



Auxiliary Programs Corporation

Board of Directors Meeting

Annual Meeting and Quarterly
Regular Meeting Agenda

Wednesday, February 15, 2017

11:00 AM

Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation
Board of Directors
Annual Meeting and Quarterly Regular Meeting
February 15, 2017 – 11:00 AM

Agenda

Captain's Room, B-102
800 S. College Drive, Santa Maria, CA 93454

	<u>Page</u>	<u>Est. Time</u>
<u>Annual Meeting</u>		
1. Call to Order		11:00 AM
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. 2017 Meeting Dates	5	
A recommendation that the board of directors hold its quarterly meetings at 11:00 a.m. on May 17, August 16, and November 15, 2017.		
<u>Regular Meeting</u>		
4. <u>Public Comment</u>		11:15 AM
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.		

- | | | |
|------|--|----------|
| 5. | <u>Action Items</u> | 11:20 AM |
| 5.a. | Minutes of the November 30, 2016 Meeting
A recommendation to approve the minutes of the November 30, 2016 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, 2016 through January 31, 2017. | 8 |
| 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, 2016 through January 31, 2017. | 10 |
| 6. | <u>Information Items</u> | 11:40 AM |
| 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, Student Clubs Agency Fund, and PCPA Special Revenue Fund. | 11 |
| 7. | <u>Oral Reports</u> | 11:45 AM |
| 7.a. | Oral Reports

An oral update of activities will be presented for auxiliary programs. | |
| 8. | Adjournment | 12:00 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.



To: Board of Directors		Date: February 15, 2017
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 George Railey, Jr., Associate Superintendent/Vice President, Academic Affairs, to serve as the academic administrator for 2017.
- On a nomination from the Academic Senate, the superintendent/president reappoints Andrea Sanders to serve as the faculty member for 2017.
- On a nomination from the Associated Student Body Government, the superintendent/president reappoints Mia Alvara to serve as the student member for the remainder of the academic year 2016-17.
- At its December 13, 2016 meeting, the Allan Hancock College Board of Trustees appointed Jeffery Hall to be the non-voting trustee director for 2017.

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

Kevin G. Walthers, superintendent/president
Michael Black, associate superintendent/vice president, finance and administration
George Railey, Jr., associate superintendent/vice president, academic affairs
Andrea Sanders, faculty representative
Mia Alvara, student representative
Jeffery Hall, trustee representative (non-voting)

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



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: February 15, 2017
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."

Current officers are: 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:
---	--------------------



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: February 15, 2017
From: Kevin G. Walthers		
Subject: 2017 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 on Wednesdays at 11:00 a.m. on the following dates:

May 17, 2017

August 16, 2017

November 15, 2017

Fiscal Impact

None.

Recommendation

It is recommended that the board of directors hold its quarterly meetings at 11:00 a.m. on May 17, August 16, and November 15, 2017.

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



MINUTES

Auxiliary Programs Corporation Board of Directors
 Quarterly Meeting
 Wednesday, November 30, 2016 – 2:30 PM
 Captain's Room, B-102

1. Call to Order

Michael Black called the meeting to order at 2:37 p.m. with the following directors present: Mia Alvara, Michael Black, Larry Lahr, George Railey, and Andrea Sanders.

Absent: Dr. Kevin Walthers

Staff members present: Mark Booher and Jennifer Schwartz

Note taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Approval of Minutes

On a motion by Andrea Sanders, seconded by George Railey, the board voted to approve the minutes of the August 16, 2016 regular quarterly meeting.

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

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

On a motion by Andrea Sanders, seconded by George Railey, the board voted to approve donations of \$500 or greater to PCPA for the period of August 1, 2016 through October 31, 2016.

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

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

On a motion by Larry Lahr, seconded by Mia Alvara, 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, 2016 through October 31, 2016.

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

4. Information Items

4.a. Financial Report for Auxiliary Programs

Michael Black shared the financial report through September 30. He noted, this report does not reflect \$50,000 for ASBG from bookstore proceeds. It will be reflected in the next quarterly financial statement.

Mr. Black responded to questions about the bookstore contract with Follett. He shared that the contract is valid for five years and the college receives a guaranteed minimum from Follett. The bookstore had been losing money before for about three years. Mr. Black noted the biggest challenge with all the bookstores is the internet and our biggest challenges in running the bookstore were lack of economies of scale, high labor costs, and supporting an independent IT system. It was not feasible for the college to continue running the bookstore.

