

NOU

A0742136

1640626  
Certificate of Amendment  
of Articles of Incorporation

FILED *DM*  
Secretary of State  
State of California  
MAY 30 2013  
ICC

The undersigned certify that:

1. They are the president and the secretary, respectively, of Coachella Valley Community College District Auxiliary Services, a California corporation.
2. Article I of the Articles of Incorporation of this corporation is amended to read as follows:

The name of the corporation is Desert Community College District Auxiliary Services

3. The foregoing amendment of Articles of Incorporation had been duly approved by the board of directors.
4. The corporation has no members.

We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: 5/2/13

*Joel D. Kinnamon*  
Joel D. Kinnamon, President

*Wade W. Ellis*  
Wade W. Ellis, Secretary

*[Faint, illegible text]*

*[Faint, illegible text]*

Coachella Valley Community College District Auxiliary Services  
Name change to  
Desert Community College District Auxiliary Services  
43-500 Monterey Avenue  
Palm Desert, CA 92260  
Telephone (760) 341-8041  
Fax (760) 341-8678  
Direct telephone to Wade Ellis (760) 773-2513

Secretary Of State  
Document Filing Support Unit  
1500 11th Street 3rd Floor  
Sacramento CA 95814

Ref: Corporation number C1640626

Dear Sirs:

Attached is a Certificate of Amendment for a name change of

Coachella Valley Community College District Auxiliary Services

to

Desert Community College District Auxiliary Services

A check made to the Secretary of State for \$35.00 is enclosed for the \$30.00 filing fee and \$5.00 certification fee.

Please contact Wade Ellis at (760) 775-2513 for any additional information.

Sincerely,

Wade Ellis

Corporation Secretary



# State of California Secretary of State

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## Statement of Information

(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)

Filing Fee: \$20.00. If this is an amendment, see instructions.  
IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. CORPORATE NAME

COACHELLA VALLEY COMMUNITY COLLEGE  
DISTRICT AUXILIARY SERVICES  
43-500 MONTEREY AVE  
PALM DESERT CA 92260

2. CALIFORNIA CORPORATE NUMBER

C1640626

This Space for Filing Use Only

Complete Principal Office Address (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
43-500 MONTEREY AVE	PALM DESERT	CA	92260

4. MAILING ADDRESS OF THE CORPORATION	CITY	STATE	ZIP CODE
43-500 MONTEREY AVE	PALM DESERT	CA	92260

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
DR JOEL KINNAMON	43-500 MONTEREY AVE	PALM DESERT	CA	92260

6. SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
WADE ELLIS CPA	43-500 MONTEREY AVE	PALM DESERT	CA	92260

7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
WADE ELLIS CPA	43-500 MONTEREY AVE	PALM DESERT	CA	92260

Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS

WADE ELLIS CPA

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE	ZIP CODE
43-500 MONTEREY AVE	PALM DESERT	CA	92260

Davis-Stirling Common Interest Development Act (California Civil Code section 1350, et seq.)

10.  Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act.

NOTE: Corporations formed to manage a common interest development must also file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code section 1363.6. Please see instructions on the reverse side of this form.

11. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

5/2/13  
DATE

WADE ELLIS CPA  
TYPE/PRINT NAME OF PERSON COMPLETING FORM

SECRETARY  
TITLE

*Wade Ellis*  
SIGNATURE



## Amendment of California Nonprofit Corporations

To amend (change, add or delete) provisions contained in the Articles of Incorporation, it is necessary to prepare and file with the California Secretary of State a Certificate of Amendment of Articles of Incorporation in compliance with California Corporations Code sections 5810-5820 (public benefit and religious corporations), sections 7810-7820 (mutual benefit corporations) or sections 12500-12510 (consumer cooperative corporations).

A sample meeting statutory requirements for most filings is attached. The sample may be used as a guide when preparing documents by making modifications as necessary to meet the specific needs of the amending corporation. Please refer to the above referenced California Corporations Code sections prior to modification.

