



800 South College Drive, Santa Maria, CA 93454

# Auxiliary Programs Corporation

## Board of Directors Meeting

### Quarterly Meeting Agenda

Friday, May 15, 2020  
11:00 AM

The meeting will be conducted via Zoom:  
Meeting ID <https://cccconfer.zoom.us/j/99436553351>



Auxiliary Programs Corporation  
Board of Directors  
Quarterly Meeting

Meeting to be held remotely  
Friday, May 15, 2020  
11:00 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: Meeting ID <https://cccconfer.zoom.us/j/99436553351>

*Please note the meeting may be recorded for future viewing.*

## AGENDA

- |                   | <u>Page</u> | <u>Est. Time</u> |
|-------------------|-------------|------------------|
| 1. Call to Order  |             | 11:00 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 May 15, 2020, via email to: [melinda.martinez1@hancockcollege.edu](mailto: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		11:05 AM
3.a. Approval of Minutes of the March 5, 2020 Meeting	3	
A recommendation to approve the minutes of the March 5, 2020 annual and quarterly meetings.		
3.b. 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 February 1, 2020 through April 30, 2020.		
3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	7	
A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of February 1, 2020 through April 30, 2020.		
4. Information Items		11:30 AM
4.a. Financial Report for Auxiliary Programs	8	
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. Paycheck Protection Program – PCPA Foundation	11	
A report on the Paycheck Protection Program.		
4.c. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		12:00 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 or email Melinda Martinez at <a href="mailto:melinda.martinez1@hancockcollege.edu">melinda.martinez1@hancockcollege.edu</a>. 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  
 Annual Meeting and Quarterly Regular Meeting  
 March 5, 2020 – 1:00 PM  
 Captain's Room, B-102

1. Call to Order

Dr. Walthers called the meeting to order at 1:02 p.m. with the following directors present: Adams, Curry, Smith, Walthers

Staff Members Present: Jennifer Schwartz, Keli Seyfert

Note Taker: Melinda Martinez

2. Information

2.a. Appointment of Directors

Dr. Walthers gave a report on the appointment of directors and introductions were made. The new faculty representative is Kate Adams.

Trustee Hall arrived at 1:06 p.m.

3. Action Items

3.a. Election of Officers

On a motion by Dr. Curry, seconded by Trustee Hall, the board elected Dr. Walthers as president, Mr. Smith as treasurer, and Ms. Adams as secretary. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

3.b. 2020 Meeting Dates

On a motion by Dr. Curry, seconded by Eric Smith, the board of directors approved its quarterly meetings to take place at 10:00 a.m. on May 15, August 28, and November 20, 2020. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

**Regular Meeting**

4. Public Comment

No public comment was made.

5. Action Items

5.a. Minutes of the November 26, 2019 Meeting

On a motion by Eric Smith, seconded by Trustee Hall, the board voted to approve the minutes of the November 26, 2019 meeting. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

5.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 November 1, 2019 through January 31, 2020. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

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

On a motion by Kate Adams, seconded by Dr. Curry, the board voted 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. (Ayes: Adams, Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: DeJesus)

6. Information Items

6.a. Financial Report for Auxiliary Programs

Keli Seyfert reviewed the financial report and offered to respond to questions. She explained the trust fund includes the athletic program and Associated Student Body Government (ASBG).

Erica DeJesus, student representative, arrived at 1:11 p.m.

Jennifer Schwartz noted it is reflected in PCPA's financial report that no transfers have been made as of December 31, 2019, however, PCPA has made a couple of transfers from the district since then. Ms. Schwartz said she is anticipating a budget surplus barring any Coronavirus issues.

Dr. Walthers inquired about the insurance policy in case shows are canceled due to Coronavirus. Mr. Smith explained there is liability insurance, but it is unknown if a deductible would be required per show or per season of shows. He is exploring the insurance policy.

Ms. Schwartz announced PCPA received an \$18,000 grant from the California Arts Council for student matinee programs. She reported *Brighton Beach* was a great show, but only met 75 percent of its sales goal. *Julius Caesar* is currently at 80 percent of its sales goal.

7. Oral Reports

7.a. Oral Reports

Ms. Schwartz gave an update on Alcoholic Beverage Control (ABC) day licenses for PCPA use or possibly joining the winery license to serve beer and wine during the shows. She also said PCPA is looking for a new website designer to redesign their website. The cost will be \$85,000-\$110,000. Ms. Schwartz announced the annual alumni event will be hosted in Los Angeles, CA.

There were no reports from Athletics or ASBG. Dr. Walthers noted the women's basketball team had a great finish this season, beating Ventura for the first time in 20 years, and the #1 ranked Long Beach City College team in the playoffs. Men's basketball playoffs are this weekend in Los Angeles, CA.

8. Adjournment

Dr. Walthers adjourned the meeting at 1:29 p.m.



## AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  May 15, 2020
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500.00 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 \$500.00 or greater contributed to PCPA for the period February 1, 2020 to April 30, 2020.

