



# Auxiliary Programs Corporation

## Board of Directors Meeting

Quarterly Regular Meeting  
Agenda

Thursday, August 31, 2023

3:30 PM

Captain's Room, B-102

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# AUXILIARY PROGRAMS CORPORATION

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## BOARD OF DIRECTORS

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Kevin G. Walthers, Ph.D., President  
Dennis Curran, Treasurer  
Robert Curry, Ph.D., Secretary  
Alejandra Enciso  
Fred Patrick  
Ora Shrecengost, Student

### Agenda

Quarterly Meeting  
Thursday, August 31, 2023  
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		3:30 PM
2. Public Comment		
<p>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: <a href="mailto:melinda.martinez1@hancockcollege.edu">melinda.martinez1@hancockcollege.edu</a>. 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.</p>		
3. Action Items		3:35 PM
3.a. Approval of Minutes of the June 7, 2023 Meeting	3	
<p>A recommendation to approve the minutes of the June 7, 2023 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, 2023 through July 31, 2023.</p>		
3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	7	

	<u>Page</u>	<u>Est. Time</u>
A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of May 1, 2023 through July 31, 2023		
4. Information Items		4:00 PM
4.a. Financial Report for Auxiliary Programs	8	
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. PCPA Volunteer Recognition	11	
A report on PCPA Volunteers.		
4.c. Oral Reports		
An oral update of activities will be presented for auxiliary programs.		
5. Adjournment		4:30 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](mailto: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 OF DIRECTORS

## MINUTES

Organizational and Quarterly Regular Meeting  
Wednesday, June 7, 2023  
Captain's Room, B-102

### Organizational Meeting

1. Call to Order

Dr. Walthers called the meeting to order at 3:30 p.m. with the following directors present: Enciso, Patrick, Shrecengost, Smith, Walthers

Absent: Curry

Staff Members Present: Dennis Curran, Kim Ensing, Jennifer Schwartz, Shelby Scott, Keli Seyfert

Note Taker: Melinda Martinez

2. Information

2.a. Appointment of Directors

Dr. Walthers gave a report on the appointment Dennis Curran as board of director, replacing Eric D. Smith due to retirement.

Dr. Curry arrived at 3:31 p.m.

3. Action Items

3.a. Election of Officers

On a motion by Dr. Curry, seconded by Ora Shrecengost, the board elected Dennis Curran as treasurer. (Ayes: Curran, Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: Enciso; Absent: None)

### Regular Meeting

4. Public Comment

No public comment was made.

5. Action Items

5.a. Minutes of the February 28, 2023 Meeting

On a motion by Ora Shrecengost, seconded by Dr. Curry, the board voted to approve the minutes of the February 28, 2023 meeting, with one correction noted: "She said all but \$750 went to the Hancock Promise. The \$750 funded ASB scholarships."  
(Ayes: Curran, Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: Enciso; Absent: None)

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

On a motion by Dr. Curry, seconded by Ora Shrecengost, the board voted to approve

donations to PCPA of \$500 or greater made during the period of February 1, 2023 through April 30, 2023. (Ayes: Curran, Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: Enciso; Absent: None)

5.c. PCPA Public Relations/Advertising Report of Expenses/In-kind Promotions/Cash Sponsorships of \$500 or Greater

On a motion by Dr. Curry, seconded by Ora Shrecengost, the board voted to approve the public relations/advertising expenses/in-kind trade/cash sponsorships of \$500 or greater for the period February 1, 2023 through April 30, 2023. (Ayes: Curran, Curry, Patrick, Shrecengost, Walthers; Noes: None; Concur: Enciso; Absent: None)

6. Information Items

6.a. Financial Report for Auxiliary Programs

Jennifer Schwartz shared PCPA is reporting a \$300,000 deficit on the financial statement, however, they have since received two gifts which will bring down their deficit and may even lead to a slight surplus. She noted PCPA is projecting a \$600,000 deficit for 2023-24 budget year and ticket sales will go up \$200,000-250,000. Ms. Schwartz reported PCPA has secured a gift from a patron that wants to underwrite a gap between ticket sales and expenses, which will be over \$100,000. She shared timelines for subscription and holiday show ticket sales.

Keli Seyfert referred to the financial income statement and offered to respond to questions. She noted Follett is on track to meet their full commission contribution of \$155,000.

6.b. Tax Year 2021, Fiscal Year 2021-2022 Form 990 Tax Return

Keli Seyfert presented the tax returns for information and noted they are also available on the public website.

