



Auxiliary Programs Corporation

Board of Directors Meeting

Annual Meeting and Quarterly
Regular Meeting Agenda

Thursday, March 5, 2020

1:00 PM

Captain's Room, B-102



Auxiliary Programs Corporation
Board of Directors
Annual Meeting and Quarterly Regular Meeting
March 5, 2020 – 1:00 PM
Agenda

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

	<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. 2020 Meeting Dates	5	
A recommendation that the board of directors hold its quarterly meetings at 10:00 a.m. on May 15, August 28, and November 20, 2020.		
<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 Trustees. 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.		

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| 5. | <u>Action Items</u> | 1:20 PM |
| 5.a. | Minutes of the November 26, 2019 Meeting
A recommendation to approve the minutes of the November 26, 2019 meeting. | 6 |
| 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, 2019 through January 31, 2020. | 8 |
| 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 November 1, 2019 through January 31, 2020. | 10 |
| 6. | <u>Information Items</u> | 1:30 PM |
| 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. | 11 |
| 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 5, 2020
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 2020.
- On a nomination from the Academic Senate, the superintendent/president appoints Kate Adams to serve as the faculty member for 2020.
- On a nomination from the Associated Student Body Government, the superintendent/president reappoints Erica DeJesus to serve as the student member for the remainder of the academic year 2019-20.
- At its December 13, 2019 meeting, the Allan Hancock College Board of Trustees reappointed Jeffery Hall to serve as the non-voting trustee director for 2020.

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

Kevin G. Walthers, Ph.D., superintendent/president
 Kate Adams, faculty representative
 Robert Curry, Ph.D., associate superintendent/vice president, Academic Affairs
 Erica DeJesus, student representative
 Jeffery Hall, trustee representative (non-voting)
 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 5, 2020
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."

The officers for 2019 were Kevin G. Walthers, president; Eric D. Smith, treasurer; and Andrea Sanders, 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 5, 2020
From: Kevin G. Walthers		
Subject: 2020 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 10:00 a.m. on the following dates:

May 15, 2020

August 28, 2020

November 20, 2020

Fiscal Impact

None

Recommendation

Staff recommends that the board of directors hold its quarterly meetings at 10:00 a.m. on May 15, August 28, and November 20, 2020.

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

Auxiliary Programs Corporation
 Board of Directors
 Quarterly Meeting
 November 26, 2019 – 3:30 PM
 Captain's Room, B-102

1. Call to Order

Dr. Walthers called the meeting to order at 3:31 p.m. with the following directors present:
 Curry, Hall, Smith, Walthers

Director absent: Sanders

Staff Members Present: 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 Eric Smith, seconded by Jeffery Hall, the board voted to approve the appointment of Erica DeJesus as the student representative for the remainder of the 2019-20 academic year.

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

3.b. Approval of Minutes of the August 28, 2019 Regular Quarterly Meeting

On a motion by Jeffery Hall, seconded by Robert Curry, the board voted to approve the minutes of the August 28, 2019 Quarterly Meeting.

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

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

On a motion by Robert Curry, seconded by Eric Smith, the board voted to approve donations of \$500 or greater to PCPA for the period of August 1, 2019 through October 31, 2019.

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

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

On a motion by Eric Smith, seconded by Erica DeJesus, the board voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of August 1, 2019 through October 31, 2019.

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

4. Information

4.a. Financial Report for Auxiliary Programs

Keli Seyfert reported the financial statement is status quo and offered to respond to questions. She confirmed page 10 of the financial statement reflected Athletics and ASBG, and also included the Follett commissions.

Andrea Sanders arrived at 3:34 p.m.

Jennifer Schwartz noted PCPA financials are in great shape.

4.b. Oral Reports

PCPA

Jennifer Schwartz reported *The Little Mermaid* is doing fantastic and there are only 1,400 tickets left for purchase. PCPA is confident *The Little Mermaid* will meet their revenue goal. She reported the conservatory has completed casting for *Brighton Beach* and *Julius Caesar*. Ms. Schwartz shared PCPA is considering applying for a program that will assist with reviewing data on subscribers and donors.

5. Adjournment

Dr. Walthers adjourned the meeting at 3:38 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: March 5, 2020
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500.00 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 \$500.00 or greater contributed to PCPA for the period November 1, 2019 through January 31, 2020.

