



Desert Community College District Auxiliary Services

Board of Directors Meeting

Minutes for Wednesday, June 10, 2020

10:00 a.m. to 11:00 a.m.

Zoom Conference: <https://cccconfer.zoom.us/j/94863244242>

By Phone: 1 669 900 6833; Meeting ID: 948 6324 4242

Meeting Participants

Committee Members Present

John Ramont (Chairperson), Joel Kinnamon (Vice Chairperson), Virginia Ortega (Secretary/Treasurer), Sai Vang (Member), Pam Hunter (Member)

Guest: Tony Carrillo Jr., Director of Fiscal Services, and Andrea Calise, Accounting Specialist

Recorder

Virginia Ortega

Meeting Minutes

1. Call to Order/Roll Call

The meeting was called to order at 10:03 a.m. by John Ramont.

2. Action Items

2.1 Approval of Agenda for June 10, 2020

- Joel Kinnamon made a motion to approve the Agenda as presented, seconded by Sai Vang.

No discussion.

2.1 Conclusion

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

2.1 Follow-up Items

2.1 Task of

2.1 Due by

None.		
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2.2 Approval of March 11, 2020 Minutes

- Joel Kinnamon made a motion to approve the minutes as presented, seconded by Sai Vang.

No discussion.

2.2 Conclusion

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

2.2 Follow-up Items

2.2 Task of

2.2 Due by

None.	+	
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2.3 Approval of Payments for period ending March 31, 2020

- Sai Vang made a motion to approve the payments as presented, seconded by Joel Kinnamon.

Discussion: Sai Vang presented the Payments and highlighted payroll retro payments related to Bargaining Agreements in November and Bellwether travel expenses.

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.		
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2.4 Approve Pacific Dining Contract Extension

- Pam Hunter made a motion to approve the Pacific Dining Contract Extension as presented, seconded by Sai Vang.

Discussion: Sai Vang presented the Pacific Dining Contract Extension that was brought to the Board at the last meeting but was sent back for review. Reviewed proposal for viable model but revenue was overcast for current circumstances. Current contract structure guaranteed commission payment of \$5,000 per month. New structure is 7% of monthly sales plus 10% annually for sales in excess of \$425,000.

- Pam Hunter asked if the contract speaks about new requirements for Pacific Dining due to COVID changes. Sai Vang responded that Pacific Dining submitted a plan for campus reopening and it addresses sanitation requirements by Center of Disease Control (CDC) for health and safety.

2.4 Conclusion

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

2.4 Follow-up Items

2.4 Task of

2.4 Due by

None.		
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2.5 Approve Follett Contract Extension

- Sai Vang made a motion to approve the Follett Contract Extension as presented, seconded by Pam Hunter.

Discussion: Sai Vang presented the Follett Contract Extension. Contract is for a five-year extension starting July 1, 2020. Follett investing \$100K for capital improvement and remodeling of Palm Desert and Indio Locations.

- Joel pointed out it is an eight-year extension. John Ramont responded that we may not be able to do that and that we are limited to five years. Sai Vang responded that it is an error and it should only be a five-year extension.
- John Ramont highlighted it included language for College to participate in ACCESS programs; per unit fee, all course materials available to students by first day of classes.
- Pam Hunter stated that we need future opportunities to strengthen language regarding branding and sticking to College's branding guidelines when ordering. Pam Hunter to participate in future conversation with bookstore. Pam Hunter stated that she is unable to order from them because of branding and has to seek out external vendors for orders.

Follett Contract Extension was approved as presented with clarification of requirement to meet legal standard of five-year vs. eight-year contract.

2.5 Conclusion

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

2.5 Follow-up Items

2.5 Task of

2.5 Due by

None.		
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2.6 Approval to Change Membership

- Joel Kinnamon made a motion to change member from Virginia Ortega to Tony Carrillo Jr. as member-at-Large starting in upcoming year to keep consistent with title, seconded by Sai Vang.

Discussion: The bylaws lists "Director of Fiscal Services" as one of the members.

2.6 Conclusion

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

2.6 Follow-up Items**2.5 Task of****2.5 Due by**

None.

2.7 Election of Officers for FY2020-2021

- John Ramont nominated Tony Carrillo Jr. as Secretary/Treasurer. All approved.
- Pam Hunter nominated John Ramont as Chair. All approved.
- Pam Hunter nominated Sai Vang as Vice Chair. All approved.

2.7 Conclusion

- Approved unanimously.

2.7 Follow-up Items**2.5 Task of****2.5 Due by**

None.

2.8 Approve the proposed meeting dates for FY2020-2021

- Joel Kinnamon made a motion approve the meeting dates for FY2020-2021: September 9, 2020, December 9, 2020, March 10, 2021 and June 9, 2021 from 10:00 a.m. to 11:00 a.m., seconded by Sai Vang.
No Discussion.

2.8 Conclusion

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

2.8 Follow-up Items**2.5 Task of****2.5 Due by**

None.

2.9 Approval the FY2020-2021 Auxiliary Services Budget

- Joel Kinnamon made a motion to approve the FY2020-2021 Auxiliary Services Budget, seconded by Pam Hunter.

Discussion: Sai Vang presented the FY2020-2021 Auxiliary Services Budget.

- Budget reflects reduction of revenues due to COVID-19 campus closure;
- Elimination of new faculty expenditures, they have not been utilized in past few years;
- Maintains staff development and pLEDGE support at current levels. Does not maintain carryover of staff development as requested by Bargaining Unit to next year. Professional development is expected to not be utilized due to reductions in travel;
- Auxiliary Budget reflects Fund Balance for FY2019/2019 was at \$2M, but expecting FY2020-2021 Fund Balance to be around \$1.5M due to deficit spending;

- Golf Center Budget anticipates opening Golf Center in January 2021. Fund Balance at FY2018-2019 was \$250K, expected to be \$84K for FY2020-2021 due to deficit spending; and
- Combined Fund Balance for Auxiliary Services anticipated at \$1.6M for FY2020-2021.

2.9 Conclusion

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

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

3. Information/Discussion Item

3.1 Received Financial Reports for period ending March 31, 2020.

- Sai Vang presented the financial reports.
 - Report for third quarter reflects no payments received from the Bookstore and Dining Hall for commission;
 - Combined Auxiliary Revenues are down 23% from same quarter last year;
 - Combined Auxiliary Expenditures are 78% above same quarter last year; and
 - Decrease in Net Assets of \$370K (92% increase) versus same period last year.

3.1 Conclusion

- Received and reviewed the financial reports for period ending March 31, 2020.

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

4. Adjournment

The meeting was adjourned at 10:46 a.m.

Next Meeting

Wednesday, September 9, 2020

10:00 a.m. to 11:00 a.m.

Zoom Meeting