



# Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Thursday, November 29, 2018  
2:30 PM

Building B, Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation  
Board of Directors

## AGENDA

Quarterly Meeting  
Thursday, November 29, 2018 – 2:30 p.m.

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

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		2:30 PM
2. Public Comment		
<p>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 public meetings.</p>		
3. Action Items		2:35 PM
3.a. Appointment of Directors	3	
<p>A recommendation to approve the appointments of Eric D. Smith as the ex-officio voting director of the corporation and Veronica Gonzalez as the student representative for the remainder of the 2018-19 academic year.</p>		
3.b. Approval of Minutes	4	
<p>A recommendation to approve the minutes of the August 30, 2018 regular quarterly meeting.</p>		
3.c. Acceptance of Cash Donations of \$500 or Greater to PCPA	7	
<p>A recommendation to approve donations of \$500 or greater to PCPA for the period of August 1, 2018 through October 31, 2018.</p>		

	<u>Page</u>	<u>Est. Time</u>
3.d. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	9	
<p>A recommendation 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, 2018 through October 31, 2018.</p>		
3.e. Approval of Student Support Utilizing Follett Commissions	11	
<p>A recommendation to approve funds for the commission received by Follett Higher Education be used in support of students through the AHC Foundation Hancock Promise Scholarship Program through June 30, 2021.</p>		
4. Information Items		3:00 PM
4.a. Financial Report for Auxiliary Programs	12	
<p>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.</p>		
4.b. Oral Reports		
<p>An oral update of activities will be presented for auxiliary programs.</p>		
5. Adjournment		3:30 PM
<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. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.</p>		



To: Board of Directors		Date:  November 29, 2018
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.

- The superintendent/president appoints Eric D. Smith, associate superintendent/vice president, finance and administration to serve as the ex-officio voting director of the corporation for the remainder of the 2018-19 academic year.
- On a nomination from the Associated Student Body Government, the superintendent/president appoints Veronica Gonzalez to serve as the student member for the remainder of the 2018-19 academic year.

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

- Dr. Kevin G. Walthers, superintendent/president
- Dr. Robert Curry, associate superintendent/vice president, academic affairs
- Jeffery Hall, (non-voting) trustee representative
- Andrea Sanders, faculty representative

Fiscal Impact

None.

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve the appointments of Eric D. Smith as the ex-officio voting director of the corporation and Veronica Gonzalez as the student representative for the remainder of the 2018-19 academic year.

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

Auxiliary Programs Corporation  
 Board of Directors  
 Quarterly Meeting  
 Thursday, August 30, 2018 – 3:30 PM  
 Building B, Captain's Room, B-102

1. Call to Order

Dr. Kevin Walthers called the meeting to order at 3:32 p.m. with the following directors present: Hall, Sanders, Serrano, Walthers

Staff Members Present: Mark Booher, Dr. Robert Curry, Kim, Ensing, 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 Andrea Sanders, seconded by Inri Serrano, the board voted to approve the superintendent/president's appointment of Dr. Robert Curry, associate superintendent/vice president, academic affairs to serve as the academic administrator to the Auxiliary Programs Corporation Board of Directors for the 2018-19 academic year.

(Ayes: Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: None)

3.b. Approval of Minutes of the May 10, 2018 Meeting

On a motion by Andrea Sanders, seconded by Jeffery Hall, the board voted to approve the minutes of the May 10, 2018 quarterly meeting.

(Ayes: Curry, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: None)

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

On a motion by Jeffery Hall, seconded by Andrea Sanders, the board voted to approve donations of \$500 or greater to PCPA for the period of May 1, 2018 through July 31, 2018.

(Ayes: Curry, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: None)

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

On a motion by Andrea Sanders, seconded by Jeffery Hall, the board voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of May 1, 2018 through July 31, 2018.

(Ayes: Curry, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: None)

## 3.e. Student Athlete Meal Allotment

On a motion by Andrea Sanders, seconded by Jeffery Hall, the board voted to increase the student athlete meal allotment to \$20 per student athlete.

