



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly
Meeting Agenda

Wednesday, November 30, 2022

3:30 PM

Captain's Room, B-102



AUXILIARY PROGRAMS CORPORATION BOARD OF DIRECTORS

Agenda

Quarterly Meeting

Wednesday, November 30, 2022

Captain's Room, B-102

Allan Hancock College

800 South College Drive, Santa Maria, CA 93454

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

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		3:30 PM
2. Public Comment		
3. Action Items		3:35 PM
3.a. Appointment of Directors	3	
A recommendation that the board 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.		
3.b. Approval of Minutes of the August 17, 2022 Meeting	4	3:45 PM
A recommendation to approve the minutes of the August 17, 2022 quarterly meeting.		
3.c. Acceptance of Cash Donations of \$500 or Greater to PCPA	6	
A recommendation to approve donations of \$500 or greater to PCPA for the period of August 1, 2022 through October 31, 2022.		
3.d. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	8	
A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of August 1, 2022 through October 31, 2022.		
4. Information Items		4:00 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. PCPA Volunteer Recognition	12	

A report on PCPA Volunteers.

4.c. Oral Reports

An oral update of activities will be presented for auxiliary programs.

5. 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 or email Melinda Martinez at melinda.martinez1@hancockcollege.edu. 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 AGENDA ITEM

To: Board of Directors		Date: November 30, 2022
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 Academic Senate, the superintendent/president appoints Fred Patrick to serve as the faculty member for a one-year term.

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, trustee (non-voting)
 Eric D. Smith, associate superintendent/vice president, Finance and Administration
 Ora Shrecengost, student representative

Fiscal Impact

None

Recommendation

Staff recommends the board 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.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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MINUTES
 Auxiliary Programs Corporation
 Board of Directors
 Quarterly Meeting
 Wednesday, August 17, 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 3:32 p.m. with the following directors present:
 Curry, Enciso, Shrecengost, Smith, Walthers

Absent: None

Staff Present: Mark Booher, Jennifer Schwartz, Shelby Scott

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Appointment of Directors

No faculty appointment was made by the Academic Senate.

3.b. Approval of Minutes of the May 18, 2022 Meeting

On a motion by Dr. Curry, seconded by Eric Smith, the board of directors voted to approve the minutes of the May 18, 2022 meeting, as submitted. (Ayes: Curry, Shrecengost, Smith, Walthers; Noes: None; Concur: Enciso; Absent: None)

3.c. Approval of Minutes of the July 29, 2022 Special Meeting

On a motion by Eric Smith, seconded by Dr. Curry, the board of directors voted to approve the minutes of the July 29, 2022 special meeting, as submitted. (Ayes: Curry, Shrecengost, Smith, Walthers; Noes: None; Concur: Enciso; Absent: None)

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

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

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

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

4. Information Items

4.a. Financial Report for Auxiliary Programs

Eric Smith noted a record balance for PCPA of \$3.2 million and a fund balance increase for ASBG.

4.b. Oral Reports

PCPA

Mark Booher shared PCPA staffing updates and noted key positions currently vacant. He shared his efforts for recruiting new staff.

Into the Woods has opened at the Solvang Festival Theater. The project is 97 percent complete, pending technology items delayed due to supply chain issues. He described the process for changing sets between *Into the Woods* and *Native Gardens*.

Mr. Booher noted the challenges of recruiting and onboarding new staff. He thanked the HR director for her assistance in the process.

Dr. Walthers invited the entire PCPA company to attend a taco dinner on campus. He offered to assist in tearing down sets in Solvang and to send out a call for help to campus, if needed. Mr. Booher said there was help within the conservatory to tear down sets.

Jennifer Schwartz noted another challenge is hiring new staff at higher wage rates and raising current employee wages, while not bringing in a lot of revenue.

Lastly, Ms. Schwartz said *Sound of Music* made its sales goal and she is optimistic that *Into the Woods* will reach its ticket sales goal also.

ATHLETICS

Shelby Scott reported the athletics department is down four part-time faculty and the women's basketball coach hired in July has resigned. They have an interim coach in place for the season.

She shared upcoming sports events in football and soccer. She was happy to report a third athletic trainer was hired to support the student athletes.

6. Adjournment

Dr. Walthers adjourned the meeting at 3:49 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: November 30, 2022
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500 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 or greater contributed to PCPA for the period of August 1, 2022 through October 31, 2022.

