



Desert Community College District Auxiliary Services

Board of Directors Meeting

Minutes for Wednesday, September 13, 2023

3:30 p.m.

Conference Room 101, Building C

1. Call to Order/Roll Call

The meeting was called to order at 3:35 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

- Ellen Clifford 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, 1 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 14, 2023 Board of Directors Meeting Minutes

- Rodrigo Garcia made a motion to approve the June 14, 2023 Board of Directors meeting minutes as presented, seconded by Ellen Clifford.
- Discussion: There were no corrections.
- Minutes were approved as presented

Conclusion

- Motion passed: 3 Ayes, 0 Noes, 1 Abstain

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

2.3 Appointment for Vacant Superintendent/President member, Laura Hope

- Rodrigo Garcia made a motion to appoint Laura Hope for the Vacant Superintendent/President member replacing the former Superintendent/President member that resigned on June 30, 2023, seconded by Ellen Clifford.
- Discussion: All approved appointment.

2.3 Conclusion

- Motion passed: 4 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 June 30, 2023

- Laura Hope made a motion to approve the payments as presented, seconded by Ellen Clifford.
- Discussion: Payments were presented and reviewed by Ellen. Ellen will verify that the KSU Doctoral Program financial sponsorship is done even if people are not.

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

3. Information/Discussion Items

3.1 Review Financial Reports for the period ending June 3, 2023

- Discussion: Ellen Clifford presented and reviewed the financial reports for period ending June 30, 2023.
 - Ellen has been trying to reduce overtime and better use of funds without deficits.
 - Beeps Café – Pacific Dining’s new contract includes paying commission and providing affordable menu items. They are continuing to provide catering services, increasing in revenue and cutting expenses, not to exceed funds for hospitality in the future.
 - College Golf Center is open and getting the range back to business. Ellen met with VP Rodrigo Garcia and Mark Blawski, Interim Director, Maintenance and Operations, about cutting back overtime and minimize hours to reduce electricity charges. October is the busiest month as the snow birds are here and provide higher numbers. Edna Carlson offered to reimburse employees’ salaries for their Pete Carlson Golfing event in January/February. Last year it was \$6,500.00. Ellen and Mark will be meeting to discuss. Revised the golf pro contract to include \$10 a lesson, possibly increase to \$20 during busy season. A question was brought up if we ever rent out the Golf Center and the answer is no.
 - Bookstore – Ellen meets with the bookstore manager once a month. How do we return sales as book sales diminish? Some ideas discussed were to give away 10 tickets to students to spend at the bookstore similar to the 10-12 golden tickets given to students monthly to spend at the library provided by the Foundation and follow up with the Public Information Officer regarding apparel.

3.1 Conclusion

- Ellen provided an update for the bookstore, golf range and Beeps Café.

3.1 Follow-up Items

3.1 Task of

3.1 Due by

None	None	None
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3.2 Request for Proposal (RFP) for Food Snacks Vending Services

- Discussion: Ellen Clifford reported out that the current food snacks vending services contract expires June 30, 2024. Will need approximately 26 vending machines with the Indio expansion building completion. RFP will be

sent out before the holidays in December for vendors to get their proposal together.

3.2 Conclusion

- Issue Request for Proposal for Food Snacks Vending Services

3.2 Follow-up Items

3.2 Task of

3.2 Due by

Issue RFP	Ellen Clifford	December
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4. Adjournment

The meeting was adjourned at 4:10 p.m. by Rodrigo Garcia.

Next Meeting

Wednesday, December 13, 2023

3:30 p.m. – 4:30 p.m.

Location: Conference Room 101, Building C