



# Auxiliary Programs Corporation

Board of Directors Meeting

Annual Meeting and Quarterly  
Regular Meeting Agenda

Friday, February 26, 2021  
10:00 AM

Zoom: <https://hancockcollege.zoom.us/j/94566006463>

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation  
Board of Directors  
Annual Meeting and Quarterly Regular Meeting

Meeting to be held remotely  
Friday, February 26, 2021  
10:00 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://hancockcollege.zoom.us/j/94566006463>**

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

## AGENDA

	<u>Page</u>	<u>Est. Time</u>
<b><u>Annual Meeting</u></b>		
1. Call to Order		10:00 AM
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. 2021 Meeting Dates	5	
A recommendation that the board of directors hold its quarterly meetings at 10:00 a.m. on May 14, August 27, and December 3, 2021.		

**Regular Meeting**

4.    Public Comment    10:15 AM

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 February 26, 2021 via email to: 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

5.    Action Items    10:20 AM

5.a.    Minutes of the November 20, 2020 Meeting    6

A recommendation to approve the minutes of the November 20, 2020 meeting.

5.b.    Acceptance of Cash Donations of \$500 or Greater to PCPA    8

A recommendation to approve donations to PCPA of \$500 or greater made during the period of November 1, 2020 through January 31, 2021.

6.    Information Items    10:30 AM

6.a.    Financial Report for Auxiliary Programs    10

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    10:45 AM

7.a.    Oral Reports

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

8.    Adjournment    11:00 AM

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:  February 26, 2021
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 2021.
- On a nomination from the Academic Senate, the superintendent/president reappoints Kate Adams to serve as the faculty member for 2021.
- On a nomination from the Associated Student Body Government, the superintendent/president reappoints Ana Rosas Pacheco to serve as the student member for the remainder of the academic year 2020-21.
- At its December 15, 2020 meeting, the Allan Hancock College Board of Trustees reappointed Jeffery Hall to serve as the non-voting trustee director for 2021.

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
- Jeffery Hall, trustee representative (non-voting)
- Ana Rosas Pacheco, student representative
- Eric D. Smith, associate superintendent/vice president, Finance and Administration

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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To: Board of Directors		Date:  February 26, 2021
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 2020 were Kevin G. Walthers, president; Eric D. Smith, treasurer; and Kate Adams, 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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To: Board of Directors		Date:  February 26, 2021
From: Kevin G. Walthers		
Subject: 2021 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 14, 2021

August 27, 2021

December 3, 2021

Fiscal Impact

None

Recommendation

Staff recommends that the board of directors hold its quarterly meetings at 10:00 a.m. on May 14, August 27, and December 3, 2021.

Administrator Initiating Item:  Kevin G. Walthers	Final Disposition:
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**MINUTES**  
Auxiliary Programs Corporation  
Board of Directors  
Quarterly Meeting  
November 20, 2020 – 1:30 PM

Allan Hancock College  
800 South College Drive, Santa Maria, CA 93454

Due to the Coronavirus crisis and Brown Act modifications approved by Governor Newsom, the Auxiliary Programs Corporation Board of Directors meeting was held via Zoom.

1. Call to Order

Dr. Walthers called the meeting to order at 1:31 p.m. with the following directors present: Curry, Hall, Smith, and Walthers

Staff Members Present: 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 Dr. Curry, seconded by Trustee Hall, the board voted to approve the appointment of Ana Rosas Pacheco as the student representative for the remainder of the 2020-21 academic year. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: Adams)

3.b. Minutes of the August 28, 2020 Meeting

On a motion by Trustee Hall, seconded by Dr. Curry, the board voted to approve the minutes of the August 28, 2020 meeting. (Ayes: Curry, Rosas Pacheco, Smith, Walthers; Noes: None; Concur: Hall; Absent: Adams)

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

On a motion by Dr. Curry, seconded by Trustee Hall, the board voted to approve donations of \$500 or greater to PCPA for the period of August 1, 2020 through October 31, 2020. (Ayes: Curry, Rosas Pacheco, Smith, Walthers; Noes: None; Concur: Hall; Absent: Adams)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Keli Seyfert reported there is minimal financial activity with the associated student trust fund. She noted that athletics is expected to resume activity in the spring and the fund

balance is still growing due to Follett bookstore commissions. She offered to respond to questions.

