



AUXILIARY SERVICES BOARD

November 14, 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 1:04 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 checked="" type="checkbox"/> Kristina Martinez |
| <input 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 checked="" 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 type="checkbox"/> William Mulrooney (alt. for K. Martinez) |

Guests:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> William Garcia | <input checked="" type="checkbox"/> Rick Christophersen | <input checked="" type="checkbox"/> Nancy Adler |
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III. Approval of the Minutes (September 26, 2016) and Agenda

Motion made by Kristina Martinez to approve the minutes and the agenda with edits, seconded by Josie Cheung. Both motions passed.

IV. Budget

Miriam Ifill presented the financials; Executive Summary, Expenses of Aux Services Special Request Account and income report. There is \$78,047 cash on hand, county investment account balance \$300K, ASB sticker income as of 11/13/16 \$168,883, and special request funds available \$1,370.

V. Proposal

Play 4 Income Distribution: Nancy Adler along with Rick Christophersen addressed the committee regarding their proposal for income distribution. They provide a history of the musical and funding sources, along with the current state of the finances supporting the production of the play and reasons for their proposal. After several discussions regarding the proposal, it was decided by Adler/Christophersen to keep the same model for 2016 and withdraw their proposal request.

VI. Budget Request Process Timeline & Rubric:

- a. **Form and Process** Toya provided the committee documents regarding the process and rubric. Sheryl Kunisaki and library colleague were thanked for creating a draft PDF fill in form. Form and process will be revised and finalized at the next meeting.
- b. **Rubric.** Based on previous meeting feedback, the rubric created by Herzig was revised and made more general. However, some committee members voiced preference for the more specific rubric drafted by Herzig. Committee members were asked to provide feedback and suggestions for edits. In addition, the committee was asked if anyone was interested in working on the rubric outside of meeting time. No committee members accepted the invitation. Thus, the rubric will be discussed at the November 28th meeting.

Action Item: Kunisaki and colleague to revise the form with edits proposed by the committee.

VII. Discussion

- a. **ASO/ICC** – Araceli Rodriguez provided the committee a breakdown of the FloWater expenditures. Claudia Gonzalez informed the committee that the ICC has decided to allocate funds back to Aux Services Budget, a total of \$4,620. ASO Cabinet voted to not allocate funds back to Aux Services Budget.

Meeting Adjourned at 2:32 p.m.