



800 South College Drive, Santa Maria, CA 93454

Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Friday, August 28, 2020
10:00 AM

The meeting will be conducted via Zoom:
<https://cccconfer.zoom.us/j/99469398590>



Auxiliary Programs Corporation
Board of Directors
Quarterly Meeting

Meeting to be held remotely
Friday, August 28, 2020
10:00 AM

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

In response to the Coronavirus crisis, the Governor has issued [Executive Order N-25-20](#), [Executive Order N-29-20](#), and [Executive Order N-35-20](#) modifying the Brown Act in order to facilitate essential public meetings being held through remote methods, such as telephonically or electronically. Directors and staff will attend via video conference.

The meeting will be conducted via Zoom: <https://cccconfer.zoom.us/j/99469398590>

Please note the meeting may be recorded for future viewing.

AGENDA

- | | <u>Page</u> | <u>Est. Time</u> |
|-------------------|-------------|------------------|
| 1. Call to Order | | 10:00 AM |
| 2. Public Comment | | |

Public comment on an agenda item or another topic within the jurisdiction of the board of directors must be submitted in advance, no later than one hour before the start of the meeting, on August 28, 2020, via email to: melinda.martinez1@hancockcollege.edu. Comments will be read by district staff for the record during the meeting.

Procedures

Public comment is limited to three minutes per speaker (calculated at approximately 300 words). Please submit an individual comment for each item.

Please submit the following information:

1. Name
2. Agenda Item Number
3. Comment

	<u>Page</u>	<u>Est. Time</u>
3. Action Items		10:05 AM
3.a. Approval of Minutes of the May 15, 2020 Meeting	3	
A recommendation to approve the minutes of the May 15, 2020 quarterly meeting.		
3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA	5	
A recommendation to approve donations of \$500 or greater to PCPA for the period of May 1, 2020 through July 31, 2020.		
3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	6	
A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of May 1, 2020 through July 31, 2020.		
4. Information Items		10:30 AM
4.a. Financial Report for Auxiliary Programs	7	
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	10	
A report on the PCPA Volunteers for FY20.		
4.c. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		11:00 AM
<p>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.</p>		



MINUTES
 Auxiliary Programs Corporation
 Board of Directors
 Quarterly Meeting
 May 15, 2020 – 11:00 AM

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

Due to the Coronavirus crisis and Brown Act modifications approved by Governor Newsom, the Auxiliary Programs Corporation Board of Directors meeting was held via Zoom.

1. Call to Order

Dr. Walthers called the meeting to order at 11:08 a.m. with the following directors present: Adams, Curry, Hall, Smith, Walthers

Absent: DeJesus

Staff Members Present: Mark Booher, Kim Ensing, Jennifer Schwartz, Keli Seyfert

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Minutes of the March 5, 2020 Meeting

On a motion by Dr. Curry, seconded by Kate Adams, the board voted to approve the minutes of the March 5, 2020 meeting. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

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

On a motion by Trustee Hall, seconded by Dr. Curry, the board voted to approve donations of \$500 or greater to PCPA for the period of February 1, 2020 through April 30, 2020. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

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

On a motion by Dr. Curry, seconded by Trustee Hall, the board voted to approve the public relations/advertising expenses/in-kind trade/cash sponsorships of \$500 or greater for the period February 1, 2020 through April 30, 2020. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Keli Seyfert reported the financials are good and have not been impacted by COVID-19. The drop in revenue is offset by the drop in expenditures. She offered to respond to any questions on the financial report.

4.b. Paycheck Protection Program – PCPA Foundation

Jennifer Schwartz gave an update on completing the application for the paycheck protection program. PCPA received \$463,100 to keep staff on payroll through June 30, 2020. Currently the money is a loan, however, there is criteria for the loan to turn into a grant. PCPA is prepared in case the loan needs to be paid back, but is hopeful the loan can be forgiven. Keli Seyfert offered to share information from a seminar on the guidelines of the program.

Eric Smith commended Jennifer Schwartz for capitalizing on the opportunity to apply for the program.

