



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Tuesday, May 17, 2016

3:00 PM

Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation
Board of Directors
Quarterly Meeting
Tuesday, May 17, 2016 – 3:00 PM
Captain's Room, B-102

Agenda

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		3:00 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		3:05 PM
3.a. Approval of Minutes of the February 16, 2016 Meeting	3	
<p>A recommendation to approve the minutes of the February 16, 2016 Annual and Quarterly Meetings.</p>		
3.b. 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 February 1, 2016 through April 30, 2016.</p>		
3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	7	
<p>A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of February 1, 2016 through April 30, 2016.</p>		

	<u>Page</u>	<u>Est. Time</u>
3.d. PCPA Full-Time Employee Health Care Offering	8	
A recommendation to change the PCPA health care offering to a PPO plan for employees hired after July 1, 2016.		
4. Information Items		3:30 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 fund, Bookstore fund, PCPA fund and Student Clubs Agency fund.		
4.b. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		4:00 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 of Directors
Annual and Quarterly Regular Meeting
February 16, 2016 – 2:00 PM
Captain's Room, Building B-102
Minutes

Annual Meeting

1. Call to Order

Dr. Walthers called the meeting to order at 2:05 p.m. with the following directors present: Michael Black, Larry Lahr, Andrea Sanders, John Vilarino, and Kevin Walthers

Staff members present: Jennifer Schwartz, Tammy York

Absent: George Railey

2. Information

2.a. Appointment of Directors

Dr. Walthers reported the composition of the 2016 Auxiliary Programs Corporation Board of Directors as follows:

Kevin G. Walthers, Superintendent/President

Michael Black, Associate Superintendent/Vice President, Finance and Administration

Larry Lahr, (non-voting) trustee representative

George Railey, Jr., Associate Superintendent/Vice President, Academic Affairs

Andrea Sanders, faculty representative

John Vilarino, student representative

Introduction of student representative John Vilarino was made.

3. Action Items

3.a. Election of Officers

On a motion by Michael Black, seconded by John Vilarino, the board voted to elect Kevin G. Walthers as president, Michael Black as treasurer, and Andrea Sanders as secretary.

(Ayes: Black, Sanders, Vilarino, Walthers Noes: None N/A: Lahr Absent: Railey)

3.b. 2016 Meeting Dates

On a motion by Andrea Sanders, seconded by Michael Black, the Board voted to hold its quarterly meetings at 2:00 p.m. on May 17, August 16, and November 15, 2016.

(Ayes: Black, Sanders, Vilarino, Walthers Noes: None N/A: Lahr Absent: Railey)

Regular Meeting

4. Public Comment

No public comment was made.

5. Action Items

5.a. Minutes of the November 17, 2015 Meeting

On a motion by Michael Black, seconded by Andrea Sanders, the Board voted to approve the minutes of the November 17, 2015 meeting.

(Ayes: Black, Sanders, Vilarino, Walthers Noes: None N/A: Lahr Absent: Railey)

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

On a motion by Andrea Sanders, seconded by Michael Black, the Board voted to approve donations to PCPA of \$500 or greater made during the period of November 1, 2015 through January 31, 2016.

(Ayes: Black, Sanders, Vilarino, Walthers Noes: None N/A: Lahr Absent: Railey)

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

On a motion by Andrea Sanders, seconded by Michael Black, the Board voted to approve the public relations/advertising expenses/in-kind trade/cash sponsorships of \$500 or greater for the period November 1, 2015 through January 31, 2016.

(Ayes: Black, Sanders, Vilarino, Walthers Noes: None N/A: Lahr Absent: Railey)

6. Information

6.a. Financial Report for Auxiliary Programs

Michael Black provided background on the Athletics budget spending. There was discussion about how bringing football to campus may have incurred more expenses to the Athletics budget. Mr. Black also clarified that the financial report only shows the expenditures and does not include any revenue.

Mr. Black reviewed PCPA's December cash flow report and the bookstore's financial report for January. He noted the revenue from spring is not reflected in the report, and there are charges pending that have not yet been billed from the District to the bookstore.

7. Oral Reports

7.a. Bookstore

Tammy York provided rental book statistics for the spring semester, noting savings to students was about \$79,000. Michael Black shared information regarding the transitioning of the bookstore on March 22. Ms. York and Mr. Black explained the processes of selling the inventory and maximizing the value to sell at fair market price. The bookstore is expected to open under the new ownership on March 28.

Ms. York stressed the importance of maintaining the high-quality art supply department in the bookstore for students and community members. They are continuing to maintain customer service during the transition and will order

specialty items that cannot be purchased elsewhere locally.

Mr. Black indicated that once the Follett contract is finalized, he will share the appendix section which describes the services Follett will provide. Follett will also receive a record of past products purchased by the bookstore for reference.

PCPA

Jennifer Schwartz provided a box office sales update for *Cinderella*, *Pirates of Penzance*, and *The Glass Menagerie*, noting all shows were doing very well.