### Where to File

The Certificate of Amendment can be mailed to Secretary of State, Document Filing Support Unit, 1500 11th Street, 3rd Floor, Sacramento, CA 95814 or delivered in person (drop off) to the Sacramento office. Certificates of Amendment are filed only in the Secretary of State's Sacramento office.

To facilitate the processing of documents mailed to the Secretary of State, a letter referencing the corporate name and number as well as the sender's name, return address and telephone number should be included with the submittal.

For current processing times, go to [www.sos.ca.gov/business/be/processing-times.htm](http://www.sos.ca.gov/business/be/processing-times.htm).

### Fees

The fee for filing a Certificate of Amendment is \$30.00. In addition to the filing fee, there is a non-refundable \$15.00 special handling fee for processing documents delivered in person (drop off) at the Sacramento office. The preclearance and/or expedited filing of a document *within a guaranteed time frame* can be requested for an additional non-refundable fee in lieu of the special handling fee. For detailed information about preclearance and expedited filing services, go to [www.sos.ca.gov/business/be/service-options.htm](http://www.sos.ca.gov/business/be/service-options.htm). The special handling fee or preclearance and expedited filing services are not applicable to documents submitted by mail. Check(s) should be made payable to the Secretary of State.

### Copies

Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5.00 certification fee. To get additional copies, include a separate request and payment for copy fees when the document is submitted. Copy fees are \$1.00 for the first page and \$.50 for each additional page. For certified copies, there is an additional \$5.00 certification fee, per copy.

## Amendment of California Nonprofit Corporations

### Instructions

The attached sample can be used as a guide when drafting a Certificate of Amendment. The certificate should be typed following the instructions set forth below.

Certificates of Amendment are most often made by the president and secretary of the corporation and for that reason the sample has been formatted using those officers. If the document will be signed by officers other than the President and Secretary, or if the sample does not adequately cover the needs of the corporation, documents must be prepared with modifications to meet the specific requirements of the corporation. Please refer to California Corporations Code sections 5810-5820 (public benefit and religious corporations), sections 7810-7820 (mutual benefit corporations) or sections 12500-12510 (consumer cooperative corporations) prior to modification.

**Note:** The California Corporations Code prohibits any amendment of Articles of Incorporation altering the statement of the name and address of the initial agent for service of process. The proper method of changing the records of this office to reflect the current name and/or address of the agent for service of process is to file a Statement of Information (Form SI-100) as required by Corporations Code section 6210 (public benefit corporations), section 8210 (mutual benefit corporations), section 9660 (religious corporations) or section 12570 (consumer cooperative corporation). To get Form SI-100, go to [www.sos.ca.gov/business/be/statements.htm](http://www.sos.ca.gov/business/be/statements.htm).

- **Paragraph 1** - must be set forth the current name of the corporation **exactly** as the name is of record with the Secretary of State (including punctuation and abbreviations).
- **Paragraph 2** - must identify the specific provision being amended by the numerical or other designation assigned to the provision in the original articles, (i.e., "I", "FIRST" or "ONE"). If the article provision was not assigned a designation, the present language of the existing provision must be quoted.

The paragraph must also include the language that will replace the language presently of record. Note, if the purpose of the amendment is to change the name of the corporation, the words "The name of the corporation is" must precede the proposed new name.

- **Paragraph 3** - must state the amendment has been approved by the board of directors.
- **Paragraph 4** - must state the amendment has been approved by the required vote of the members. If the corporation has no members separate from the board of directors, member approval is not required. However, the certificate must state **the corporation has no members**.

DO NOT include both #4 paragraphs when preparing the certificate. Use ONLY the applicable statement.

- The certificate must be dated, signed and verified by the president and secretary. Each person's name and title should be typed directly below their respective signature.

Except for the purpose of filing an application with the California Franchise Tax Board for exempt status or amending the articles of incorporation as necessary either to perfect that application or to set forth a new name, a Certificate of Amendment can only be filed if the corporation has an active status on the records of the California Secretary of State. (California Corporations Code section 5008.6.) Please check the corporation's records and status before submitting documents for filing with our office. The status of the entity can be checked online on the California Secretary of State's Business Search at [kepler.sos.ca.gov](http://kepler.sos.ca.gov).