Date	Donations \$500.00 or Greater	Amount
02/11/2020	Dr. & Mrs. Daniel Ng	\$500.00
02/11/2020	Dr. & Mrs. Daniel Ng	\$500.00
02/13/2020	Donald & Helen Jernigan	\$2,000.00
03/10/2020	Kent Homchick	\$1,000.00
03/11/2020	Jackie Eldridge	\$1,000.00
03/11/2020	Mr. & Mrs. Bryce Blakely	\$500.00
03/16/2020	Lenen Lopez	\$504.00
04/01/2020	Margaret Wilder	\$1,000.00
04/01/2020	Dr. José & Carmen Ortiz	\$500.00
04/01/2020	Dr. José & Carmen Ortiz	\$500.00
04/01/2020	Edwin & Caroline Woods	\$5,000.00
04/06/2020	Sharon Voigt Damerell	\$520.00
04/08/2020	Ms. Kimberly Nico	\$520.00
04/09/2020	Keith & Sharon Kuhlenschmidt	\$500.00
04/16/2020	Klaudia Kobelt	\$500.00
04/17/2020	Sally & Ron Wackowski	\$1,560.00
04/20/2020	Stephen & Phyllis Dorsi	\$1,000.00
04/24/2020	Susan Schultz	\$1,000.00
<b>Total:</b>		<b>\$18,604.00</b>

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 February 1, 2020 to April 30, 2020.

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

To: Board of Directors		Date:  May 15, 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:  3.c.	Enclosures:  Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period February 1, 2020 to April 30, 2020.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCBX – media season sponsorship – airtime for <i>Brighton Beach Memoirs</i> and <i>Julius Caesar</i>	\$2,090		
New Times/Santa Maria Sun newspapers – media season sponsorship – <i>Brighton Beach Memoirs</i> and <i>Julius Caesar</i>	\$2,187		
KCOY – Media Season Sponsorship – airtime for <i>Brighton Beach Memoirs</i>	\$1,000		
Chumash Casino Resort		\$11,000	
<b>TOTAL:</b>	<b>\$5,277</b>	<b>\$11,000</b>	

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.

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

To: Board of Directors		Date:  May 15, 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 3/31/2020

**REVENUES**

Local Revenues	2,220,069
<b>Total REVENUES</b>	<b>2,220,069</b>

**EXPENDITURES**

Classified Salaries	1,697,365
Employee Benefits	464,716
Supplies and Materials	270,763
Other Operating Exp. and Services	571,965
Capital Outlay	2,594
<b>Total EXPENDITURES</b>	<b>3,007,403</b>

Excess of Revenues Over (Under) Expenditures	(787,334)
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**OTHER FINANCING SOURCES(USES)**

Other Financing Sources	965,974
<b>Total OTHER FINANCING</b>	<b>965,974</b>

**OPERATING TRANSFERS OUT**

Other Outgo	418,433
<b>Total OPERATING TRANSFERS OUT</b>	<b>418,433</b>

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(239,793)
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**FUND BALANCE:**

<b>Fund balance, July 1</b>	918,790
<b>Current Balance</b>	<b>678,997</b>

Associated Students Trust Fund  
Income Statement by Fund Type  
For Period Ending 03/31/2020

**REVENUES**

Athletic Entry Fees	8,550
Interest and Investment Income	72
Other Local Revenues	7,543
Sales and Commission	221,100
Single Tickets	16,411

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<b>Total REVENUES</b>	<b>253,675</b>
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**EXPENDITURES**

District/College Support	4,400
Dues & Memberships	4,133
Field Trips	94,312
Food - Business Meetings/Events	10,462
Game Personnel (Athletic Events)	47,968
Indep Contractor (Individuals)	1,600
Merchant Fees	13
Non Instr Printing	540
Office/Operational Supplies	10,827
Travel - All Travel Costs	2,130

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<b>Total EXPENDITURES</b>	<b>176,386</b>
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**Excess of Revenues Over**

<b>(Under) Expenditures</b>	<b>77,289</b>
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**OTHER FINANCING SOURCES(USES)**

Interfund Transfer-In District	189,719
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<b>Total OTHER FINANCING</b>	<b>189,719</b>
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**OPERATING TRANSFERS OUT**

Scholarships	181,550
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<b>Total OPERATING TRANSFERS OUT</b>	<b>181,550</b>
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**Excess of Revenues and Other**

<b>Financing Sources Over/(Under)</b>	<b>85,459</b>
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**FUND BALANCE:**

<b>Fund Balance, July 1</b>	<b>124,691</b>
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<b>Current Balance</b>	<b>210,149</b>
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date:  May 15, 2020
From: Jennifer Schwartz		
Subject: Paycheck Protection Program		
Reason for Board Consideration:  INFORMATION	Item Number:  4.b.	Enclosures:  Page 1 of 1

Background

PCPA was approved for a Paycheck Protection Program loan from the Small Business Administration for \$463,100. This loan is restricted for PCPA payroll, rent, and utilities from April 20, 2020 to June 12, 2020.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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