



Auxiliary Programs Corporation

Board of Directors Meeting

Annual Meeting and Quarterly
Regular Meeting Agenda

Thursday, March 10, 2022

1:00 PM

Captain's Room, B-102



Auxiliary Programs Corporation
Board of Directors
Annual Meeting and Quarterly Regular Meeting

Thursday, March 10, 2022
1:00 PM

Allan Hancock College
800 South College Drive, Santa Maria, CA 93454
Captain's Rm., B-102

AGENDA

	<u>Page</u>	<u>Est. Time</u>
<u>Annual Meeting</u>		
1. Call to Order		1:00 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. 2022 Meeting Dates	5	
A recommendation that the board of directors hold its quarterly meetings on May 18, August 17, and November 30, 2022.		
<u>Regular Meeting</u>		
4. <u>Public Comment</u>		1:15 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>		1:20 PM
5.a. Minutes of the December 3, 2021 Meeting	6	
A recommendation to approve the minutes of the December 3, 2021 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, 2021 through January 31, 2022.		
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, 2021 through January 31, 2022.		
6. <u>Information Items</u>		1:30 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>		1:45 PM
7.a. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
8. Adjournment		2:00 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: March 10, 2022
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 2022.
- On a nomination from the Associated Student Body Government, the superintendent/president reappoints Sarai Gonzalez to serve as the student member for the remainder of the academic year 2021-22.
- At its December 14, 2021 meeting, the Allan Hancock College Board of Trustees appointed Alejandra Enciso Medina to serve as the non-voting trustee director for 2022.
- The Academic Senate has not yet made a faculty appointment for 2021-22.

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
 Alejandra Enciso Medina, trustee representative (non-voting)
 Sarai Gonzalez, student representative
 Eric D. Smith, associate superintendent/vice president, Finance and Administration

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

To: Board of Directors		Date: March 10, 2022
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."

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: March 10, 2022
From: Kevin G. Walthers		
Subject: 2022 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 18, 2022

August 17, 2022

November 30, 2022

Fiscal Impact

None

Recommendation

Staff recommends that the board of directors hold its quarterly meetings at 3:30 p.m. on May 18, August 17, and November 30, 2022.

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

Auxiliary Programs Corporation
Board of Directors
Quarterly Regular Meeting
Friday, December 3, 2021

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

1. Call to Order

Dr. Walthers called the meeting to order at 11:00 a.m. with the following directors present: Curry, Gonzalez, Hall, Walthers

Staff Present: Kim Ensing, Shelby Scott, Keli Seyfert, Jennifer Schwartz

Guest(s): Mirian Solano

Eric Smith arrived at 11:01 a.m.

Mark Booher arrived at 11:05 a.m.

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Appointment of Directors

Academic Senate has not provided a faculty representative. No action taken.

3.b. Election of Officers

No action taken.

3.c. Approval of Minutes of the September 2, 2021 Meeting

On a motion by Dr. Curry, seconded by Eric Smith, the board of directors voted to approve the minutes of the September 2, 2021 quarterly meeting. (Ayes: Curry, Gonzalez, Smith, Walthers; Noes: None; Abstain: Hall; Concur: None; Absent: None)

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

On a motion by Eric Smith, seconded by Trustee Hall, the board of directors voted to approve donations of \$500 or greater to PCPA for the period of August 1, 2021 through October 31, 2021. (Ayes: Curry, Gonzalez, Smith, Walthers; Noes: None; Concur: Hall; Absent: None)

3.e. Approval of Student Support Utilizing Follett Commissions

On a motion by Trustee Hall, seconded by Dr. Curry, the board of directors voted to approve funds received from Follett Higher Education commissions be used to support students in the AHC Foundation Hancock Promise Scholarship Program. (Ayes: Curry, Gonzalez, Smith, Walthers; Noes: None; Concur: Hall; Absent: None)

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

On a motion by Eric Smith, seconded by Dr. Curry, the board of directors voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of August 1, 2021 through October 31, 2021. (Ayes: Curry, Gonzalez, Smith, Walthers; Noes: None; Concur: Hall; Absent: None)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Keli Seyfert reviewed the income and expense statements through September 3. She compared the statement to a pre-pandemic statement and noted the fund is in an excellent position - revenues are higher, and expenses are lower.

