

AUXILIARY PROGRAMS CORPORATION



BOARD OF DIRECTORS

Kevin G. Walthers, Ph.D., President
Dennis Curran, Treasurer
Robert Curry, Ph.D., Secretary
Suzanne Levy, Ed.D.
Fred Patrick
Ora Shrecengost, Student

Agenda

Quarterly Regular Meeting
Tuesday, November 25, 2025
Captain's Room, B-102

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

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		3:00 PM
2. Public Comment		
Public comments on an agenda item or another topic within the jurisdiction of the Board of Directors will be given in person during the meeting or submitted in writing at least 24 hours before the meeting via email to: melinda.martinez1@hancockcollege.edu . The leading speaker from the audience side on each side of the issue will be limited to five minutes. Additional speakers are limited to two minutes. Please submit an individual comment card for each item. Testimony on specific agenda items will be welcome during consideration of the item by the Board of Directors. When public testimony is completed regarding a specific agenda item, discussion is then confined to directors only. This practice is in accordance with laws governing Board of Directors public meetings.		
3. Action Items		
3.a. Approval of Minutes from the August 28, 2025 Quarterly Regular Meeting	2	
3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA for the period of August 1, 2025 through October 31, 2025	4	
3.c. Acceptance of PCPA Public Relations/Advertising Report of Promotions, Sponsorships, and In-kind Donations of \$500 or Greater for the period of August 1, 2025 through October 31, 2025	6	
4. Information Items		
4.a. Financial Report for Auxiliary Programs	7	
5. Oral Reports for Auxiliary Programs		
6. Adjournment		

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AUXILIARY PROGRAMS CORPORATION BOARD OF DIRECTORS

MINUTES

Quarterly Regular Meeting

August 28, 2025

Captain's Room, B-102

1. Call to Order

Associate Superintendent Curran called the meeting to order at 3:02 p.m. with the following directors present: Curran, Curry, Levy, Shrecengost

Directors Absent: Patrick, 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 from the May 15, 2025 Meeting

On a motion by Dr. Curry, seconded by Ora Shrecengost, the board voted to approve the minutes from the May 15, 2025 meeting. (Ayes: Curran, Curry, Levy, Shrecengost; Noes: None; Concur: None; Absent: Patrick, Walthers)

3.b. Acceptance of Cash Donations of \$500 or Greater to PCPA for the period of April 1, 2025 through July 31, 2025

On a motion by Trustee Levy, seconded by Dr. Curry, the board voted to approve donations to PCPA of \$500 or greater made during the period of April 1, 2025 through July 31, 2025. (Ayes: Curran, Curry, Levy, Shrecengost; Noes: None; Concur: None; Absent: Patrick, Walthers)

3.c. Acceptance of PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater for the period of April 1, 2025 through July 31, 2025

On a motion by Dr. Curry, seconded by Ora Shrecengost, the board voted to approve the acceptance of PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater for the period of April 1, 2025 through July 31, 2025. (Ayes: Curran, Curry, Levy, Shrecengost; Noes: None; Concur: None; Absent: Patrick, Walthers)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Keli Seyfert reported the fiscal year has ended and said it was a very good year for athletics and ASB. She noted that the non-cash contribution from Follett is reflected in the financial report, and highlighted the District College Support line item reflects

support for 45 college clubs. Lastly, she shared that \$4,000 in scholarships were awarded to students. Ms. Seyfert responded to questions.

Jennifer Schwartz reviewed the PCPA financial report and provided an update on the projected budget deficit, and was happy to share the deficit has been reduced to less than initially projected. She said PCPA met all of their ticketing sales goals.

5. Oral Reports for Auxiliary Programs

PCPA

Jennifer Schwartz reported PCPA received an in-kind donation of an LED curtain, valued at \$48,000. The donation was also reported to the board of trustees. Mark Booher explained how the LED light curtain will be used in the upcoming production of *Frozen*. Ms. Schwartz announced the lead actress from *Bright Star*, Lesley McKinnell, will be playing the part of Elsa in *Frozen*. She also said PCPA is close to returning to pre-COVID ticket sales amounts.

