

EL CAMINO COLLEGE  
**Auxiliary Services Board**  
Meeting Minutes  
Wednesday, June 23, 2010 – 1:00 p.m.  
Library 202

I. Call to Order

The meeting was called to order at 1:04 p.m.

**Members & Alternates Present:** Harold Tyler (Chair), Bill Mulrooney, Joshua Casper (ASO alternate), Josie Cheung

**Not present:** Jo Ann Higdon, Janice Ely (alternate), Tom Connolly (alternate), Chuck Herzig, Don Goldberg, Katie Gleason, Jessica Lopez (ASO)

**Support staff present:** Carolee Vakil-Jessop & Miriam Ifill

**Visitors:** Cynthia Mosqueda, Arturo Hernandez, Connie Fitzsimons

II. Approval of Minutes from May 26, 2010 and 6/9/10

The minutes from 5/26/10 were reviewed by the committee.

**MOTION:** To approve the minutes from 5/26/10 as presented. Moved by Bill Mulrooney. Seconded by Josie Cheung. Motion passes

The minutes from 6/9/10 were reviewed by the committee. Edits were made as follows:

Item V – last sentence add word “been” to read: The committee determined to consider allocating the extra \$3700 at the next meeting when income numbers are reviewed as Fine Arts has consistently **been** meeting or exceeding their income goals over the last few years.

Item IV second paragraph, second sentence edited to read: It was discussed that money was subtracted from ASB income this year for adjustments made due to prior year (1999-2009) SB sticker income not collected.

**MOTION:** To approve the minutes from 6/9/10 as corrected. Moved by Josie Cheung. Seconded by Bill Mulrooney. Motion passes.

III. Review Executive Summary 2009-2010

Miriam reviewed the information provided to the committee on the Executive Summary handout. Miriam indicated that expenses were posted to date as of yesterday and income was posted through May. A little more income is expected for June. The handout with information regarding the musical was also reviewed and discussed by the committee. Despite a planned budget deficit, it appears ASB will have a budget surplus after all income and expenses are posted. A final review of 2009-2010 budget will occur in August when ASB resumes its meetings.

IV. Review Requests for funding 2010-2011

A. FYE – Cynthia Mosqueda

Cynthia Mosqueda reviewed information regarding the FYE program and their efforts to assist students in obtaining their transfer goals. She indicated that they hold workshops, seminars and have guest speakers to assist students. All FYE events are open to all students on campus. FYE is no longer allowed to use Fund 11 for the purchase of food at these events. The FYE program wishes to be included in the Auxiliary budget and requests \$2800 in funding for 2010-2011. Cynthia was asked if she could provide the number of students that attend these workshops, seminars and guest speaker events. She indicated that she could easily do that as all this

information in kept in the SARS system. Cynthia further discussed the benefits of the FYE program to ECC students.

**MOTION:** To include the First Year Experience (FYE) program in the ASB budget as a line item. Moved by Bill Mulrooney. Seconded by Joshua Casper. Motion passes.

**MOTION:** To allocate \$2800 to the First Year Experience program for 2010-2011. Moved by Joshua Casper. Seconded by Josie Cheung. Motion passes.

Harold informed Cynthia that Miriam will contact her with the account number assigned the FYE program in the ASB budget.

B. MESA – Arturo Hernandez

Arturo Hernandez discussed the MESA program with the committee. He highlighted the ways MESA helps students succeed. He discussed the insecure funding of MESA in the state budget for 2010-2011 and the need to secure alternate funding sources. He discussed the MESA year-end dinner and how it has expanded. He is seeking \$1500 to fund the MESA year-end dinner. Currently MESA assists 140 students and MESA funds can only be used for MESA students.

**MOTION:** To include the MESA program in the ASB budget as a line item. Moved by Joshua Casper. Seconded by Bill Mulrooney. Motion passes.

**MOTION:** To allocate \$1500 to the MESA program for 2010-2011. Moved by Joshua Casper. Seconded by Josie Cheung. Motion passes.

V. Review and Finalize 2010-2011 ASB Budget

The committee reviewed the Fine Arts budget request with the Dean of Fine Arts, Connie Fitzsimons. Connie discussed the need for increased funding for Chorale and Forensics. Connie indicated that last year the dean did not address the need for increased funding. The \$3800 that was reallocated from the South Bay Children's Choir and South Bay Youth Orchestra accounts helped, but the total need is \$7500. Chorale and Forensics expenses include meals, entry fees, accommodations and transportation. The income and expense charts requested by Don Goldberg and provided by Carolee Vakil-Jessop were reviewed by the committee. It was noted that income amounts from Fine Arts have been steadily increasing and exceeding their goals while their funding has not increased.

**MOTION:** To increase the 2010-2011 Fine Arts allocation by \$3700.00. Moved by Josie Cheung. Seconded by Joshua Casper. Motion passes.

Connie and Miriam briefly discussed where to allocate the additional funds for Chorale and Forensics. The committee discussed the proposed final 2010 – 2011 ASB budget with all the allocations and new programs included. The final budget income is projected as \$429,300.00. The total budget allocation to line items is \$455,227.25. A budget deficit of \$25,927.25 is planned.

**MOTION:** To approve the final 2010-2011 ASB budget as discussed with a total final income budget of \$429,300.00 and a total final allocation budget of \$455,227.25 resulting in a planned budget deficit of \$25,927.25. Moved by Bill Mulrooney. Seconded by Joshua Casper. Motion passes.

Harold informed the committee that the he and Carolee Vakil-Jessop will be working on a Special Request form for programs to fill out when requesting funds from the ASB Special Request account. Questions such as is this activity included in your unit plan and what strategic initiative does this activity support should be included on the form.

VI. Next Auxiliary Services Board Meeting – August 11, 2010, 1:00 – 2:00 p.m., Library 202

Meeting adjourned: 2:28 p.m.

DRAFT