



Desert Community College District Auxiliary Services

Board of Directors Meeting

Minutes for Wednesday, March 29, 2023

11:00 a.m.

Conference Room 101, Building C

1. Call to Order/Roll Call

The meeting was called to order at 11:00 a.m. Diana Guijarro

Roll Call:

Present

- Andy Dunn, Ed.D., Chairperson
- Ellen Clifford, Vice Chairperson
- Diana Guijarro, Secretary/Treasurer
- Martha Garcia, Ed.D., Member
- Jessica Enders, Ed.D., Member

2. Action Items

2.1 Approval of Agenda

- Diana Guijarro made a motion to approve the agenda as presented, seconded by Jessica Enders.
- Discussion: There were no corrections.
- Agenda was approved as presented.

2.2 Approval of December 14, 2022 Meeting Minutes

- Diana Guijarro made a motion to approve the December 14, 2022 meeting minutes as presented, seconded by Jessica Enders.
- Discussion: There were no corrections.
- Minutes were approved as presented

2.3 Appointment for Vacant Vice President, Administrative Services member/Chairperson, Andy Dunn

- Jessica Enders made a motion to appoint Andy Dunn for the Vacant Vice President, Administrative Services member/Chairperson replacing the former Vice President, Administrative Services member/Chairperson that resigned on December 31, 2022, seconded by Martha Garcia.
- Discussion: Approved. It's official.

2.3 Conclusion

- Motion passed: 3 Ayes, 0 Noes, 0 Abstain

2.3 Follow-up Items	2.3 Task of	2.3 Due by
None	None	None

2.4 Appointment for Vacant Director, Auxiliary Services, Contracts and Purchasing member/Vice Chairperson, Ellen Clifford

- Jessica Enders made a motion to appoint Ellen Clifford for the Vacant Director, Auxiliary Services, Contracts and Purchasing member/Vice Chairperson replacing the former Director, Auxiliary Services, Contracts and Purchasing member/Vice Chairperson that resigned on March 7, 2023, seconded by Diana Guijarro.
- Discussion: Approved. It's official.

2.4 Conclusion

- Motion passed: 4 Ayes, 0 Noes, 0 Abstain

2.4 Follow-up Items	2.4 Task of	2.4 Due by
None	None	None

2.5 Approval of Payments for period ending December 31, 2022

- Martha Garcia made a motion to approve the payments as presented, seconded by Diana Guijarro.
- Discussion: Payments were presented and reviewed by Ellen Clifford.

2.5 Conclusion

- Motion passed: 5 Ayes, 0 Noes, 0 Abstain

2.5 Follow-up Items	2.5 Task of	2.5 Due by
None	None	None

2.6 Receive FY2021-22 Audit Report

- Jessica Enders made a motion to receive the FY2021-22 Audit Report as presented, seconded by Martha Garcia.

- Discussion: Received and reviewed the FY2021-22 Audit Report by Diana Guijarro. Received a clean/unmodified audit opinion.

2.6 Conclusion

- Motion passed: 5 Ayes, 0 Noes, 0 Abstain

2.6 Follow-up Items	2.6 Task of	2.6 Due by
None	None	None

2.7 Budget Adjustment

- Jessica Enders made a motion to approve the Budget Adjustment as presented, seconded by Martha Garcia.
- Discussion: Received and reviewed the Budget Adjustment report by Ellen Clifford.

2.7 Conclusion

- Motion passed: 5 Ayes, 0 Noes, 0 Abstain

2.7 Follow-up Items	2.7 Task of	2.7 Due by
None	None	None

3. Information/Discussion Items

3.1 Review Financial Reports for period ending December 31, 2022

- Discussion: Received and reviewed the financial reports for period ending December 31, 2022 by Ellen Clifford.

3.1 Conclusion

- Informational item.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
None	None	None

3.2 Update on the Request for Proposals for Beverage and Dining Services

- Discussion: Ellen Clifford reported that College of the Desert received two proposals for Beverage Services from PepsiCo and Coca-Cola and one proposal for Dining Services from Pacific Dining. All three vendors will be invited for an

in-person interview with the Food Services Advisory Committee on Friday, April 14, 2023.

- Jessica Enders suggested that the college look into a contract with Panera Bread's leftover food donation program to help with the need of food supply at the Indio Campus.

3.2 Conclusion

- Informational item.

3.2 Follow-up Items

3.2 Task of

3.2 Due by

None	None	None
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3.3 Special Board Meeting on April 20, 2023

- This special board meeting is to review recommendations from the Food Services Advisory Committee to award a contract for Beverage Services and Dining Services. Contracts to begin on July 1, 2023.

4. Adjournment

The meeting was adjourned at 11:45 a.m. by Andy Dunn.

Next Meeting

Wednesday, June 14, 2023

3:30 p.m. – 4:30 p.m.

Location: Conference Room 101, Building C