

EL CAMINO COLLEGE
Auxiliary Services Board
Meeting Minutes

Monday, December 10, 2007 - 1:00 p.m.

I. Call to Order

The meeting was called to order at 1:08 p.m.

II. Roll Call

Members & Alternates Present: Harold L. Tyler (Chair), Katie Gleason, Bill Mulrooney, Don Goldberg, Tom Connolly, Christina Jack

Not Present: Jeff Marsee, Janice Ely, Josie Cheung, Connie Fitzsimons

Support staff: Carolee Casper

III. Approval of 11/19/07 Minutes

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

IV. Review of 2007-2008 Budget to date

Miriam Ifill prepared a budget to date worksheet for the committee to review. Harold Tyler indicated that the worksheet was completely up-to-date as far as expenditures were concerned. However the income is only up-to-date through October 2007.

Income

The ASB sticker income was projected at \$50,000 and so far \$25,890 has been collected which is half way to the board's projection.

All the play income isn't posted yet and the musical will occur in the spring so that money won't be posted until April or May.

Football ticket sales exceeded the board's projection this year. This is likely due to the fact that one of the playoff games was at El Camino and we received that extra revenue. The State Commission of Athletics has not given ECC/ASB our share of the ticket revenue from the playoff and championship games from last season.

Income from the Union advertising is low but that may be because all the income has not been posted yet.

Expenses

Some of the money from the Special Competition account which the board allocated has been spent.

Mens/Womens Transportation account appears to be overdrawn by \$7868.11. This may be because these expenditures were on blanket po's that were approved prior to the Auxiliary Board's decision to rescind the money previously budgeted for athletics transportation. Harold indicated that Miriam has billed the district for this money.

However, because the income revenue is not current and Miriam is not at the meeting to clarify, there is no way to know if the money has been received from the district yet. The board wants to make sure this reimbursement is received. Miriam notified Harold and Carolyn Biedler (Athletics) that the blanket po's that had been issued on the auxiliary transportation account had been cancelled.

Questions were asked about the report and the department codes. Tom Connolly indicated that Datatel Release 18 makes sorting very difficult and the board should not be concerned if the department names and the accounts in those departments do not seem to match up. Accounting is having difficult time with this issue and running reports. Tom indicated that he would ask Miriam to rerun the report so it was more accurate as far as the department names were concerned. Tom stated that the totals should be accurate.

It was noted that the income totals were not correct because they reflect only \$25,000 of received income and that does not add up when you look at each individual section of income. The board would like a report that was more accurate and easy to read for the next meeting.

It was noted that the only department to have accounts that reflect more than 80% of its budget expended are in Health Sciences & Athletics. It was asked if it was safe to assume that is because those sports have completed their season that there will be no more charges to those accounts or should the board be concerned that we're only half way through the year and those accounts have used up most of their budget and may need more. Harold indicated that those were fall sports and should have no more expenditures for the year. Don also stated that the board had agreed they wouldn't hold each individual account to its budget as long as the department budget administrator keeps within the total amount budgeted for their department. The department budget administrator has the ability to move the money around however he/she sees fit.

The football miscellaneous account was discussed. Harold indicated that account was set up to offset the costs associated with football playoffs. It was questioned whether or not Rory could now reassign the money in that account that was not used for football playoffs to other sports. Harold indicated that the leftover money from that account should be returned to the ASB reserve. The committee wanted to know if Rory was aware that money was to be returned to the ASB reserve. Harold stated that he would make sure that he informed Rory of this.

The committee wanted to know if the revenue from the State Athletic Commission that was earned at last year's championship game in Fresno would come to ASB, the District, or the football program. It was indicated that it should come to ASB.

A discussion ensued regarding other direct support organizations that could and do help fund auxiliary programs. The ASB would like a report of any funds received from other sources that support auxiliary programs before they determine next years budget for those programs. They feel all that information should be taken into consideration prior to a budget being approved.

A discussion ensued regarding programs that use district facilities and personnel to run a revenue generating event and the determination that needs to be made by the District where those funds should go - to the District, the program that ran the event or to Auxiliary services. Currently there are events/summer programs held on campus by ASB supported programs that generate revenue but it is undetermined by the ASB where that revenue goes once it's received. It was also discussed that it is against ECC board policy to have funds kept in a bank account outside the District or Foundation accounts. It may be these events are scheduled through the civic center to use the facilities. Dr. Marsee and Dr. Nishime should probably be asked about this and it should probably be discussed in cabinet. A committee member asked Harold to bring this discussion to Dr. Marsee and Dr. Nishime to get the District to resolve this situation. Harold indicated that he would have a discussion with them about this issue.

The committee reviewed the budget for student support programs that ASB supports and Harold indicated that those programs have been informed that ASB money is not to pay for staff but is to be used directly for supporting the student i.e. busses, meal expenses, etc. A committee member suggested having a meeting with these program coordinators to set up accounts that will support expenditures that directly support the students. It was also suggested that a guideline should be written to help these programs correctly utilize ASB funds.

The Fine Arts accounts were briefly looked at and the guest accounts for the administrators. Each administrator gets \$1500 for hospitality. The Scholarship luncheon is paid for through the Financial Aid – Guest account. It was discussed that the Foundation was supporting the scholarship luncheon event this year and the money ASB allocated may need to be returned to the ASB reserve.

A few other accounts were looked at and appeared to be in good shape.

The Union revenue was discussed. It was stated that all income generated by the Union should come to the ASB to help offset the cost ASB incurs by supporting the Union. The committee asked Harold to discuss this issue with Dr. Marsee. Harold indicated that he would do that.

The feeling of the committee is that they want Harold to meet with Dr. Marsee to discuss any program supported by ASB that receives revenue does not give that revenue to ASB. The committee discussed cutting funding from any program that received ticket revenue or outside revenue and does not give it to ASB. The committee was in support of this. Harold will discuss this with the department administrator or Dr. Marsee to try to resolve the situation.

The next meeting was set for January 16th at 1:00 p.m. A meeting appointment will be sent out.

The meeting adjourned at 2:34 p.m.