



Auxiliary Programs Corporation

Board of Directors Meeting

Annual Meeting and
Quarterly Regular Meeting
Agenda

Tuesday, February 28, 2023
3:30 PM
Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



**AUXILIARY PROGRAMS CORPORATION
BOARD OF DIRECTORS**

Agenda

Annual Meeting and Quarterly Regular Meeting
Tuesday, February 28, 2023
Captain's Room, B-102

Kevin G. Walthers, Ph.D., President
Eric D. Smith, Treasurer
Robert Curry, Ph.D., Secretary
Alejandra Enciso
Fred Patrick
Ora Shrecengost

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

	<u>Page</u>	<u>Est. Time</u>
<u>Annual Meeting</u>		
1. Call to Order		3:30 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. 2023 Meeting Dates	5	
A recommendation that the board of directors hold its quarterly meetings on May 30, August 22, and November 28, 2023.		
<u>Regular Meeting</u>		
4. <u>Public Comment</u>		3:45 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 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.		

	<u>Page</u>	<u>Est. Time</u>
5. <u>Action Items</u>		3:50 PM
5.a. Minutes of the November 30, 2022 Meeting	6	
A recommendation to approve the minutes of the November 30, 2022 meeting.		
5.b. Acceptance of Cash Donations of \$500 or Greater to PCPA	9	
A recommendation to approve donations to PCPA of \$500 or greater made during the period of November 1, 2022 through January 31, 2023.		
5.c. PCPA Public Relations/Advertising Report of Expenses/ In-kind Promotions/Cash Sponsorships of \$500 or Greater	11	
A recommendation to approve the public relations/ advertising expenses/in-kind trade/cash sponsorships of \$500 or greater for the period of November 1, 2022 through January 31, 2023.		
6. <u>Information Items</u>		4:00 PM
6.a. Financial Report for Auxiliary Programs	12	
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.		
7. <u>Oral Reports</u>		4:15 PM
7.a. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
8. Adjournment		4:30 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, 2023
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 continue serving as the academic administrator for 2023.
- On a nomination from the Academic Senate, the superintendent/president reappoints Fred Patrick to continue serving as the faculty member for 2023.
- On a nomination from the Associated Student Body Government, the superintendent/president reappoints Ora Shrecengost to continue serving as the student member for the remainder of the academic year 2022-23.
- At its December 20, 2022 meeting, the Allan Hancock College Board of Trustees reappointed Alejandra Enciso to continue serving as the non-voting trustee director for 2023.

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

Kevin G. Walthers, Ph.D., superintendent/president
Eric D. Smith, associate superintendent/vice president, Finance and Administration
Robert Curry, Ph.D., associate superintendent/vice president, Academic Affairs
Alejandra Enciso, trustee representative (non-voting)
Fred Patrick, faculty representative
Ora Shrecengost, student representative

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: February 28, 2023
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."

On March 10, 2022, the officers elected were Dr. Kevin G. Walthers, president and Eric D. Smith, treasurer.

Dr. Robert Curry was elected as secretary on July 29, 2022.

Fiscal Impact

None

Recommendation

Staff recommends 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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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: February 28, 2023
From: Kevin G. Walthers		
Subject: 2023 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 30, 2023

August 29, 2023

November 28, 2023

Fiscal Impact

None

Recommendation

Staff recommends that the board of directors hold its quarterly meetings at 3:30 p.m. on May 30, August 29, and November 28, 2023.

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

Auxiliary Programs Corporation
Board of Directors
Quarterly Meeting
Wednesday, November 30, 2022

Kevin G. Walthers, Ph.D., President
Eric D. Smith, Treasurer
Robert Curry, Ph.D., Secretary
Alejandra Enciso
Ora Shrecengost

Allan Hancock College
800 S. College Drive, Santa Maria, CA 93454

Quarterly Meeting

1. Call to Order

Dr. Walthers called the meeting to order at 3:31 p.m. with the following directors present:
Robert Curry, Ora Shrecengost, Eric Smith, Kevin Walthers

Absent: Alejandra Enciso

Staff Present: Mark Booher, Kim Ensing, Fred Patrick, Jennifer Schwartz, 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 Eric Smith, the board of directors voted to approve the appointment of Fred Patrick to serve on the Auxiliary Programs Corporation Board of Directors for a one-year term as the faculty representative. (Ayes: Curry, Shrecengost, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso)