Jennifer Schwartz reported there is also minimal activity for PCPA. PCPA revenues are from donations, Zoom play readings, and the PCPA Strong campaign.

Dr. Walthers provided a brief overview of the Auxiliary Corporation for new student representative Rosas Pacheco. He shared how the college supports the PCPA program.

#### 4.b. Oral Reports

##### Athletics

Kim Ensing reported athletics is holding an all athlete meeting with a guest speaker to address mental health. She invited student leadership members to also attend the meeting via Zoom. She said they are learning about COVID testing procedures at other colleges. Many schools are working with companies that will bill student's insurance and if that doesn't work, they will bill the CARES Act. She noted the billing information changes daily. Ms. Ensing added she is happy the college is talking with Marian Hospital about how to partner to provide cost effective testing for the college's athletic program so they can move forward in competing.

##### PCPA

Jennifer Schwartz reviewed upcoming PCPA virtual events and noted PCPA is participating in the drive-thru Elks event, Christmas in the Country. She shared information about the fundraising event, Home for the Holidays, on December 12.

Ms. Schwartz gave an overview of the InterPlay Reading Series that took place in September and October. PCPA performed six plays in the series. She shared people from all over the world and multiple states purchased tickets for the online plays and local theatre teachers had their classes watch the plays. She noted stronger relationships were built with local community organizations by offering complimentary tickets and connections were made with six up and coming national playwrights by hosting interview sessions with the playwrights after the performances. PCPA also brought in artists outside of the company to perform in the series. The series was noted by many other companies around the country which helps PCPA's national presence.

Ms. Schwartz highlighted a few of the plays have received national attention: *Things I Know To Be True* is going to become an Amazon drama series starring Nicole Kidman; Larissa Fasthorse, playwright for *The Thanksgiving Play*, won a MacArthur Genius Grant; and *The Agitators* is getting a national podcast.

Ms. Schwartz provided attendance reports and noted the most watched show was *Mother Road*. She said marketing for *Things I Know To Be True* was challenging as there were limitations to advertising only on the Central Coast and restriction of social media use. Ms. Schwartz provided additional attendance and ticket purchasing statistics. She said PCPA received an additional \$3,500 in donations during ticket sales. The InterPlay Reading Series will resume in the spring.

#### 5. Adjournment

Dr. Walthers adjourned the meeting at 1:49 p.m.





To: Board of Directors		Date:  February 26, 2021
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 of November 1, 2020 through January 31, 2021

Date	Donations \$500.00 or Greater	Amount
11/6/20	Hans & Wendy Gregersen	\$1,000
11/18/20	Dr. Steven & Elizabeth Green	\$1,000
11/19/20	Genevieve & Lew Geysen	\$1,040
11/20/20	California Arts Council	\$16,200
11/30/20	Wood-Claeyssens Foundation	\$20,000
11/30/20	Patrick Lind	\$500
12/9/20	Mr. & Mrs. George & Jane Roach	\$500
12/12/20	Karen & Jack Mayes	\$500
12/12/20	Jerry & Sharon Melson	\$500
12/14/20	Eilene Okerblom	\$1,000
12/14/20	Kathleen & Gene Nienhouse	\$520

