



## AUXILIARY SERVICES BOARD

August 14, 2017

1:00 p.m. Fiscal Services Conference 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 checked="" type="checkbox"/> Kristina Martinez           |
| <input checked="" type="checkbox"/> Andrea Sala via CCC confer | <input type="checkbox"/> René Lozano                | <input checked="" type="checkbox"/> Josie Cheung                |
| <input checked="" type="checkbox"/> Alex Ostrega               | <input type="checkbox"/> Jo Ann Higdon              | <input checked="" type="checkbox"/> Tiffany Ushijima/Juan Ortiz |

##### Alternates, Support Staff, Guests:

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

##### Guests:

- ☒ Charles Herzig

Dr. Toya welcomed back the committee after a summer break and thanked everyone for their participation. Toya announced and welcomed Associated Students Organization students Tiffany Ushijima and Alex Ostrega on the committee. Charles Herzig expressed interest in continuing to serve on ASB. Toya will follow-up with Kristie Daniel-DiGregorio to inquire about possibly appointing Herzig as faculty alternate.

#### III. Approval of the Minutes (May 1, 2017) and Agenda:

- Motion made by Andrea Sala to approve the minutes, seconded by Kristina Martinez. Motion passed.
- Motion made by Kristina Martinez to approve the Agenda, seconded by Sala. Motion passed.

#### IV. Budget:

Miriam Ifill presented the Auxiliary Services 2017-18 budget financials and reported on the executive summary, income statement. Auxiliary Services Board 2017-2018 budget is projected to have a \$82K loss due to declining income and approved augmented budgets to Athletics, Journalism, and Forensics. Auxiliary services budget reserves with the county are at \$300K, and \$171K in cash at Bank of America. ECC declining enrollment may negatively impact student activity sticker income. Concerns/Questions were raised regarding the declining revenues every year procured from the Union newspaper ads, how to reverse the trend and increase advertising revenue. Toya may discuss the concerns/questions with Kate McLaughlin and Stephanie Frith and/or invite them to an ASB meeting. Herzig asked if the ASB committee to consider adopting a conservative budget each year to avoid being in a deficit annually. Sala inquired about ASO and

ICC's plans for the 35% allocation of sticker income and asked ASO Finance Director Ostrega to provide a balance sheet/Executive Summary of ASO assets and expenses at the next meeting.

*Action Item: Ostrega will obtain Executive summary/balance sheet from Hong Tran and provide it for the board at the next meeting. ASB will discuss possible follow-up on the Union ad declining revenue.*

Motion made by Andrea Sala to approve the 2017-2018 ASB budget as presented, seconded by Chuck Herzig. No opposition. Motion approved.

**V. ASO & ICC: Tiffany Ushijima and Alex Ostrega**

Ostrega discussed the Flowater hydration stations. ASO allocated approximately \$5K to cover costs of monthly filter replacement and servicing of the five hydration stations.

Sala asked if the district is paying for the water bill as a result of the hydration stations. Flowater stations were installed in January 2017.

Ushijima discussed the launch of the new Warrior Pantry to provide nonperishable food for students who are having food insecurities and/or are homeless. Sala reported that a Foundation Board member informed her that Measure H funds could be available to support the food pantry.

ASO plans to have fundraising events to raise money to purchase items to stock the pantry and work with the Financial Aid office to get the informational flyer to students. Kristina Martinez stated that she is looking into CalFresh program, eligibility and benefits for recipients.

ASO will propose a subsidy for 50 students to pay for 50% of the costs of \$232 for 26 weeks for the Metro U-Pass. This opportunity will be on a first come first serve basis. Students must be BOG waiver and have an ASB sticker to qualify for the subsidy.

*Action Item: Sala to work with Foundation Board member to gather information about Measure H funds to benefit the Warrior Pantry.*

*Action Item: Martinez to provide the ASB committee a flyer and information about the CalFresh program.*

**VI. Special Request Funding**

Toya stated that he anticipates a proposal from the Center for the Arts to be on the agenda for the next meeting.

Next meeting is Monday, September 11, 2017.

Meeting adjourned at 2:29 p.m.