



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Regular Meeting Agenda

Wednesday, August 28, 2019

3:30 PM

Captain's Room, B-102



Auxiliary Programs Corporation
Board of Directors
Quarterly Meeting
AGENDA
Wednesday, August 28, 2019 – 3:30 PM
Building B, Captain's Room, B-102

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		3:30 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 meetings in public.</p>		
3. Action Items		3:35 PM
3.a. Approval of Minutes of the May 15, 2019 Meeting	3	
<p>A recommendation to approve the minutes of the May 15, 2019 quarterly meeting.</p>		
3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA	5	
<p>A recommendation to approve donations of \$500 or greater to PCPA for the period of May 1, 2019 through July 31, 2019.</p>		
3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	7	
<p>A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of May 1, 2019 through July 31, 2019.</p>		
4. Information Items		4:00 PM
4.a. Financial Report for Auxiliary Programs	8	
<p>A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body Trust Fund and</p>		

	<u>Page</u>	<u>Est. Time</u>
PCPA Special Revenue Fund.		
4.b. PCPA Volunteer Recognition A report on the PCPA volunteers for FY19.	11	
4.c. Oral Reports An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		4:30 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>		



MINUTES

Auxiliary Programs Corporation

Board of Directors

Quarterly Meeting

Wednesday, May 15, 2019 – 3:30 PM

Building B, Captain's Room, B-102

1. Call to Order

Dr. Walthers called the meeting to order at 3:34 p.m. with the following directors present:
Dr. Curry, Eric Smith, Dr. Walthers

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

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Approval of Minutes of the February 28, 2019 Meeting

On a motion by Eric Smith, seconded by Dr. Curry, the board of directors voted to approve the minutes of the February 28, 2019 annual and quarterly meetings. (Ayes: Curry, Smith, Walthers; Noes: None; Absent: Hall, Sanders, Serrano)

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

On a motion by Dr. Curry, seconded by Eric Smith, the board of directors voted to approve donations of \$500 or greater to PCPA for the period of February 1, 2019 through April 30, 2019. (Ayes: Curry, Smith, Walthers; Noes: None; Absent: Hall, Sanders, Serrano)

3.c. 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 February 1, 2019 through April 30, 2019. (Ayes: Curry, Smith, Walthers; Noes: None; Absent: Hall, Sanders, Serrano)

4. Information

4.a. Financial Report for Auxiliary Programs

Ms. Seyfert reviewed the income statement for Associated Student Body Trust Fund and noted that Auxiliary Accounting Services paid out funds to the Foundation in

support of student scholarships. The commissions from Follett will support the Promise program.

There was a discussion about the funding source of the annual \$50,000 allocation to Associated Student Body Government (ASBG). Ms. Seyfert explained, due to the contractual change with Follett, the allocation for ASBG will now come from the district.

Ms. Schwartz noted as of this financial report the Pacific Conservatory Performing Arts (PCPA) had not transferred all of their funds into their budget. She shared PCPA received a very large gift from an estate donor.

Dr. Walthers noted further review of PCPA financials was needed to develop a more accurate tentative budget.

4.b. Oral Reports

Mr. Booher gave an update on PCPA staffing and indicated there will be eight vacant positions that will be filled with seasonal staff over the summer. He noted staff are leaving for higher paying jobs in lower cost-of-living areas. He added that some positions are very specialized and they are hard to recruit for in a higher cost-of-living area such as ours.

Mr. Booher shared that PCPA alumni, Patrick Page (class of 1982), has been nominated for a Tony award for best supporting performance in a musical. He also reported that PCPA has been selected as a partner theatre by the Ten Chimneys Foundation. He explained that he nominated two resident actors for a fellowship opportunity with the Ten Chimneys Foundation. One of the nominees, Kitty Balay, was selected to participate in eight days of master classes with actress Tyne Daly. He noted this fellowship is a great professional development opportunity for actors and an honor for those that are selected.

Mr. Booher said they have closed *Gentleman's Guide* and are now in conservatory with two shows playing in the Severson Theatre: *The Theory of Relativity* and *Shakespeare's A Midsummer Night's Dream*.

