



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Regular Meeting Agenda

Friday, December 3, 2021

11:00 AM

Captain's Rm., B-102

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



**AUXILIARY PROGRAMS CORPORATION
BOARD OF DIRECTORS**

Agenda

Quarterly Meeting
Friday, December 3, 2021
Captain's Room, B-102

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

Kevin G. Walthers, Ph.D., President
Eric D. Smith, Treasurer
Robert Curry, Ph.D.
Jeffery C. Hall
Sarai Gonzalez

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		11:00 AM
2. Public Comment		
3. Action Items		11:05 AM
3.a. Appointment of Directors	3	
A recommendation may be made that the board of directors appoint a faculty representative to serve on the Auxiliary Programs Corporation Board of Directors for a one-year term. If a recommendation is made, a revised agenda item will be presented.		
3.b. Election of Officers	4	
A recommendation may be made that the board of directors elect a secretary to serve a one-year term. If a recommendation is made, a revised agenda item will be presented.		
3.c. Approval of Minutes of the September 2, 2021 Meeting	5	
A recommendation to approve the minutes of the September 2, 2021 quarterly meeting.		
3.d. Acceptance of Cash Donations of \$500 or Greater to PCPA	8	
A recommendation to approve donations of \$500 or greater to PCPA for the period of August 1, 2021 through October 31, 2021.		

	<u>Page</u>	<u>Est. Time</u>
3.e. Approval of Student Support Utilizing Follett Commissions	10	
A recommendation that the Auxiliary Programs Corporation Board of Directors approve funds received from Follett Higher Education commissions be used to support students in the AHC Foundation Hancock Promise Scholarship Program.		
3.f. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	11	
A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of August 1, 2021 through October 31, 2021.		
4. Information Items		11:30 AM
4.a. Financial Report for Auxiliary Programs	12	
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. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		12:00 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 or email Melinda Martinez at melinda.martinez1@hancockcollege.edu. Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: December 3, 2021
From: Kevin G. Walthers		
Subject: Appointment of Directors		
Reason for Board Consideration: ACTION	Item Number: 3.a.	Enclosures: Page 1 of 1

A recommendation may be made that the board of directors appoint a faculty representative to serve on the Auxiliary Programs Corporation Board of Directors for a one-year term. If a recommendation is made, a revised agenda item will be presented.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: December 3, 2021
From: Kevin G. Walthers		
Subject: Election of Officers		
Reason for Board Consideration: ACTION	Item Number: 3.b.	Enclosures: Page 1 of 1

A recommendation may be made that the board of directors elect a secretary to serve a one-year term. If a recommendation is made, a revised agenda item will be presented.

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

Auxiliary Programs Corporation
Board of Directors
Quarterly Regular Meeting
September 2, 2021 – 10:00 AM

Allan Hancock College
800 S. College Drive, Santa Maria, CA 93454

1. Call to Order

Dr. Walthers called the meeting to order at 10:00 a.m. with the following directors present: Curry, Smith, Walthers

Staff Present: Kim Ensing, Jennifer Schwartz, Keli Seyfert

Guest(s): Sarai Gonzalez, Mirian Solano

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 Dr. Robert Curry, the board of directors voted to approve the appointment of Sarai Gonzalez to serve as the student member to the Auxiliary Programs Corporation Board of Directors for the 2021-22 academic year. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: None; Absent: Adams, Hall)

3.b. Minutes of the June 11, 2021 Meeting

On a motion by Dr. Curry, seconded by Eric Smith, the board of directors voted to approve the minutes of the June 11, 2021 meeting. (Ayes: Curry, Gonzalez, Smith, Walthers; Noes: None; Concur: None; Absent: Adams, Hall)

3.c. 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 May 1, 2021 through July 31, 2021. (Ayes: Curry, Gonzalez, Smith, Walthers; Noes: None; Concur: None; Absent: Adams, Hall)

Trustee Hall joined the meeting by phone at 10:06 a.m.

4. Information Items

4.a. Financial Report for Auxiliary Programs

Keli Seyfert provided a brief review of the financial report. She shared ASBG chartered 20 clubs and had a major event. Revenues from Follett commissions have been posted and the expenditures have been very low due to lower activity. She also noted, over \$19,000 dollars in lost revenue was captured from HEERF funds. Ms. Seyfert highlighted funding that went from ASB and Follett commissions to the AHC Foundation Hancock Promise Scholarship Program.

