



## Desert Community College District Auxiliary Services

Board of Directors Meeting

### Minutes for Wednesday, June 12, 2024

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
- 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 Diana Guijarro.
- Discussion: No changes were made to the agenda.
- 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
------	------	------

## 2.2 Approval of March 13, 2024 Board of Directors Meeting Minutes

- Jessica Enders made a motion to approve the March 13, 2024 Board of Directors meeting minutes as presented, seconded by Ellen Clifford.
- Discussion: There were no corrections made to the minutes.
- 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 March 31, 2024

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

### 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 Election of Officers for FY2024-2025

- Jessica Enders made a motion to nominate Rodrigo Garcia as the Chairperson, seconded by Diana Guijarro.
- Rodrigo Garcia accepted nomination.
- Motion passed: 4 Ayes, 0 Noes, 0 Abstain
  
- Rodrigo Garcia made a motion to nominate Ellen Clifford as the Vice-Chairperson, seconded by Diana Guijarro.
- Ellen Clifford accepted nomination.
- Motion passed: 4 Ayes, 0 Noes, 0 Abstain
  
- Rodrigo Garcia made a motion to nominate Diana Guijarro as the Secretary/Treasurer, seconded by Ellen Clifford.
- Diana Guijarro accepted nomination.
- Motion passed: 4 Ayes, 0 Noes, 0 Abstain

## 2.4 Conclusion

- Officers for FY2024-2025 are Rodrigo Garcia as Chairperson, Ellen Clifford as Vice Chairperson and Diana Guijarro as Secretary/Treasurer.

### 2.4 Follow-up Items

### 2.4 Task of

### 2.4 Due by

None	None	None
------	------	------

## 2.5 Approval of Proposed Meeting Dates for FY2024-2025

- Jessica Enders made a motion to approve the meeting dates for FY2024-2025: September 11, 2024, December 11, 2024, March 12, 2025, and June 11, 2025 from 3:30 p.m. to 4:30 p.m., seconded by Ellen Clifford.
- Discussion: No changes were made.

## 2.5 Conclusion

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

### 2.5 Follow-up Items

### 2.5 Task of

### 2.5 Due by

None	None	None
------	------	------

## 2.6 Approval of FY2024-2025 Auxiliary Services Budget

- Jessica Enders made a motion to approve the FY2024-2025 Auxiliary Services Budget as presented, seconded by Diana Guijarro.
- Discussion: In an effort to reduce expenses electricity cost have been reduced by cutting hours and there has been no overtime at the Golf Range. For Fiscal Year 2025, there is earmarked revenue from the City of Palm Desert Library Agreement of \$13,400. Other efforts include increasing golf professional fees and Beep's Cafe hours at Palm Desert location and the opening of Pacific Dining at the Indio campus. Dining Hall hours have been extended and there is addition of fresh food options at the Palm Desert and Mecca Thermal site.

## 2.6 Conclusion

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

### 2.6 Follow-up Items

### 2.6 Task of

### 2.6 Due by

None	None	None
------	------	------

## 2.7 Approval of FY2024-2025 College Golf Center Holiday and Closure Schedule

- Jessica Enders made a motion to approve the FY2024-2025 College Golf Center Holiday and Closure Schedule as presented, seconded by Diana Guijarro.
- Discussion: Ellen Clifford presented the FY2024-2025 College Golf Center Holiday and Closure schedule. The first week of July the Golf Center will be closed, due to the City of Palm Desert using the facilities for the 4<sup>th</sup> of July holiday event.

### 2.7 Conclusion

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

2.7 Follow-up Items	2.7 Task of	2.7 Due by
None	None	None

## 3. Information/Discussion Items

### 3.1 Review Financial Reports for the period ending June 12, 2024

- Discussion: Ellen Clifford presented and reviewed the financial reports for period ending June 12, 2024.
  - Trying to increase revenue and cut down expenses.

### 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

- Potentially adding Starbucks on campus.
- Changed dining hall operation hours at the Palm Desert Campus. Added announcement stickers of the operational hours.
- Added vending machines in the dining hall for students and staff to use after Beeps Café is closed.
- Ellen attended a conference that included food vendors. Ellen made a lot of connections.
- Ellen communicated with Coca-Cola to upgrade products or discontinue products that don't sell in the vending machines.

- It was suggested to provide an RFP for pouring rights only so that either Coke or Pepsi would pay the college for the pouring rights in the future.
- Partnering with Student Life to have the Auxiliary contracted vendors be present on campus during events.

### 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 4:08 p.m. by Rodrigo Garcia.

### Next Meeting

Wednesday, September 11, 2024

3:30 p.m. – 4:30 p.m.

Location: Conference Room 101, Building C