Date	Donations \$500.00 or Greater	Amount
11/04/2019	Firestone Walker, Inc.	\$2,000.00
11/07/2019	Vivian Dew	\$500.00
11/12/2019	Mrs. Dorothy Knight	\$500.00
11/12/2019	Doris McIntyre	\$500.00
11/12/2019	Mrs. Khay Svedas	\$500.00
11/12/2019	Francis Svedas Jr.	\$500.00
11/14/2019	Sorina Carabeth	\$2,500.00
11/18/2019	Dr. John & Judy Gainor	\$500.00
11/18/2019	Mr. & Mrs. Jim Alquist	\$500.00
11/18/2019	Mrs. Betsy Umhofer	\$500.00
11/18/2019	Mr. Donald Umhofer	\$500.00
11/20/2019	Craig & Toni Kincaid	\$900.00
12/02/2019	Russell & Denise Surber	\$1,500.00

(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 November 1, 2019 through January 31, 2020.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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12/02/2019	Bruce & Marcia Beaudoin	\$1,000.00
12/05/2019	Kathleen & Gene Nienhouse	\$520.00
12/05/2019	Wood-Claeyssens Foundation	\$20,000.00
12/05/2019	Wes & Kathryn Fuerch	\$1,000.00
12/06/2019	Chevron	\$4,000.00
12/11/2019	Ann Young	\$500.00
12/11/2019	Scott & Lisa Ramsey	\$1,000.00
12/16/2019	W. Blake Jamison, M.D.	\$1,000.00
12/16/2019	Jill Anderson and Steven Jobst	\$500.00
12/19/2019	Timothy & Cathy Davis	\$500.00
12/19/2019	George & Jane Roach	\$2,500.00
12/19/2019	Erik & Judy Frost	\$1,000.00
01/06/2020	Dr. & Mrs. Hobert Herber	\$500.00
01/06/2020	Dene & Emily Hurlbert	\$5,000.00
01/06/2020	Dick & Patti Melsheimer	\$4,000.00
01/06/2020	Franziska Shepard	\$5,000.00
01/06/2020	Margaret Hamister	\$500.00
01/06/2020	Bert & Candace Forbes	\$100.00
01/06/2020	Mrs. Helen Rose	\$500.00
01/06/2020	Lew & Genevieve Geysler	\$500.00
01/06/2020	Hans & Wendy Gregersen	\$500.00
01/06/2020	Jennifer Olivera	\$1,000.00
01/06/2020	John & Marcia Hischier	\$1,000.00
01/06/2020	Steve & Cathy Pepe	\$1,000.00
01/06/2020	Cameron Harris	\$500.00
01/06/2020	Sally & Ron Wackowski	\$1,000.00
01/14/2020	Jono Dove	\$500.00
01/27/2020	Robert Bruins Slot	\$1,000.00
01/27/2020	John & Karen Ransome	\$550.00
Total:		\$68,070.00



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: March 5, 2020
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: 5.c.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period November 1, 2019 through January 31, 2020.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
New Times/Santa Maria Sun – sponsored print ads for <i>The Little Mermaid</i> . Part of season sponsorship.	\$1,458		
KCOY – sponsored airtime for <i>The Little Mermaid and Brighton Beach Memoirs</i>	\$1,255		
Cottonwood Canyon winery – trade product for advertising in program and show tickets	\$525		\$525
TOTAL:	\$3,238		\$525

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 November 1, 2019 through January 31, 2020.

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

To: Board of Directors		Date: March 5, 2020
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 2019-2020 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 12/31/2019

REVENUES

Athletic Entry Fees	5,850
Interest and Investment Income	52
Sales and Commission	140,459
Single Tickets	9,643
Total REVENUES	156,003

EXPENDITURES

District/College Support	1,000
Dues & Memberships	2,343
Field Trips	56,411
Food - Business Meetings/Events	7,275
Game Personnel (Athletic Events)	44,968
Indep Contractor (Individuals)	1,600
Merchant Fees	13
Non Instr Printing	399
Office/Operational Supplies	8,970
Travel - All Travel Costs	889
Total EXPENDITURES	123,867

**Excess of Revenues Over
(Under) Expenditures** 32,136

OTHER FINANCING SOURCES(USES)

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

OPERATING TRANSFERS OUT

Scholarships	139,750
Total OPERATING TRANSFERS OUT	139,750

**Excess of Revenues and Other
Financing Sources Over/(Under)** **69,433**

FUND BALANCE:

Fund Balance, July 1	124,691
Current Balance	194,123

Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 12/31/2019

REVENUES

Local Revenues	1,765,004
Total REVENUES	1,765,004

EXPENDITURES

Classified Salaries	1,083,830
Employee Benefits	311,943
Supplies and Materials	202,444
Other Operating Exp. and Services	431,450
Capital Outlay	2,594
Total EXPENDITURES	2,032,261

Excess of Revenues Over (Under) Expenditures	(267,257)
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OTHER FINANCING SOURCES(USES)

Other Financing Sources	-
Total OTHER FINANCING	-

OPERATING TRANSFERS OUT

Other Outgo	364,777
Total OPERATING TRANSFERS OUT	364,777

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(632,034)
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FUND BALANCE:

Fund balance, July 1	918,790
Current Balance	286,756