



## AUXILIARY SERVICES BOARD

July 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. Board Membership, Roll Call, and Introductions - Greg

#### Committee Members:

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Greg Toya (Chair) | <input checked="" type="checkbox"/> Sheryl Kunisaki | <input type="checkbox"/> Classified Administrator    |
| <input checked="" type="checkbox"/> Andrea Sala       | <input type="checkbox"/> Chuck Herzig               | <input checked="" type="checkbox"/> Josie Cheung     |
| <input checked="" type="checkbox"/> Araceli Rodriguez | <input type="checkbox"/> Jo Ann Higdon              | <input checked="" type="checkbox"/> Claudia Gonzalez |

#### Alternates, Support Staff, Guests:

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

### III. Approval of the Minutes (May 23, 2016) and Agenda

Motion made by Andrea Sala to approve the minutes with corrections, seconded by Josie Cheung.

Motion made by Andrea Sala to approve agenda, seconded by Claudia Gonzalez. No objections.

Both motions passed.

### IV. 2016-2017

Greg Toya informed the board of changes to the committee. Kristina Martinez of Financial Aid will be the Classified Administrator, and Bill Mulrooney will be the alternate. Chuck Herzig will not be attending the August 8, 2016 meeting due to summer class, but will be available for the Fall meetings.

### V. Budget

Miriam Ifill presented the ASB Executive Summary June 30, 2016, Income Statement, Balance Sheet, Fiscal Year 2016 General Ledger Summary, and ASB Budget. Net Income for 2015-16 was \$19,704 which went to ASB reserves. Ifill reviewed the proposed budget for 2016-17 which based on an anticipated decrease in paid student activities fees may result in a decrease of ASB income from \$442,198 to \$408,150.

Ifill requested the board vote on adopting the 2016-17 budget. Toya asked the board to table the motion for the next meeting because of requests for increased funding and special request funding from ASB funded programs.

## **VI. Request for Increases/Changes**

ASO. A discussion ensued regarding AP 5032 and the 35% of student activity fee money transferred to the ASO/ICC budget. ASO and ICC received additional funding in 2015-16 and 2016-17 as a result of transfer of 35% of student activity fee funds. Araceli Rodriguez informed the board that the ASO finance committee and senate voted to keep the additional funds for initiatives that will benefit students across the campus. ASO plans to use the funds for water hydration stations and for cell phone recharging stations. Toya proposed the board review the ASO budget at the August 8<sup>th</sup> meeting and have a discussion in relation to incoming requests by ASB funded programs for increased funds and/or special requests funds, including:

- **Athletics:** Colin Preston is asking for a \$7500 increase to their budget. A breakdown of their increases was provided to the board.
- **Project Success:** The program is also asking for a budget increase. Proposal is pending.
- **Fine Arts/Plays:** The Center for the Arts is proposing an account with the Foundation that will allow them to deposit all funds from Play 4.

Recognizing that the ASB board by-laws does not include a process for increased ASB funding requests, the ASB Board decided to create a process that will allow divisions/programs to request increased funds. Utilizing the Special Request Form as a template, the board discussed adding a separate fundraising question. The board discussed that information from the new form will guide the decision making regarding requests for additional funds. Toya will create the Request for Increased Funds form and send to divisions/programs requesting increased on-going funds.

To create a fair process for the other major recipients of ASB funds, the board decided that Toya will invite Journalism/the Union newspaper and Fine Arts/Forensics to submit increased on-going fund proposals to be presented at the August 8 and/or 22, 2016, scheduled meetings. Thus, the three major ASB funded programs, Athletics, Journalism, and Fine Arts, would all have a chance to present their needs for extra funds. Toya will invite Journalism and Fine Arts to submit an increased funds proposal.

Toya proposed that the August 8 and possibly August 22<sup>nd</sup> meetings be extended from 1:00-2:00 p.m. to 1:00-2:30 p.m. to allow sufficient time for the funding presentations. The board agreed to extend the meeting times for August 8 and 22, 2016 until 2:30 p.m.

## **VII. Special Request Fund**

## **VIII. Adjournment**

Meeting adjourned at 2:08 p.m.