



Auxiliary Programs Corporation

Board of Directors Meeting

Quarterly Meeting Agenda

Tuesday, August 16, 2016

2:00 p.m.

Captain's Room, B-102

800 South College Drive, Santa Maria, CA 93454



Auxiliary Programs Corporation
Board of Directors
Quarterly Meeting
Tuesday, August 16, 2016 – 2:00 p.m.
Captain's Room, B-102

Agenda

	<u>Page</u>	<u>Est. Time</u>
1. Call to Order		2:00 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 public meetings.</p>		
3. Action Items		2:05 PM
3.a. Appointment of Directors	3	
<p>A recommendation to approve the appointment of Mia Alvara as the student representative to the Auxiliary Programs Corporation Board of Directors for the 2016-17 academic year.</p>		
3.b. Approval of Minutes	4	
<p>A recommendation to approve the minutes of the May 17, 2016 regular quarterly meeting and June 15, 2016 special meeting.</p>		
3.c. Acceptance of Cash Donations of \$500 or Greater to PCPA	7	
<p>A recommendation to approve donations of \$500 or greater to PCPA for the period of May 1, 2016 through July 31, 2016.</p>		

	<u>Page</u>	<u>Est. Time</u>
3.d. PCPA Public Relations/Advertising Report of Promotions and Sponsorships of \$500 or Greater	8	
<p>A recommendation to approve the quarterly PCPA public relations/advertising expenses/in-kind trade and cash sponsorships of \$500 or greater for the period of May 1, 2016 through July 31, 2016.</p>		
4. Information Items		2:30 PM
4.a. Financial Report for Auxiliary Programs	9	
<p>A report on year-to-date financial data and the resulting impact on fund balances for the Associated Student Body fund, Bookstore fund, PCPA fund and Student Clubs Agency fund.</p>		
4.b. PCPA Volunteer Recognition	14	
<p>A report on the PCPA volunteers for FY16.</p>		
4.c. Oral Reports		
<p>An oral update of activities will be presented for auxiliary programs.</p>		
5. Adjournment		3:00 PM
<p>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.</p>		



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 16, 2016
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 Mia Alvara to serve as the student member for the 2016-17 academic year.

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

Kevin G. Walthers, Superintendent/President
Michael Black, Associate Superintendent/Vice President, Administration and Finance
Larry Lahr, (non-voting) trustee representative
George Railey, Associate Superintendent/Vice President, Academic Affairs
Andrea Sanders, faculty representative

Fiscal Impact

None.

Recommendation

It is recommended that the board of directors approve the appointment of Mia Alvara as the student representative to the Auxiliary Programs Corporation Board of Directors for the 2016-17 academic year.

Administrator Initiating Item: Kevin G. Walthers	Final Disposition:
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Auxiliary Programs Corporation
Board of Directors
Quarterly Regular Meeting
May 17, 2016 – 3:00 p.m.
Captain's Room, B-102
Minutes

1. Call to Order

Dr. Kevin Walthers called the meeting to order at 3:01 p.m. with the following directors present: Walthers, Black, Lahr, Sanders, and Vilarino.

Directors absent: Railey

Staff Members Present: Mark Booher, 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 16, 2016 Meeting

On a motion by Andrea Sanders, seconded by Michael Black, the board voted to approve the minutes of the February 16, 2016 Annual and Quarterly Meetings.

(Ayes: Black, Sanders, Vilarino, Walthers; Noes: None; N/A: Lahr; Absent: Railey)

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

On a motion by Michael Black, seconded by Andrea Sanders, the board voted to approve donations of \$500 or greater to PCPA for the period of February 1, 2016 through April 30, 2016.

(Ayes: Black, Sanders, Vilarino, Walthers; Noes: None; N/A: Lahr; Absent: Railey)

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

On a motion by Andrea Sanders, seconded by Michael Black, the board voted to approve the quarterly PCPA promotions and sponsorships of \$500 or greater for the period of February 1, 2016 through April 30, 2016.

(Ayes: Black, Sanders, Vilarino, Walthers; Noes: None; N/A: Lahr; Absent: Railey)

George Railey arrived at 3:04 p.m.

3.d. PCPA Full-Time Employee Health Care Offering

On a motion by Andrea Sanders, seconded by Michael Black, the board voted to change the PCPA health care offering to a PPO plan for employees hired after July 1, 2016.