3.b. Approval of Minutes of the August 17, 2022 Meeting

On a motion by Eric Smith, seconded by Robert Curry, the board of directors voted to approve the minutes of the August 17, 2022 meeting, as submitted. (Ayes: Curry, Shrecengost, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso)

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

On a motion by Robert Curry, seconded by Eric Smith, the board of directors voted to approve donations of \$500 or greater to PCPA for the period of August 1, 2022 through October 31, 2022. (Ayes: Curry, Shrecengost, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso)

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

On a motion by Robert Curry, seconded by Eric Smith, the board of directors voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of August 1, 2022 through October 31, 2022. (Ayes: Curry, Shrecengost, Smith, Walthers; Noes: None; Concur: None; Absent: Enciso)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Keli Seyfert noted the non-cash contribution of \$5,000 is a scholarship from Follett to the Auxiliary Programs Corporation and offered to respond to questions.

Jennifer Schwartz noted a deficit balance for PCPA and explained there is a lapse in audience attendance due to the pandemic. There are income gaps in ticket sales and concessions. She said they received the California Shuttered Venue Operators Grant for \$250,000 and other donations which will help carry PCPA through the year with their deficit.

Ms. Schwartz noted *Cinderella* was close to reaching its ticket sales goal.

Trustee Enciso arrived at 3:37 p.m.

4.b. PCPA Volunteer Recognition

Jennifer Schwartz acknowledged PCPA volunteers. Dr. Walthers would like to send thank you letters to the volunteers.

4.c. Oral Reports

PCPA

Mark Booher shared the challenges of managing illnesses from COVID-19 and flu season. He said PCPA cancelled one show due to the flu amongst cast and crew members. PCPA completed their outreach tour with 46 performances of *Breaking Through* by Dr. Jimenez at 28 schools. The outreach tour also included free public performances in Guadalupe and Santa Maria. He shared the pre-production schedule for spring performances.

Mr. Booher provided a staffing update, noting 14 employees are new within the past year. He said they are excited about the progress of the new PCPA Stagecraft building and are scheduling the move between April and May. Mr. Booher added he is on a task force to manage the use of the Patty Boyd Recital Hall in the Fine Arts Complex.

ATHLETICS

Kim Ensing reported all of the fall sports have concluded. She added, every sport, except men's soccer, extended their season. She thanked Keli Seyfert's Auxiliary Accounting team for their extra work postseason. She said Hancock football won the James Cobb Strawberry Bowl. Ms. Ensing shared the coach for women's soccer, Billy Vinnedge, was selected as Coach of the Year. She noted this is the first time Hancock has had a women's golf team and they participated in a postseason game.

She announced the Toys for Tots basketball tournament is this weekend and commended the interim women's basketball coach for doing a great job. The women's basketball team is currently 5-2. Ms. Ensing was happy to share they will be adding a Math cohort to the English cohort program for athletes and added the success rates and data are undisputable. Ms. Ensing thanked Dr. Walthers for the Thanksgiving meal gift cards for students. She mentioned the concession stand at the baseball fields will be coming soon.

Ora Shrecengost shared her positive experience with student athletes in her classes and said she noticed how they support each other in their academics.

5. Adjournment

Dr. Walthers adjourned the meeting at 3:58 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: February 28, 2023
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500 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 or greater contributed to PCPA for the period of November 1, 2022 through January 31, 2023.

Date	Donations \$500 or Greater	Amount
2022-11-01	Kate & Richard Riggins	\$500.00
2022-11-01	David Mills	\$1,000.00
2022-11-02	Dr. & Mrs. Robert Hammond	\$820.00
2022-11-03	John & Katie Mankins	\$620.00
2022-11-03	Michael Burke	\$520.00
2022-11-04	Keith & Sharon Kuhlenschmidt	\$752.00
2022-11-21	Chet Boyd	\$500.00
2022-11-22	Wood-Claeysens Foundation	\$30,000.00
2022-11-23	Craig Huseth	\$2,500.00
2022-11-23	Dee Ringstead	\$2,000.00
2022-11-23	State of California/Venue Grant	\$225,000.00
2022-11-28	Ms. Nancy Stewart	\$500.00
2022-11-28	Angelica Gutierrez	\$5,000.00
2022-11-29	Brad Hinds	\$10,000.00
2022-11-30	David Mills	\$1,000.00
2022-12-01	Mr. & Mrs. Jim Alquist	\$1,000.00
2022-12-02	Michael Burke	\$520.00
2022-12-05	Mr. & Mrs. George & Jane Roach	\$2,500.00
2022-12-05	Mr. & Mrs. George & Jane Roach	\$1,000.00
2022-12-08	Ms. Cynthia Lara	\$2,500.00

