

EL CAMINO COLLEGE
Auxiliary Services Board
Meeting Minutes
Monday, October 1, 2007 - 1:00 p.m.

I. Call to Order

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

II. Roll Call

Members & Alternates Present: Harold L. Tyler (Chair), Katie Gleason, Bill Mulrooney, Janice Ely, Connie Fitzsimons, Don Goldberg, Tom Connolly, Christina Jack (ASO Representative)

Not Present: Jeff Marsee, Josie Cheung

Support staff: Miriam Ifill (ASB Accounting Tech), Carolee Casper (note taker)

III. Approval of 9/24/07 Minutes

After the minutes were reviewed by the committee, Don Goldberg moved to approve as presented and Katie Gleason seconded. Committee vote: Yes: unanimous.

IV. 2007-2008 Budget Update

Harold Tyler reviewed with the committee the Balance Sheet for the Auxiliary Services fund as of June 30, 2007.

Assets

Cash	\$140,739.46
Change Fund	\$10,000.00
Accounts Receivable	\$8,413.99
Prepaid Expenses	\$13,589.50
Investments-County	\$69,000.00
Investment Receivable	\$932.75
Total Reserve	\$242,675.70

Liabilities

Accounts Payable	\$12,567.89
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Equity

Unappropriated Reserve	\$173,177.40
Change Fund Reserve	\$10,000.00
Uniform Replacement Reserve	\$12,500.00
Prior Year Adjustments	\$2,566.21
Income Summary	\$31,864.20

Total Net Worth \$230,107.81

The goal to restore the reserve of the Auxiliary Services Fund to \$138,000 has been accomplished.

Engelbarts Trust Account

The committee discussed the purpose of the trust. The Trust was given to do four things: 1) purchase a pipe organ and/or, 2) create an investment trust to establish a continuing concert series and/or, 3) create an investment trust to establish scholarships for students of music and/or, 4) create an investment trust to purchase and maintain musical instruments for student use.

Initially tubas and pianos were purchased. Original gift amount was about \$170,000. Current balance of investment is \$221,000.

The Fine Arts division administers the distribution of the interest from the Englebarts Trust. The Trust is part of the Auxiliary Services fund but not administered by the Auxiliary Services board.

Income Review – Musical

Initially it was reported that the 2007 musical (*A Funny Thing Happened on The Way To The Forum*) did not lose money. However, upon further discussion regarding the amount of money the musical was given from ASB and the Foundation it was revealed that it did lose money and it did not meet its income goal. The Foundation subsidized the musical by \$33,000.

To try to preserve the musical the Fine Arts division agreed to move the musical to a smaller venue, the Campus Theatre, and to make sure we do enough shows to enhance the Maddaford and Thomas family trust which was originally \$60,000. It was agreed that ASB would donate the ticket sale proceeds of the first two nights of the musical run, including the opening night gala, to the foundation and the revenue from the other performance dates ticket sales would go back to ASB. The 2006 musical, *Man from La Mancha* exceeded expectations income expectations and made money. However, the first two night sales for the 2007 musical did not replenish the Foundation fund as hoped. The Foundation fund can subsidize two musicals, before the Maddaford & Thomas fund runs out. The 2007 musical was subsidized. If the 2008 musical does not meet income goals and has to be subsidized, the fund will be exhausted.

Ron Scarlata wants to make a presentation to the Auxiliary Services Board at our next meeting to request changing the split on the ticket sales to a 50/50 split for all nights of the musical run in hopes of replenishing the Foundation fund and keeping the musical alive for the 2009 season.

The 2008 musical is *Joseph and the Amazing Technicolor Dreamcoat*. This musical was recently done at the Armstrong Theatre in Torrance and this could affect ticket sales for ECC's production. There will not be a gala event for this musical as it is not making enough money. The proceeds from the first two night's ticket sales will likely be affected by not having the gala.

