



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Thursday, September 2, 2021
10:00 a.m.

Captain's Room, Building B-102

800 South College Drive, Santa Maria, CA 93454



**AUXILIARY PROGRAMS CORPORATION
BOARD OF DIRECTORS**

Agenda

Quarterly Meeting
Thursday, September 2, 2021
Captain's Room, B-102

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

Kevin G. Walthers, Ph.D., President
Kate Adams, Secretary
Eric D. Smith, Treasurer
Robert Curry, Ph.D.
Jeffery C. Hall

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		10:00 AM
2. Public Comment		
3. Action Items		10:05 AM
3.a. Appointment of Directors	3	
A recommendation may be made to appoint a student representative to serve on the Auxiliary Programs Corporation Board of Directors for the 2021-22 academic year. If a recommendation is made, a revised agenda item will be presented.		
3.b. Approval of Minutes of the June 11, 2021 Meeting	4	
A recommendation to approve the minutes of the June 11, 2021 quarterly meeting.		
3.c. 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 May 1, 2021 through July 31, 2021.		
4. Information Items		10:30 AM
4.a. Financial Report for Auxiliary Programs	7	
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.		

	<u>Page</u>	<u>Est. Time</u>
4.b. PCPA Volunteer Recognition A report on PCPA Volunteers.	10	
4.c. Oral Reports An oral update of activities will be presented for auxiliary programs.		
5. 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 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.



To: Board of Directors		Date: September 2, 2021
From: Kevin G. Walthers		
Subject: Appointment of Directors		
Reason for Board Consideration: ACTION	Item Number: 3.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.

- On a nomination from the Associated Student Body Government, the superintendent/president appoints Sarai Gonzalez to serve as the student member to the Auxiliary Programs Corporation Board of Directors for the 2021-22 academic year.

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

Dr. Kevin G. Walthers, superintendent/president
 Dr. Kate Adams, faculty representative
 Dr. Robert Curry, associate superintendent/vice president, academic affairs
 Jeffery Hall, (non-voting) trustee representative
 Eric D. Smith, associate superintendent/vice president, administrative services

Fiscal Impact

None

Recommendation

Staff recommends that the board of directors 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.

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

Auxiliary Programs Corporation
Board of Directors
Quarterly Regular Meeting
June 11, 2021 – 10:00 AM

Allan Hancock College
800 S. 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 10:02 a.m. with the following directors present: Curry, Hall, Smith, Walthers

Staff Present: Jennifer Schwartz, Shelby Scott, and Keli Seyfert

Guest(s): Jacqlyn Rayas

Note Taker: Carmen Camacho

2. Public Comment

No public comment was made.

3. Action Items

3.a. Minutes of the February 26, 2021 Meeting

On a motion by Dr. Robert Curry, seconded by Eric Smith, the board of directors voted to approve the minutes of the February 26, 2021 meeting. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: Adams, Rosas Pacheco)

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

On a motion by Eric Smith, seconded by Trustee Hall, the board of directors voted to approve donations of \$500 or greater to PCPA for the period of February 1, 2021 through April 30, 2021. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: Adams, Rosas Pacheco)

3.c. 2019 Fiscal Year 2020 Tax Returns

On a motion by Trustee Hall, seconded by Eric Smith, the board of directors voted to approve the 2019 Fiscal Year 2020 tax returns as presented. (Ayes: Curry, Smith, Walthers; Noes: None; Concur: Hall; Absent: Adams, Rosas Pacheco)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Keli Seyfert noted there was not a lot of activity due to the pandemic. Associated Student Body Government (ASBG) chartered 20 clubs keeping students active and engaged. Scholarships were awarded in the amount of \$132,000 for the Promise program. Ms. Seyfert offered to respond to questions about the income statement.

4.b. Oral Reports

PCPA

Jennifer Schwartz reviewed PCPA Zoom workshops held in May. She provided information about the summer shows in Solvang and said they have met 26 percent in sales goals. PCPA is awaiting approval of their equity safety plan and are following COVID safety protocols. Ms. Schwartz gave a staffing update and noted vacancies they are currently trying to fill. She shared there will be a diversity, equity, and inclusion workshop hosted by Stephanie Crosby, and noted PCPA will have a small surplus in their budget if the second PPE loan is granted forgiveness. PCPA will have limited shows in the Solvang Festival Theater due to construction which will begin on September 13, 2021. PCPA will not be back in the Solvang Theaterfest until August 2022.

Dr. Walthers announced the Promise Plus program will cover tuition for all full-time students and asked faculty to share the information with the acting students also.

ASBG

Jacqlyn Rayas said ASBG is excited to begin sharing the information for Promise Plus with students.

ATHLETICS

Shelby Scott reported athletics is preparing to return to full sports in fall, including football which has not played since 2019. Athletics staff and coaches are also excited about the Promise Plus program. She described event planning in progress for a student athlete all-sport banquet and final four athletics golf tournament to take place in 2022. Ms. Scott shared they have worked with Dr. Hooten in the Foundation to coordinate a corporate sponsorship program to benefit student athletes.