(Ayes: Curry, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: None)

4. Information

## 4.a. Financial Report for Auxiliary Programs

Keli Seyfert reviewed the year-end financial report and noted ASBG, Athletics, and student clubs did a great job staying within their budgets. She pointed out ASBG funded \$3,500 in scholarships, and over \$16,000 went to playoff expenses for Athletics. Ms. Seyfert also shared student clubs used their startup funds and fundraised \$12,600 to give back to students in scholarships and student aid. She noted there were 34 active clubs for the year.

Jennifer Schwartz reviewed the PCPA budget and noted their deficit projections were less than the reported projections from last meeting. She commended staff for doing a great job in controlling expenses.

Dr. Walthers added this is the first time in ten years there has been a deficit at PCPA. He noted that the earned income and expenses came in at about 90 percent of what was anticipated. He commended PCPA for managing operations well. Unfortunately, the contributed income was the part that did not come in as well as hoped. He explained the decrease was related to the transition of staff from the PCPA Foundation to PCPA.

Dr. Walthers also shared that he has met with PCPA staff and the college's advancement officer to strategize how to increase revenue for next year. He noted the upcoming show *Peter Pan* will do well. Ms. Schwartz added *Mamma Mia!* came in 41 percent over goal with 18,000 guests attending.

Dr. Walthers concluded that they have been able to build a reserve balance for years such as this and the focus next year will be to look at fundraiser and corporate events.

## 4.b. PCPA Volunteer Recognition

Dr. Walthers acknowledged the PCPA volunteers.

## 4.c. PCPA Employee Handbook

Dr. Walthers noted the PCPA employee handbook is available online for employees and has been reviewed by legal counsel.

Dr. Walthers left at 3:51 p.m. Dr. Curry chaired the meeting in his absence.

## 4.d. Oral Reports

**PCPA Report**

Mark Booher shared PCPA student enrollment statistics. He noted summer season is ending and fall shows such as *Arcadia* are beginning. Mr. Booher highlighted casting and special effect details for *Peter Pan*. The show will begin during the first week of November.

Mr. Booher announced new PCPA company staff and mentioned that they also lost some staff to full-time faculty positions. He pointed out that all but one position in musical direction has been filled.

He shared how pleased they were with *Mamma Mia!*. He said the box office revenue is at 99.8 percent of the goal for Season 54, but in the fiscal year, box office revenue is only at 95 percent of the goal.

### **Athletics Report**

Kim Ensing reported the 17<sup>th</sup> annual Joe White Event was well attended, there was lots of help with the event, and proceeds were down a little this year.

She shared a soccer student's story and commended Marian Quaid-Maltagliati for her assistance in helping the student meet compliance standards. She highlighted that in the game, the student scored the winning goal and he was able to play in that game because of Ms. Quaid-Maltagliati's efforts.

### **ASBG Report**

Inri Serrano shared ASBG met and is missing six board member positions. He said they are planning Bow-WOW! and encouraged everyone to attend the event. There was a brief discussion about how to recruit more students to participate in the leadership class.

### **Trustee Report**

Trustee Hall welcomed Dr. Curry and Keli Seyfert to the committee and extended congratulations to Ms. Ensing on the soccer game win and PCPA on the *Mamma Mia!* show. He noted his attendance to *Mamma Mia!* and the Joe White event, and indicated the student athletes did a good job. Trustee Hall also mentioned he and Dr. Walthers will be attending an informational bond forum in Lompoc next month hosted by the Chamber of Commerce and AAUW.

## 5. **Adjournment**

Dr. Curry adjourned the meeting at 4:04 p.m.



## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  November 29, 2018
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500.00 or Greater to PCPA		
Reason for Board Consideration:  ACTION	Item Number:  3.c.	Enclosures:  Page 1 of 2

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period August 1, 2018 to October 31, 2018.

