

EL CAMINO COLLEGE
Auxiliary Services Board
Meeting Minutes
Wednesday, June 13, 2007 - 3:00 p.m.

I. Call to Order

The meeting was called to order at 3:05 p.m.

II. Roll Call

Present: Harold L. Tyler (Chair), Katie Gleason, Bill Mulrooney, Miriam Ifill (ASB Accounting Tech), Josie Cheung, Vivian Amezcua (ASO rep), Christina Jack (2007-08 ASO rep.), Carolee Casper (note taker)

Not Present: Jeff Marsee, Janice Ely, Ron Way

III. Approval of 6/6/07 Minutes

Minutes were approved with corrections.

IV. Introduction

Christina Jack, incoming ASO representative was introduced and welcomed to the committee.

V. 2006-2007 Budget Update

An updated ASB ledger was presented to the committee. Income is posted through May 2007 and expenses are posted to date.

An income shortfall of \$7000+ is expected due to a change in the accounting practices of ASB sticker income.

The books for 2006-07 ASB will be closed on July 31, 2007.

VI. Approval of 2007-2008 Basic Assumptions and Goals

During the discussion of the basic assumptions, it was recommended to change the interest rate for investment income to 4%.

It was also recommended to add a third assumption under the expenditures to read: "The District has assumed responsibility to pay for expenditures relating to stadium, gym and training room operations."

No changes were made to the goals.

Katie Gleason moved to approve the Basic Goals and Assumptions as corrected.

Bill Mulrooney seconded.

Committee vote: Unanimously approved.

VII. 2007-2008 Budget Development

The committee discussed income and allocation for 2007-2008 ASB programs. The committee discussed the 2006-07 income shortfall whether or not to assume the 07-08 income would also fall short. Making this projection would necessitate cutting \$8000 from 07-08 allocations. After discussions the projected income for 07-08 was lowered by \$8000. The committee decided to cut \$4000 from Administrative Awards and \$4000 from ASB salary. All other allocations are to remain the same as they were in 2006-07. Harold Tyler will notify Jeff Marsee and Barbara Perez regarding change in allocation for administrative awards.

Bill Mulrooney moved to approve the 2007-2008 ASB budget with the above listed changes to income and allocations.

Vivian Amezcua seconded.

Committee vote: Unanimously approved.

VIII. Memo to AS Budget Managers

The committee reviewed the memo to ASB Budget managers. The last sentence in the first paragraph was changed to read: "Therefore, we are expecting to keep allocations at the same level as last year." Also, the date for budget managers to submit requests for changes to allocations was changed to June 21, 2007.

Hearings for Budget Managers will be scheduled with the committee if needed.

IX. Miscellaneous Budget Discussion

The South Bay Youth Orchestra was discussed. The committee feels the chair, Harold Tyler, should set up a meeting with the Fine Arts dean to discuss the situation. Payment to participants will no longer occur as it has in the past and this may be problematic for the District. Harold agreed to set up a meeting with Dr. Schwartz, interim Fine Arts dean.

The committee would like a memo sent to College Council to inform them that ASB will no longer fund the gym, stadium and training room as stated in the committees' basic assumption expenditure #3.

A discussion of the transportation budget occurred. The committee felt two accounts should be used for transportation. One account for general transportation to season games/events and the other account for playoff travel. ASB does not have enough money to cover post-season/playoff travel. The district should assume this expense. Having two accounts would show the District the ASB is staying within its budget for seasonal games/events and the overage comes from post-season/playoff matches.

The committee needs two new members appointed by President Fallo; an administrator to replace Ron Way and a faculty member to replace Stacy Allen.

- X. Marketing of ASB Stickers
Tabled to next meeting – Topics to include ASB Discount book, continue 40 hours per week wages for marketing efforts, develop marketing plan and benchmarks for success.
- XI. Next Auxiliary Services Board Meeting
TBD
- XII. Adjournment
Meeting ended at 4:50 p.m.