



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Thursday, August 30, 2018
3:30 PM

Building B, Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation
Board of Directors
Quarterly Meeting
AGENDA
Thursday, August 30, 2018 – 3:30 PM
Building B, Captain’s Room, B-102

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		3:30 PM
2. Public Comment		
<p>Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome after the discussion of the item by the Board of Directors. When public testimony is completed regarding a specific agenda item, the discussion is then closed for public comment and will be confined to board members only. This practice is in accordance with laws governing Board of Directors meetings in public.</p>		
3. Action Items		3:35 PM
3.a. Appointment of Directors	3	
<p>A recommendation to approve the Superintendent/President’s appointment of directors to the Auxiliary Programs Corporation Board of Directors for the 2018-19 academic year.</p>		
3.b. Approval of Minutes of the May 10, 2018 Meeting	4	
<p>A recommendation to approve the minutes of the May 10, 2018 quarterly meeting.</p>		
3.c. Acceptance of Cash Donations of \$500 or Greater to PCPA	6	
<p>A recommendation to approve donations of \$500 or greater to PCPA for the period of May 1, 2018 through July 31, 2018.</p>		

	<u>Page</u>	<u>Est. Time</u>
3.d. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	8	
A recommendation to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of May 1, 2018 through July 31, 2018.		
3.e. Student Athlete Meal Allotment	9	
A recommendation to increase the student athlete meal allotment to \$20 per student athlete.		
4. Information Items		4:00 PM
4.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, Student Clubs Agency Fund, and PCPA Special Revenue Fund.		
4.b. PCPA Volunteer Recognition	14	
A report on the PCPA volunteers for FY18.		
4.c. PCPA Employee Handbook	19	
A review of the new PCPA employee handbook.		
4.d. 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. 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: August 30, 2018
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.

- The superintendent/president appoints Robert Curry, Associate Superintendent/Vice President, Academic Affairs, to serve as the academic administrator for 2018-19.

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

Kevin G. Walthers, Superintendent/President
 Jeffery Hall, (non-voting) trustee representative
 Andrea Sanders, faculty representative
 Inri Serrano, student representative

Fiscal Impact

None.

Recommendation

It is recommended that the board of directors approve the appointment of Robert Curry as the academic administrator to the Auxiliary Programs Corporation Board of Directors for the 2018-19 academic year.

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

Auxiliary Programs Corporation
 Board of Directors
 Quarterly Meeting
 Thursday, May 10, 2018 – 3:30 PM
 Building B, Captain's Room, B-102

1. Call to Order

Dr. Walthers called the meeting to order at 3:30 p.m. with the following directors present: Black, Hall, Nish, Sanders, Serrano, Walthers

Staff Members Present: Kim Ensing, Jennifer Schwartz

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. Approval of Minutes of the February 21, 2018 Meeting

On a motion by Andrea Sanders, seconded by Jeffery Hall, the board voted to approve the minutes of the February 21, 2018 annual and quarterly meetings.

(Ayes: Black, Nish, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: None)

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

On a motion by Andrea Sanders, seconded by Michael Black, the board voted to approve donations of \$500 or greater to PCPA for the period of February 1, 2018 through April 30, 2018.

(Ayes: Black, Nish, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: None)

3.c. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater

On a motion by Andrea Sanders, seconded by Jeffery Hall, the board voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of February 1, 2018 through April 30, 2018.

(Ayes: Black, Nish, Sanders, Serrano, Walthers; Noes: None; Concur: Hall; Absent: None)

4. Information

4.a. Financial Report for Auxiliary Programs

Mr. Black noted an inaccuracy on the budget report due to the timing of the budget report print date. He reported there will be an upcoming budget transfer for Athletics and student clubs were active, yet under budget.

Jennifer Schwartz provided the budget report for PCPA. She stated PCPA was behind for contributed and earned revenue and is expecting a deficit of \$200,000 this year. She distributed a conservative projected budget through the end of the year. The board of directors reviewed and discussed the budget projections provided.

Ms. Sanders inquired about loss of revenue in concessions. Ms. Schwartz responded that there were smaller audiences this year. Dr. Walthers clarified it was not actual loss in revenue, it was less than expected projections.

4.b. Oral Reports

Athletics:

Kim Ensing reported student athletes are signing scholarships to universities. She noted the Athletics department is excited about a possible bond. Ms. Ensing shared the college is partnering with Under Armour brand for the next three years, which includes discount pricing and free championship gear.

PCPA:

Ms. Schwartz reported PCPA is working on updating an employee handbook. She also highlighted upcoming events including *The Hunchback of Notre Dame* moving to Solvang, PCPA graduation, and SummerFest.

