



## AUXILIARY SERVICES BOARD

September 26, 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 1:00 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"/> Kristina Martinez           |
| <input checked="" type="checkbox"/> Andrea Sala       | <input checked="" 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)        |
| <input type="checkbox"/> Babs Atane (alt. for J. Ely)    | <input checked="" type="checkbox"/> William Mulrooney (alt. for K. Martinez) |

#### Guests:

- William Garcia  Juan Garcia  Michael Kane  Espe Nieto  Dr. Alan Chan

### III. Approval of the Minutes (August 22, 2016) and Agenda

Motion made by Andrea Sala to approve the minutes with edits, seconded by Bill Mulrooney. Motion made by Bill Mulrooney to approve agenda, seconded by Claudia Gonzalez. No objections. Both motions passed.

### IV. Budget

Miriam Ifill presented the financial report. Available cash totals \$117,175, ASB sticker income \$156,605.

### V. Request for Special Funding

**Veterans Day Celebration:** Juan Garcia counselor and Veterans Club President Michael Kane presented a \$5000 request for expenses to rent the Wall of Remembrance and refreshments from the Auxiliary Services Special Request Funds. The Veterans Day Celebration is a week-long event that includes an event on Saturday in collaboration with the Athletics Department. The Veterans Wall will be set up on Wednesday morning until Thursday, security provided by club members, and ECC police department. Veterans from past wars and conflicts will be featured at the event. **Motion made by Andrea Sala to fund the Veterans Wall of Remembrance for up to \$5,000 for Special Request funding, 2<sup>nd</sup> by Chuck Herzig. Bill Mulrooney abstained. Motion passed.**

**Jazz Festival Proposal:** Dr. Alan Chan returned to Auxiliary Services with a revised budget request to partially fund non-District employee honorariums for the featured guest artist and adjudicator for \$3150. **Motion made by Andrea Sala to fund \$3150 for the Jazz Festival from Special Request Funding, 2<sup>ND</sup> by Bill Mulrooney. Motion passed.**

**VI. Budget Request Process Timeline:** Toya asked the committee to review the Auxiliary Services Budget Request procedures so that the Auxiliary Services Committee may communicate FY 2017-18 balances and budget augmentation requests to their constituents during spring semester 2017. The budget request process includes how to request funds, explains the committee process and procedures, and a timeline. Toya proposed a completion of the process by mid-May so that the Student Development Office may focus on Commencement planning.

***Action Item: Chuck Herzig will create an Excel spreadsheet rubric with points and email to Rudi Lopez to share with Greg Toya and the committee. Auxiliary Services Committee members to review the draft budget request process and timeline and provide feedback to Toya.***

Meeting Adjourned at 2:17 p.m.