

EL CAMINO COLLEGE  
**Auxiliary Services Board**  
Meeting Minutes  
Wednesday, October 27, 2010 – 1:00 p.m.  
Stadium Room

I. Call to Order

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

**Members & Alternates Present:** Don Goldberg (acting Chair), Josie Cheung, Tom Connolly, Chuck Herzig, Katie Gleason, Sharon Asher (ASO Alternate)

**Not present:** Jo Ann Higdon, Janice Ely (alternate), Bill Mulrooney, Harold Tyler, Rio Enomoto (ASO)

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

**Visitors:** Kevin Paxton (ASO – Administrative Assistant)

II. Approval of Minutes from 10/13/10

The minutes from 10/13/10 were reviewed by the committee.

**MOTION:** To approve the minutes from 10/13/10 as presented. Moved by Josie Cheung. Seconded by Sharon Asher. Motion passes

III. 2010-2011 Budget Executive Summary

Miriam presented the 2010-2011 executive summary and datatel reports and informed the committee that income was posted to the accounts through September 30<sup>th</sup> and expenses were posted as of October 26<sup>th</sup>. The committee reviewed the summary and datatel reports. The reserve was discussed as well as a permanent endowment fund.

IV. Review Request for funding 2010-2011

Business Division: Office Administration Open House

The committee reviewed the memo from Virginia Rapp, Dean of Business, requesting \$150 for refreshments for the Office Administration department open house. The purpose of the open house is to introduce students to the Office Administration program, faculty and course of student. The event is open to all students.

**MOTION:** To allocate up to \$150.00 from ASB Special Requests (79-54550-00-850182-7670) for expenses related to the Office Administration Open House. Moved by Katie Gleason. Seconded by Chuck Herzig. Motion passes.

V. Committee Discussion

Chuck Herzig presented various graphs in which he took ASB income and expenses and compared the data between programs. The committee discussed this information and reviewed some of the information Miriam Ifill prepared in the 2009-2010 yearend report.

The committee discussed topics for future meetings:

Development of a Special Request Form

Other sources of revenue

Investment options

Early identification of expenses subject to reduction

VI. Next Auxiliary Services Board Meeting – November 10, 2010, 1:00 – 2:00 p.m., Stadium Room

Meeting adjourned: 1:50 p.m.