Jennifer Schwartz reviewed PCPA's financial report, noting there was a slight surplus. She also shared PCPA received forgiveness on the PPE loans.

4.b. PCPA Volunteer Recognition

Dr. Walthers recognized the PCPA volunteers listed.

4.c. Oral Reports

ATHLETICS

Kim Ensing announced the first home football game will be this Saturday, pending the outcome of the Covid tests. Men's and Women's soccer will also play this week. She noted the athletics fund balance will start seeing activity this year. Ms. Ensing reported all football tickets are going to be processed electronically and thanked Keli Seyfert and Shelby Scott for their work on that process, which will help with handling less cash.

Dr. Walthers shared with the student representatives that students receive free entry to sporting events.

ASBG

Mirian Solano shared upcoming ASBG events such as Bow-WOW and Constitution Day. She said the new student body officers have been sworn in.

PCPA

Jennifer Schwartz shared show and ticket sales information for *Lady Day* in Solvang. Attendance has been less due to the attributing factors of Covid and increasing tourism costs in Solvang and Buellton.

Ms. Schwartz shared the students have returned and staff are excited to have the students back. She said sales goals will be lower due to the uncertainty of the impact due to Covid and there will be fewer shows due to the Solvang Theaterfest construction. She reviewed upcoming plays and the Interplay series targeted to Zoom audiences.

Ms. Schwartz discussed grant and financial opportunities and the need for a redesign of the website. She noted Equity, Diversity and Inclusion training was introduced to the students and reviewed staffing changes and hiring needs.

Dr. Walthers asked about in-person theatre protocols to attend shows. Ms. Schwartz said they are working with Associate Superintendent Smith and Human Resources Director, Ruben Ramirez for information. Dr. Walthers noted other event venues are requiring masks, proof of vaccination, or a negative test. Further discussion will be held to determine which protocols will need to be followed to attend PCPA shows and indoor athletic events.

5. Adjournment

Dr. Walthers adjourned the meeting at 10:20 a.m.



To: Board of Directors		Date: December 3, 2021
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500.00 or Greater to PCPA		
Reason for Board Consideration: ACTION	Item Number: 3.d.	Enclosures: Page 1 of 2

Background

Following is a list of donations of \$500 or greater contributed to PCPA for the period of August 1, 2021 through October 31, 2021.

Date	Donations \$500 or Greater	Amount
8/9/2021	Bill & Norma Hollowell	\$1,000
8/25/2021	Jerry & Sharon Melson	\$2,500
8/25/2021	Dr. W. Blake Jamison	\$1,000
8/25/2021	Minikel Family Foundation	\$1,000
8/25/2021	Marcia Ibsen & Family	\$1,000
8/27/2021	Anonymous	\$1,000
8/30/2021	Dene & Emily Hurlbert	\$50,000
8/30/2021	Edwin & Caroline Woods	\$5,000
8/30/2021	Charlie & Judy Markline	\$2,500
8/30/2021	Ron & Mary Nanning	\$2,500
8/31/2021	Suzanne & Ron Levy	\$2,500
9/2/2021	Dene & Emily Hurlbert	\$10,000
9/8/2021	Mr. Kenneth Umholtz	\$500
9/13/2021	Ms. Maureen Tolson	\$2,000
9/13/2021	Mr. & Mrs. David Van	\$500

(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 August 1, 2021 through October 31, 2021.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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Date	Donations \$500 or Greater	Amount
9/16/2021	Russell & Denise Surber	\$1,500
9/21/2021	Jerry & Sharon Melson	\$1,000
9/22/2021	Philip R. Morris	\$500
9/22/2021	Michael and Susan Moats	\$1,000
9/24/2021	Bob Kitamura	\$620
9/24/2021	Susan and Marla Ziemba	\$740
9/27/2021	Dee Ringstead	\$1,000
9/28/2021	Michael and Maryellen Simkins	\$620
9/28/2021	Dr. Suzanne and Ron Levy	\$620
9/28/2021	Judith Martin	\$500
9/28/2021	Ed & Caroline Woods	\$500
9/28/2021	Dr. & Mrs. Daniel Ng	\$2,500
9/30/2021	David & Tricia Ottesen	\$580
9/30/2021	Dr. Robert and Louise Hammond	\$1,120
10/1/2021	Karen Ransome	\$720
10/5/2021	Keith & Sharon Kuhlenschmidt	\$620
10/5/2021	Craig Huseeth	\$2,500
10/6/2021	Sorina Carabeth	\$2,500
10/7/2021	Clayton Marsh & George L. Villanueva	\$1,500
10/7/2021	Brad & Jacquie Hinds	\$2,500
10/7/2021	Keith & Wendy George	\$500
10/8/2021	Jackie Eldridge	\$2,000
10/12/2021	Anonymous	\$1,000
10/14/2021	Melfred Borzall Inc.	\$10,000
10/15/2021	Dick & Patti Melsheimer	\$930
10/18/2021	John & Katie Mankins	\$620
10/21/2021	Mr. & Mrs. Raymond Caldwell	\$620
10/27/2021	Ms. Patsy Wong	\$500
10/27/2021	Karen Ransome	\$2,500
Grand Total:		\$124,810