4.c. Oral Reports

PCPA

Mark Booher reported that Dr. Walthers, executive leadership, and the board of trustees were made aware of PCPA's decision to cancel the summer season as a continuation of cancellations from March due to the Coronavirus pandemic. PCPA is moving into planning for fall, noting all PCPA programs require face-to-face instruction. As a result, PCPA is looking at a delay of technical students returning in October 2020 and acting students returning in January 2021.

PCPA met with continuing students remotely to advise of the plans and there will be additional follow-up remote meetings with students. PCPA is continuing to plan for Season 57 for late fall and early spring 2021, with conservatory training continuing in summer 2021. Students that would have graduated in May 2021, are now projected to graduate by Labor Day 2021. Mark Booher noted the conservatory program performances have been shifted into online events. Due to licensing, the online performances are not open to the public and will be viewed as in-house PCPA studio work.

Athletics

Kim Ensing reported there are upcoming meetings of the California Community College Athletic Association (CCCAA) board to discuss the future of sports and the plan for fall. Hancock College coaches are meeting remotely every week to stay engaged with student athletes. Athletics is hosting Zoom college scholarship signings and will be congratulating 12-15 student athlete graduates, one at a time, where they will be presented with their graduation sash.

5. Adjournment

Dr. Walthers adjourned the meeting at 11:26 a.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 28, 2020
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500 or Greater to PCPA		
Reason for Board Consideration: ACTION	Item Number: 3.b.	Enclosures: Page 1 of 1

Background

Following is a list of donations of \$500 or greater contributed to PCPA for the period May 1, 2020 to July 31, 2020.

Date	Donations \$500 or Greater	Amount
2020-05-08	Joel McCormick	\$1,000
2020-05-11	David Walker	\$5,000
2020-05-14	Jean Jacoby	\$500
2020-05-18	Mr. Jeremy Carroll	\$1,000
2020-05-26	Dene & Emily Hurlbert	\$50,000
2020-05-29	Craig & Toni Kincaid	\$1,600
2020-05-30	Ms. Michael Burke	\$780
2020-05-30	Mrs. Dorothy Knight	\$500
2020-06-05	George & Jane Roach	\$2,000
2020-06-05	George & Jane Roach	\$1,000
2020-06-12	Francine Woods	\$20,000
2020-06-29	Ms. Stephanie Courtney	\$1,040
2020-07-17	Richard & Cathy Lockett	\$7,500
2020-07-17	Richard & Cathy Lockett	\$1,000
Total:		\$92,920

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 May 1, 2020 to July 31, 2020.

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

To: Board of Directors		Date: August 28, 2020
From: Jennifer Schwartz		
Subject: PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater		
Reason for Board Consideration: ACTION	Item Number: 3.c.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500 or greater for the period May 1, 2020 to July 31, 2020.

Promotions and Sponsorships of \$500 or Greater	Vendor trade/ In-kind services	Cash Sponsor	PCPA Trade
Montecito Bank		\$650	
Total:		\$650	

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 May 1, 2020 to July 31, 2020.

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

To: Board of Directors		Date: August 28, 2020
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 2019-2020 year-to-date financial data.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 6/30/2020

REVENUES

Local Revenues	2,578,147
Total REVENUES	2,578,147

EXPENDITURES

Classified Salaries	2,132,355
Employee Benefits	591,966
Supplies and Materials	146,518
Other Operating Exp. and Services	604,647
Capital Outlay	2,594
Total EXPENDITURES	3,478,080

Excess of Revenues Over (Under) Expenditures	(899,933)
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OTHER FINANCING SOURCES(USES)

Other Financing Sources	1,931,949
Total OTHER FINANCING	1,931,949

OPERATING TRANSFERS OUT

Other Outgo	441,476
Total OPERATING TRANSFERS OUT	441,476

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	590,540
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FUND BALANCE:

Fund balance, July 1	918,790
Current Balance	1,509,330

**Associated Students Trust Fund
Income Statement by Fund Type
For Period Ending 06/30/2020**

REVENUES

Athletic Entry Fees	5,850
Interest and Investment Income	93
Other Local Revenues	7,543
Sales and Commission	272,103
Single Tickets	16,411
Total REVENUES	301,999