# Sample

## Certificate of Amendment of Articles of Incorporation

The undersigned certify that:

1. They are the president and the secretary, respectively, of (NAME OF CORPORATION), a California corporation.

2. Article (INSERT CORRECT DESIGNATION) of the Articles of Incorporation of this corporation is amended to read as follows:

(HERE TYPE THE ARTICLE PROVISION AS AMENDED)

3. The foregoing amendment of Articles of Incorporation has been duly approved by the board of directors.

4. The foregoing amendment of Articles of Incorporation has been duly approved by the required vote of the members.

OR

4. The corporation has no members.



We further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct of our own knowledge.

DATE: \_\_\_\_\_

\_\_\_\_\_  
(Signature of President)  
(Typed Name of President), President

\_\_\_\_\_  
(Signature of Secretary)  
(Typed Name of Secretary), Secretary

ARTICLES OF INCORPORATION  
OF  
DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

Article I

Name

The name of this Corporation is:

DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

Article II

Purposes

This Corporation is a nonprofit public benefit corporation and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The charitable purposes of this Corporation are to promote and assist the educational program of the Desert Community College District and to apply the funds and properties coming into its hands toward furthering the educational program carried on or approved by the administrative officers of the District. This Corporation shall not carry on any activities not approved by the Superintendent/President of the District.

Article III

Conformity with Regulations

This Corporation shall conduct its operations in conformity with general regulations established by the Board of Governors of the California Community Colleges and the implementing regulations established by the Desert Community College District as required by the Education Code, Section 72672(c).

Article IV  
Exempt Status and Limitations on Activities

This Corporation is organized and operated exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these Articles, this Corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code, or (2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

No substantial part of the activities of this Corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office.

Article V  
Directors

The number of Directors, the method of their selection and the terms of their office shall be as specified by the Bylaws of this Corporation. The Superintendent/President of the District or his or her designated representative(s) shall be members of the Board of Directors of this Corporation to insure that this Corporation operates in conformity with District policy. This Corporation shall have no members other than the persons constituting its Board of Directors. The persons constituting its Board of Directors shall, for the purpose of any statutory provision or rule of law relating to nonprofit corporations or otherwise, be taken to be the members of such Corporation and exercise all the rights and powers of members thereof.



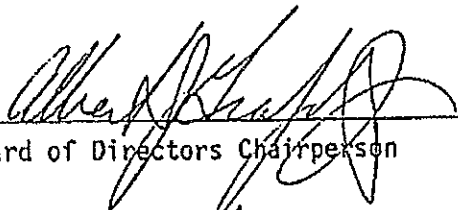
## Article VI


### Dedication and Dissolution

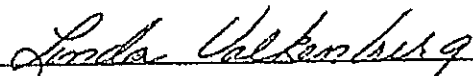
The property of this Corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this Corporation shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private individual. Upon the dissolution of this Corporation, net assets, other than trust funds, shall be distributed to the Desert Community College District to be used exclusively for charitable purposes. If, upon dissolution, this Corporation holds any assets in trust, such assets shall be disposed of in such manner as may be directed by decree of the Superior Court of the County in which this Corporation's principal office is located upon petition therefor by the Attorney General of the State of California or by any person concerned in the liquidation in a proceeding to which the Attorney General is a party.

Article VII  
Initial Agent for Service of Process

The name and address in the State of California of this Corporation's initial agent for service of process is: Dr. Albert J. Graftsky, 43-500 Monterey Avenue Palm Desert, California 92260.

  
Board of Directors Chairperson

  
Board of Directors Vice Chairperson

  
Board of Directors Secretary/Treasurer

§ 59259  
(p. 684.12.4)

CALIFORNIA COMMUNITY COLLEGES

TITLE 5

(Register 81, No. 19--5-81)

(12) Provisions which require a covenant of the auxiliary organization to maintain its existence throughout the period of the agreement and to operate in accordance with Sections 72670-72682 of the Education Code, and with the regulations contained in this chapter as well as district implementing regulations.