Ms. Schwartz reported PCPA is working on Season 53 and has six out of eight titles selected for the season. She shared the annual scholarship appeal is underway, and their goal is to raise \$100,000 by the end of June. Ms. Schwartz announced *The Glass Menagerie* opens on March 5, and the annual *Community Speaks* show will be March 6 at the Severson Theatre.

Dr. Walthers provided additional details regarding the upcoming meeting with PCPA and the PCPA Foundation. Consultants will come in to help understand the mission and clarify roles.

8. Adjournment

Dr. Walthers adjourned the meeting at 2:40 p.m.



To: Board of Directors		Date: May 17, 2016
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.b.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period February 1, 2016 to April 30, 2016.

Promotions and Sponsorships of \$500.00 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
New Times/Sun – Season Sponsors. Print ads for <i>The Pirates of Penzance</i> , <i>The Glass Menagerie</i> and <i>Richard III</i>	\$3,480		
The Tribune – complimentary ads for <i>The Pirates of Penzance</i> , <i>The Glass Menagerie</i> and <i>Richard III</i>	\$2,885		
Santa Ynez Valle News – Ticket back sponsorship. Print ads for <i>The Pirates of Penzance</i>	\$803		
KCOY-TV – Season Sponsor. TV ad time for <i>The Pirates of Penzance</i> and the 2016 Scholarship Appeal.	\$3,000		
KCBX – Season Sponsor. Airtime for <i>The Pirates of Penzance</i> , <i>The Glass Menagerie</i> and <i>Richard III</i>	\$2,490		
El Dorado Broadcasters – Radio airtime for <i>The Pirates of Penzance</i> promotion	\$1,500		\$300
KRTO-FM – radio airtime trade for <i>The Pirates of Penzance</i>	\$900		\$900
KJWL – radio airtime for <i>The Pirates of Penzance</i>	\$500		
Coast Hills		\$2,000	
Freeport-McMoran Oil		\$5,000	
Total	\$15,558	\$7,000	\$ 1,200

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 February 1, 2016 to April 30, 2016.

Administrator Initiating Item: J. Schwartz	Final Disposition:
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: May 17, 2016
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 1

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period February 1, 2016 to April 30, 2016.

Date	Donations \$500.00 or Greater	Amount
3/14/2016	PCPA Foundation	2,384.25
3/30/2016	PCPA Foundation	34,575.38
4/28/2016	Santa Barbara Foundation	1,000.00
4/19/2016	Marian Hancock	18,662.00
Total		56,621.63

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500.00 or greater for the period February 1, 2016 to April 30, 2016.

Administrator Initiating Item: J. Schwartz	Final Disposition:
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: May 17, 2016
From: Jennifer Schwartz		
Subject: PCPA Full-Time Employee Health Care Offering		
Reason for Board Consideration: ACTION	Item Number: 3.d.	Enclosures: Page 1 of 1

Background

PCPA's past practice has been to provide a choice for full-time employees of either a PPO or HMO health care plan. With the change to Affordable Care Act compatible plans in October 2015, the cost for the HMO plan has increased on average \$269.00 per person per year as PCPA pays the total premium.

Fiscal Impact

Annual savings of up to approximately \$269.00 per full-time employee hired.

Recommendation

Effective July 1, 2016, offer only the PPO plan to new employees. Employees hired before July 1, 2016 will retain their existing health benefit plans.

Administrator Initiating Item: J. Schwartz	Final Disposition:
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: May 17, 2016
From: Michael Black		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 4.a.	Enclosures: Page 1 of 5

Background

Attached are copies of financial statements for the following funds:

- Associated Students Trust Fund
- Student Clubs Agency Fund
- Bookstore Fund
- PCPA

The statements reflect 2015-2016 year-to-date data.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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Allan Hancock College Fiduciary Funds Group

Associated Student Body Trust

Income Statement by Fund

For Period Ending 03/31/2016

	<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	3,500	2,021	45,000	26,155	48,500	28,176
Total REVENUES	<u>3,500</u>	<u>2,021</u>	<u>45,000</u>	<u>26,155</u>	<u>48,500</u>	<u>28,176</u>
EXPENDITURES						
Supplies and Materials	32,890	19,273	122,694	80,916	155,584	100,190
Other Operating Expenses	9,610	3,601	49,353	66,027	58,963	69,628
Capital Outlay	3,300	0	0	0	3,300	0
Total EXPENDITURES	<u>45,800</u>	<u>22,875</u>	<u>172,047</u>	<u>146,943</u>	<u>217,847</u>	<u>169,819</u>
Excess of Revenues over (Under) Expenditures	(42,300)	(20,853)	(127,047)	(120,788)	(169,347)	(141,642)
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	34,515	34,515	127,047	127,487	161,562	162,002
Total OTHER FINANCING	<u>34,515</u>	<u>34,515</u>	<u>127,047</u>	<u>127,487</u>	<u>161,562</u>	<u>162,002</u>
OPERATING TRANSFERS OUT						
Other Outgo	10,250	5,600	0	0	10,250	5,600
Total OPERATING TRANSFERS OUT	<u>10,250</u>	<u>5,600</u>	<u>0</u>	<u>0</u>	<u>10,250</u>	<u>5,600</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(18,035)</u>	<u>8,062</u>	<u>0</u>	<u>6,698</u>	<u>(18,035)</u>	<u>14,760</u>
FUND BALANCE:						
Fund balance, July 1	69,343	69,343	0	0	69,343	69,343
Current balance	<u>51,308</u>	<u>77,405</u>	<u>0</u>	<u>6,698</u>	<u>51,308</u>	<u>84,103</u>