Ms. Schwartz said PCPA has announced its next season and shared program titles including *Peter Pan* for the holiday show, *Shakespeare in Love*, *The Wolves*, *A Gentleman's Guide to Love and Murder*, *Million Dollar Quartet*, *Addams Family*, and *The Importance of Being Earnest*. In the fall, there will be a special engagement of *An Iliad* and *Muthaland*.

ASBG:

Inri Serrano reported ASBG is wrapping up the year. He commended the ASBG board members for doing a good job fulfilling their positions. Mr. Serrano shared he looks forward to being the next Student Trustee. He will be seated at the June board meeting.

5. Adjournment

Dr. Kevin Walthers adjourned the meeting at 3:52 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 30, 2018
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 2

Background

Following is a list of donations of \$500.00 or greater contributed to PCPA for the period May 1, 2018 to July 31, 2018.

Date	Donations \$500.00 or Greater	Amount
05/03/18	Deanne Croft	\$ 500.00
05/03/18	Ron & Mary Nanning	\$ 1,000.00
05/09/18	Ron Tindall	\$ 1,600.00
05/25/18	Genevieve Geysler	\$ 500.00
05/29/18	Allan Hancock College Foundation	\$ 500.00
05/30/18	John Russell & Elise Roberts	\$ 1,000.00
06/05/18	Vivian Dew	\$ 500.00
06/11/18	Judy & Hardy Hearn	\$ 1,500.00
06/12/18	Edwin & Jeanne Woods Family Foundation	\$ 20,000.00
06/13/18	Michael Burke	\$ 520.00
06/19/18	Sandra Mills	\$ 950.00
06/19/18	Debra Wacker	\$ 2,600.00
06/26/18	Erik & Judy Frost	\$ 500.00

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Administrator Initiating Item: J. Schwartz	Final Disposition:
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07/11/18	Allan Hancock College Foundation	\$ 3,000.00
07/11/18	Jed Q. & Diane Beebe	\$ 5,000.00
07/12/18	Kathleen Nienhouse	\$ 520.00
07/13/18	Steven & Karin Chase	\$ 500.00
07/13/18	Jerry & Sharon Melson	\$ 2,500.00
07/18/18	Patrick Lind	\$ 500.00
07/20/18	Dennis & Jane Johansen	\$ 1,000.00
07/26/18	Royce & Ann Foxworthy Lewellen	\$ 1,000.00
07/30/18	Ron & Mary Nanning	\$ 2,500.00
07/30/18	Timothy & Colleen Staffel	\$ 2,500.00
07/31/18	Dene & Emily Hurlbert	\$ 10,000.00
Total:		\$60,690.00

Fiscal Impact

None

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's donations of \$500.00 or greater for the period May 1, 2018 to July 31, 2018.



To: Board of Directors		Date: August 30, 2018
From: Jennifer Schwartz		
Subject: PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500.00 or Greater		
Reason for Board Consideration: ACTION	Item Number: 3.d.	Enclosures: Page 1 of 1

Background

Following is an update of promotions and sponsorships of \$500.00 or greater for the period May 1, 2018 to July 31, 2018.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
Knight Broadcasting – Ticket back sponsorship. Airtime for Hunchback and Mamma Mia	\$2,800		
New Times/Sun Season Sponsorship – print ad space for Hunchback, Vanya and Mamma Mia	\$3,740		
Santa Maria Times –Show sponsorship in Santa Maria and Santa Ynez- Hunchback front page banner ads	\$1,240		
KCOY – Season Sponsorship – airtime for ads: Hunchback in Santa Maria and Solvang, Summerfest fundraiser and Scholarship Appeal ad	\$2,860		
Univision – airtime for Hunchback in Santa Maria and Solvang and Mamma Mia	\$2,000		
KRTO/KIDI – Radio airtime trade for tickets for Hunchback in Santa Maria and Solvang	\$1,500		\$1,500
KCBX – Season sponsorship – airtime for Hunchback in Santa Maria	\$874		
TOTAL:	\$15,014		\$1,500

Fiscal Impact

None

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions and sponsorships of \$500.00 or greater for the period.

Administrator Initiating Item: J. Schwartz	Final Disposition:
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To: Board of Directors		Date: August 30, 2018
From: Kim Ensing		
Subject: Student Athlete Meal Allotment		
Reason for Board Consideration: ACTION	Item Number: 3.e.	Enclosures: Page 1 of 1

Background

Currently student athletes are allotted \$11 for meals when traveling to Cuesta College or Santa Barbara City College for athletic events. For all other locations, there is a \$14 allotment for meals per student. The allotment does not cover the actual costs of meals, especially when teams are on the road for eight or more hours. Trips that require overnight stay are extremely problematic. Coaches are running out of options to ensure students are fed before and after an event.

The California Community College Athletic Association (CCCAA) set \$20 as a standard meal allotment when teams are participating in play-offs. There are no athletic rules that govern regular season competition or the allotment distributed to student athletes. Current guidelines of \$11 - \$14 have been in place for 10 years.