In addressing the requirements of this subdivision in its district implementing regulations, a district may provide for such requirements in a written agreement or agreements with an auxiliary organization. The agreement shall provide for all requirements of this subdivision which have not been addressed in the district implementing regulations.

NOTE: Authority cited: Sections 71020, 72672, Education Code. Reference: Article 6 (commencing with Section 72670), Chapter 6, Part 45, Education Code.

**59259. Recognized Functions.**

The functions to be undertaken by auxiliary organizations are for the purpose of providing activities which are an integral part of the community college educational programs. The following supportive services and specialized programs which may be developed and operated by auxiliary organizations have been determined by the Board of Governors to be appropriate:

- (a) Student association or organization activities;
- (b) Bookstores;
- (c) Food and campus services;
- (d) Student union programs;
- (e) Facilities and equipment;
- (f) Loans, scholarships, grants-in-aids;
- (g) Workshops, conferences, institutes, and federal projects;
- (h) Alumni activities;
- (i) Supplementary health services;
- (j) Gifts, bequests, devises, endowments and trusts; and
- (k) Public relations programs.

The Chancellor shall periodically report to the Board of Governors on the extent to which auxiliary organizations formed pursuant to this chapter are performing each of the functions recognized in this section.

NOTE: Authority cited: Sections 71020, 72672, Education Code. Reference: Sections 72670 and 72672, Education Code.

**59263. Auxiliary Organizations in Good Standing.**

(a) Each district which establishes one or more auxiliary organizations shall prepare and keep current a list of auxiliary organizations in good standing. All auxiliary organizations which, after periodic review in the manner specified by district implementing regulations, are found to be in compliance with applicable laws and regulations, shall be included on this list.

(b) When the chief executive officer of a district has reason to believe that a particular organization should be removed from this list, he or she shall give the board of directors of such organization reasonable notice that a conference will be held to determine whether grounds for removal do in fact exist, and representatives of said board shall be entitled to be present at such conference and to be heard. Based upon such conference, the chief executive officer shall recommend to the district governing board whether a particular organization should be removed from the list. The district governing board may, in its sole discretion, remove such an auxiliary organization from said list, and may make such other provisions consistent with law as may be appropriate with respect to an auxiliary organization not included on said list.

NOTE: Authority cited: Sections 71020, 72672, Education Code. Reference: Section 72672, Education Code.

§ 72676

EDUCATION CODE

§ 72676. Operations of commercial services

Operations of commercial services on a campus, such as a food service or bookstore, or such commercial services as may be provided in a student union, shall, when operated by an auxiliary organization, be self-supporting.

Any surplus funds from commercial operations shall be used for such purposes as are consistent with regulations of the district governing board.

(Added by Stats.1980, c. 858, p. 2675, § 2, eff. Aug. 31, 1980.)

Historical Note

Derivation: Former § 72670, added by Stats.1976, c. 1010, p. 2384, § 2.

§ 72677. Board of directors; financial interest in contracts or transactions; violation

No member of the board of directors of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he or she is a member. Any contract or transaction entered into in violation of this section is void.

(Added by Stats.1980, c. 858, p. 2675, § 2, eff. Aug. 31, 1980.)

Historical Note

Derivation: Former § 72671, added by Stats.1976, c. 1010, p. 2384, § 2.

§ 72678. Exception from financial interest requirement; conditions

No contract or other transaction entered into by the board of directors of an auxiliary organization is void under the provisions of Section 72677; nor shall any member of such board be disqualified or deemed guilty of misconduct in office under such provisions, if both of the following conditions are met:

(a) The fact of such financial interest is disclosed or known to the board of directors and noted in the minutes, and the board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members.

(b) The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.

(Added by Stats.1980, c. 858, p. 2675, § 2, eff. Aug. 31, 1980.)

§ 72679. Void contracts or transactions

The provisions of Section 72678 shall not be applicable if any of the following conditions are met:

(a) The contract or transaction is between an auxiliary organization and a member of the board of directors of that auxiliary organization.