PCPA's graduation will be held this weekend for 30 actors and eight technicians receiving their two-year certificates, and 27 professional interns will also be celebrated. Dr. Walthers noted he will attend the graduation.

Jennifer Schwartz announced PCPA received a \$15,000 NEA grant for education and engagement programs.

5. Adjournment

Dr. Walthers adjourned the meeting at 3:56 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 28, 2019
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 2

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period May 1, 2019 to July 31, 2019.

Date	Donations \$500.00 or Greater	Amount
5/3/2019	Stephen N. Dorsi & Phyllis Dorsi	1,000.00
5/9/2019	Santa Maria Arts Council	500.00
5/13/2019	Penelope Lockridge Hartnell	500.00
5/17/2019	Margaret Hamister	500.00
5/23/2019	The Towbes Foundation	15,000.00
5/23/2019	Dene & Emily Hurlbert	60,000.00
5/23/2019	Brad & Barbara Johnson	500.00
5/28/2019	Freeport=McMoran Oil & Gas	3,000.00
5/28/2019	Seung J. & Michael J. Wu	500.00
5/29/2019	Judy & Charlie Markline	1,000.00
5/29/2019	The Edwin & Jeanne Woods Family Foundation	30,000.00
6/12/2019	Eric & Judy Frost	500.00
6/4/2019	Mr. Vernon Madsen	1,000.00
6/6/2019	Dr. Kevin Walthers & Shannon Elliott	500.00

(continued)

Fiscal Impact

None

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500.00 or greater for the period May 1, 2019 to July 31, 2019.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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6/3/2019	Peter & Patricia Benson	800.00
6/4/2019	John & Linda Sachs	800.00
6/4/2019	Rita Horn & Dennis Carson	800.00
6/10/2019	Peter & Susan Schultz	1,000.00
6/17/2019	Dr. Elizabeth Clymer	1,000.00
6/17/2019	Mark Norum	1,100.00
6/17/2019	Michael Marasco	1,784.00
6/18/2019	Mr. Philip Grant	1,700.00
6/19/2019	Dan Toomey	531.00
6/20/2019	Marcia Ibsen	5,000.00
6/21/2019	Los Olivos Rotary Club	1,000.00
7/1/2019	Monica Ferrante	11,031.00
7/3/2019	Richard & Cathy Lockett	8,500.00
7/10/2019	Ron & Mary Nanning	2,500.00
7/10/2019	Elise Roberts	2,500.00
7/11/2019	Suzanne & Ron Levy	1,250.00
7/12/2019	Patrick Lind	500.00
7/16/2019	Jerry & Sharon Melson	2,500.00
7/18/2019	Ralph & Rosalie Foster	500.00
7/18/2019	Steve & Cathy Pepe	2,500.00
7/19/2019	The Melsheimer Family	10,000.00
7/25/2019	Judge Jed Q. & Diane Beebe	3,000.00
7/29/2019	Jackie Eldridge	2,000.00
7/30/2019	Bill & Norma Hollowell	500.00
Total:		\$ 176,796.00



To: Board of Directors		Date: August 28, 2019
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 May 1, 2019 to July 31, 2019.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
Knight Broadcasting- ticket back sponsor – radio ads for Gentleman’s Guide/MDQ	\$2,300		
KCBX – Season Sponsor; ads for Gentleman’s Guide/MDQ	\$677		
New Times/Sun – Season Sponsor; ads for Gentleman’s Guide & MDQ	\$2,080		
KSBY – sponsored ads for ad buy for Gentleman’s Guide/MDQ	\$550		
KCOY – Season Sponsor; ads for Gentleman’s Guide/MDQ	\$2,250		
Mega 97.1 – radio ad trade for tickets for The Addams Family	\$760		\$760
KCLU radio – trade – airtime for Earnest ads in exchange for ad in the summer program	\$825		\$825
SB Independent – Summer sponsor; ads for Gentleman’s Guide/MDQ	\$1,218		
Noozhawk – sponsored ads for ad buy	\$545		
TOTAL:	\$11,205		\$1,585

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 of May 1, 2019 to July 31, 2019.

