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

800 South College Drive, Santa Maria, CA 93454
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

<table>
<thead>
<tr>
<th>Page</th>
<th>Est. Time</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1:00 PM</td>
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</tbody>
</table>

**Annual Meeting**

1. Call to Order

2. Information
   2.a. Appointment of Directors
        A report on the Superintendent/President’s appointment of directors.

3. Action Items
   3.a. Election of Officers
        A recommendation that the board of directors elect a president, treasurer, and secretary.
   3.b. 2022 Meeting Dates
        A recommendation that the board of directors hold its quarterly meetings on May 18, August 17, and November 30, 2022.

**Regular Meeting**

4. Public Comment
   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.
   1:15 PM
5. **Action Items**

5.a. Minutes of the December 3, 2021 Meeting

A recommendation to approve the minutes of the December 3, 2021 meeting.

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, 2021 through January 31, 2022.

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 of November 1, 2021 through January 31, 2022.

6. **Information Items**

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 and PCPA Special Revenue Fund.

7. **Oral Reports**

7.a. Oral Reports

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

8. **Adjournment**

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
From:    Kevin G. Walthers
Subject: Appointment of Directors

Reason for Board Consideration:
INFORMATION

Item Number:    2.a.  
Enclosures:  Page 1 of 1

Date: June 10, 2022

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
To: Board of Directors

From: Kevin G. Walthers

Subject: Election of Officers

Reason for Board Consideration: 

ACTION

Item Number: 3.a.

Enclosures:

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.
To: Board of Directors

From: Kevin G. Walthers

Subject: 2022 Meeting Dates

Date: March 10, 2022

Reason for Board Consideration:

**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:
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.
To: Board of Directors

From: Jennifer Schwartz

Subject: Acceptance of Cash Donations of $500 or Greater to PCPA

Reason for Board Consideration:

ACTION 5.b.

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.

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

(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:
<table>
<thead>
<tr>
<th>Date</th>
<th>Donations $500 or Greater</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/9/21</td>
<td>Mr. Bruce Palmer</td>
<td>$500</td>
</tr>
<tr>
<td>12/9/21</td>
<td>Steve &amp; Cathy Pepe</td>
<td>$1,000</td>
</tr>
<tr>
<td>12/10/21</td>
<td>Ralph Foster</td>
<td>$500</td>
</tr>
<tr>
<td>12/13/21</td>
<td>Richard &amp; Kate Riggins</td>
<td>$500</td>
</tr>
<tr>
<td>12/13/21</td>
<td>Ms. Janet Ford</td>
<td>$500</td>
</tr>
<tr>
<td>12/13/21</td>
<td>Marcia Ibsen</td>
<td>$5,000</td>
</tr>
<tr>
<td>12/13/21</td>
<td>Sence Foundation</td>
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<tr>
<td>12/15/21</td>
<td>Mrs. Betty Ziegler</td>
<td>$500</td>
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<tr>
<td>12/20/21</td>
<td>Dr. Ann Foxworthy Lewellen</td>
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<td>12/20/21</td>
<td>Ms. Sally Herald</td>
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<td>12/21/21</td>
<td>Kay Blaney</td>
<td>$500</td>
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<tr>
<td>12/22/21</td>
<td>John &amp; Elise Gerich</td>
<td>$500</td>
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<td>12/22/21</td>
<td>Mr. &amp; Mrs. George &amp; Jane Roach</td>
<td>$1,000</td>
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<tr>
<td>12/22/21</td>
<td>Mr. &amp; Mrs. George &amp; Jane Roach</td>
<td>$2,500</td>
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<tr>
<td>12/22/21</td>
<td>Steve &amp; Cathy Pepe</td>
<td>$2,500</td>
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<tr>
<td>1/10/22</td>
<td>John &amp; Marcia Hischier</td>
<td>$1,000</td>
</tr>
<tr>
<td>1/10/22</td>
<td>Judy Frost</td>
<td>$1,040</td>
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<tr>
<td>1/10/22</td>
<td>Steven &amp; Shelly Brown</td>
<td>$2,500</td>
</tr>
<tr>
<td>1/10/22</td>
<td>Klaudia Kobelt</td>
<td>$520</td>
</tr>
<tr>
<td>1/10/22</td>
<td>Joan G. Sargen</td>
<td>$500</td>
</tr>
<tr>
<td>1/10/22</td>
<td>James McLaughlin</td>
<td>$500</td>
</tr>
<tr>
<td>1/10/22</td>
<td>Mr. Eric Neufeld</td>
<td>$5,000</td>
</tr>
<tr>
<td>1/10/22</td>
<td>Valerie Pallai</td>
<td>$1,000</td>
</tr>
<tr>
<td>1/10/22</td>
<td>Bruce &amp; Marcia Beaudoin</td>
<td>$1,000</td>
</tr>
<tr>
<td>1/10/22</td>
<td>Wes &amp; Kathryn Fuerch</td>
<td>$1,000</td>
</tr>
<tr>
<td>1/10/22</td>
<td>Mr. Jim Glines</td>
<td>$500</td>
</tr>
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Grand Total: $99,583.20
To: Board of Directors
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