(b) The contract or transaction is between an auxiliary organization and a partnership or unincorporated association of which any member of the governing board of that auxiliary organization is a partner or in which he or she is the owner or holder, directly or indirectly, of a proprietorship interest.

(c) The contract or transaction is between an auxiliary organization and a corporation in which any member of the board of directors of that auxiliary organization is the owner or holder, directly or indirectly, of 5 percent or more of the outstanding common stock.

(d) A member of the board of directors of an auxiliary organization is interested in a contract or transaction within the meaning of Section 72677, and without first disclosing such interest to the governing board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction.

(Added by Stats.1980, c. 858, p. 2676, § 2, eff. Aug. 31, 1980.)

§ 72680. Utilization of information for pecuniary gain

It is unlawful for any person to utilize any information, not a matter of public record, which is received by the person by reason of his or her membership on the board of directors of an auxiliary

Underline indicates changes or additions by amendment

EDUCATION CODE

organization, for personal pecun the board at the time such gain (Added by Stats.1980, c. 858, p.

§ 72681. Annual report to legi

The chancellor's office shall s development and activities of the also account for the cost to the (Added by Stats.1980, c. 858, p.

§ 72682. Organizations in exis

An auxiliary organization whi operate under the provisions of A it read immediately prior to \* \* approved pursuant to this article (Added by Stats.1980, c. 858, p. 21 § 107.)

Historical Note

1981 Legislation.

PART 46. DISTI

Chapter

1. Legislative Intent and Defi
2. Initiation of Petition and L
3. Review by State Agencies
4. Elections and Board of Su
5. Miscellaneous .....

Part 46 was added by Sta

Former Part 46 was repe

Showing where subject matter

Former Section

74000 .....	7410-
74011 .....	
74012 .....	
74018 .....	
74014 .....	
74018 .....	
74102 .....	
74106 .....	
74107 .....	
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74127 .....	
74161 .....	
74161.4 .....	
74162 .....	
74162.3 .....	

Asterisks \* \* \* indicate deletion

4. **Certificated Personnel:**

It was moved by Mr. Nordland, seconded by Mr. Hayden, and carried, that part-time instructors for the Spring Semester 1985 be approved as presented.  
(see Pages 2a thru 2h)
5. **Classified Personnel:**

It was moved by Mrs. McDonald, seconded by Mr. Hayden, and carried, that classified personnel listings be approved as presented. (see Pages 2i thru 2l)
6. **Needs Assessment Survey/High Desert:**

It was moved by Mrs. McDonald, seconded by Mr. Nordland, and carried, that \$2,500 be budgeted in 1985-86 for partial payment of needs assessment.
7. **Adoption/New Auxiliary Organization Charter and Bylaws:**

It was moved by Mr. Nordland, seconded by Mrs. McDonald, and carried, that CVCCD Auxiliary Services Articles of Incorporation be approved and that such auxiliary be established.
8. **Adoption/New Policy/Monetary Claims:**

It was moved by Mr. Nordland, seconded by Mrs. McDonald, and carried, that Policy #3620 be adopted to establish time limits for presentation of monetary claims against the District.
9. **Non-Resident Tuition Fee:**

It was moved by Mrs. McDonald, seconded by Mr. Hayden, and carried, that the non-resident tuition fee for 1985-86 be established at \$96 in accordance with EC 76140.
10. **Award of Bid #B-85-3/Surplus Equipment Sale:**

It was moved by Mrs. McDonald, seconded by Mr. Nordland, and carried, that all high bids which meet requirements of Surplus Equipment Sale, Bid #B-85-3, be accepted.
11. **Award of Bid/Date Service Contract:**

It was moved by Mrs. McDonald, seconded by Mr. Hayden, and carried, that 5-year contract for campus date crop be awarded to Alamo Ranch Co. for \$34,000/year guarantee.
12. **Approval/1985 Spring Schedule, both campuses:**

In was moved by Mrs. McDonald, seconded by Mr. Nordland, and carried that 1985 Spring Semester schedules be approved for Palm Desert and Joshua Tree campuses.
13. **Adjournment:**

The meeting was adjourned at 3:25 p.m.

