall sports are scheduled for spring and spring sports are scheduled in late spring. The California Community College Athletic Association (CCCCAA) board will render a decision in early October.

Athletics has been working on conditioning pods all summer for small group student athlete workouts. There will be temperature checks and social distancing in place. Workouts will start next week. Ms. Ensing will enforce wearing masks and team doctors feel good about the safety protocols in place.

Ms. Ensing reported Athletics is considering holding Frightmare Forest as a drive-thru event. The drive-thru idea was taken to Facilities Council and was well received. She noted the regular Frightmare Forest event usually brings in \$10,000 for men's basketball and she hopes this year's drive-thru event could be a larger event that benefits the entire athletics department.

Ms. Ensing confirmed athletic contest schedules have been cut by about 30 percent. Eric Smith added that championships will be regionalized, there won't be any state championships. Ms. Ensing also pointed out there will be no overnight travel. All of these factors will reduce athletic expenses if students are allowed to play sports.

###### PCPA

Mark Booher reported PCPA will be postponing performances until the summer season of 2021. PCPA hopes to resume production mid-April 2021. The summer season will be a four show production.

The conservatory students were delayed in their program due to COVID. He shared the plan to have students resume training in August 2021. All students and staff have been contacted and kept apprised of the plan to delay training for returning students and delay entry for new students. PCPA intends to keep recruiting and keep full classes when they return in fall 2021.

Mr. Booher also shared PCPA's plans to continue virtual offerings and community enrichment programs such as the Interplay reading series and the alternative education and outreach program. He added staff will continue important trainings on diversity, equity, and inclusion and provided details about the build and design production process for summer shows.

**ADDITIONAL REPORTS**

Dr. Walthers confirmed PCPA will not have any furloughs or layoffs. He shared the Fine Arts groundbreaking event will be in September. Dr. Walthers announced the Black Student Union has been established and Dr. Earl Murray, Jr. will be the faculty sponsor of the club.

5. Adjournment

Dr. Walthers adjourned the meeting at 10:23 a.m.



## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  November 20, 2020
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 of August 1, 2020 to October 31, 2020.

Date	Donations \$500.00 or Greater	Amount
8/14/2020	Judge Jed Q. & Diane Beebe	\$10,000
8/14/2020	Minikel Foundation	\$1,000
8/14/2020	David & Wanda Mills	\$2,500
8/14/2020	David & Tricia Ottesen	\$1,040
8/21/2020	Brad Hinds	\$1,000
8/21/2020	Jacquie Hinds	\$1,000
9/3/2020	Mrs. Kingston George	\$500
9/9/2020	Mr. Jim Patin	\$520
9/11/2020	Edwin & Caroline Woods	\$1,000
9/11/2020	Jerry & Sharon Melson	\$1,000
9/11/2020	Ron & Mary Nanning	\$1,000
9/11/2020	Dr. & Mrs. Daniel Ng	\$1,000

(continued)

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500.00 or greater for the period of August 1, 2020 to October 31, 2020.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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<b>Date</b>	<b>Donations \$500.00 or Greater</b>	<b>Amount</b>
9/18/2020	Dick & Patti Melsheimer	\$2,000
9/18/2020	Karen & Jack Mayes	\$500
9/18/2020	David & Wanda Mills	\$2,500
9/25/2020	Keith & Sharon Kuhlenschmidt	\$1,000
9/25/2020	Mr. Jim Glines/Community Bank of Santa Maria	\$500
9/25/2020	Albert & Sandra Mills	\$500
10/1/2020	Lisa Rarick	\$500
10/2/2020	Linda Stafford Burrows	\$1,000
10/2/2020	Ms. Janet Ford	\$500
10/2/2020	Dr. & Mrs. Daniel Ng	\$3,000
10/9/2020	Jon & Ann Gudmunds	\$1,000
10/9/2020	John & Karen Ransome	\$500
10/23/2020	Dr. Suzanne Levy	\$2,500
10/30/2020	Mr. Vernon Madsen	\$1,000
<b>GRAND TOTAL</b>		<b>\$38, 560</b>



## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  November 20, 2020
From: Eric D. Smith		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration:  INFORMATION	Item Number:  4.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 2020-2021 year-to-date financial data.

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**Associated Students Trust Fund**  
**Income Statement by Fund Type For**  
**Period Ending 09/30/2020**

<b>REVENUES</b>	
Interest and Investment Income	45
Sales and Commission	8,510
<b>Total REVENUES</b>	<b>8,555</b>
<b>EXPENDITURES</b>	
Contest Prizes	150
Dues & Memberships	500
Office/Operational Supplies	975
<b>Total EXPENDITURES</b>	<b>1,625</b>
<b>Excess of Revenues Over/(Under) Expenditures</b>	<b>6,930</b>
<b>OTHER FINANCINGSOURCES(USES)</b>	
Interfund Transfer-In District	177,047
<b>Total OTHER FINANCING</b>	<b>177,047</b>
<b>OPERATING TRANSFERS OUT</b>	
<b>Total OPERATING TRANSFERS OUT</b>	<b>0</b>
<b>Excess of Revenues and Other</b>	
<b>Financing Sources Over/(Under)</b>	<b>183,977</b>
<b>FUND BALANCE:</b>	
<b>Fund Balance, July 1</b>	<b>182,254</b>
<b>Current Balance</b>	<b>366,231</b>

Allan Hancock College  
PCPA Fund  
Income Statement by Fund  
For Period Ending 9/30/2020

**REVENUES**

Local Revenues	149,072
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<b>Total REVENUES</b>	<b>149,072</b>
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**EXPENDITURES**

Classified Salaries	569,099
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Employee Benefits	109,745
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Supplies and Materials	1,620
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Other Operating Exp. and Services	39,811
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Capital Outlay	284
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<b>Total EXPENDITURES</b>	<b>720,559</b>
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Excess of Revenues Over (Under) Expenditures	 (571,487)
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**OTHER FINANCING SOURCES(USES)**

Other Financing Sources	-
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<b>Total OTHER FINANCING</b>	<b>-</b>
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**OPERATING TRANSFERS OUT**

Other Outgo	-
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<b>Total OPERATING TRANSFERS OUT</b>	<b>-</b>
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Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	  (571,487)
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**FUND BALANCE:**

<b>Fund balance, July 1</b>	1,838,043
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<b>Current Balance</b>	<b>1,266,556</b>
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