(continued)

Fiscal Impact

None

Recommendation

Staff recommends that the board of directors approve PCPA's donations of \$500 or greater for the period of November 1, 2022 through January 31, 2023.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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Date	Donations \$500 or Greater	Amount
2022-12-12	Marcia Ibsen	\$6,000.00
2022-12-12	Joan G. Sargen	\$5,020.42
2022-12-12	Mr. & Mrs. Robert Hansen	\$500.00
2022-12-13	State of California/ Relief Grants Arts & Culture	\$25,000.00
2022-12-15	John & Sharon Henning	\$1,000.00
2022-12-16	Beverly Tracy	\$25,000.00
2022-12-19	Edwin & Caroline Woods	\$1,040.00
2022-12-21	Dick & Patti Melsheimer	\$6,000.00
2022-12-22	Ms. Dana Robertson	\$500.00
2023-01-09	Leslie Mosson	\$500.00
2023-01-09	Ms. Sarah Barthel	\$1,000.00
2023-01-09	John & Marcia Hischier	\$1,000.00
2023-01-09	Ms. Sally Herald	\$750.00
2023-01-09	John & Elise Gerich	\$500.00
2023-01-09	Mr. Eric Neufeld	\$1,000.00
2023-01-09	Dr. & Mrs. Michael Moats	\$500.00
2023-01-09	Wes & Kathryn Fuerch	\$1,000.00
2023-01-12	David Mills	\$1,000.00
2023-01-19	Edwin & Caroline Woods	\$500.00
2023-01-27	David Mills	\$1,000.00
	GRAND TOTAL	\$367,042.42



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: February 28, 2023
From: Jennifer Schwartz		
Subject: PCPA Public Relations/Advertising Report of Expenses/In-kind Promotions/Cash Sponsorships of \$500 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 or greater for the period of November 1, 2022 through January 31, 2023.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCBX Radio	\$1,140.00		
New Times/Sun	\$2,916.00		
TOTAL:	\$4,056.00		

Fiscal Impact

None

Recommendation

Staff recommends that the board of directors approve PCPA's promotions and sponsorships of \$500 or greater for the period of November 1, 2022 through January 31, 2023.

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

To: Board of Directors		Date: February 28, 2023
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 financial data as of December 31, 2022.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**Associated Students Trust Fund
Income Statement by Fund Type
For Period Ending 12/31/2022**

REVENUES

Athletic Entry Fees	4,725
Interest and Investment Income	67
Non Cash Contribution	5,000
Other Local Revenues	3,425
Sales and Commission	70,332
Single Tickets	17,770
Total REVENUES	101,318

EXPENDITURES

District/College Support	2,500
Dues & Memberships	2,530
Equipment Rental	228
Field Trips	71,572
Food - Business Meetings/Events	8,770
Game Personnel (Athletic Events)	48,300
Indep Contractor (Individuals)	300
Non Instr Printing	148
Office/Operational Supplies	4,001
Travel - All Travel Costs	319
Total EXPENDITURES	138,668

**Excess of Revenues Over
(Under) Expenditures** (37,350)

OTHER FINANCING SOURCES(USES)

Interfund Transfer-In District	177,047
Total OTHER FINANCING	177,047

OPERATING TRANSFERS OUT

In-Kind Student Assistance	5,000
Scholarships	143,545
Total OPERATING TRANSFERS OUT	148,545

**Excess of Revenues and Other
Financing Sources Over/(Under)** (8,848)

FUND BALANCE:

Fund Balance, July 1	389,705
Current Balance	380,857

Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 12/31/2022

REVENUES

Local Revenues	1,829,472
Total REVENUES	1,829,472

EXPENDITURES

Classified Salaries	1,425,372
Employee Benefits	310,610
Supplies and Materials	120,920
Other Operating Exp. and Services	341,380
Capital Outlay	9,148
Total EXPENDITURES	2,207,430

Excess of Revenues Over (Under) Expenditures	(377,958)
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OTHER FINANCING SOURCES(USES)

Other Financing Sources	270,000
Total OTHER FINANCING	270,000

OPERATING TRANSFERS OUT

Other Outgo	492,536
Total OPERATING TRANSFERS OUT	492,536

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(600,494)
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FUND BALANCE:

Fund balance, July 1	3,333,061
Current Balance	2,732,567