Background
Following is an update of promotions and sponsorships of $500 or greater for the period of November 1, 2021 to January 31, 2022.

<table>
<thead>
<tr>
<th>Promotions and Sponsorships of $500 or Greater</th>
<th>Vendor Trade/In-Kind Services</th>
<th>Cash Sponsor</th>
<th>PCPA Trade</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Times/Sun Newspaper- Trade Advertising</td>
<td></td>
<td>$1,467</td>
<td></td>
</tr>
<tr>
<td>Santa Maria Times -Trade Advertising</td>
<td></td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>KCOY/KKFX -Air Trade Advertising</td>
<td></td>
<td>$1200</td>
<td></td>
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<tr>
<td><strong>TOTAL:</strong></td>
<td></td>
<td><strong>$3,167</strong></td>
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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.
To: Board of Directors  
From: Eric D. Smith  
Subject: Financial Report for Auxiliary Programs  
Date: March 10, 2022

<table>
<thead>
<tr>
<th>Reason for Board Consideration:</th>
<th>Item Number:</th>
<th>Enclosures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMATION</td>
<td>6.a.</td>
<td>Page 1 of 3</td>
</tr>
</tbody>
</table>

**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.
## 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
### REVENUES

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Local Revenues</td>
<td>1,748,894</td>
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<tr>
<td><strong>Total REVENUES</strong></td>
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### EXPENDITURES

<table>
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<th>Description</th>
<th>Amount</th>
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<tr>
<td>Classified Salaries</td>
<td>1,226,220</td>
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<tr>
<td>Employee Benefits</td>
<td>276,283</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>93,598</td>
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<tr>
<td>Other Operating Exp. and Services</td>
<td>212,482</td>
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<tr>
<td>Capital Outlay</td>
<td>5,894</td>
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<td><strong>Total EXPENDITURES</strong></td>
<td>1,814,477</td>
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Excess of Revenues Over (Under) Expenditures: (65,583)

### OTHER FINANCING SOURCES (USES)

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<td>Other Financing Sources</td>
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<td><strong>Total OTHER FINANCING</strong></td>
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### OPERATING TRANSFERS OUT

<table>
<thead>
<tr>
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<th>Amount</th>
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<tbody>
<tr>
<td>Other Outgo</td>
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<tr>
<td><strong>Total OPERATING TRANSFERS OUT</strong></td>
<td>80,850</td>
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</tbody>
</table>

Excess of Revenues and Other Financing Sources Over (Under) Expenditures and Other Uses: 353,567

### FUND BALANCE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Fund balance, July 1</td>
<td>2,413,433</td>
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<tr>
<td>Current Balance</td>
<td>2,767,000</td>
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