



## Desert Community College District Auxiliary Services

Board of Directors Meeting

### Minutes for Wednesday, September 11, 2024

3:30 p.m.

Conference Room 101, Building C

#### 1. Call to Order/Roll Call

The meeting was called to order at 3:38 p.m. by Rodrigo Garcia.

Roll Call:

##### Present

- Rodrigo Garcia, Chairperson
- Ellen Clifford, Vice Chairperson
- Diana Guijarro, Secretary/Treasurer
- Laura Hope, Member

##### Not Present

- Jessica Enders, Ed.D., Member

#### 2. Action Items

##### 2.1 Approval of Agenda

- Laura Hope made a motion to approve the agenda as presented, seconded by Diana Guijarro.
- Discussion: No changes were made to the agenda.
- Agenda was approved as presented.

##### Conclusion

- Motion passed: 4 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 June 12, 2024 Board of Directors Meeting Minutes**

- Laura Hope made a motion to approve the June 12, 2024 Board of Directors meeting minutes as presented, seconded by Ellen Clifford.
- Discussion: There were no corrections made to the minutes.
- Minutes were approved as presented.

**Conclusion**

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

<b>2.2 Follow-up Items</b>	<b>2.2 Task of</b>	<b>2.2 Due by</b>
None	None	None

**2.3 Approval of Payments for the period ending June 30, 2024**

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

**2.3 Conclusion**

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

<b>2.3 Follow-up Items</b>	<b>2.3 Task of</b>	<b>2.3 Due by</b>
None	None	None

**2.4 Approval of Assignment Agreement with Capital Provisions**

- Laura Hope made a motion to approve the Assignment Agreement with Capital Provisions, seconded by Diana Guijarro.
- Discussion: Due to Refreshing USA, our previous food vending provider, going out of business, Capital Provisions will be taking over the service area. As a result, Refreshing USA is assigning its rights and obligations under the current agreement to Capital Provisions. Capital Provisions will assume all responsibilities for the agreed-upon terms and conditions. We have extended the term for one (1) year, ending June 30, 2025. The rationale behind this one-year extension is that Auxiliary did not want to enter into a long-term agreement with a new company at this time.

**2.4 Conclusion**

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

<b>2.4 Follow-up Items</b>	<b>2.4 Task of</b>	<b>2.4 Due by</b>
None	None	None

### 3. Information/Discussion Items

#### 3.1 Review Financial Reports for the period ending June 30, 2024

- Discussion: Ellen Clifford presented and reviewed the financial reports for period ending June 30, 2024. We are still waiting on the final numbers for Follett due to some technical errors in processing our commission. Another revenue source Ellen Clifford has been working on is the interest accounts. Ellen has been in discussions with the banks holding these funds. Ellen has already updated one account from .05% to 4.02% and plan to update the other account from 2.23% to 5%. Areas that have seen a decrease in expenses include:
  - Salaries and benefits, due to not paying for the Accounting Specialist
  - Equipment repairs, as there have been none this year
  - Data processing
  - Staff development
  - Ending of the doctoral program support

#### 3.1 Conclusion

- Information provided by Ellen Clifford.

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

#### 3.2 Auxiliary updates

- Updates since the last meeting on March 13, 2024:
  - Food Vending Services: It was decided to move forward with Capital Provisions after receiving no bids for the food vending Request for Proposals (RFP). Auxiliary worked with Capital Provisions to install their Pico cooler, coffee machine, and snack machine in the Palm Desert Dining Hall and at the Mecca/Thermal Campus.
  - Golf Range: The Golf Range has a new utility vehicle and ball picker attachment, as the previous one was deemed end of life. This expense was paid through the District PRU process and Strong Workforce funds. Ellen has been collaborating with Tanner Bown, the Golf Management instructor, on ways to save money and enhance the Golf Range. A significant portion of the budget goes to golf balls, so it is suggested to pick up balls by hand and perform a clean/pick once a week. Many of the balls end up in a drainage ditch located at the center of the Golf Range.

#### 3.2 Conclusion

- Information provided by Ellen Clifford.

**3.2 Follow-up Items****3.2 Task of****3.2 Due by**

None	None	None
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**4. Adjournment**

The meeting was adjourned at 4:02 p.m. by Rodrigo Garcia.

**Next Meeting**

Wednesday, December 11, 2024

3:30 p.m. – 4:30 p.m.

Location: Conference Room 101, Building C