4.b. Oral Reports

PCPA

Jennifer Schwartz reported PCPA has a budget surplus thanks to HEERF funds. She noted they have not processed any budget transfers yet. Revenues are mostly from SVOG (Shutter Venue Operator Grant), which provided over a million dollars. PCPA is anticipating having a slight surplus at the end of the year.

Ms. Schwartz provided staffing updates including a new box office manager and marketing director and shared show statistics for *The Secret Garden*, noting they are at 90 percent of their financial goal. The next show is a Shakespeare show and attendance is usually from schools, but there is concern about not reaching goals due to COVID and finding bus drivers.

She shared challenges with recruiting and hiring interns. The expectation in the industry is that interns will be paid minimum wage or provided a scholarship. This would be double than what interns are currently receiving in scholarships. The recruiting website for interns does not allow any postings unless offering an equivalent to minimum wage. She explained it will be very difficult to recruit interns for the summer unless they double scholarships. To double intern scholarships, the cost would increase by \$578,000 a year. This is an important issue because students need to be compensated with scholarships to help them with their living expenses. She mentioned Dr. Walthers and Eric Smith have been helpful and supportive in trying to figure out how to manage this process.

Trustee Hall asked about utilizing the emergency COVID funding to assist. Dr. Walthers explained the emergency funding has been allocated, but they are working on a plan to support through the general fund for the CTE program.

Mark Booher added PCPA is amid spring production. He shared managing COVID protocols has taken an enormous focus. The entire company is 100 percent vaccinated and is being tested 2-3 times a week.

ASBG

Mirian Solano reported Associated Student Body Government (ASBG) has worked hard to provide food for the students. She said they provided approximately 170 Thanksgiving meals to students and peanut butter and jelly sandwiches have been passed out on a weekly basis for the semester. She shared they will have their last meeting of the semester on Monday and will discuss events for the upcoming spring semester.

ATHLETICS

Kim Ensing reported football season has concluded, and although the college got an invitation to a bowl game, they could not accept the invitation due to injured athletes. She was happy with the season and management of COVID issues.

Ms. Ensing said they are in the middle of the women's basketball Toys-for-Tots tournament, noting this is the second indoor event hosted at the college. Managing the COVID protocols has been smoother than she had anticipated.

Ms. Ensing said Eric Smith threw the first pitch in the Bulldog World Series and thanked him for his support. Lastly, she shared Dr. Walthers is on the California Community College Athletic Association (CCCAA) board and thanked him for his time and effort to serve on the board.

5. **Adjournment**

Dr. Walthers adjourned the meeting at 11:14 a.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: March 10, 2022
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, 2021 through January 31, 2022.

Date	Donations \$500 or Greater	Amount
11/5/21	Roz & John Phillips	\$1,000
11/16/21	Joan G. Sargen	\$4,863.20
11/22/21	Priscilla & Jim Alquist	\$1,000
11/22/21	Edwin & Caroline Woods	\$1,500
11/29/21	Mr. Gerald Shaw	\$500
12/1/21	Beverly Tracy	\$25,000
12/3/21	Bonnie & Ian Jacobsen	\$750
12/3/21	Wood-Claeyssens Foundation	\$20,000
12/6/21	Sharon Voigt Damerell	\$2,080
12/6/21	John & Sharon Henning	\$1,000
12/9/21	Michael Burke	\$1,080
12/9/21	Jon & Ann Gudmunds	\$1,000
12/9/21	Dr. & Mrs. Charles & Judy Markline	\$1,000
12/9/21	Eilene Okerblom	\$1,000
12/9/21	Patrick Lind	\$1,000

(Continued)