Jennifer Schwartz gave a report on PCPA's budget and noted as of November 29, the budget has a positive net of \$26,000, which is not reflected on the financial report through September 30. She reported that ticket sales are going well, and they had a successful event for Royce Lewellen netting about \$100,000 which exceeded the anticipated goal. PCPA is applying for grants, doing basket appeals and targeting individual giving for year-end appeals in hopes of raising some more funds.

4.b. Oral Reports

Dr. Kevin Walthers arrived at 2:47 p.m.

PCPA:

Mark Booher reported that *Beauty and the Beast* has been well-received and has met 101 percent of its revenue goal. If the remaining 900 tickets are sold, it will break the half million dollar mark at the box office, which will be a best for a single-run of a show. He also noted, *Community Speaks* has opened and had performances in the Severson Theatre and in the community. The next show will be *You Can't Take It With You*.

Mr. Black noted an injunction had been placed on the wage order for increasing the minimum wage which could have a huge impact on PCPA.

ASBG:

Mia Alvara reported that ASBG will be participating in the "Parade of Lights" Christmas parade representing the college. She also announced a stress relief event for students in collaboration with Health Services called "Jingle Bell Rock Your Finals". Mr. Black complimented ASBG for their student activities and change in campus life.

5. Adjournment

Michael Black adjourned the meeting at 2:50 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: February 15, 2017
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, 2016 to January 31, 2017.

Date	Donations \$500.00 or Greater	Amount
11/15/2016	Tim Bennett	\$ 2,500
11/28/2016	The Marclad Foundation	\$60,000
12/26/2016	Bryce Blakely	\$500
1/11/2017	Franca Bongi Lockard	\$500
12/30/2016	Katherine Burke	\$500
12/28/2016	Sorina Carabeth	\$1,000
12/20/2016	Chrissy Collins	\$2,500
12/2/2016	Polly Firestone Walker	\$13,000
12/22/2016	Janet Ford	\$500
11/7/2016	Royce Lewellen	\$1,000
11/7/2016	Community Bank of Santa Maria	\$1,560

(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, 2016 to January 31, 2017.

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

Date	Donations \$500.00 or Greater	Amount
11/7/2016	Agnes Grogan	\$1,200
12/31/2016	Marcia Hischer	\$500
11/7/2016	Marcia Ibsen	\$1,000
12/16/2016	Marcia Ibsen	\$6,100
12/23/2016	Raymond & Shirley Kimlinger	\$1,000
11/20/2016	Karen Kolba	\$500
11/23/2016	Millie Kring	\$500
12/13/2016	Vernon Madsen	\$1,000
11/7/2016	Charles Markline	\$500
11/7/2016	Allan Hancock College Foundation	\$5,000
12/16/2016	Marjorie Meli	\$600
12/27/2016	Michael Moats	\$500
12/8/2016	Kathleen Nienhouse	\$500
12/20/2016	Scott & Lisa Ramsey	\$500
11/29/2016	Kate Riggins	\$1,000
12/30/2016	Dennis D. Shepard, M.D., Inc.	\$5,000
12/28/2016	James & Nancy Vilkitis	\$2,000
Total:		\$110,960



To: Board of Directors		Date: February 15, 2017
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 \$500.00 or greater for the period November 1, 2016 to January 31, 2017.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
New Times/Sun – sponsored ads -- Beauty and the Beast	\$2,717		
The Tribune – complimentary ads – Beauty and the Beast	\$1,407		
Spectrum – Charter cable – Beauty and the Beast traded ads for tickets.	\$500		\$500
Santa Maria Chamber of Commerce – grant for ad in 2017 Santa Maria Visitor Guide		\$1,495	
KCOY – production for <i>You Can't Take It With You</i> TV ad	\$1,000		
KCOY – sponsored spots for <i>You Can't Take It With You</i>	\$600		
TOTAL:	\$6,224	\$1,495	\$500

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 November 1, 2016 to January 31, 2017.