Approved By: \_\_\_\_\_  
John Anderholt, Clerk

Date: \_\_\_\_\_

## Janet Assof

---

**From:** Kris Stefferud  
**Sent:** Monday, April 22, 2013 5:33 PM  
**To:** Janet Assof  
**Subject:** RE: Did you get my emails on the AUX name/SOS issue

Thanks.

I should mention the state said not to say it was done before and we approving it in the amendment. Just approve it again. The instructions have the format.

Kris

---

**From:** Janet Assof  
**Sent:** Monday, April 22, 2013 5:25 PM  
**To:** Kris Stefferud  
**Subject:** RE: Did you get my emails on the AUX name/SOS issue

Hi,

I just opened them. I'll make sure Wade sees them and remind him of why this needed to be done.

Thank you Very much!!

---

**From:** Kris Stefferud  
**Sent:** Monday, April 22, 2013 5:24 PM  
**To:** Janet Assof  
**Subject:** Did you get my emails on the AUX name/SOS issue

Hi Janet,

Just checking to see if you got my two emails on the AUX SOS issue.

I had to send it by email as I can't get to the College to explain it.

I wanted to get it there in time to get it on the agenda for the April 29 meeting.

Maybe you could bug Wade to see if he wants/has added it to the meeting.

Thanks,  
Kris

DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES  
NOTICE OF BOARD OF DIRECTORS MEETING

Date: Monday, April 29, 2013  
Time: 4:00 PM  
Place: Fiscal Services Conference Room

File Copy

Agenda:

1. Call to Order
2. Approval of Agenda for April 29, 2013
3. Approval of Minutes from February 19, 2013
4. Approval of Payments for third quarter ended 3/31/13. ✓
5. Financial Reports – The Period Ended 3/31/13 ✓
6. Food Service Report for third quarter ended 3/31/13. ✓
7. Golf Center Operation Report for third quarter ended 3/31/13. ✓
8. Concessions items - possible new indoor machines ✓
9. Staff Development allocation for District for budget year 2013-2014 ✓
10. Approval of Consulting Agreement for Economic Development Corporation of Los Angeles to provide economic and fiscal impact analysis of new construction and ongoing operations of west valley campus site for \$7,500. ✓
11. Acceptance of name change from Coachella Valley Community College District Auxiliary Services to Desert Community College District Auxiliary Services with California Secretary of State and Articles of Incorporation. ✓
12. Acceptance of name change in the Bylaws from Coachella Valley Community College District Auxiliary Services to Desert Community College District Auxiliary Services. ✓
13. Adjourn

cc: Dr. Joel Kinnamon email  
Wade W. Ellis, CPA email  
Stan Dupree email  
(Posting copy)

## DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

### MINUTES OF April 29, 2013

Fiscal Services Conference Room

Chairperson: V.P. Business Affairs (Dr. Edwin Deas)

Secretary/Treasurer: Director, Fiscal Services (Wade W. Ellis, CPA)

Member at Large: President (Dr. Joel Kinnamon)

Member at Large: Executive Director Human Resources & Labor Relations (Stan Dupree - Interim)

**Present:** Joel Kinnamon, Stan Dupree & Wade Ellis

#### **Call to Order**

The meeting of the Board of Directors was called to order by J. Kinnamon at 4:04 p.m.

#### **Approval of Agenda**

It was moved by S. Dupree, seconded and W. Ellis and carried, to approve agenda as listed.

#### **Minutes**

It was moved by S. Dupree, seconded and W. Ellis and carried, to approve the minutes of February 19, 2013.

#### **Approval of Payments**

It was moved by S. Dupree, seconded by W. Ellis and carried, to approve the payments for the 3rd quarter 2012-13.

#### **Financial Report**

The financial report was presented and reviewed. It was moved by S. Dupree, seconded by W. Ellis and carried, to receive the financial report dated March 31, 2013.

#### **Food Service**

It was moved by S. Dupree, seconded by W. Ellis and carried, to approve the report for the 3rd quarter 2012-13.