Date	Donations \$500 or Greater	Amount
2022-08-01	David Mills	\$1,000.00
2022-08-04	Michael Burke	\$1,040.00
2022-08-08	Henry & Dundie Schulte	\$3,000.00
2022-08-08	Minikel Family Foundation	\$1,000.00
2022-08-10	Dr. Suzanne Levy	\$2,500.00
2022-08-12	Joseph & Annelie Purdy	\$1,000.00
2022-08-12	Clayton Marsh	\$500.00
2022-08-12	Dene & Emily Hurlbert	\$10,000.00
2022-08-12	Edwin & Caroline Woods	\$5,000.00
2022-08-12	Ron & Mary Nanning	\$2,500.00
2022-08-13	Ms. Janet Ford	\$1,000.00
2022-08-23	Russell & Denise Surber	\$1,500.00
2022-08-24	Judge Jed Q. & Diane Beebe	\$10,000.00
2022-08-24	Frances Schultz	\$500.00
2022-08-24	Dr. W. Blake Jamison	\$1,000.00
2022-08-24	Lois & Klaus Brown	\$500.00
2022-08-24	Linda Stafford Burrows	\$7,500.00
2022-08-24	Michael Ferguson	\$500.00
2022-08-26	Fred & Scheryn Pratt	\$500.00
2022-08-29	Mr. Jim Patin	\$2,500.00

(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 August 1, 2022 through October 31, 2022.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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Date	Donations \$500 or Greater	Amount
2022-08-29	Ms. D. Rosh Wright	\$2,000.00
2022-08-30	David Mills	\$1,000.00
2022-08-31	Dick & Patti Melsheimer	\$2,500.00
2022-09-06	Virginia Perry Souza	\$500.00
2022-09-08	Donna & Jack Croom	\$1,000.00
2022-09-12	Mr. Christopher Ng	\$5,000.00
2022-09-13	Patrick Lind	\$500.00
2022-09-14	Dene & Emily Hurlbert	\$50,000.00
2022-09-21	John & Lynn Sigafos	\$500.00
2022-09-22	Karen Ransome	\$2,500.00
2022-09-23	Eric Melsheimer	\$10,000.00
2022-09-27	Keith & Wendy George	\$500.00
2022-09-28	Jerry & Sharon Melson	\$2,500.00
2022-10-03	Jerry & Sharon Melson	\$1,000.00
2022-10-03	Dr. & Mrs. Charles & Judy Markline	\$620.00
2022-10-03	David Mills	\$1,000.00
2022-10-04	Karen Ransome	\$1,650.00
2022-10-05	Bill & Norma Hollowell	\$500.00
2022-10-06	Philip Morris	\$500.00
2022-10-06	Jackie Eldridge	\$2,000.00
2022-10-07	Clayton Marsh	\$1,500.00
2022-10-07	Dr. John & Judy Gainor	\$500.00
2022-10-08	Ann Gudmunds	\$500.00
2022-10-08	Jeff & Andi Portney	\$620.00
2022-10-08	Bob Kitamura	\$620.00
2022-10-08	Leslie Mosson	\$500.00
2022-10-12	Dr. John & Judy Gainor	\$1,040.00
2022-10-12	Steve & Cathy Pepe	\$2,080.00
2022-10-12	Dr. Suzanne Levy	\$620.00
2022-10-12	David & Tricia Ottesen	\$640.00
2022-10-13	Madeleine Shaw	\$800.00
2022-10-14	Dr. Susan Ziemba	\$721.00
2022-10-18	Eric Melsheimer	\$10,000.00
2022-10-20	Santa Ynez Valley Foundation	\$4,000.00
2022-10-20	Ms. Patsy Wong	\$500.00
2022-10-24	John C. Phillips	\$1,000.00
2022-10-25	Hans & Wendy Gregersen	\$500.00
2022-09-22	Santa Barbara Bowl Foundation	\$1,000.00
	GRAND TOTAL	\$165,951.00



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: November 30, 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: 3.d.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500 or greater for the period of August 1, 2022 through October 31, 2022.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
New Times/Sun (Aug/Sept)	\$2187.00		
New Times/Sun (Oct)	\$1458.00		
TOTAL:	\$3645.00		

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 August 1, 2022 through October 31, 2022.

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

To: Board of Directors		Date: November 30, 2022
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 financial data as of September 30, 2022.

Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 9/30/2022

REVENUES

Local Revenues	829,589
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Total REVENUES	829,589
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EXPENDITURES

Classified Salaries	696,020
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Employee Benefits	142,969
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Supplies and Materials	58,345
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Other Operating Exp. and Services	229,332
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Capital Outlay	7,028
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Total EXPENDITURES	1,133,694
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Excess of Revenues Over (Under) Expenditures	 (304,105)
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OTHER FINANCING SOURCES(USES)

Other Financing Sources	-
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Total OTHER FINANCING	-
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OPERATING TRANSFERS OUT

Other Outgo	399,697
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Total OPERATING TRANSFERS OUT	399,697
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Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	 (703,802)
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FUND BALANCE:

Fund balance, July 1	3,333,061
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Current Balance	2,629,259
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11
Associated Students Trust Fund
Income Statement by Fund Type
For Period Ending 09/30/2022

REVENUES

Athletic Entry Fees	2,550
Interest and Investment Income	33
Non Cash Contribution	5,000
Other Local Revenues	3,425
Sales and Commission	56,652
Single Tickets	4,613
Total REVENUES	72,273

EXPENDITURES

District/College Support	1,000
Dues & Memberships	1,805
Field Trips	37,057
Food - Business Meetings/Events	3,655
Game Personnel (Athletic Events)	17,300
Office/Operational Supplies	1,229
Total EXPENDITURES	62,046

**Excess of Revenues Over
(Under) Expenditures** 10,228

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	95,500
Total OPERATING TRANSFERS OUT	100,500

**Excess of Revenues and Other
Financing Sources Over/(Under)** **86,775**

FUND BALANCE:

Fund Balance, July 1	389,705
Current Balance	476,479



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: November 30, 2022
From: Jennifer Schwartz		
Subject: PCPA Volunteer Recognition		
Reason for Board Consideration: INFORMATION	Item Number: 4.b.	Enclosures: Page 1 of 2

Background

California Education Code 72401 and Board Policy 3900 authorize the use of volunteer aides to perform non-teaching work.

PCPA utilizes many volunteers to perform essential work such as ushering; assisting box office, production, and marketing personnel; and acting in productions that require young performers. They do not receive salaries or any other benefits available to employees of the Allan Hancock College Auxiliary Programs Corporation. However, in accordance with labor code section 3364.5, a volunteer is an employee for workers' compensation benefits.

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Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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PCPA Volunteers Who Served During FY 2021 (July 1, 2021, through June 30, 2022)

First Name	Last Name
Ainsley	Allen
Nancy	Andersen
Amber	Barnard
Phyllis	Bethel
Eileen	Blair
Valerie	Bonner
Jane	Bringley
Carolyn	Brunssen
John	Burke
Linda	Busek
James	Chestney
Joyce	Cox
Betty	Cross
Paul	Cross
Maria	Douvia
Debi	Dykzeul
Dodie	Ellis
Mona	Espinosa
Georgia	Evey
Ron	Evey
Sister Pius	Fahlstrom
Martin	Farber
Patricia	Farber
Cathy	Farley
Midori	Feldman
Donna	Finlay
Kennedy	Frick
Stephanie	Fugate
Connie	Gaffney
Joyce	Goble
Angela	Gonzales
Curt	Greenhaw
Viviana	Hall
Elizabeth	Hatcher
Pat	Hicks
Connie	Holdredge
Dorothy	Hull
Billye	Iverson

First Name	Last Name
Brenda	Judson
Molly	Kehoe
Pam	Kennington
Irene	Khayam
Louisa	Kingsley
Cheryl	Kliewer
Paul	Klock
Tricia	Kolp
Cheryl	Kruthers
Janet	Lavelle
Dee	Libis
Larry	Los
Gayle	Macias
Evelyn	MacKinnon
Laurie	Maxson
Karen	Mayes
Grace	Mendoza
Clarita	Mojica
Jacqueline	Narachi
Nika	Nishimori
Hannelore	Nixon
Bill	Ochs
Lillian	Ochs
Jessie	Oliveira
Kathleen	O'Neill
Sally	Overman
Mary	Padilla
Dennis	Pankratz
Mary Ellen	Pankratz
Louise	Perry
Donna	Peters
Linda	Peterson
Bob	Pollefeyt
Sally	Pritchard
Dianne	Raynor
Sue	Reddy
Kathleen	Remington
Rome	Richardson
Ginnie	Robertson-Boyle

First Name	Last Name
Jean	Roth
Nancy	Rust
Jill	Schaefer
Sandra	Shay
Denise	Sky
"J.P." (Joyce)	Soberanes
Pam	Sonsini
Anna	Sorenson
Michelle	Southwick
Steve	Southwick
Joyce	Starr
Danielle	Stewart
Gayle	Turner
Vickie	Villa
Sandy	Warren
Britta	Wenglowski
Anne	Whitten
Tony	Whitten
Jim	Williams
Catherine	Yonker