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500 or greater for the period of November 1, 2021 through January 31, 2022.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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Date	Donations \$500 or Greater	Amount
12/9/21	Mr. Bruce Palmer	\$500
12/9/21	Steve & Cathy Pepe	\$1,000
12/10/21	Ralph Foster	\$500
12/13/21	Richard & Kate Riggins	\$500
12/13/21	Ms. Janet Ford	\$500
12/13/21	Marcia Ibsen	\$5,000
12/13/21	Sence Foundation	\$2,500
12/15/21	Mrs. Betty Ziegler	\$500
12/15/21	Jerry & Sharon Melson	\$2,500
12/20/21	Dr. Ann Foxworthy Lewellen	\$1,000
12/20/21	Ms. Sally Herald	\$750
12/21/21	Kay Blaney	\$500
12/22/21	John & Elise Gerich	\$500
12/22/21	Mr. & Mrs. George & Jane Roach	\$1,000
12/22/21	Mr. & Mrs. George & Jane Roach	\$2,500
12/22/21	Steve & Cathy Pepe	\$2,500
1/10/22	John & Marcia Hischier	\$1,000
1/10/22	Judy Frost	\$1,040
1/10/22	Steven & Shelly Brown	\$2,500
1/10/22	Klaudia Kobelt	\$520
1/10/22	Joan G. Sargen	\$500
1/10/22	James McLaughlin	\$500
1/10/22	Mr. Eric Neufeld	\$5,000
1/10/22	Valerie Pallai	\$1,000
1/10/22	Bruce & Marcia Beaudoin	\$1,000
1/10/22	Wes & Kathryn Fuerch	\$1,000
1/10/22	Mr. Jim Glines	\$500
Grand Total:		\$99,583.20



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: March 10, 2022
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, 2021 to January 31, 2022.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
New Times/Sun Newspaper- Trade Advertising	\$1,467		
Santa Maria Times -Trade Advertising	\$500		
KCOY/KKFX -Air Trade Advertising	\$1200		
TOTAL:	\$3,167		

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500 or greater for the period of November 1, 2021 to January 31, 2022.

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

To: Board of Directors		Date: March 10, 2022
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, 2021.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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Associated Students Trust Fund
Income Statement by Fund
For Period Ending 12/31/2021

REVENUES

Athletic Entry Fees	8,150
Interest and Investment Income	68
Sales and Commission	72,138
Single Tickets	14,774
Total REVENUES	95,130

EXPENDITURES

District/College Support	1,000
Dues & Memberships	2,040
Equipment Rental	233
Field Trips	64,780
Food - Business Meetings/Events	10,214
Game Personnel (Athletic Events)	38,950
Graduation Supplies	930
Non Instr Printing	127
Office/Operational Supplies	4,882
Total EXPENDITURES	123,155

**Excess of Revenues Over
(Under) Expenditures** (28,026)

OTHER FINANCING SOURCES(USES)

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

OPERATING TRANSFERS OUT

Scholarships	84,900
Total OPERATING TRANSFERS OUT	84,900

**Excess of Revenues and Other
Financing Sources Over/(Under)** **64,121**

FUND BALANCE:

Fund Balance, July 1	378,040
Current Balance	442,162

Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 12/31/2021

REVENUES	
Local Revenues	1,748,894
Total REVENUES	1,748,894
EXPENDITURES	
Classified Salaries	1,226,220
Employee Benefits	276,283
Supplies and Materials	93,598
Other Operating Exp. and Services	212,482
Capital Outlay	5,894
Total EXPENDITURES	1,814,477
Excess of Revenues Over (Under) Expenditures	(65,583)
OTHER FINANCING SOURCES(USES)	
Other Financing Sources	500,000
Total OTHER FINANCING	500,000
OPERATING TRANSFERS OUT	
Other Outgo	80,850
Total OPERATING TRANSFERS OUT	80,850
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	353,567
FUND BALANCE:	
Fund balance, July 1	2,413,433
Current Balance	2,767,000