#### **Driving Range**

It was moved by S. Dupree, seconded by W. Ellis and carried, to approve the report for the 3rd quarter 2012-13.

#### **Concessions**

No Board action taken. Discussion on in building vending machines was had for Coke Cola.

#### **Staff Development**

No action was taken. Discussion on what staff development contribution to College of the Desert consists of.

#### **Contracts**

It was moved by S. Dupree, seconded by W. Ellis and carried, to approve the Consulting Agreement for Economic Development Corporation of Los Angeles to provide economic and fiscal impact analysis of new construction and ongoing operations of west valley campus site for \$7,500.



**Name Change**

1. It was moved by S. Dupree, seconded by W. Ellis and carried, to approve the Acceptance of name change from Coachella Valley Community College District Auxiliary Services to Desert Community College District Auxiliary Services with California Secretary of State and Articles of Incorporation.
2. It was moved by S. Dupree, seconded by W. Ellis and carried, to approve the Acceptance of name change in the Bylaws from Coachella Valley Community College District Auxiliary Services to Desert Community College District Auxiliary Services.

Meeting was adjourned: 4:37 p.m.

Wade W. Ellis, CPA  
Secretary/Treasurer

AUXFD Minutes4-29-2013



# State of California Secretary of State

N

## Statement of Information

(Domestic Nonprofit, Credit Union and Consumer Cooperative Corporations)

Filing Fee: \$20.00. If this is an amendment, see instructions.  
**IMPORTANT - READ INSTRUCTIONS BEFORE COMPLETING THIS FORM**

1. CORPORATE NAME

COACHELLA VALLEY COMMUNITY COLLEGE  
DISTRICT AUXILIARY SERVICES  
43-500 MONTEREY AVE  
PALM DESERT CA 92260

2. CALIFORNIA CORPORATE NUMBER

C1640626

This Space for Filing Use Only

Complete Principal Office Address (Do not abbreviate the name of the city. Item 3 cannot be a P.O. Box.)

3. STREET ADDRESS OF PRINCIPAL OFFICE IN CALIFORNIA, IF ANY	CITY	STATE	ZIP CODE
43-500 MONTEREY AVE	PALM DESERT	CA	92260

4. MAILING ADDRESS OF THE CORPORATION	CITY	STATE	ZIP CODE
43-500 MONTEREY AVE	PALM DESERT	CA	92260

Names and Complete Addresses of the Following Officers (The corporation must list these three officers. A comparable title for the specific officer may be added; however, the preprinted titles on this form must not be altered.)

5. CHIEF EXECUTIVE OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
DR JOEL KINNAMON	43-500 MONTEREY AVE	PALM DESERT	CA	92260

6. SECRETARY	ADDRESS	CITY	STATE	ZIP CODE
WADE ELLIS CPA	43-500 MONTEREY AVE	PALM DESERT	CA	92260

7. CHIEF FINANCIAL OFFICER/	ADDRESS	CITY	STATE	ZIP CODE
WADE ELLIS CPA	43-500 MONTEREY AVE	PALM DESERT	CA	92260

Agent for Service of Process If the agent is an individual, the agent must reside in California and Item 9 must be completed with a California street address, a P.O. Box address is not acceptable. If the agent is another corporation, the agent must have on file with the California Secretary of State a certificate pursuant to California Corporations Code section 1505 and Item 9 must be left blank.

8. NAME OF AGENT FOR SERVICE OF PROCESS

WADE ELLIS CPA

9. STREET ADDRESS OF AGENT FOR SERVICE OF PROCESS IN CALIFORNIA, IF AN INDIVIDUAL	CITY	STATE	ZIP CODE
43-500 MONTEREY AVE	PALM DESERT	CA	92260

Davis-Stirling Common Interest Development Act (California Civil Code section 1350, et seq.)

10.  Check here if the corporation is an association formed to manage a common interest development under the Davis-Stirling Common Interest Development Act.