To: Board of Directors		Date: December 3, 2021
From: Eric D. Smith		
Subject: Approval of Student Support Utilizing Follett Commissions		
Reason for Board Consideration: ACTION	Item Number: 3.e.	Enclosures: Page 1 of 1

Background

The Auxiliary Programs Corporation and Follett Higher Education entered into a service agreement effective July 1, 2018 whereby commissions are sent directly to the Auxiliary Programs Corporation. The intent of this agreement is to provide a means of support to students in the AHC Foundation Hancock Promise Scholarship Program. On November 29, 2018, the Auxiliary Programs Corporation Board of Directors approved funds received from Follett Higher Education commissions be used to support students in the AHC Foundation Hancock Promise Scholarship Program through June 30, 2021.

In order to ensure that the receipt of these funds is in compliance with state law, the Auxiliary Programs Corporation’s Board of Directors and superintendent/president need to approve the continued use of funding received from the Follett service agreement commissions for the AHC Foundation Hancock Promise Scholarship Program.

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors approve funds received from Follett Higher Education commissions be used to support students in the AHC Foundation Hancock Promise Scholarship Program.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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To: Board of Directors		Date: December 3, 2021
From: Jennifer Schwartz		
Subject: PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater		
Reason for Board Consideration: ACTION	Item Number: 3.f.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500 or greater for the period of August 1, 2021 to October 31, 2021.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-kind Services	Cash Sponsor	PCPA Trade
Santa Maria Sun and New Times Papers	\$1,467		
Total:	\$1,467		

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 August 1, 2021 to October 31, 2021.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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To: Board of Directors		Date: December 3, 2021
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 financial data as of September 30, 2021.

Administrator Initiating Item: Eric D. Smith	Final Disposition:
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**Associated Students Trust Fund
Income Statement by Fund Type For
Period Ending 09/30/2021**

REVENUES

Athletic Entry Fees	8,150
Fundraising	197
Interest and Investment Income	27
Sales and Commission	58,150
Single Tickets	5,903

Total REVENUES 72,427

EXPENDITURES

Dues & Memberships	1,020
Field Trips	27,534
Food - Business Meetings/Events	2,114
Game Personnel (Athletic Events)	21,200
Office/Operational Supplies	1,699

Total EXPENDITURES 53,567

Excess of Revenues Over (Under) Expenditures	18,860
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OTHER FINANCING SOURCES(USES)

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

OPERATING TRANSFERS OUT

Total OPERATING TRANSFERS OUT 0

Excess of Revenues and Other Financing Sources Over/(Under)	195,907
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FUND BALANCE:

Fund Balance, July 1	378,040
Current Balance	573,947

**Allan Hancock College PCPA Fund
Income Statement by Fund For Period
Ending 9/30/2021**

REVENUES	
Local Revenues	789,007
Total REVENUES	789,007
EXPENDITURES	
Classified Salaries	603,393
Employee Benefits	128,939
Supplies and Materials	45,461
Other Operating Exp. and Services	127,847
Capital Outlay	609
Total EXPENDITURES	906,249
Excess of Revenues Over (Under) Expenditures	(117,242)
OTHER FINANCING SOURCES(USES)	
Other Financing Sources	500,000
Total OTHER FINANCING	500,000
OPERATING TRANSFERS OUT	
Other Outgo	37,564
Total OPERATING TRANSFERS OUT	37,564
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	345,194
FUND BALANCE:	
Fund balance, July 1	2,413,433
Current Balance	2,758,627