(Ayes: Black, Railey, Sanders, Vilarino, Walthers; Noes: None; N/A: Lahr; Absent: None)

4. Information Items

4.a. Financial Report for Auxiliary Programs

Michael Black reviewed the ASBG and Athletics budgets. He noted ASBG will receive a budget augmentation this year to help offset costs of the scholarship dinner and graduation covers. He also explained the need to revisit the ASBG funding model with the board due to the change of outsourcing the bookstore. There was discussion about possibly needing to alter the bylaws of the Auxiliary Corporation now that the college no longer has a bookstore.

Mr. Black also provided an update on the bookstore transition and anticipates completion by the end of the year. Mr. Black discussed details of the creation of a bookstore advisory group, and the composition of members. The advisory group will meet quarterly with Follett management.

There was a discussion about the percentage that student clubs will receive from bookstore royalties. Dr. Walthers confirmed the student clubs will receive no less than they have in the past couple of years. Dr. Walthers shared information about offering open source books to students, which is no cost to students. There was a question about the impact that would cause, if any, to the contract with Follett.

Jennifer Schwartz provided a brief overview of the PCPA budget. Dr. Walthers shared there is an agreement in principal with the PCPA Foundation which would bring two PCPA Foundation employees into the Auxiliary Corporation, along with their fundraising events. There will be a PCPA Foundation Board meeting to discuss this topic, and there may also need to be a special meeting of the Auxiliary Programs Corporation in June.

4.b. Oral Reports

PCPA

Mark Booher reported the graduation for the conservatory was held last weekend and summer company will arrive May 18. Mr. Booher provided a summary of the summer build and upcoming production work for season 53. He highlighted some of the exciting guest artists that will be joining the season and reviewed current vacancies including the company manager, technician designer, and musical director.

ASBG

John Vilarino announced this was his last meeting as the student representative for the Auxiliary Programs Corporation. He thanked the board of directors for allowing him to represent the students. The board members thanked Mr. Vilarino for his service.

5. Adjournment

Dr. Kevin Walthers adjourned the meeting at 3:29 p.m.



Auxiliary Programs Corporation
Board of Directors
Special Meeting
June 15, 2016 – 1:30 p.m.
Captain's Room, B-102
Minutes

1. Call to Order

Dr. Kevin Walthers called the meeting to order at 1:33 p.m. with the following directors present: Michael Black, Larry Lahr, George Railey and Kevin Walthers

Directors absent: Sanders, Vilarino

Staff Members Present: Mark Booher and Jennifer Schwartz

Note Taker: Melinda Martinez

2. Public Comment

No public comment was made.

3. Action Items

3.a. PCPA New Employees

The Auxiliary Programs Corporation Board members discussed the employee transition from PCPA Foundation to PCPA. Dr. Walthers suggested amending the recommendation presented to remove the effective date of July 1, 2016. This would allow more time to work with the PCPA Foundation and PCPA Foundation Board to address any concerns about the employee transition to PCPA.

On a motion by Michael Black, seconded by George Railey, the board voted to approve PCPA's hiring of two new employees, the Director of Donor Relations and the Donor Relations Coordinator, as amended, striking the effective date of July 1, 2016.

(Ayes: Black, Railey, Walthers; Noes: None; N/A: Lahr; Absent: Sanders, Vilarino)

5. Adjournment

Dr. Kevin Walthers adjourned the meeting at 1:50 p.m.



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 16, 2016
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 \$500.00 or greater contributed to PCPA for the period May 1, 2016 to July 31, 2016.

Date	Donations \$500.00 or Greater	Amount
5/4/2016	PCPA Foundation	85,592.13
6/30/2016	PCPA Foundation	4,804.68
6/30/2016	PCPA Foundation	46,298.60
6/30/2016	PCPA Foundation	6,624.89
7/1/2016	Joan Sargen	4,250.00
7/8/2016	Gina Oh	500.00
7/10/2016	Camela & William Parris	500.00
7/13/2016	Richard and Janice Nagler	1,000.00
Total		\$149,570.30

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, 2016 to July 31, 2016.

Administrator Initiating Item: J. Schwartz	Final Disposition:
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To: Board of Directors		Date: August 16, 2016
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

The following is an update of promotions & sponsorships of \$500.00 or greater for the period May 1, 2016 to July 31, 2016.