(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 of November 1, 2020 through January 31, 2021.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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<b>Date</b>	<b>Donations \$500.00 or Greater</b>	<b>Amount</b>
12/15/20	Edwin & Caroline Woods	\$1,500
12/15/20	Beverly Tracy	\$25,000
12/15/20	Richard & Kate Riggins	\$500
12/18/20	Dene & Emily Hurlbert	\$10,000
12/18/20	William Clewell	\$500
12/18/20	Marcia Ibsen	\$5,000
1/4/21	John & Sharon Henning	\$1,000
1/4/21	Ralph Foster	\$500
1/4/21	Robert Bruins Slot	\$1,040
1/4/21	Mr. Jeremy Carroll	\$500
1/4/21	Dr. José & Carmen Ortiz	\$520
1/4/21	Mr. & Mrs. Art Chenen	\$500
1/4/21	Judy & Michael Galloway	\$1,040
1/4/21	Cameron Harris	\$500
1/4/21	John & Marcia Hischier	\$1,000
1/4/21	Michael & Susan Leedom	\$1,000
1/4/21	Mr. Roger Hall	\$750
1/6/21	Jennifer Olivera	\$1,000
1/6/21	Karen Ransome	\$1,000
1/6/21	David & Wanda Mills	\$1,500
1/6/21	Sorina Carabeth	\$2,500
1/6/21	Wes & Kathryn Fuerch	\$1,000
1/6/21	Mr. & Mrs. Robert Miller	\$500
1/6/21	Mr. & Mrs. Brian & Linda Tedsen	\$500
1/6/21	John & Kathryn Wrench	\$500
1/6/21	Dick & Patti Melsheimer	\$5,000
1/6/21	Donald & Helen Jernigan	\$2,000
1/25/21	Mrs. Ann Little	\$1,300
<b>GRAND TOTAL</b>		<b>\$110,410</b>



To: Board of Directors		Date:  February 26, 2021
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 2020-2021 year-to-date financial data.

Administrator Initiating Item:  Eric D. Smith	Final Disposition:
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**Associated Students Trust Fund  
Income Statement  
Period Ending 12/31/2020**

**REVENUES**

Interest and Investment Income	105
Sales and Commission	62,122
<b>Total REVENUES</b>	<b>62,227</b>

**EXPENDITURES**

Contest Prizes	133
District/College Support	2,047
Dues & Memberships	1,883
Field Trips	(400)
Food - Business Meetings/Events	4,167
Game Personnel (Athletic Events)	650
Office/Operational Supplies	2,996
<b>Total EXPENDITURES</b>	<b>11,476</b>

<b>Excess of Revenues Over (Under) Expenditures</b>	<b>50,751</b>
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**OTHER FINANCING SOURCES(USES)**

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

**OPERATING TRANSFERS OUT**

Scholarships	78,300
<b>Total OPERATING TRANSFERS OUT</b>	<b>78,300</b>

<b>Excess of Revenues and Other Financing Sources Over/(Under)</b>	<b>149,498</b>
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**FUND BALANCE:**

<b>Fund Balance, July 1</b>	<b>182,254</b>
<b>Current Balance</b>	<b>331,751</b>

Allan Hancock College  
PCPA Fund  
Income Statement by Fund  
For Period Ending 12/31/2020

<b>REVENUES</b>	
Local Revenues	321,352
<b>Total REVENUES</b>	321,352
 <b>EXPENDITURES</b>	
Classified Salaries	1,123,841
Employee Benefits	247,382
Supplies and Materials	4,254
Other Operating Exp. and Services	70,737
Capital Outlay	284
<b>Total EXPENDITURES</b>	1,446,498
 Excess of Revenues Over (Under) Expenditures	 (1,125,146)
 <b>OTHER FINANCING SOURCES(USES)</b>	
Other Financing Sources	-
<b>Total OTHER FINANCING</b>	-
 <b>OPERATING TRANSFERS OUT</b>	
Other Outgo	-
<b>Total OPERATING TRANSFERS OUT</b>	-
 Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	  (1,125,146)
 <b>FUND BALANCE:</b>	
Fund balance, July 1	1,838,043
Current Balance	712,897