

DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES  
MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: **Tuesday, June 2, 2015**

Place: President's Conference 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 4:05 pm.

Present:

Dr. Joel Kinnamon  
Lisa Howell  
John Ramont

Absent:

Anna Davies

**2. Approval of Agenda for June 2, 2015**

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

No discussion.

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

**3. Approval of Minutes from May 13, 2015 Meeting**

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

No discussion.

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

#### **4. Follow-up Items**

a. \$120,371.00 Transfer to the Auxiliary Trust

Discussion: Item was questioned as to the purpose at the last meeting. Mr. Ramont informed the Board that this was an advance of student scholarships to the Foundation that was subsequently paid back.

b. Organizational Chart for the Golf Center

Discussion: An organizational chart for the Golf Center was provided for review and discussion.

#### **5. Review & Approve 2013/2014 Annual Audit**

Dr. Joel Kinnamon made a motion to approve the audit report as submitted and to table the approval of the management letter. The motion was seconded by John Ramont.

Discussion: The management letter did not include the latest information, nor did it include management's response. The Board discussed tabling the management letter in order to allow the inclusion of management's response.

Motion to approve the audit report passed, all in favor. No opposed. No abstained.

Motion to table the approval of the management letter passed, all in favor. No opposed. No abstained.

#### **6. Review & Approve Golf Center Operational Audit**

Ms. Howell requested that the Operational Audit be pulled from the agenda.

Discussion: Ms. Howell discussed her review of the Operational Audit and felt that the report was missing key information. On that basis, she asked that the approval of the audit be postponed for discussion with the auditors.

#### **7. Review Auxiliary Business Plan**

Ms. Howell presented a business plan/budget for the Golf Range operation for 2015-2016 fiscal year as an informational item.

No discussion.

No action was taken.

**8. Discuss/Review Staff Development Support**

Discussion: A general discussion over historical support and spending took place.

No action was taken.

**9. Approval of 2015/2016 Budget**

Dr. Joel Kinnamon made a motion to approve the budget as submitted, seconded by John Ramont.

No discussion.

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

**10. Notice of Intent to Award Food Services Contract**

Dr. Joel Kinnamon made a motion to approve the food services contract to Pacific Dining, Incorporated, seconded by John Ramont.

Discussion: Mr. Ramont gave background of the contracting process and the three proposals that were received, and how the Food Advisory Committee members made the selection of the vendor.

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

**11. Adjourn**

The meeting was adjourned at 5:17 pm.