



## Desert Community College District Auxiliary Services

Board of Directors Meeting

### Minutes for Wednesday, December 13, 2023

3:30 p.m.

Conference Room 101, Building C

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

The meeting was called to order at 4:02 p.m. by Rodrigo Garcia.

Roll Call:

##### Present

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

##### Not Present

- Laura Hope, Member

#### 2. Action Items

##### 2.1 Approval of Agenda

- Jessica Enders made a motion to approve the agenda as presented, seconded by Ellen Clifford.
- Discussion: There were no corrections.
- Agenda was approved as presented.

##### Conclusion

- Motion passed: 4 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 September 13, 2023 Board of Directors Meeting Minutes

- Ellen Clifford made a motion to approve the September 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, 0 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 September 30, 2023

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

### 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

## 3. Information/Discussion Items

### 3.1 Review Financial Reports for the period ending September 30, 2023

- Discussion: Ellen Clifford presented and reviewed the financial reports for period ending September 30, 2023.
  - For the first quarter the vending machine sales were a slow start. In August they were fully operational.
  - Salary savings due to Director's salary and accounting specialist is split with Fiscal Services and Human Resources.

### 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

Ellen Met with Coke on October 30, 2023, the Food Advisory Committee on November 3, 2023, and the Bookstore Advisory Committee on November 29, 2023.

Coke will continue to improve sales around campus. They provided a map of the vending machines around the Palm Desert Campus and an update on the sales. In order to meet numbers, Coke will focus heavily on increasing orders for Pacific Dining and the Bookstore. Coke will be attending FLEX week and placing a booth at the Palm Desert Campus.

Pacific Dining continues to receive outreach from the departments for catering requests. Ellen talked with Manny, Manager of Beeps, about hours of operation. Keeping the 7:30am-4:00pm for the Spring Semester, possibly offering a grab and go service from 4:00pm-8:00pm in the future, where the kitchen will be closed.

The College of the Desert Bookstore presented the Strategic Partnership Review, which included sales, Campus engagement and course material adoption at the Bookstore Advisory Committee.

Golf Range will be hosting the Annual Pete Carlson Event on February 2<sup>nd</sup> through the 3<sup>rd</sup>. Program Review Update (PRU) Equipment was approved for Maintenance and Operations for a caged mower. Ellen is working with Maintenance and Operations on the quotes and ordering. Ellen met with Edison to audit the electricity usage of the Golf Range.

Upcoming projects is working with Auxiliary Contracts, Public Information Officer on advertising and outreach and Request for Proposals (RFPs) for Food Vending.

### 3.2 Conclusion

- Information provided by Ellen Clifford.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
None	None	None

### 4. Adjournment

The meeting was adjourned at 4:32 p.m. by Rodrigo Garcia.

### Next Meeting

Wednesday, March 13, 2024

3:30 p.m. – 4:30 p.m.

Location: Conference Room 101, Building C