5. Adjournment

Dr. Walthers adjourned the meeting at 10:17 a.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

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

Background

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

Date	Donations \$500 or Greater	Amount
2021-05-06	Mrs. Helen Rose	\$500
2021-05-06	Linda & Max Maxwell	\$500
2021-05-10	Michael Burke	\$2,080
2021-05-24	Dr. Suzanne & Ron Levy	\$2,500
2021-06-01	Steve Pepe	\$1,040
2021-06-03	Susan Schultz	\$1,000
2021-06-03	Edwin & Caroline Woods	\$50,000
2021-06-03	Minerva Club	\$500
2021-06-07	Linda Stafford Burrows	\$500
2021-06-17	Edwin & Jeanne Woods Family Foundation	\$20,000
2021-07-22	Ms. Gennine D'Ambra	\$500
Total:		\$79,120

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 May 1, 2021 through July 31, 2021.

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

To: Board of Directors		Date: September 2, 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 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 by Fund
For Period Ending 06/30/2021

REVENUES

Interest and Investment Income	157
Other Local Revenues	5,232
Sales and Commission	200,000
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Total REVENUES	205,390

EXPENDITURES

Advertising	288
Awards Banquet Supplies	432
Contest Prizes	133
District/College Support	2,947
Dues & Memberships	3,133
Equipment	5,057
Field Trips	10,350
Film/Media Rental	500
Food - Business Meetings/Events	5,326
Game Personnel (Athletic Events)	13,279
Indep Contractor (Individuals)	3,100
Non Instr Printing	1,707
Office/Operational Supplies	11,429
Postage/Express Services	30
Royalties	405
Travel - All Travel Costs	701
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Total EXPENDITURES	58,817

Excess of Revenues Over (Under) Expenditures	146,573
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OTHER FINANCING SOURCES(USES)

Interfund Transfer-In District	196,164
Intrafund Transfer-In	28,893
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Total OTHER FINANCING	225,057

OPERATING TRANSFERS OUT

Intrafund Transfers-Out	28,893
Scholarships	146,950
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Total OPERATING TRANSFERS OUT	175,843

Excess of Revenues and Other Financing Sources Over/(Under)	195,787
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FUND BALANCE:

Fund Balance, July 1	182,254
Current Balance	378,040

**Allan Hancock College PCPA Fund
Income Statement by Fund
For Period Ending 6/30/2021**

REVENUES

Local Revenues	720,776
Total REVENUES	720,776

EXPENDITURES

Classified Salaries	2,037,505
Employee Benefits	502,848
Supplies and Materials	12,580
Other Operating Exp. and Services	147,833
Capital Outlay	1,230
Total EXPENDITURES	2,701,996

Excess of Revenues Over (Under) Expenditures	(1,981,220)
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OTHER FINANCING SOURCES(USES)

Other Financing Sources	2,031,948
Total OTHER FINANCING	2,031,948

OPERATING TRANSFERS OUT

Other Outgo	1,158
Total OPERATING TRANSFERS OUT	1,158

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	49,570
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FUND BALANCE:

Fund balance, July 1	1,838,043
Current Balance	1,887,613



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: September 2, 2021
From: Jennifer Schwartz		
Subject: PCPA Volunteer Recognition		
Reason for Board Consideration: INFORMATION	Item Number: 4.b.	Enclosures: Page 1 of 2

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 2021 (July 1, 2020 through June 30, 2021)

Last Name	First Name
Allen	Ainsley
Andersen	Nancy
Andersen	Bill
Bethel	Phyllis
Blair	Eileen
Bonner	Valerie
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	Dodie
Espinosa	Mona
Evey	Georgia
Evey	Ron
Fahlstrom	Sister Pius
Farber	Martin
Farber	Patricia
Farley	Cathy
Feldman	Midori
Finlay	Donna
Fouse	Paula
Fouse	Todd
Fugate	Stephanie
Fujinami	Dee
Gaffney	Connie
Goble	Joyce
Greenhaw	Curt
Hall	Viviana
Hatcher	Elizabeth
Hicks	Pat

Last Name	First Name
Hoffman	Anne
Holdredge	Connie
Hull	Dorothy
Iverson	Billye
Judson	Brenda
Kehoe	Molly
Kennington	Pam
Khayam	Irene
Kimlinger	Raymond
Kingsley	Louisa
Kliwer	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
Oliveira	Jessie
O'Neill	Kathleen
Overman	Sally
Padilla	Mary
Pankratz	Dennis
Pankratz	Mary Ellen
Parker	Dannise
Perry	Louise
Peters	Donna
Pollefeyt	Bob
Pritchard	Sally
Ramey	Destry

Last Name	First Name
Reddy	Sue
Remington	Kathleen
Richardson	Rome
Roth	Jean
Schaefer	Jill
Shay	Sandra
Sky	Denise
Soberanes	"J.P." (Joyce)
Sobottka	Janet
Sonsini	Pam
Sorenson	Anna
Starr	Joyce
Stewart	Danielle
Tambio-Yeh	Philamer
Tognazzini	Mario O.
Velasquez	Cynthia
Villa	Vickie
Voysey	Irene
Warren	Sandy
Wenglowski	Britta
Whitten	Anne
Whitten	Tony
Williams	Jim
Wolske	Joan
Yonker	Catherine