Allan Hancock College Governmental Funds Group

Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 03/31/2016

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	15,720	24,810	157.82
Total REVENUES	<u>15,720</u>	<u>24,810</u>	<u>157.82</u>
EXPENDITURES			
Supplies and Materials	14,000	4,020	28.72
Other Operating Expenses	2,000	5,181	259.06
Total EXPENDITURES	<u>16,000</u>	<u>9,202</u>	<u>57.51</u>
Excess of Revenues over (Under) Expenditures	(280)	15,607	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	1,000	4,350	435.00
Total OTHER FINANCING SOURCES(USES)	<u>1,000</u>	<u>4,350</u>	<u>435.00</u>
OPERATING TRANSFERS OUT			
Other Outgo	7,000	9,321	133.16
Total OPERATING TRANSFERS OUT	<u>7,000</u>	<u>9,321</u>	<u>133.16</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(6,280)</u>	<u>10,636</u>	
FUND BALANCE:			
Fund balance, July 1	42,350	42,350	
Current balance	<u>36,070</u>	<u>52,987</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
 ENTERPRISE FUNDS
 STATEMENT OF OPERATIONS AND RETAINED EARNINGS
 FOR PERIOD ENDING 03/31/2016

	Rounded to the Nearest Dollar		
	BOOKSTORE BUDGET	BOOKSTORE ACTUAL	% BUDGET
OPERATING REVENUES:			
Net sales	1,800,000	1,750,871	97.27%
Rental Text Income	500,000	61,045	12.21%
COST OF SALES:			
Cost of goods sold	1,436,600	1,237,628	86.15%
Gross profit on sales	863,400	574,288	66.51%
OPERATING EXPENSES:			
Salaries	525,986	296,612	56.39%
Employee benefits	141,036	73,233	51.93%
Supplies and materials	25,000	11,844	47.38%
Other Operating Expenses	177,600	242,300	136.43%
Total expenses	869,622	623,989	71.75%
Net operating income (loss)	-6,222	-49,701	798.80%
OTHER INCOME AND EXPENSE:			
Interest income	1,000	789	78.87%
Miscellaneous income	10,000	5,297	52.97%
Total other income	11,000	6,086	55.33%
Non-operating income/(loss)	11,000	6,086	
Net income (loss)	4,778	-43,615	
OTH FIN SRCS (USES):			
Transfers out	34,515	34,515	100.00%
Total oth fin srces (uses)	-34,515	-34,515	100.00%
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENSES AND OTHER USES	-29,737	-78,130	
FUND BALANCE:			
Fund balance, July 1	1,461,895	1,461,894	
Current balance	1,432,158	1,383,764	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 03/31/2016

	Rounded to the Nearest Dollar		
	PCPA BUDGET	PCPA ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
Earned income			
Ticket Revenue	1,407,324	1,309,820	93.07%
Handling	40,000	45,913	114.78%
Concessions	20,000	28,723	143.61%
Advertising	40,000	27,797	69.49%
Touring	42,350	19,167	45.26%
Other	50,000	39,531	79.06%
Total Earned Income	1,599,674	1,470,949	91.95%
Contributed Income			
Individual sources	40,000	25,993	64.98%
Fundraisers	5,000	1,250	25.00%
Corporations	40,000	16,925	42.31%
Foundations	500,000	218,734	43.75%
Total contributed income	585,000	262,902	44.94%
Allan Hancock College	<u>1,426,949</u>	<u>950,000</u>	<u>66.58%</u>
Total revenues	3,611,623	2,683,851	74.31%
EXPENSES:			
Production	1,856,292	1,688,562	90.96%
Conservatory	34,650	26,338	76.01%
Scholarships	658,359	383,591	58.26%
Administration	229,073	171,349	74.80%
Development	5,000	5,565	111.29%
Marketing	455,827	313,757	68.83%
Box office	277,278	216,372	78.03%
Concessions	12,000	12,477	103.97%
Outreach/YPP	73,963	51,172	69.19%
Total expenses	<u>3,602,442</u>	<u>2,869,183</u>	<u>79.65%</u>
EXCESS OF REVENUES OVER EXPENSES	9,181	-185,332	
Outside events (net)	0	24,891	
FUND BALANCE			
Balance, July 1	<u>211,386</u>	<u>206,103</u>	
Current balance	<u>220,567</u>	<u>45,662</u>	