6.c. Oral Reports

PCPA

Jennifer Schwartz reported Mark Booher is in rehearsals for *Emma* (opening in Solvang), and PCPA is beginning children's summer camps, including a bilingual camp, Teatro.

Athletics

Shelby Scott said athletics is underway with sports summer camps, and are planning for the upcoming football season. Kim Ensing added athletics has been working with Auxiliary Accounting to use a meal card system instead of cash for student athlete meal per diems. Ms. Scott noted athletics is trying to expand use of their ticketing sales platform with other departments on campus to reduce service fees. Keli Seyfert shared the college approved a budget increase to the meal per diem allotment for student athletes.

7. Adjournment

Dr. Walthers adjourned the meeting at 3:44 p.m.



To: Board of Directors		Date:  August 31, 2023
From: Jennifer Schwartz		
Subject: Acceptance of Cash Donations of \$500 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 or greater contributed to PCPA for the period of May 1, 2023 through July 31, 2023.

Date	Donations \$500 or Greater	Amount
05/01/2023	David Mills	\$3,000
05/02/2023	Towbes Foundation	\$10,000
05/08/2023	Mr. Kent Homchick	\$500
05/15/2023	Ms. Stephanie Fugate	\$500
05/15/2023	Michael Burke	\$1,040
05/18/2023	Ms. Sally Herald	\$500
05/18/2023	Mrs. Betty Ziegler	\$500
05/18/2023	Jean Jacoby	\$500
05/19/2023	Ms. Bette Kulp	\$500
05/30/2023	Susan Berman	\$500
05/31/2023	Edwin & Jeanne Woods Family Foundation	\$30,000
06/01/2023	David Mills	\$3,000
06/06/2023	Mrs. Helen Rose	\$500
06/12/2023	Keith & Sharon Kuhlenschmidt	\$500
06/15/2023	Barbara Eliades	\$500
06/16/2023	Mr. & Mrs. George & Jane Roach	\$1,500
06/16/2023	Mr. & Mrs. George & Jane Roach	\$2,500
06/17/2023	National Endowment for Arts	\$15,000

(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 May 1, 2023 through July 31, 2023.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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Date	Donations \$500 or Greater	Amount
06/24/2023	Philip Morris	\$500
06/27/2023	State of California Relief Program	\$25,000
06/28/2023	Jerry & Sharon Melson	\$1,000
06/30/2023	David Mills	\$3,000
07/05/2023	Dr. Suzanne Levy	\$2,500
07/12/2023	Virginia Perry Souza	\$500
07/12/2023	Mary Nanning	\$1,000
07/13/2023	Jerry & Sharon Melson	\$5,000
07/13/2023	John & Sharon Henning	\$2,500
07/13/2023	Stephen & Ann Claypool	\$500
07/17/2023	Albert & Sandra Mills	\$2,500
07/17/2023	Stephen & Phyllis Dorsi	\$5,000
07/17/2023	Marcia Ibsen	\$2,500
07/21/2023	David & Tricia Ottesen	\$700
07/22/2023	Clayton R. Marsh & George L. Villanueva	\$2,000
07/24/2023	Karen Ransome	\$630
07/25/2023	Keith & Wendy George	\$500
07/25/2023	John & Lynn Sigafos	\$500
	<b>GRAND TOTAL</b>	<b>\$126,870</b>



To: Board of Directors		Date:  August 31, 2023
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.c.	Enclosures:  Page 1 of 1

### Background

Following is an update of promotions and sponsorships of \$500 or greater for the period of May 1, 2023 through July 31, 2023.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
KCBX	\$670		
Sun/New Times	\$2,916		
KCOY(OEYT) Channel 12	\$3,000		
Santa Barbara Independent	\$1,000		
Noozhawk	\$1,000		
KIDI La Buena	\$3,000		
<b>TOTAL</b>	<b>\$11,586</b>		

### 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 May 1, 2023 through July 31, 2023.

Administrator Initiating Item:  Jennifer Schwartz	Final Disposition:
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To: Board of Directors		Date:  August 31, 2023
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 June 30, 2023.