Promotions and Sponsorships of \$500 or Greater	Vendor Trade/ In-Kind Services	Cash Sponsor	PCPA Trade
Chumash Casino – annual season sponsorship		10,000.00	
Local Copies – trade out ad space in Summer program	825.00		825.00 ad space
Montecito Bank and Trust – Community Appreciation Sponsor		600.00	
KCOY – season sponsor – Airtime for Scholarship Appeal, Summer Ad, Shrek ad (102 spots)	3,876.00		
New Times/Sun – Season sponsor – ad space – Glass Menagerie, Summer season, Shrek	3,266.00		
Mega 97 Radio – Shrek ticket trade for airtime	900.00		900.00 in tickets
KCBX – Season sponsor – airtime for Glass Menagerie and Sense & Sensibility	1,950.00		
The Tribune – ad space for Shrek	1,407.00		
KEYT/Fox – airtime for Glass Menagerie, Summer season, Shrek	1,550.00		
Univision – season sponsor – airtime for Summer season, Shrek	1,000.00		
Santa Barbara Independent – Summer sponsor – ad space for The Glass Menagerie, Summer season and Shrek	2,440.00		
Santa Ynez Valley Visitor Guide – trade out for some of the ad cost	700.00		700.00 in tickets
KSBY – Airtime for Summer season ad	720.00		
Knightbroadcasting – ticket back sponsor – airtime for Summer season, Shrek	900.00		
Total	\$19,534	\$10,600	\$2,425

Recommendation

It is recommended that the Auxiliary Programs Corporation Board of Directors approve PCPA's promotions & sponsorships of \$500.00 or greater for the period May 1, 2016 to July 31, 2016.

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

To: Board of Directors		Date: August 16, 2016
From: Michael Black		
Subject: Financial Report for Auxiliary Programs		
Reason for Board Consideration: INFORMATION	Item Number: 4.a.	Enclosures: Page 1 of 5

Background

Attached are copies of financial statements for the following funds:

- Associated Students Trust Fund
- Student Clubs Agency Fund
- Bookstore Fund
- PCPA

The statements reflect 2015-2016 year-to-date data.

Administrator Initiating Item: Michael R. Black	Final Disposition:
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Allan Hancock College Fiduciary Funds Group

Associated Student Body Trust

Income Statement by Fund

For Period Ending 06/30/2016

	<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	3,500	2,027	45,000	27,355	48,500	29,382
Total REVENUES	<u>3,500</u>	<u>2,027</u>	<u>45,000</u>	<u>27,355</u>	<u>48,500</u>	<u>29,382</u>
EXPENDITURES						
Supplies and Materials	32,890	28,557	122,694	81,514	155,584	110,071
Other Operating Expenses	9,610	6,401	49,353	69,570	58,963	75,971
Capital Outlay	3,300	0	0	0	3,300	0
Total EXPENDITURES	<u>45,800</u>	<u>34,958</u>	<u>172,047</u>	<u>151,084</u>	<u>217,847</u>	<u>186,042</u>
Excess of Revenues over (Under) Expenditures	(42,300)	(32,931)	(127,047)	(123,729)	(169,347)	(156,660)
OTHER FINANCING SOURCES(USES)						
Other Financing Sources	34,515	40,515	127,047	127,487	161,562	168,002
Total OTHER FINANCING	<u>34,515</u>	<u>40,515</u>	<u>127,047</u>	<u>127,487</u>	<u>161,562</u>	<u>168,002</u>
OPERATING TRANSFERS OUT						
Other Outgo	10,250	13,350	0	0	10,250	13,350
Total OPERATING TRANSFERS OUT	<u>10,250</u>	<u>13,350</u>	<u>0</u>	<u>0</u>	<u>10,250</u>	<u>13,350</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(18,035)</u>	<u>(5,765)</u>	<u>0</u>	<u>3,757</u>	<u>(18,035)</u>	<u>(2,007)</u>
FUND BALANCE:						
Fund balance, July 1	69,343	69,343	0	0	69,343	69,343
Current balance	<u>51,308</u>	<u>63,577</u>	<u>0</u>	<u>3,757</u>	<u>51,308</u>	<u>67,335</u>

