

EL CAMINO COLLEGE
Auxiliary Services Board
Meeting Minutes
Wednesday, May 26, 2010 – 1:00 p.m.
Library 202

I. Call to Order

The meeting was called to order at 1:06 p.m.

Members & Alternates Present: Harold Tyler (Chair), Chuck Herzig, Don Goldberg, Katie Gleason, Bill Mulrooney & Josie Cheung

Not present: Jo Ann Higdon, Janice Ely, Shelton Bass, Tom Connolly, Jessica Lopez (ASO)

Support staff present: Carolee Vakil-Jessop & Miriam Ifill

Visitors: None

II. Approval of Minutes from May 12, 2010

The committee reviewed the minutes.

MOTION: To approve the minutes as presented. Moved by Chuck Herzig. Seconded by Katie Gleason. Motion passes.

III. Executive Summary of 2009-2010 Budget

Miriam Ifill reviewed the executive summary with the committee. The revenue from Play 3 will be distributed to the Foundation and ASB before 6/30/10. The athletic division made some transfers to cover 1 transportation invoice. The remaining transportation invoices will be covered by either Fund 11 or Fund 15 monies as the BPO in Fund 79 has been exhausted.

As the athletic state tournament account in fund 79 was nearly depleted, Dr. Nishime used monies from her Fund 11 account to cover hotel and transportation expenses for the state baseball tournament. However, those funds need to be reimbursed by any monies collected for participation in the state baseball tournament.

IV. Review proposed 2010-2011 ASB Budget

The committee reviewed the division/department budget totals for the proposed 2010-2011 ASB budget. The committee discussed the need to have more student representatives on the ASB committee. The committee would like to increase the number of student representatives on the committee next year.

The committee discussed reducing a department's/division's over all allocation in a subsequent year if the department/division exceeded their allocation in the current year.

The committee determined to look at all the 2009-2010 department/division budgets and if they exceed their overall allocation they will consider reducing their 2010-2011 by the amount they exceeded their 2009-2010 budget. The committee wants to ensure Dr. Nishime is reimbursed for her contribution to the state tournament account.

At the year end, the committee wants to review the revenues received and consider increasing program budgets that exceed their income goals.

Miriam presented the executive summary to the committee. The committee reviewed it and the datatel report. The committee reviewed the income received so far and discussed the potential income to come

in by the end of June. The committee felt they would exceed the overall expected income originally projected at the beginning of the year.

The committee reviewed and updated the ASB goals and assumptions for 2010-2011 as follows:

Assumptions – Income

1. ASB sticker revenue \$30,000
2. remain same as last year
3. change amount to \$3000
4. change percent to 1%
5. remain same as last year
6. Program related income estimates will be determined by a 3-year average and may include information submitted by program managers.

Assumptions – Expenses

1. Any over-expenditure not approved by the Auxiliary Services Board prior to the expenditure being incurred may result in a downward adjustment to the next fiscal year's program budget.
2. remain same as last year's #1
3. remain same as last year's #2
4. remain same as last year's #3
5. remain same as last year's #4
6. remain same as last year's #5

Goals

1. remain same as last year
2. remain same as last year
3. remain same as last year
4. remain same as last year
5. The Auxiliary Services Board will not develop a deficit budget in excess of 10% of the approved budget.

MOTION: To approve the 2010-2011 goals and assumptions as discussed. Moved by Katie Gleason. Seconded by Josie Cheung. Motion passes. Carolee will email the revised 2010-2011 goals and assumptions as soon as she completes the edits.

MOTION: To approve the 2010-2011 proposed budget. Moved by Harold Tyler. Seconded by Chuck Herzig. Motion passes.

The proposed budget will be distributed to budget managers for their line item allocations within their approved overall division/department budget's. Carolee will collect them and integrate them into a spreadsheet for review by the committee at the next meeting

V. FYE Request for funding 2010-2011
Tabled until the next meeting.

Meeting adjourned: 2:31 p.m.