

DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: **Thursday, February 12, 2015**

Time: 4:00 PM

Place: President's Board Room, Administration Building  
College of the Desert  
43-500 Monterey Avenue  
Palm Desert, CA 92260

Minutes

**1. Call to Order**

The meeting was called to order at 4:15 pm.

Present:

Dr. Joel Kinnamon  
Anna Davies  
Lisa Howell  
John Ramont

**2. Approval of Agenda for February 12, 2015**

Anna Davies made a motion to approve the agenda as submitted, seconded by Dr. Joel Kinnamon.

No discussion.

Motion passed, all in favor. No opposed. No abstained.

**3. Approval of Minutes from November 13, 2014 Meeting**

Dr. Joel Kinnamon made a motion to approve the minutes as submitted, seconded by Anna Davies.

No discussion.

Motion passed, all in favor. No opposed. No abstained.

**4. Approval of Vavrinek, Trine, Day & Co., LLP Engagement Letter**

Dr. Joel Kinnamon made a motion to approve the Engagement Letter, seconded by Lisa Howell.

No discussion.

Motion passed, all in favor. No opposed. No abstained.

**5. Receive Draft Annual IRS Informational Filing**

Item was presented as informational.

No discussion.

No action was taken.

**6. Approval of Payments for period ending 12/31/14**

Dr. Joel Kinnamon made a motion to approve the payments as submitted, seconded by Anna Davies.

There was a general discussion regarding equipment expenditures for the Golf Center. Concerns were expressed that expenditures were incurred prior to being approved.

Motion passed, all in favor. No opposed. No abstained.

**7. Financial Reports for period ending 12/31/14**

John Ramont presented the financial reports for the period ending 12/13/2014.

Review and discussion noted that the Auxiliary operations were at a \$50,000 deficit at this point in the year.

No action was taken.

**8. Financial Operations Review**

**a. Golf Center**

Lisa Howell provided information regarding the upcoming operational audit of the Auxiliary operations and Golf operations

**b. Bookstore**

Lisa Howell provided information on current bookstore operations, as well as the development of an agreement to open a bookstore at the Indio campus. It was noted that the improvement of the commercial space would need to go through Division of State Architect (DSA) approvals.

**c. Food Services**

John Ramont presented information on the development of an RFP for the dining hall operations. Staff was reviewing other RFPs to determine best practices. RFP would be released in March.

No action was taken.

**9. Review Auxiliary Business Plan**

Nothing was presented.

No discussion.

No action was taken.

#### **10. Discuss/Review Staff Development Support**

Discussion focused on current practices, contractual obligations, and overall structure. Consideration was given to bringing a proposal to fund activities in alignment with District goals and not to Auxiliary funding. It was further discussed to propose a per-FTEF amount.

No action was taken.

#### **11. Adjourn**

Meeting was adjourned at 4:35 p.m.

cc: Dr. Joel Kinnamon email  
Lisa Howell email  
John Ramont email  
Anna Davies email