Allan Hancock College Governmental Funds Group

Student Clubs Agency Fund

Income Statement by Fund

For Period Ending 06/30/2016

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
REVENUES			
Local Revenues	15,720	48,737	310.03
Total REVENUES	<u>15,720</u>	<u>48,737</u>	<u>310.03</u>
EXPENDITURES			
Supplies and Materials	14,000	15,425	110.18
Other Operating Expenses	2,000	17,277	863.86
Total EXPENDITURES	<u>16,000</u>	<u>32,702</u>	<u>204.39</u>
Excess of Revenues over (Under) Expenditures	(280)	16,034	(5,726.73)
OTHER FINANCING SOURCES(USES)			
Other Financing Sources	1,000	4,600	460.00
Total OTHER FINANCING SOURCES(USES)	<u>1,000</u>	<u>4,600</u>	<u>460.00</u>
OPERATING TRANSFERS OUT			
Other Outgo	7,000	9,321	133.16
Total OPERATING TRANSFERS OUT	<u>7,000</u>	<u>9,321</u>	<u>133.16</u>
Excess of Revenues and Other Financing Sources Over/(Under) Expenditures and Other Uses	<u>(6,280)</u>	<u>11,313</u>	
FUND BALANCE:			
Fund balance, July 1	42,350	42,350	
Current balance	<u>36,070</u>	<u>53,664</u>	

ALLAN HANCOCK COLLEGE PROPRIETARY FUNDS GROUP
 ENTERPRISE FUNDS
 STATEMENT OF OPERATIONS AND RETAINED EARNINGS
 FOR PERIOD ENDING 06/30/2016

	Rounded to the Nearest Dollar		
	BOOKSTORE BUDGET	BOOKSTORE ACTUAL	% BUDGET
	<u> </u>	<u> </u>	<u> </u>
OPERATING REVENUES:			
Net sales	1,800,000	2,027,583	112.64%
Rental Text Income	500,000	62,585	12.52%
COST OF SALES:			
Cost of goods sold	1,436,600	1,447,755	100.78%
Gross profit on sales	<u>863,400</u>	<u>642,414</u>	<u>74.41%</u>
OPERATING EXPENSES:			
Salaries	525,986	315,419	59.97%
Employee benefits	141,036	80,035	56.75%
Supplies and materials	25,000	11,863	47.45%
Other Operating Expenses	177,600	192,046	108.13%
Total expenses	<u>869,622</u>	<u>599,363</u>	<u>68.92%</u>
Net operating income (loss)	-6,222	43,051	-691.92%
OTHER INCOME AND EXPENSE:			
Interest income	1,000	1,193	119.34%
Miscellaneous income	10,000	5,923	59.23%
Total other income	<u>11,000</u>	<u>7,116</u>	<u>64.69%</u>
Non-operating income/(loss)	<u>11,000</u>	<u>7,116</u>	
Net income (loss)	<u>4,778</u>	<u>50,168</u>	
OTH FIN SRCS (USES):			
Transfers out	34,515	1,512,062	4,380.88%
Total oth fin srces (uses)	<u>-34,515</u>	<u>-1,512,062</u>	<u>4,380.88%</u>
EXCESS OF REVENUES AND OTHER FINANCING SOURCES OVER/ (UNDER) EXPENSES AND OTHER USES	<u>-29,737</u>	<u>-1,461,894</u>	<u>4,916.08%</u>
FUND BALANCE:			
Fund balance, July 1	1,461,895	1,461,894	
Current balance	<u>1,432,158</u>	<u>0</u>	

ALLAN HANCOCK COLLEGE
SPECIAL REVENUE FUND
STATEMENT OF REVENUES AND EXPENSES
FOR THE PERIOD ENDING 06/30/2016

	Rounded to the Nearest Dollar PCPA BUDGET	PCPA ACTUAL	% BUDGET
	=====	=====	=====
REVENUES:			
Earned income			
Ticket Revenue	1,407,324	1,418,486	100.79%
Handling	40,000	57,111	142.78%
Concessions	20,000	34,035	170.18%
Advertising	40,000	51,035	127.59%
Touring	42,350	34,747	82.05%
Other	50,000	47,639	95.28%
Total Earned Income	1,599,674	1,643,053	102.71%
Contributed Income			
Individual sources	40,000	37,345	93.36%
Fundraisers	5,000	8,530	170.60%
Corporations	40,000	34,425	86.06%
Foundations	500,000	377,966	75.59%
Total contributed income	585,000	458,265	78.34%
Allan Hancock College	<u>1,426,949</u>	<u>1,426,949</u>	<u>100.00%</u>
Total revenues	3,611,623	3,528,268	97.69%
EXPENSES:			
Production	1,856,292	1,920,750	103.47%
Conservatory	34,650	32,824	94.73%
Scholarships	658,359	534,209	81.14%
Administration	229,073	233,825	102.07%
Development	5,000	5,938	118.75%
Marketing	455,827	437,937	96.08%
Box office	277,278	278,440	100.42%
Concessions	12,000	15,196	126.63%
Outreach/YPP	73,963	67,216	90.88%
Total expenses	3,602,442	3,526,336	97.89%
EXCESS OF REVENUES OVER EXPENSES	9,181	1,932	
Outside events (net)	0	0	
FUND BALANCE			
Balance, July 1	<u>211,386</u>	<u>206,103</u>	
Current balance	<u>220,567</u>	<u>208,035</u>	
	=====	=====	



