



Desert Community College District Auxiliary Services

Board of Directors Meeting

Minutes for Wednesday, June 14, 2023

4:00 p.m.

Conference Room 101, Building C

1. Call to Order/Roll Call

The meeting was called to order at 4:09 p.m. by Ellen Clifford.

Roll Call:

Present

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

Not Present

- Martha Garcia, Ed.D., Member

2. Action Items

2.1 Approval of Agenda

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

Conclusion

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

2.1 Follow-up Items

2.1 Task of

2.1 Due by

None	None	None
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2.2 Approval of April 20, 2023 Special Board of Directors Meeting Minutes

- Diana Guijarro made a motion to approve the April 20, 2023 Special Board of Directors meeting minutes as presented, seconded by Jessica Enders.
- Discussion: There were no corrections.
- Minutes were approved as presented

Conclusion

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

2.2 Follow-up Items	2.2 Task of	2.2 Due by
None	None	None

2.3 Appointment for Vacant Vice President, Administrative Services, Member/Chairperson, Rodrigo Garcia

- Jessica Enders made a motion to appoint Rodrigo Garcia for the Vacant Vice President, Administrative Services member/Chairperson replacing the former Vice President, Administrative Services, Member/Chairperson that resigned on April 28, 2023, seconded by Diana Guijarro.
- Discussion: All approved appointment.

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 Approval of Payments for the period ending March 31, 2023

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

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 Election of Officers for FY2023-2024

- Jessica Enders nominated Rodrigo Garcia as **Chairperson**, seconded by Diana Guijarro.
- Rodrigo Garcia accepted nomination.
- Motion passed: 4 Ayes, 0 Noes, 0 Abstain

- Jessica Enders nominated Ellen Clifford as **Vice Chairperson**, seconded by Diana Guijarro.
- Ellen Clifford accepted nomination.
- Motion passed: 4 Ayes, 0 Noes, 0 Abstain

- Rodrigo Garcia nominated Diana Guijarro as **Secretary/Treasurer**, seconded by Ellen Clifford.
- Diana Guijarro accepted nomination.
- Motion passed: 4 ayes, 0 Noes, 0 Abstain

2.5 Conclusion

- Officers for FY2023-2024 are Rodrigo Garcia as Chairperson, Ellen Clifford as Vice Chairperson and Diana Guijarro as Secretary/Treasurer

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

2.6 Approve the Proposed Meeting Dates for FY2023-2024

- Ellen Clifford made a motion to approve the meeting dates for FY2023-2024: September 13, 2023, December 13, 2023, March 14, 2024, and June 12, 2024 from 3:30 p.m. to 4:30 p.m., seconded by Jessica Enders.
- Discussion: No changes recommended.

2.6 Conclusion

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

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

2.7 Approve the FY2023-2024 Auxiliary Services Budget

- Jessica Enders made a motion to approve the FY2023-2024 Auxiliary Services Budget as presented, seconded by Diana Guijarro.
- Discussion: Ellen Clifford presented the FY2023-2024 Auxiliary Services Budget.

2.7 Conclusion

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

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

2.8 Approve the Pacific Dining Contract for Dining Services

- Jessica Enders made a motion to approve the Pacific Dining Contract for Dining Services, seconded by Diana Guijarro.
- Discussion: Ellen Clifford presented Pacific Dining Contract. It is a five-year contract for Dining Services at the Palm Desert and Indio Campuses. Negotiated 7.2% monthly commission and in favor of additions to increase sales.

2.8 Conclusion

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

2.8 Follow-up Items	2.8 Task of	2.8 Due by
None	None	None

2.9 Approve the Reyes Coca-Cola contract for Exclusive Beverage Services

- Jessica Enders made a motion to approve the Reyes Coca-Cola contract for Exclusive Beverage Services, seconded by Diana Guijarro.
- Discussion: Ellen Clifford presented the Reyes Coca-Cola Contract. It is a five-year contract. The enrollment clause was removed. Ellen Clifford is strategically planning vending machine access to include near EDGE and pEDGE and Cravens Student Services Center.

2.9 Conclusion

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

2.9 Follow-up Items	2.9 Task of	2.9 Due by
None	None	None

3. Information/Discussion Items

3.1 Review Financial Reports for the period ending March 31, 2023

- Discussion: Ellen Clifford presented and reviewed the financial reports for period ending March 31, 2023. There are custodial schedule issues.

3.1 Conclusion

- Information Item.

3.1 Follow-up Items

3.1 Task of

3.1 Due by

None	None	None
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3.2 Review Golf Professionals updated Contract

- Discussion: Ellen Clifford presented and reviewed the Golf Professionals updated Contract to include a July 1st to June 30th term. It is an honor system, and will have the Public Safety patrol the property when the Golf Center Secretary is not on the property.

3.2 Conclusion

- Information Item.

3.2 Follow-up Items

3.2 Task of

3.2 Due by

None	None	None
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3.3 Review Hours for the Golf range, Beeps Café, and College of the Desert Bookstore

- Discussion: Ellen Clifford presented the hours of operation for the College Golf Center, Beeps Café, and College of the Desert Bookstore listed below.
 - College Golf Center – Effective June 9, 2023 (Summer)
 - Closed on holidays 6/19/23, 7/4/23, 9/4/23, 11/10/23, 11/23-24/23, 12/22/23, 12/25-29/23, 1/1/24, 1/15/24, 2/16/24, 2/19/24, 3/28-29/24, 5/27/24 and 6/19/24
 - Hours and Days: 6:00 a.m. – 2:00 p.m., Monday - Thursday
6:00 a.m. – 1:30 p.m., Friday – Saturday
Sunday – Closed
 - Beeps Café (Summer)
 - Closed June 5th – June 11th, 2023
 - Hours of Operation starting June 12th, 2023
 - 8:00 a.m. – 2:00 p.m., Monday - Thursday
 - Closed the Juneteenth holiday and 4th of July holiday
 - College of the Desert Bookstore – Palm Desert (Summer)
 - Hours of Operation starting June 5th thru August 4th
 - ❖ 8:00 a.m. – 2:00 p.m., Monday thru Thursday
 - College of the Desert Bookstore – Indio (Summer)
 - Hours of Operation starting June 5th thru August 4th
 - ❖ 8:00 a.m. – 2:00 p.m., Wednesdays only
- There is a need for Grab and Go items at the Indio Campus.

- Ellen is actively communicating with vendors to include:
 - provide fresh items in food vending machines with current vendor, Golden State Vending;
 - switching beverage vendor from Pepsi to Coca-Cola. Pepsi is not receptive to communication.
 - Engagement and outreach with the Bookstore.
- First Class Vending is a company that can do food and vending. It will be hard to get a vendor to submit a request for proposal (RFP) for only food.

3.3 Conclusion

- Information Item.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
None	None	None

4. Adjournment

The meeting was adjourned at 5:07 p.m. by Rodrigo Garcia.

Next Meeting

Wednesday, September 13, 2023

3:30 p.m. – 4:30 p.m.

Location: Conference Room 101, Building C