EXPENDITURES

District/College Support	3,900
Dues & Memberships	4,133
Field Trips	89,473
Food - Business Meetings/Events	11,855
Game Personnel (Athletic Events)	38,882
Indep Contractor (Individuals)	1,600
Merchant Fees	13
Non Instr Printing	797
Office/Operational Supplies	13,167
Travel - All Travel Costs	3,871
Total EXPENDITURES	167,691

**Excess of Revenues Over
(Under) Expenditures** 134,308

OTHER FINANCING SOURCES(USES)

Interfund Transfer-In District	177,047
Intrafund Transfer-In	116,619
Total OTHER FINANCING	293,666

OPERATING TRANSFERS OUT

Intrafund Transfers-Out	116,619
Scholarships	253,670
Total OPERATING TRANSFERS OUT	370,289

**Excess of Revenues and Other
Financing Sources Over/(Under)** **57,685**

FUND BALANCE:

Fund Balance, July 1	124,691
Current Balance	182,375



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 28, 2020
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 nonteaching 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 the purpose of workers' compensation benefits.

(continued)

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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PCPA Volunteers Who Served During FY 2020 (July 1, 2019 through June 30, 2020)

Last Name	First Name
Allen	Ainsley
Andersen	Nancy
Andersen	Bill
Bethel	Phyllis
Blair	Eileen
Bonner	Valerie
Bringley	Jane
Brunssen	Carolyn
Bucton	Lillian
Busek	Linda
Camacho	Diane
Chestney	James
Clare	Pam
Cox	Joyce
Cross	Betty
Cross	Paul
Douvia	Maria
Duncan	Dianna
Dunshee	Cheryl
Dykezeul	Debi
Ellis	Dodie
Espinosa	Mona
Evey	Georgia
Evey	Ron
Fahlstrom	Sister Pius
Farber	Martin
Farber	Patricia
Farley	Cathy
Feldman	Midori
Finlay	Donna
Fouse	Paula
Fouse	Todd
Fugate	Stephanie
Fujinami	Dee
Gaffney	Connie
Goble	Joyce
Greenhaw	Curt
Hall	Viviana
Hatcher	Elizabeth
Hicks	Pat

Last Name	First Name
Hoffman	Anne
Holdredge	Connie
Hull	Dorothy
Iverson	Billye
Judson	Brenda
Kehoe	Molly
Kennington	Pam
Khayam	Irene
Kimlinger	Raymond
Kimlinger	Shirley
Kingsley	Louisa
Kliewer	Cheryl
Klock	Paul
Kolp	Tricia
Kruthers	Cheryl
Lavelle	Janet
Libis	Dee
Long	Donna
Los	Larry
Macias	Gayle
MacKinnon	Evelyn
Maxson	Laurie
Mayes	Karen
Mendoza	Grace
Mojica	Clarita
Narachi	Jacqueline
Nixon	Hannelore
Ochs	Bill
Ochs	Lillian
Oliveira	Jessie
O'Neill	Kathleen
Overman	Sally
Padilla	Mary
Pankratz	Dennis
Pankratz	Mary Ellen
Parker	Dannise
Perry	Louise
Peters	Donna
Pollefeyt	Bob
Pritchard	Sally

Last Name	First Name
Ramey	Destry
Reddy	Sue
Remington	Kathleen
Richardson	Rome
Roth	Jean
Schaefer	Jill
Shay	Sandra
Sky	Denise
Soberanes	"J.P." (Joyce)
Sobottka	Janet
Sonsini	Pam
Sorenson	Anna
Starr	Joyce
Stewart	Danielle
Tambio-Yeh	Philamer
Tognazzini	Mario O.
Velasquez	Cynthia
Villa	Vickie
Voysey	Irene
Warren	Sandy
Wenglowski	Britta
Whitten	Anne
Whitten	Tony
Williams	Jim
Wolske	Joan
Yonker	Catherine