



AUXILIARY SERVICES BOARD

January 25, 2016
1:00 p.m. STADIUM ROOM
MINUTES

Committee Purpose: To oversee and disseminate Auxiliary Services funds.
Committee established per El Camino College Board Policy 3600.

I. Call to Order

The meeting was called to order by Greg Toya at 1:03 p.m.

II. Roll Call, and Introductions

Committee Members:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Greg Toya (Chair) | <input checked="" type="checkbox"/> Sheryl Kunisaki | <input type="checkbox"/> Bill Mulrooney (Vice Chair) |
| <input checked="" type="checkbox"/> Andrea Sala | <input checked="" type="checkbox"/> Chuck Herzig | <input checked="" type="checkbox"/> Josie Cheung |
| <input checked="" type="checkbox"/> Stephanie Pedrahita | <input type="checkbox"/> Jo Ann Higdon | <input checked="" type="checkbox"/> Claudia Gonzalez |

Alternates & Support Staff:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Janice Ely (alt. for J. Higdon) | <input type="checkbox"/> Michelle Arthur (alt. for B. Mulrooney) |
| <input type="checkbox"/> Sophie Dao (alt. for J. Ely) | <input checked="" type="checkbox"/> Miriam Ifill (Accounting Support) |
| <input checked="" type="checkbox"/> Rudi Lopez (Minutes recorder) | |

III. Approval of the Minutes (November 23, 30 and December 14, 2015) and Agenda

Motion made by Andrea Sala to approve the minutes, seconded by Stephanie Pedrahita. Motion passed.
Motion made by Claudia Gonzalez to approve the agenda, seconded by Josie Cheung. Motion passed.

IV. ASB Sticker

Toya stated that a total of 29 faculty/staff paid for their ASB sticker: Four (4) were payroll deductions, two (2) promissory notes, and 23 paid in cash/check during the professional development breakfast on January 14, 2016. A discussion ensued regarding making the process more efficient, as the wait time to purchase the ASB sticker was longer than expected. ASO students were praised for attending the Flex Day and being at the tables to process ASB purchases. It was suggested to have ready made receipts, and encourage faculty/staff to purchase the sticker at future Flex Day presentations.

V. Journalism/Humanities Meeting

Toya explained that a meeting was held with Tom Lew, Bill Mulrooney, Dean Garcia, Miriam Ifill, Janice Ely, Stefanie Firth and Kate McLaughlin to discuss ASB and ASO budgets and request for special funding process. A discussion ensued regarding the campus community being unaware of the ASB Request for Special Funding process and how programs are funded.

Action Item(s): ASB to be more transparent when sending out emails to campus community regarding opportunities for Special Request Funding so that constituents are aware of the available funds.

Action Item(s): ASB to develop a rubric for criteria for Request for Special Funding and set a date deadline for the fall and spring semesters.

VI. Budget

Miriam Ifill presented the financials and ASB sticker income for Fall and Spring semesters. There is \$2270.00 balance in the Request for Special Funding account.

2015-2016 Allocations and Reserves

Toya asked the board to discuss ASB reserves to support 2015.2016 projected deficit. In addition to 2016-2017 allocations and possibly cutting \$54K out of current programs and/or use reserves to break even.

VII. Adjournment

Meeting adjourned at 2:04 p.m.