Ms. Schwartz explained there was a weak sales spot noted in the third show during the summer schedule at Theaterfest, and they plan to use a marketing firm to determine how to increase sales during that weak point. PCPA will be adjusting their summer season by three weeks in Solvang to see if that will help and also minimize production expenses.

Mark Booher shared that PCPA students (cast, crew, and young performers) will learn their assignments for the fall season this week, and provided an update on recent staffing changes. He acknowledged the work of Jennifer Schwartz and Ivana Maratas in the development of a Code of Conduct document. This document creates an operational link between the employee handbook and policies and procedures to follow. Jennifer Schwartz added that Mark Booher also participated in the development of the document.

6. Adjournment

Associate Superintendent Curran adjourned the meeting at 3:29 p.m.



To: Board of Directors		Date: November 25, 2025
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500 or Greater to PCPA for the period of August 1, 2025 through October 31, 2025		
Reason for Board Consideration: ACTION	Item Number: 3.b.	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, 2025 through October 31, 2025.

Date	Donations \$500 or Greater	Amount
8/4/2025	Bette Kulp	\$2,000
8/4/2025	Mary Nanning	\$3,752
8/4/2025	Jim and Priscilla Alquist	\$6,000
8/4/2025	Dick and Patti Melsheimer	\$3,000
8/5/2025	Chumash Casino	\$14,000
8/5/2025	PCPA Foundation	\$100,000
8/7/2025	Hutton Parker Foundation	\$15,000
8/11/2025	Joan G. Sargen	\$6,000
8/11/2025	Karen Ransome	\$6,000
8/12/2025	National Endowment for Arts	\$10,000
8/18/2025	Hamlet Karapetian	\$2,000
8/21/2025	Dr. Fred and Katherine Carbone	\$500
8/21/2025	Mary Nanning	\$500
8/22/2025	Melfred Borzall Inc.	\$10,000
8/22/2025	Ann Gudmunds	\$500
8/22/2025	Brad and Jacquie Hinds	\$3,000
8/24/2025	Rod Pope	\$500
8/27/2025	Clayton Marsh	\$2,000

(continued)

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors accept PCPA's donations of \$500 or greater for the period of August 1, 2025 through October 31, 2025.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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Date	Donations \$500 or Greater	Amount
8/27/2025	Dr. Susan Ziemba	\$500
8/28/2025	Eric Melsheimer	\$16,000
9/3/2025	Ellen and Dwight Couch	\$1,000
9/5/2025	Nancy Stewart	\$750
9/5/2025	Christopher Ng	\$3,000
9/5/2025	William and Karen Steves	\$2,500
9/8/2025	Tim Davis and Cathy Orduno	\$1,500
9/8/2025	Dr. Richard and Kate Riggins	\$500
9/15/2025	PCPA Foundation	\$6,000
9/15/2025	Sarah Barthel	\$3,000
9/16/2025	Gerald and Nancy Shaw	\$2,500
9/22/2025	Lorna Glenn and Brian Yellen	\$500
9/26/2025	Lawrence and Camille Hanson	\$1,000
9/26/2025	Rob and Sarah Rijnen	\$2,500
9/26/2025	Nick Zigler and Natasha Bhushan	\$500
10/1/2025	Steve Pepe	\$2,500
10/3/2025	Virginia Perry Souza	\$500
10/7/2025	KC Thompson	\$500
10/14/2025	Michael Moats	\$500
10/14/2025	Shawnah Van Gronigen	\$1,500
10/14/2025	David and Wanda Mills	\$5,000
10/14/2025	Russell and Denise Surber	\$1,500
10/14/2025	Diane Borad-Mirken	\$1,000
10/15/2025	Michelle Graham	\$1,500
10/15/2025	Michael and Katie Burke	\$1,040
10/22/2025	Santa Barbara Foundation	\$1,750
10/22/2025	Dr. Suzanne and Ron Levy	\$3,000
10/30/2025	Hugo and Cynthia Lara	\$2,000
10/30/2025	Hans and Wendy Gregersen	\$1,000
GRAND TOTAL		\$249,792