Administrator Initiating Item: Dennis Curran	Final Disposition:
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Allan Hancock College  
PCPA Fund  
Income Statement by Fund  
For Period Ending 06/30/2023

**REVENUES**

Local Revenues	2,586,332
<b>Total REVENUES</b>	<b>2,586,332</b>

**EXPENDITURES**

Classified Salaries	2,692,583
Employee Benefits	643,540
Supplies and Materials	136,951
Other Operating Exp. and Services	653,718
Capital Outlay	24,674
<b>Total EXPENDITURES</b>	<b>4,151,465</b>

Excess of Revenues Over (Under) Expenditures	(1,565,133)
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**OTHER FINANCING SOURCES(USES)**

Other Financing Sources	2,783,056
<b>Total OTHER FINANCING</b>	<b>2,783,056</b>

**OPERATING TRANSFERS OUT**

Other Outgo	768,272
<b>Total OPERATING TRANSFERS OUT</b>	<b>768,272</b>

Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	449,651
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**FUND BALANCE:**

<b>Fund balance, July 1</b>	3,333,061
<b>Current Balance</b>	<b>3,782,712</b>

**Associated Students Trust Fund  
Income Statement by Fund Type  
For Period Ending 06/30/2023**

**REVENUES**

Athletic Entry Fees	7,575
Interest and Investment Income	113
Non Cash Contribution	5,000
Other Local Revenues	11,226
Sales and Commission	157,973
Single Tickets	31,895
<b>Total REVENUES</b>	<b>213,783</b>

**EXPENDITURES**

Advertising/Sponsorships	225
Awards Banquet Supplies	483
District/College Support	7,035
Dues & Memberships	3,795
Entertainment/Special Events	5,345
Equipment Rental	2,055
Field Trips	184,865
Food - Business Meetings/Events	19,469
Game Personnel (Athletic Events)	57,239
Graduation Supplies	131
Indep Contractor (Individuals)	300
Non Instr Printing	1,191
Non-Tech Licenses,Permits,Fees	125
Office/Operational Supplies	12,826
Travel - All Travel Costs	5,594
<b>Total EXPENDITURES</b>	<b>300,677</b>

**Excess of Revenues Over  
(Under) Expenditures** (86,894)

**OTHER FINANCING SOURCES(USES)**

Interfund Transfer-In District	177,047
Intrafund Transfer-In	272,654
<b>Total OTHER FINANCING</b>	<b>449,701</b>

**OPERATING TRANSFERS OUT**

In-Kind Student Assistance	5,000
Intrafund Transfers-Out	272,654
Scholarships	208,061
<b>Total OPERATING TRANSFERS OUT</b>	<b>485,715</b>

**Excess of Revenues and Other  
Financing Sources Over/(Under)** (122,908)

**FUND BALANCE:**

<b>Fund Balance, July 1</b>	<b>389,705</b>
<b>Current Balance</b>	<b>266,797</b>



To: Board of Directors		Date:  August 31, 2023
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 2022 (July 1, 2022 through June 30, 2023)**

Last Name	First Name
Andersen	Nancy
Adams	Carol
Alsup	Catherine
Barnard	Amber Rose
Bethel	Phyllis
Blair	Eileen
Boyle	Ginnie
ner	Valerie
Bringley	Jane
Burke	John
Busek	Linda
Cox	Joyce
DiSanti	Cindy
Dykzeul	Debi
Ellis	Dodie
Espinosa	Mona
Farber	Martin
Farber	Patricia
Farley	Cathy
Feldman	Midori
Fugate	Stephanie
Gaffney	Connie
Goble	Joyce
Gonzales	Angela
Greenhaw	Curt
Hall	Viviana
Hatcher	Elizabeth
Henry	June
Hicks	Pat
Holdredge	Connie
Hollaway	Jody
Iverson	Billye
Judson	Brenda
Khayam	Irene
Kingsley	Louisa
Kliewer	Cheryl
Klock	Paul
Kolp	Tricia
Lavelle	Janet
Los	Larry

Last Name	First Name
Macias	Gayle
MacKinnon	Evelyn
Maxson	Laurie
McLaughlin	Diane
McLaughlin	Tom
Mendoza	Grace
Mojica	Clarita
Morita	Diana
Morita	Richard
Nixon	Hannelore
Ogburn	Carol
Overman	Sally
Padilla	Mary
Pankratz	Dennis
Pankratz	Mary Ellen
Peters	Donna
Peterson	Linda
Pignone	Martha
Pollefeyt	Bob
Pritchard	Sally
Raynor	Dianne
Reddy	Sue
Remington	Kathleen
Richardson	Rome
Rodriguez	Eni
Roth	Jean
Rust	Nancy
Schaefer	Jill
Shay	Sandra
Sky	Denise
Soberanes	"J.P." (Joyce)
Sonsini	Pam
Sorenson	Anna
Speaker	Carol
Starr	Joyce
Tan	Rowena
Turner	Gayle
Vallejo	David
Velasquez	Cynthia
Villa	Vickie

Last Name	First Name
Wenglowski	Britta
Whitten	Anne
Whitten	Tony
Williams	Jim
Zeilman	Joanne