District \$3 Million Augmentation List – ASB Programs

ASB programs receiving funding from the district augmentation funds are:

Forensics (Items 2 & 3 on Augmentation List)

Honors Transfer Program (Items 7 & 11)

Puente (Item 25)

Project Success (Items 28 – 32)

Athletics (Items 42 – 44)

The district augmentation funds will cover Stadium & Gym operations, the training room and transportation for Athletics. ASB did not allocate any funds for Stadium & Gym or the training room for its 2007-08 budget because it had not been responsible for these items in 2006-07 and the feeling of the board is that the District should cover these expenses. ASB allocated \$28,175 (2007-08) for transportation for Athletics, however, in light of the District covering these expenses (\$30,000) from the augmentation funds the Auxiliary Services Board decided to remove the transportation funding from the Athletics budget. The feeling of the Auxiliary Services Board is that ASB should not be funding those three items at all. Therefore, the committee decided the Athletics budget from ASB for the 2007-08 fiscal year shall be reduced by \$28,175 because transportation should have always been paid by the District and not from ASB funds.

The committee discussed what to do with the \$28,175 ASB now had to allocate. Some suggestions included allocating some of the funds to various programs and keeping the rest in reserve for unforeseen events, an equitable allocation increase to all programs, putting all the funds in the reserve, 1/3 allocated evenly to all programs and 2/3 to the reserve and leaving the money in the fund to allocate later if needed. If not needed, it would go into the reserve at the end of the year. The committee decided to leave the money in the ASB fund for this year and allocate it later if needed. The committee discussed some of the funds might be needed for athletics post-season play.

Each of the other above listed ASB programs that received augmentation funding is to be looked at individually to determine if ASB funding should be cut in lieu of augmentation funding. Janice Ely agreed to review the requests for augmentation funds from ASB programs that were submitted to the District to provide clarification regarding what the augmentation funds are to be used. This will allow the committee to make informed decisions about whether or not to leave ASB funding the same for these other programs this year or to cut their funding in lieu of augmentation funds. ASB does not want to pay for salaries or transportation and this should be reviewed in those program expenditures. ASB will continue to pay for expenses that fall within the ASB budget even if these programs receive augmentation funds from the District for other expenses.

VI. Review Budget Manager Requests for Augmentation

In 2006-07 the following items were paid from special competition funds:

\$4000	Forensics
\$2450	Chorale – MACC Conference
<u>\$ 550</u>	Student Success
\$6985	Total

Programs requesting augmentation for the 2007-08 year from the ASB are:

Puente \$5000

Art Gallery \$1825

Commencement/Academic Awards \$1000

Chorale (as much as can be given to help the Chorale attend a conference)

After much discussion the committee decided not to fund the augmentation request from Puente due to the fact that they received special funding from the District augmentation funds. Forensics also received funding from the District augmentation funds and may not need augmentation from ASB this year.

The committee discussed who funds faculty travel when they are accompanying student groups on field trips. Funds allocated to the divisions for faculty conferences are denoted as professional growth funds. Chaperoning a student group on a field trip would likely not qualify as professional growth leaving these funds unavailable to the faculty to pay their expenses. This leaves the ASB or club funds to pay for faculty travel. Because faculty must accompany students on trips it is reasonable for ASB to pay for their expenses.

The committee discussed the following to be paid from Special Competition funds:

\$1825	Art Gallery
<u>\$2500</u>	Chorale – MACC Conference
\$4325	Total

Katie Gleason moved to approve this funding. Connie Fitzsimons seconded.

Committee vote - Yes: Unanimous

The committee discussed expanding funding to the following programs as follows:

Administration: Graduation increase by \$600 making the total funding \$900 to pay stipends to commencement band.

Academic Awards increase to \$400 to pay for academic award name plates.

Connie Fitzsimons moved to approve this funding. Bill Mulrooney seconded.

Committee vote - Yes: unanimous

The committee discussed an increase in Career Center funding by \$50.00.
Katie Gleason moved to approve. Don Goldberg seconded. Committee vote – Yes:
unanimous

- VII. Next meeting: Monday, October 22, 2007 @ 1:00 p.m. in the Stadium Room
Meeting topics to include:
Musical issues – ticket sales
Forensics
- VII. Adjournment at 2:55 p.m.