



## Desert Community College District Auxiliary Services

Board of Directors Meeting

### Minutes for Wednesday, March 13, 2024

4:00 p.m.

Conference Room 101, Building C

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

The meeting was called to order at 4:03 p.m. by Rodrigo Garcia.

Roll Call:

##### Present

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

#### 2. Action Items

##### 2.1 Approval of Agenda

- Jessica Enders made a motion to approve the agenda as presented, seconded by Laura Hope.
- Discussion: Action Item 2.4 Receive FY2022-23 Audit Report is an Informational Item not an Action Item.
- Agenda was approved moving Receive FY2022-23 Audit Report to Information Item 3.3.

##### Conclusion

- Motion passed: 5 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 December 13, 2023 Board of Directors Meeting Minutes

- Jessica Enders made a motion to approve the December 13, 2023 Board of Directors meeting minutes as presented, seconded by Diana Guijarro.
- Discussion: There were no corrections.
- Minutes were approved as presented.

### Conclusion

- Motion passed: 4 Ayes, 0 Noes, 1 Abstain

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

## 2.3 Approval of Payments for the period ending December 31, 2023

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

### 2.3 Conclusion

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

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

## 3. Information/Discussion Items

### 3.1 Review Financial Reports for the period ending December 31, 2023

- Discussion: Ellen Clifford presented and reviewed the financial reports for period ending December 31, 2023.

### 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

Pacific Dining Update: Ellen Clifford toured the dining area at the Indio Campus with Jessica Enders, Keith Martinez and the Manager of Pacific Dining, Manny Gonzales.

Coca-Cola Update: Coca-Cola made an appearance during FLEX week to sample their latest product, BODYARMOR sports drink. Due to the Athletic Field Renovation Project, two existing Coke Vending Machines were moved to the Public Safety Academy and Math and Science areas. The vending machines by Math and Science buildings are currently the most active vending machines. Vending machines that are currently doing low in sales will have product switched out to see if that increases the volume. Coca-Cola and Ellen Clifford continue to monitor sales to ensure the vending machine product and placement meet the needs of students, faculty and staff.

Capital Provisions: A meeting was scheduled with our current vendor, Capital Provisions, both virtually and in person. The contract will be extended until June 30, 2025. Capital Provisions bought out Refreshing USA (formally Golden State Vending) in October 2023. Ellen Clifford walked the Palm Desert campus with the representative from Capital Provisions and discussed putting “food” vending machines in the Dining Hall, Communication Building, and by the Math and Science buildings. Purchasing went out for Request for Proposals (RFP) for Food Vending Services. No vendors responded. This was due to low sales and high commission (currently at 27.5%).

**3.2 Conclusion**

- Information provided by Ellen Clifford.

<b>3.2 Follow-up Items</b>	<b>3.2 Task of</b>	<b>3.2 Due by</b>
None	None	None

**3.3 Receive FY2022-23 Audit Report**

- Discussion: Rod Garcia presented and reviewed the FY2022-23 Audit Report resulting in a Clean Audit.

**3.3 Conclusion**

- Information provided by Rod Garcia.

<b>3.3 Follow-up Items</b>	<b>3.3 Task of</b>	<b>3.3 Due by</b>
None	None	None

**4. Adjournment**

The meeting was adjourned at 4:37 p.m. by Rodrigo Garcia.

**Next Meeting**

Wednesday, June 12, 2024  
 3:30 p.m. – 4:30 p.m.

Location: Conference Room 101, Building C