Fiscal Impact

The fiscal impact is estimated at \$20,000.

Recommendation

A recommendation to increase the student athlete meal allotment to \$20 per student athlete.

Administrator Initiating Item: Kim Ensing	Final Disposition:
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To: Board of Directors		Date: August 30, 2018
From: Keli Seyfert		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 4.a.	Enclosures: Page 1 of 4

Background

Attached are copies of financial statements for the following funds:

- Associated Student Body Trust Fund
- Student Clubs Agency Fund
- PCPA Special Revenue Fund

The statements reflect 2017-2018 year-to-date financial data.

Administrator Initiating Item: Keli Seyfert	Final Disposition:
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Allan Hancock College Fiduciary Funds Group

Associated Student Body Trust

Income Statement by Fund

For Period Ending 06/30/2018

	<u>ASBG Budget</u>	<u>ASBG Actual</u>	<u>Athletics Budget</u>	<u>Athletics Actual</u>	<u>Total Budget</u>	<u>Total Actual</u>
REVENUES						
Local Revenues	1,705	2,499	32,315	33,007	34,020	35,506
Total REVENUES	<u>1,705</u>	<u>2,499</u>	<u>32,315</u>	<u>33,007</u>	<u>34,020</u>	<u>35,506</u>
EXPENDITURES						
Supplies and Materials	31,986	30,158	118,072	111,897	150,058	142,055
Other Operating Expenses	14,852	13,375	55,563	52,521	70,415	65,897
Capital Outlay	0	0	0	0	0	0
Total EXPENDITURES	<u>46,838</u>	<u>43,534</u>	<u>173,636</u>	<u>164,418</u>	<u>220,474</u>	<u>207,953</u>
Excess of Revenues over (Under) Expenditures	(45,133)	(41,034)	(141,321)	(131,411)	(186,454)	(172,446)
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	50,000	50,000	132,487	132,047	182,487	182,047
Total OTHER FINANCING	<u>50,000</u>	<u>50,000</u>	<u>132,487</u>	<u>132,047</u>	<u>182,487</u>	<u>182,047</u>
OPERATING TRANSFERS OUT						
Other Outgo	21,084	15,734	0	0	21,084	15,734
Total OPERATING TRANSFERS OUT	<u>21,084</u>	<u>15,734</u>	<u>0</u>	<u>0</u>	<u>21,084</u>	<u>15,734</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(16,217)</u>	<u>(6,769)</u>	<u>(8,834)</u>	<u>635</u>	<u>(25,051)</u>	<u>(6,133)</u>
FUND BALANCE:						
Fund balance, July 1	61,543	70,380	8,834	0	70,378	70,380
Current balance	<u>45,325</u>	<u>63,610</u>	<u>0</u>	<u>635</u>	<u>45,326</u>	<u>64,246</u>

Allan Hancock College Governmental Funds Group

Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 06/30/2018

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	64,391	44,779	69.54
Total REVENUES	<u>64,391</u>	<u>44,779</u>	<u>69.54</u>
EXPENDITURES			
Supplies and Materials	34,433	18,338	53.25
Other Operating Expenses	21,591	17,594	81.48
Capital Outlay	353	353	100.00
Total EXPENDITURES	<u>56,379</u>	<u>36,286</u>	<u>64.36</u>
Excess of Revenues over (Under) Expenditures	8,012	8,492	
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	4,150	3,575	86.14
Total OTHER FINANCING SOURCES(USES)	<u>4,150</u>	<u>3,575</u>	<u>86.14</u>
OPERATING TRANSFERS OUT			
Other Outgo	16,620	12,795	76.98
Total OPERATING TRANSFERS OUT	<u>16,620</u>	<u>12,795</u>	<u>76.98</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(4,457)</u>	<u>(727)</u>	
FUND BALANCE:			
Fund balance, July 1	66,043	66,043	
Current balance	<u>61,586</u>	<u>65,316</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 06/30/2018