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



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: February 15, 2017
From: Michael Black		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 6.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 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 12/31/2016

	ASBG Budget	ASBG Actual	Athletics Budget	Athletics Actual	Total Budget	Total Actual
REVENUES						
Local Revenues	1,705	1,781	30,080	16,839	31,785	18,620
Total REVENUES	<u>1,705</u>	<u>1,781</u>	<u>30,080</u>	<u>16,839</u>	<u>31,785</u>	<u>18,620</u>
EXPENDITURES						
Supplies and Materials	31,800	11,174	106,180	51,197	137,980	62,371
Other Operating Expenses	7,300	382	48,465	36,498	55,765	36,880
Capital Outlay	0	0	0	0	0	0
Total EXPENDITURES	<u>39,100</u>	<u>11,556</u>	<u>154,645</u>	<u>87,695</u>	<u>193,745</u>	<u>99,252</u>
Excess of Revenues over (Under) Expenditures	(37,395)	(9,774)	(124,565)	(70,856)	(161,960)	(80,631)
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	50,000	53,253	123,487	53,523	173,487	106,776
Total OTHER FINANCING	<u>50,000</u>	<u>53,253</u>	<u>123,487</u>	<u>53,523</u>	<u>173,487</u>	<u>106,776</u>
OPERATING TRANSFERS OUT						
Other Outgo	12,250	4,400	0	0	12,250	4,400
Total OPERATING TRANSFERS OUT	<u>12,250</u>	<u>4,400</u>	<u>0</u>	<u>0</u>	<u>12,250</u>	<u>4,400</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>355</u>	<u>39,078</u>	<u>(1,078)</u>	<u>(17,333)</u>	<u>(723)</u>	<u>21,745</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>102,656</u>	<u>2,678</u>	<u>(13,575)</u>	<u>66,610</u>	<u>89,081</u>

Allan Hancock College Governmental Funds Group

Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 12/31/2016

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	43,517	17,988	41.33
Total REVENUES	<u>43,517</u>	<u>17,988</u>	<u>41.33</u>
EXPENDITURES			
Supplies and Materials	18,000	4,326	24.03
Other Operating Expenses	13,000	4,577	35.21
Total EXPENDITURES	<u>31,000</u>	<u>8,904</u>	<u>28.72</u>
Excess of Revenues over (Under) Expenditures	12,517	9,083	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	3,750	2,400	64.00
Total OTHER FINANCING SOURCES(USES)	<u>3,750</u>	<u>2,400</u>	<u>64.00</u>
OPERATING TRANSFERS OUT			
Other Outgo	4,500	3,253	72.29
Total OPERATING TRANSFERS OUT	<u>4,500</u>	<u>3,253</u>	<u>72.29</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>11,767</u>	<u>8,230</u>	
FUND BALANCE:			
Fund balance, July 1	53,664	53,664	
Current balance	<u>65,431</u>	<u>61,894</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 12/31/2016

	Rounded to the Nearest Dollar PCPA BUDGET	PCPA ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
Earned income			
Ticket Revenue	1,680,681	1,489,094	88.60%
Handling	59,000	44,488	75.40%
Concessions	31,000	41,085	132.53%
Advertising	45,000	17,768	39.48%
Touring	40,540	18,623	45.94%
Other	46,000	7,394	16.07%
Total Earned Income	1,902,221	1,618,451	85.08%
Contributed Income			
Individual sources	70,000	171,121	244.46%
Fundraisers	100,000	74,181	74.18%
Corporations	45,000	16,100	35.78%
Foundations	662,250	122,395	18.48%
Total contributed income	877,250	383,798	43.75%
Allan Hancock College	<u>1,426,949</u>	<u>300,000</u>	<u>21.02%</u>
Total revenues	4,206,420	2,302,248	54.73%
EXPENSES:			
Production	2,161,955	1,271,850	58.83%
Conservatory	73,423	34,445	46.91%
Scholarships	709,545	473,716	66.76%
Administration	229,418	126,546	55.16%
Development	231,053	44,833	19.40%
Marketing	471,828	227,249	48.16%
Box office	296,512	168,819	56.93%
Concessions	20,200	14,128	69.94%
Outreach/YPP	11,670	33,083	283.49%
Total expenses	<u>4,205,604</u>	<u>2,394,669</u>	<u>56.94%</u>
EXCESS OF REVENUES OVER EXPENSES	816	-92,421	
Outside events (net)	0	0	
FUND BALANCE			
Balance, July 1	<u>206,844</u>	<u>206,845</u>	
Current balance	<u>207,660</u>	<u>114,424</u>	