AUXILIARY PROGRAMS CORPORATION BOARD AGENDA ITEM

To: Board of Directors		Date: August 16, 2016
From: Jennifer Schwartz		
Subject: PCPA Volunteer Recognition		
Reason for Board Consideration: INFORMATION	Item Number: 4.b.	Enclosures: Page 1 of 3

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.

Following is a list of PCPA volunteers for FY 2016.

Administrator Initiating Item: J. Schwartz	Final Disposition:
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Last Name	First Name
Andersen	Bill
Andersen	Nancy
Alvarado	Valentina
Antonio	Catalina
Blair	Eileen
Bernardino	Wendy
Balgeman	Anne
Burch	Lizann
Buckley	Anita
Buckley	Frank
Bringley	Jane
Brunssen	Carolyn
Bynum	Doris
Camacho	Diane
Carpenter	Rosalie
Carpenter	Irene
Carson	Gloria
Clare	Pam
Crist	Lowree
Cross	Betty
Cross	Paul
Cuevas	Amanda
Currier	Marilyn
DeArman	Betty
Dickey	Gloria
Duncan	Dianna
Dunshee	Cheryl
Dykzeul	Debi
Enterline	Charlotte
Espinosa	Mona
Espinoza	Jaime
Evey	Georgia
Evey	Ron
Fahlstrom	Sister Pius
Farley	Cathy
Finlay	Donna
Foster	Rosalie
Gadsby	Lois
Gafney	Connie

Last Name	First Name
Gallenstein	John
Garvey	Betty
Guzman	Rosa
Greenhaw	Curtis
Hall	Virginia
Hamner	Anna
Hamner	John
Hardy	Quamisha
Hatcher	Elizabeth
Hindman-Oliveira	Jessie
Hoffman	Anne
Hoffman	Linda
Holdredge	Connie
Hull	Dorothy
Hulten	Penney
Johnston	Linea
Judson	Brenda
Kennington	Pam
Keiser	Beth
Khayam	Irene
Kimlinger	Raymond
Kimlinger	Shirley
Kingsley	Louisa
Kliewer	Cheryl
Kolp	Tricia
Kruthers	Cheryl
Lavelle	Janet
Law	Mary
Libis	Dee
Long	Bill
Long	Donna
Los	Larry
Macias	Gayle
MacKinnon	Evelyn
Martinez	Sylvia
Maxson	Laurie
Mayes	Karen
Mayfield	Andrea
McDevitt	Sue

Last Name	First Name
McHugh	Frances
Mojica	Clarita
Narachi	Jacqueline
Nixon	Hannelore
Novak	Liz
Ochs	Bill
Ochs	Lillian
Padilla	Mary
Penny	Nancy
Perry	Louise
Pope	Marsha
Ramey	Destry
Reddy	Sue
Reichardt	Mary Helen
Reikki	Amber
Remington	Kathleen
Rogers	Megan
Rodriguez	Eni
Roman	Stephanie
Roth	"Jean"
Ruiz	Michael
Schaefer	Jill
Schwanbeck	Carol
Shatynski	Marushka
Shay	Sandra
Skidmore	Sarah
Sky	Denise
Slater	Dottie
Sly	Katie
Soberanes	"J.P." (Joyce)
Sobottka	Janet
Soto	Kira
Stanley	Priscilla "Cylla"
Starr	Joyce
Strohman	Sandy
Tambio-Yeh	Philamer
Tedsen	Brian
Timmons	Beverly
Tognazzini	Mario O.
Velasquez	Cindy

Last Name	First Name
Vincent	Rita
Voysey	Irene
Warren	Sandy
Williams	Jim
Williams	Shirley
Williams	Susanne
Williams	Duane
Wolske	Joan
Wright	Evelyn
Yellin	Jacqueline
Yonker	Catherine