NOTE: Corporations formed to manage a common interest development must also file a Statement by Common Interest Development Association (Form SI-CID) as required by California Civil Code section 1363.6. Please see instructions on the reverse side of this form.

1. THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

WADE ELLIS CPA

SECRETARY

DATE

TYPE/PRINT NAME OF PERSON COMPLETING FORM

TITLE

SIGNATURE

**Linda Costagliola**

---

**From:** Kris Stefferud  
**Sent:** Monday, November 17, 2014 9:32 PM  
**To:** Linda Valkenburg; Linda Costagliola  
**Subject:** RE: Auxiliary Organization Manual (updated links)

The Auxiliary was established in 1985.

Kris Stefferud, CPA  
Auditor Consultant, Fiscal Services  
College of the Desert

---

From: Linda Valkenburg  
Sent: Monday, November 17, 2014 3:45 PM  
To: Linda Costagliola  
Cc: Kris Stefferud  
Subject: RE: Auxiliary Organization Manual (updated links)

Hi Linda,  
It was established in the 90's with minutes, bylaws, etc. supporting it. I will look tomorrow when I am on campus. Kris has been closely involved in the audits, so I am cc'ing her since she may know immediately.  
See you tomorrow,  
Linda V.

---

From: Linda Costagliola  
Sent: Monday, November 17, 2014 8:20 AM  
To: Linda Valkenburg  
Subject: FW: Auxiliary Organization Manual (updated links)

Please see email below. Thank you.

Linda Costagliola  
Administrative Services | COD  
760-773-2511

-----Original Message-----

From: Lisa Howell  
Sent: Monday, November 17, 2014 7:46 AM  
To: Linda Costagliola  
Subject: FW: Auxiliary Organization Manual (updated links)

Do you know when the Auxiliary fund was created?

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From: [survey-noreply@smo.surveymonkey.com](mailto:survey-noreply@smo.surveymonkey.com) [survey-noreply@smo.surveymonkey.com] on behalf of [nyarber@cccoco.edu](mailto:nyarber@cccoco.edu) via [surveymonkey.com](http://surveymonkey.com) [member@surveymonkey.com]  
Sent: Friday, November 14, 2014 1:57 PM  
To: Lisa Howell

Subject: Auxiliary Organization Manual (updated links)

Hello College/District Business Officials!

I am writing to request your participation in a survey focused on Auxiliary Organizations. Specifically this survey seeks to gather information related to the Auxiliary Organization Manual and includes specific questions that will be utilized by the ACBO Fiscal Standards and Accountability Committee. These results will be used to update our existing manual. This survey should take about 10-15 minutes to complete.

Thanks for your participation!  
We are conducting a survey, and your response would be appreciated.

Here is a link to the survey:

[https://www.surveymonkey.com/s.aspx?sm=ewUibXI\\_2b1w3TgFKirVqiXg\\_3d\\_3d](https://www.surveymonkey.com/s.aspx?sm=ewUibXI_2b1w3TgFKirVqiXg_3d_3d)

This link is uniquely tied to this survey and your email address. Please do not forward this message.

Thanks for your participation!

Please note: If you do not wish to receive further emails from us, please click the link below, and you will be automatically removed from our mailing list.

[https://www.surveymonkey.com/optout.aspx?sm=ewUibXI\\_2b1w3TgFKirVqiXg\\_3d\\_3d](https://www.surveymonkey.com/optout.aspx?sm=ewUibXI_2b1w3TgFKirVqiXg_3d_3d)

Internal Revenue Service  
District Director

Department of the Treasury

Date: FEB 14 1991

Employment Identification Number:

33-0262154

Person to Contact:

EOMF Coordinator

Contact Telephone Number:

(213) 894-5728

Internal Revenue Code Section: 501(c)(3)

DESERT COMMUNITY COLLEGE DISTRICT  
AUXILIARY SERVICES  
43 500 MONTEREY AVE  
PALM DESERT, CA 92260

Thank you for submitting the information shown below or on the enclosure. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,

*Michael G. Quinn*

Item Changed

From

To

(NAME)

(SEE ABOVE)

COACHELLA VALLEY COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES