

EL CAMINO COLLEGE
Auxiliary Services Board
Meeting Minutes
Wednesday, September 9, 2009 – 1:00 p.m.
Library 202

I. Call to Order

The meeting was called to order at 1:05 p.m.

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

Not present: Janice Ely

Support staff: Miriam Ifill, Carolee Vakil-Jessop

Chuck Herzig was introduced to the committee members. Chuck is the new faculty appointee to the ASB replacing Connie Fitzsimons who is now serving as Dean of Fine Arts.

II. Approval of June 24, 2009 and August 26, 2009 minutes

June 24, 2009 Minutes

Harold Tyler reminded the committee that approval of the June 24, 2009 minutes had been tabled to this meeting. The committee reviewed the 6/24/09 minutes. The committee had questions regarding the wording and intent of committee's actions as reflected in the minutes. Also, there were questions regarding the guest accounts and special request account. Chuck Herzig asked for the definition of a guest account. Miriam Ifill responded. Don Goldberg pointed out that he is unsure if the 2nd full paragraph on page 2 fully expresses the intent of the committee in regards to funding of requests from the Guest Accounts. The committee agreed that their intent was that recurring events and requests must be budgeted from the originally allocated division budget and not from the Special Request account.

Another discrepancy was that in the budget presented as the final budget by Carolee Vakil-Jessop as \$2500 was allocated to Special Request. In the beginning budget presented by Miriam Ifill there is only 1523.50. It was explained that the \$2500 number was used to prevent violating the budget assumptions and goals by deficit spending. Carolee Vakil-Jessop recalls this being discussed in the 6/24/09 meeting and agreed to; however several committee members do not have a recollection of this. Because the meeting was several months ago it is unknown whether this was discussed or not. Don Goldberg requested that no changes be made to the budget by support staff. He requested that issues with the budget be brought to the committee for their decision before the changes are made. Support staff should not make changes to the budget without the approval of the committee *prior* to making the adjustment. The minutes should reflect all changes to the budget.

The committee agreed upon a budget at the 6/24/09 but they need to settle the minutes. The committee agreed that their intent was for all the VP Guest accounts to be allocated \$1000. They do not think they intended to cut counseling more than 5%.

Don Goldberg recommended that in the future drafts of proposed budgets with more than one scenario that the columns be named Proposed A, Proposed B, Proposed C rather than with percentages that may or may not be cut from all budget line items.

Miriam Ifill informed the committee that she changed the names on the counseling account, and separated it out along with the transfer center and scholarship accounts. The scholarship account now reflects the foundation location number.

Upon further discussion it was evident that there were different understandings of the adjustments being made to reflect the goals and assumptions adopted by the committee. Clarity was also needed to understand the 5% cut column did not reflect a 5% cut in all accounts. Changes to avoid deficit spending were made.

MOTION: Don Goldberg moved and Bill Mulrooney seconded to approve the 6/24/09 minutes with the stipulation that the committee is not clear what the 5% budget column looked like in all cases at the time it was adopted; particularly in regards to the guest accounts and special request account. Motion passed.

Minutes of 8/26/09

Under item III change the sentence that reads, “Katie would like to have a couple of columns added that would show clearly no change or any significant change in budget” to read “Katie would like to have the executive summary show any significant change in budget activity with bullet points stating why there is a difference or increase/decrease in income/expenses.”

Don Goldberg stated that he is ok with the budget now but would like changes to be brought to the committee for a vote before they are made. Don Goldberg asked if the June budget sheets reflected \$3000 net income from the sale of movie/attraction tickets. Miriam Ifill said no. The June sheet showed \$2000 but after the end of the fiscal year the amount earned was over \$3000 so she changed it on the 2009/2010 budget to \$3000 because it was more realistic. Don Goldberg indicated that this was a good improvement over the last budget. Miriam Ifill discussed including the line items for all the tickets sold throws the budget out of whack and has not reflected the income from the sale of those tickets until the end of the fiscal year. This is a more accurate reflection of income.

MOTION: Katie Gleason moved and Josie Cheung seconded to approve the minutes of 8/26/09 as corrected. Motion passed.

III. Executive Summary of 2009/2010 Budget v Actuals

Miriam Ifill stated that an executive summary sheet will not be as up-to-date as the datatel sheets. Katie Gleason indicated that she would like a summary sheet of bullet points indicating changes to the budget.

IV. Clarifications ASB Budget 2009-2010

The committee discussed the guest accounts and indicated that the VP's should get \$1000 each. There were sent notification of this cut. Harold Tyler indicated that President Fallo has requested a report about the expenditures from this account. Miriam Ifill will create that at the end of the fiscal year and share it with the committee. Harold Tyler indicated that President Fallo declined an allocation from ASB this year. Katie Gleason asked how the committee could support cutting the VP's account significantly more than the other accounts were cut. Don Goldberg indicated that the committee was not applying a common regulatory function because other budget managers have more latitude with their budgets. Harold Tyler reiterated that President Fallo did not take an allocation and indicated that he didn't think the VP's should take allocations either. He will be watching these accounts very closely to ensure that the money is being spent in support of students. The committee determined that all other guest accounts should have been cut by 5% and no more. With this determination, the counseling account is correct on the spreadsheet Miriam Ifill provided the committee.

The special request account was discussed. Currently there is \$1523.50 in the account. If the \$12,000 allocated last year was cut 5%, it should read \$11,400.00. The committee feels \$1500.00 is insufficient to fund special requests. Miriam Ifill pointed out that there is a \$736.00 surplus in the budget and those funds could be allocated to the Special Request account bringing the total to \$2259.50. Bill Mulrooney pointed out that the committee increased the special request fund to respond to needs on campus that came up as a result of diminishing budgets. It is likely the need will be even greater this year. Miriam Ifill pointed out that \$7000 was allocated to two programs from the special request last year which is more than half of the total amount allocated to special request funding.

The committee discussed the possibility of deficit spending this year to help offset some of the budget cuts programs are receiving. Don Goldberg pointed out that ASB has a 75% reserve. He stated that the ASB is sitting on a lot of money and it could be used by the students. He felt ASO is strapped for funds and could be given a lump sum to allocate to student clubs. Don Goldberg discussed a "bread board" which is a student run fund that doles out money to student groups that put in requests for funds. Katie Gleason stated she thought a special effort should be made to let deans and directors know that for student oriented programs there is money available. It was discussed that the committee might want to limit the total amount a program can request in a fiscal year. Harold Tyler stated that at the next meeting the committee could further discuss the special request funds and procedures related to those funds.

Don Goldberg again raised concerns about the Bookstore as a funding source. Harold Tyler indicated that President Fallo stated that if the Bookstore failed to meet their obligation to ASB, the District would make up the difference.

The committee discussed the need to have a healthy special request account.

MOTION: Don Goldberg moved and Bill Mulrooney seconded to allocate a total of \$12,000 to the special request account for fiscal year 2009-2010 understanding that the overall budget deficit for ASB will be less than \$15,000. Motion passes.

Next Auxiliary Services Board meeting - September 23, 2009, 1-2:30 p.m., in Library Room 202.

The meeting adjourned at 2:35 p.m.