To: Board of Directors		Date: November 25, 2025
From: Jennifer Schwartz		
Subject: Acceptance of PCPA Public Relations/Advertising Report of Promotions, Sponsorships, and In-kind Donations of \$500 or Greater for the period of August 1, 2025 through October 31, 2025		
Reason for Board Consideration: ACTION	Item Number: 3.c.	Enclosures: Page 1 of 1

Background

Following is an update of promotions, sponsorships, and in-kind donations of \$500 or greater for the period of August 1, 2025 through October 31, 2025.

Promotions, Sponsorships, and In-kind Donations of \$500 or Greater	Vendor Trade/ In-kind Services	Cash Sponsor	PCPA Trade
Sun/New Times	\$3645		
KCBX	\$950		
TOTAL	\$4,595		

Fiscal Impact

None

Recommendation

Staff recommends that the Auxiliary Programs Corporation Board of Directors accept PCPA's public relations/advertising report of promotions, sponsorships, and in-kind donations of \$500 or greater for the period of August 1, 2025 through October 31, 2025.

Administrator Initiating Item: Jennifer Schwartz	Final Disposition:
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To: Board of Directors		Date: November 25, 2025
From: Dennis Curran		
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, 2025.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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Associated Students Trust Fund
Income Statement by Fund Type
For Period Ending 09/30/2025

REVENUES

Athletic Entry Fees	3,700
Interest and Investment Income	5,203
Non Cash Contribution	5,000
Sales and Commission	36,838
Single Tickets	6,770
Total REVENUES	57,511

EXPENDITURES

District/College Support	2,350
Dues & Memberships	3,305
Entertainment/Special Events	2,107
Field Trips	128,917
Food - Business Meetings/Events	1,460
Game Personnel (Athletic Events)	49,075
Non-Tech Licenses,Permits,Fees	1,500
Office/Operational Supplies	1,191
Service Contracts (Businesses)	2,450
Travel - All Travel Costs	1,443
Total EXPENDITURES	193,798

Excess of Revenues Over (Under) Expenditures	(136,287)
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OTHER FINANCING SOURCES(USES)

Interfund Transfer-In District	401,680
Intrafund Transfer-In	35,205
Total OTHER FINANCING	436,885

OPERATING TRANSFERS OUT

In-Kind Student Assistance	5,000
Intrafund Transfers-Out	35,205
Total OPERATING TRANSFERS OUT	40,205

Excess of Revenues and Other Financing Sources Over/(Under)	260,393
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FUND BALANCE:

Fund Balance, July 1	311,174
Current Balance	571,566

Allan Hancock College
PCPA Fund

Income Statement by Fund
For Period Ending
09/30/2025

	<u>Actual</u>
REVENUES	
Local Revenues	\$ 1,652,227
Total REVENUES	<u>1,652,227</u>
EXPENDITURES	
Classified Salaries	887,139
Employee Benefits	197,982
Supplies and Materials	227,055
Other Operating Exp. and Services	382,660
Capital Outlay	14,405
Total EXPENDITURES	<u>1,709,242</u>
Excess of Revenues Over/ (Under) Expenditures	(57,015)
OTHER FINANCING SOURCES (USES)	
Other Financing Sources	0
Total OTHER FINANCING SOURCES (USES)	<u>0</u>
OPERATING TRANSFERS OUT	
Other Outgo	550,171
Total OPERATING TRANSFERS OUT	<u>550,171</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	(607,186)
FUND BALANCE	
Fund balance, July 1	<u>4,008,884</u>
Current Balance	<u>\$ 3,401,699</u>