Date	Donations \$500.00 or Greater	Amount
8/1/2018	Ng, Daniel & Priscilla	2,500.00
8/2/2018	Minikel Family Foundation	1,000.00
8/3/2018	Melson, Jerry & Sharon	600.00
8/6/2018	Glines, Jim/Community Bank of Santa Maria	500.00
8/9/2018	Reed, Linda	500.00
8/20/2018	Gudmunds, Jon & Ann	1,000.00
8/28/2018	Beebe, Jed Q. & Diane	3,000.00
8/28/2018	Madsen, Vernon	1,000.00
8/28/2018	Melson, Jerry & Sharon	1,000.00
8/28/2018	Woods, Edwin & Caroline	1,000.00
8/30/2018	Frolli, Mark	500.00
8/30/2018	George, Kingston	500.00
9/4/2018	Markline, Charles	500.00

(Continued)

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500.00 or greater for the period August 1, 2018 to October 31, 2018.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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9/4/2018	Melsheimer, Eric/Melfred Borzall	10,000.00
9/4/2018	Mills, Albert	2,500.00
9/4/2018	Melson, Jerry & Sharon	2,500.00
9/4/2018	Wu, Seung	500.00
9/6/2018	Levy, Suzanne & Ron	2,500.00
9/6/2018	Marsh, Clayton	1,500.00
9/10/2018	Cossa, Tony & Susan	1,000.00
9/10/2018	Melsheimer, Dick & Patti	718.50
9/10/2018	Ottesen, Patricia	500.00
9/18/2018	Eldridge, Jackie	500.00
9/18/2018	Gellert-Sargen, Joan	5,000.00
9/19/2018	George, J	500.00
9/25/2018	Chenen, Art	500.00
9/26/2018	Moats, Michael	538.00
9/28/2018	Luckett, Rich & Cathy	6,000.00
9/29/2018	Freeman, Ann	546.00
9/29/2018	Grey, Diane	800.00
10/1/2018	Fuerch, Wes & Kathryn	1,000.00
10/3/2018	Guyader, Brenda	500.00
10/3/2018	Mortensen, Ky & Victoria	575.00
10/10/2018	Blanchard, Kristine	500.00
10/15/2018	Bennett, Tim & Jennifer MakePeace	500.00
10/15/2018	Osepyan, Constantine	500.00
10/16/2018	Patin, Jim	2,500.00
10/17/2018	Richie, Tim/Home Motors	1,000.00
10/18/2018	Lewellen, Royce and Ann	832.00
10/18/2018	Thiessen, Karin	1,000.00
10/26/2018	Diani, Jason	800.00
10/26/2018	Shepard, Franziska	1,000.00
<b>Total:</b>		<b>\$60,409.50</b>



To: Board of Directors		Date:  November 29, 2018
From: Jennifer Schwartz		
Subject: PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500.00 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 \$500.00 or greater for the period August 1, 2018 to October 31, 2018.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
Local Copies – trade services for ad space	\$825		\$825
New Times/Sun – season sponsor. Ad space for <i>Mamma Mia!</i> , <i>Arcadia</i> , <i>Muthaland</i> , <i>An Iliad</i> and <i>Peter Pan</i>	\$3,740		
Knight Broadcasting – ticket back sponsor. Airtime on KUHL and Mix 96 – Peter Pan	\$1,000		
Mega 96 Radio – ticket trade for airtime – Peter Pan	\$1,000		\$1,000
SB Independent – summer sponsor. Ad space for <i>Mamma Mia!</i> and <i>Arcadia</i>	\$800		
KCOY – season sponsor. Airtime for Peter Pan	\$850		
KCLU Radio – trade airtime for ad space for Arcadia	\$1,150		\$1,150

(Continued)

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500.00 or greater for the period August 1, 2018 to October 31, 2018.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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Chevron – sponsor for Peter Pan ASL performance. Recognition on flier and ad in program		\$2,000	\$500
Coast Hills – sponsor of the April 26 <sup>th</sup> performance of A Gentleman’s Guide to Love & Murder. Ad in Spring insert.		\$2,000	\$500
Chumash Casino Resort – Sponsor of Will Call Ticket Envelop		\$3,800	
Pacific Imaging (Radiology Associates) – Winter/Spring sponsor. Ad in program and ticket package		\$3,800	\$1,000
Rabobank – Season sponsor. Includes ad in Winter/Spring and Summer program and ticket package.		\$5,600	\$1,500
<b>TOTAL:</b>	<b>\$9,365</b>	<b>\$17,200</b>	<b>\$6,475</b>