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

To: Board of Directors		Date: August 28, 2019
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 6/30/2019

REVENUES	
Athletic Entry Fees	9,200
Foundation Contribution	130
Fundraising	53
Interest and Investment Income	65
Other Local Revenues	8,470
Sales and Commission	204,406
Single Tickets	26,007
Total REVENUES	248,331
EXPENDITURES	
Contest Prizes	623
District/College Support	10,954
Dues & Memberships	4,028
Entertainment/Special Events	4,977
Field Trips	106,040
Food - Business Meetings/Events	20,669
Game Personnel (Athletic Events)	46,857
Graduation Supplies	413
Indep Contractor (Individuals)	610
Merchant Fees	3
Non Instr Printing	417
Office/Operational Supplies	16,498
Postage/Express Services	35
Travel - All Travel Costs	6,971
Total EXPENDITURES	219,095
Excess of Revenues Over (Under) Expenditures	29,236
OTHER FINANCING SOURCES(USES)	
Interfund Transfer-In	111,436
Interfund Transfer-In District	107,047
Total OTHER FINANCING	218,483
OPERATING TRANSFERS OUT	
Scholarships	187,275
Total OPERATING TRANSFERS OUT	187,275
Excess of Revenues and Other Financing Sources Over/(Under)	60,444
FUND BALANCE:	
Fund Balance, July 1	64,246
Current Balance	124,691

Allan Hancock College
PCPA Fund
Income Statement by Fund
For Period Ending 6/30/19

REVENUES

Local Revenues	2,909,700
Total REVENUES	2,909,700

EXPENDITURES

Classified Salaries	1,967,451
Employee Benefits	541,710
Supplies and Materials	250,615
Other Operating Exp. and Services	655,966
Capital Outlay	26,565
Total EXPENDITURES	3,442,307

Excess of Revenues Over (Under) Expenditures	(532,607)
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OTHER FINANCING SOURCES(USES)

Other Financing Sources	1,506,597
Total OTHER FINANCING	1,506,597

OPERATING TRANSFERS OUT

Other Outgo	606,964
Total OPERATING TRANSFERS OUT	606,964

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	367,026
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FUND BALANCE:

Fund balance, July 1	410,279
Current Balance	777,305



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 28, 2019
From: Jennifer Schwartz		
Subject: PCPA Volunteer Recognition		
Reason for Board Consideration: INFORMATION	Item Number: 4.b.	Enclosures: Page 1 of 4

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 2019 (July 1, 2018 through June 30, 2019)

LAST NAME	FIRST NAME
Allen	Ainsley
Andersen	Bill
Andersen	Nancy
Bareither	Lillian
Bethel	Phyllis
Blair	Eileen
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
Dykzeul	Debi
Ellis	Delores (“Dodie”)
Espinosa	Mona
Espinoza	Jaime
Evey	Georgia
Evey	Ron
Fahlstrom	Sister Pius
Fujinami	Dee
Farber	Martin
Goble	Joyce
Graham	Jami

Graham	Julia
Greenhaw	Curtis
Hatcher	Elizabeth
Hight	Martha
(Hindman)	Jessie
Hoffman	Anne
Holdredge	Connie
Hull	Dorothy
Judson	Brenda
Kennington	Pam
Kehoe	Molly
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
O'Neill	Kathleen
Padilla	Mary
Pankratz	Dennis
Pankratz	MaryEllen
Perry	Louise
Peters	Donna
Pollefeyt	Bob
Pritchard	Sally
Ramey	Destry
Reddy	Sue
Remington	Kathleen
Roth	Ellen ("Jean")
Schaefer	Jill
Shatynski	Marushka
Shay	Sandra
Sky	Denise
Soberanes	"J.P." (Joyce)
Sobottka	Janet
Sonsini	Pam
Sorenson	Anna
Stanley	Priscilla "Cylla"
Starr	Joyce
Stringham	Sandy
Tambio-Yeh	Philamer
Tognazzini	Mario O.
Vasquez	Melissa
Velasquez	Cindy
Villa	Vickie
Vincent	Rita
Voysey	Irene
Warren	Sandy
Wenglowski	Britta
Whitten	Anne
Whitten	Tony
Williams	Jim
Wolske	Joan
Yonker	Catherine