	Rounded to the Nearest Dollar PCPA BUDGET	PCPA ACTUAL	% BUDGET
	<u>=====</u>	<u>=====</u>	<u>=====</u>
REVENUES:			
Earned income			
Ticket Revenue	1,609,050	1,421,171	88.32%
Handling	53,000	57,957	109.35%
Concessions	35,000	27,783	79.38%
Advertising	50,000	54,643	109.29%
Touring	43,700	45,780	104.76%
Other	14,000	57,407	410.05%
Total Earned Income	1,804,750	1,664,741	92.24%
Contributed Income			
Individual sources	399,550	295,856	74.05%
Fundraisers	180,000	79,129	43.96%
Corporations	35,000	25,300	72.29%
Foundations	361,746	256,522	70.91%
Total contributed income	976,296	656,806	67.28%
Allan Hancock College	<u>1,426,949</u>	<u>1,426,949</u>	<u>100.00%</u>
Total revenues	4,207,995	3,748,496	89.08%
EXPENSES:			
Production	2,157,474	1,932,002	89.55%
Conservatory	69,546	55,264	79.46%
Scholarships	663,410	608,118	91.67%
Administration	284,613	252,889	88.85%
Development	197,693	170,743	86.37%
Marketing	471,993	439,259	93.06%
Box office	271,076	267,678	98.75%
Concessions	20,200	10,543	52.19%
Outreach/YPP	72,234	72,447	100.29%
Total expenses	<u>4,208,239</u>	<u>3,808,942</u>	<u>90.51%</u>
EXCESS OF REVENUES OVER EXPENSES			
Outside events (net)	-244	-60,446	0
FUND BALANCE			
Balance, July 1	472,981	472,981	
Current balance	<u>472,737</u>	<u>412,535</u>	



To: Board of Directors		Date: August 30, 2018
From: Jennifer Schwartz		
Subject: PCPA Volunteer Recognition		
Reason for Board Consideration: INFORMATION	Item Number: 4.b.	Enclosures: Page 1 of 5

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.

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Administrator Initiating Item: J.Schwartz	Final Disposition:
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PCPA Volunteers Who Served During FY 2018 (July 1, 2017 through June 30, 2018)

LAST NAME	FIRST NAME
Allen	Ainsley
Andersen	Bill
Andersen	Nancy
Ayers	Thilly
Bethel	Phyllis
Blair	Eileen
Bringley	Jane
Brunssen	Carolyn
Bucton	Lillian
Camacho	Diane
Clare	Pam
Cox	Joyce
Crist	Lowree
Cross	Betty
Cross	Paul
Currier	Marilyn
Douvia	Maria
Duncan	Dianna
Dunshee	Cheryl
Dykzeul	Debi
Ellis	Delores ("Dodie")
Enterline	Charlotte
Espinosa	Mona
Espinoza	Jaime
Evey	Georgia
Evey	Ron
Fahlstrom	Sister Pius
Farber	Martin
Farber	Patricia
Farley	Cathy

Feldman	Midori
Finlay	Donna
Foster	Rosalie
Fouse	Paula
Fouse	Todd
Fugate	Stephanie
Gaffney	Connie
Gallenstein	John
Gamble	Ernie
Goble	Joyce
Graham	Jami
Graham	Julia
Greenhaw	Curtis
Hall	Virginia
Hatcher	Elizabeth
Hight	Martha
(Hindman) Oliveira	Jessie
Hoffman	Anne
Holdredge	Connie
Hull	Dorothy
Judson	Brenda
Kennington	Pam
Khayam	Irene
Kimlinger	Raymond
Kimlinger	Shirley
Kingsley	Louisa
Kliewer	Cheryl
Kolp	Tricia
Kruthers	Cheryl
Lavelle	Janet
Libis	Dee
Long	Donna
Los	Larry
Macias	Gayle
MacKinnon	Evelyn
Martinez	Nayeli
Maxson	Laurie
Mayes	Karen

McHugh	Frances
Mojica	Clarita
Morales	Ramon
Narachi	Jacqueline
Nixon	Hannelore
Ochs	Bill
Ochs	Lillian
O'Neill	Kathleen
Padilla	Mary
Penny	Nancy
Perry	Louise
Pollefeyt	Bob
Pope	Marsha
Ramey	Destry
Reddy	Sue
Remington	Kathleen
Roth	Ellen ("Jean")
Schaefer	Jill
Shatynski	Marushka
Shay	Sandra
Skidmore	Sarah
Sky	Denise
Soberanes	"J.P." (Joyce)
Sobottka	Janet
Sonsini	Pam
Sorenson	Anna
Stanley	Priscilla "Cylla"
Starr	Joyce
Stringham	Sandy
Tambio-Yeh	Philamer
Tedsen	Brian
Timmons	Beverly
Tognazzini	Mario O.
Vasquez	Melissa
Velasquez	Cindy
Vincent	Rita
Voysey	Irene
Warren	Sandy

Wenglowski	Britta
Williams	Jim
Williams	Shirley
Wolske	Joan
Wright	Evelyn
Yellin	Jacqueline
Yonker	Catherine



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 30, 2018
From: Jennifer Schwartz		
Subject: PCPA Employee Handbook		
Reason for Board Consideration: INFORMATION	Item Number: 4.c.	Enclosures: Page 1 of 1

Background

PCPA has a new employee handbook with the most up-to-date California employment law written and approved by an attorney.

Handbook under separate cover online:

<http://www.hancockcollege.edu/board/documents/Employee-Handbook-7-25-18.pdf>

Administrator Initiating Item: J. Schwartz	Final Disposition:
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