To: Board of Directors		Date:  November 29, 2018
From: Eric D. Smith		
Subject: Approval of Student Support Utilizing Follett Commissions		
Reason for Board Consideration:  ACTION	Item Number:  3.e.	Enclosures:  Page 1 of 1

Background

The Auxiliary Programs Corporation and Follett Higher Education entered into a service agreement effective July 1, 2018 whereby commissions are sent directly to the Auxiliary Programs Corporation. The purpose of the agreement is to provide a means of support to students in the AHC Foundation Hancock Promise Scholarship Program. The service agreement states that the Auxiliary Programs Corporation will receive the following over the next three fiscal years:

July 1, 2018 – June 30, 2019	\$250,000
July 1, 2019 – June 30, 2020	\$225,000
July 1, 2020 – June 30, 2021	\$200,000

In order to ensure that the receipt of these funds is in compliance with state law, the auxiliary programs corporation’s board of directors and superintendent/president need to approve the use of funding received from the Follett service agreement commissions for the AHC Foundation Hancock Promise Scholarship Program.

Fiscal Impact

\$675,000 in revenue over three years.

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve funds received from Follett Higher Education commissions be used to support students in the AHC Foundation Hancock Promise Scholarship Program through June 30, 2021.

Administrator Initiating Item:  Eric D. Smith	Final Disposition:
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To: Board of Directors		Date:  November 29, 2018
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 2018-2019 year-to-date financial data.

Administrator Initiating Item:  Eric D. Smith	Final Disposition:
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Associated Students Trust Fund  
Income Statement by Fund Type  
For Period Ending 09/30/18

**REVENUES**

Athletic Entry Fees	7,900
Interest and Investment Income	8
Sales and Commission	3,260
Single Tickets	3,353
<b>Total REVENUES</b>	<b>14,521</b>

**EXPENDITURES**

Advertising	0
Contest Prizes	0
District/College Support	400
Dues & Memberships	1,365
Entertainment/Special Events	0
Facility Rental	0
Field Trips	18,803
Food - Business Meetings/Events	1,440
Food - Student Activities	0
Game Personnel (Athletic Events)	40,780
Graduation Supplies	0
Indep Contractor (Individuals)	0
Merchant Fees	3
Non Instr Printing	23
Office/Operational Supplies	2,166
Public Relations/Recognitions	0
Service Contracts (Businesses)	0
Travel - All Travel Costs	0
<b>Total EXPENDITURES</b>	<b>64,980</b>

**Excess of Revenues Over  
(Under) Expenditures**

(50,459)

**OTHER FINANCING SOURCES(USES)**

Interfund Transfer-In	70,000
Interfund Transfer-In District	107,047
<b>Total OTHER FINANCING</b>	<b>177,047</b>

**OPERATING TRANSFERS OUT**

Interfund Transfer-Out	0
Scholarships	0
<b>Total OPERATING TRANSFERS OUT</b>	<b>0</b>

**Excess of Revenues and Other**

**Financing Sources Over/(Under)** 126,588

**FUND BALANCE:**

<b>Fund Balance, July 1</b>	64,246
<b>Current Balance</b>	<b>190,834</b>

Allan Hancock College  
PCPA Fund  
Income Statement by Fund  
For Period Ending 09/30/18

<b>REVENUES</b>	
Local Revenues	1,258,210
<b>Total REVENUES</b>	<b>1,258,210</b>
<b>EXPENDITURES</b>	
Classified Salaries	534,976
Employee Benefits	140,195
Supplies and Materials	82,893
Other Operating Exp. and Services	181,221
Capital Outlay	2,362
<b>Total EXPENDITURES</b>	<b>941,647</b>
Excess of Revenues Over (Under) Expenditures	316,563
<b>OTHER FINANCING SOURCES(USES)</b>	
Other Financing Sources	18,662
<b>Total OTHER FINANCING</b>	<b>18,662</b>
<b>OPERATING TRANSFERS OUT</b>	
Other Outgo	235,521
<b>Total OPERATING TRANSFERS OUT</b>	<b>235,521</b>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	99,704
<b>FUND BALANCE:</b>	
Fund balance, July 1	410,279
Current Balance	509,983