



Desert Community College District Auxiliary Services

Board of Directors Meeting

Minutes for Wednesday, December 11, 2024

3:30 p.m.

Conference Room 101, Building C

1. Call to Order/Roll Call

The meeting was called to order at 3:32 p.m. by Ellen Clifford.

Roll Call:

Present

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

Not Present

- Rodrigo Garcia, Chairperson

2. Action Items

2.1 Approval of Agenda

- Jessica Enders made a motion to approve the agenda as presented, seconded by Laura Hope.
- 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
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2.2 Approval of September 11, 2024 Board of Directors Meeting Minutes

- Laura Hope made a motion to approve the September 11, 2024 Board of Directors meeting minutes as presented, seconded by Jessica Enders.
- 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 September 30, 2024

- Jessica Enders made a motion to approve the payments as presented, seconded by Laura Hope.
- Discussion: Payments were presented and reviewed by Ellen Clifford. Payments include software subscriptions; District Support: Employee lunches at all College of the Desert locations; Auxiliary supported the Graduation President’s Reception; and Payroll and utilities for the Golf Range.

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, 2024

- Discussion: Financial Report for Quarter 1
 - Interest Revenue:
 - Down due to federal interest rate cuts.
 - Bank of America account saw a decrease in interest, but a high interest rate was secured for six (6) months to offset the accounts. This will be reflected in the next quarter. Locked in an increased APY of 4.10% and an interest rate of 4.02% with Union Bank.
 - Dining Hall:
 - No commission in July and August.
 - Received a check late in September.

- Opening of Oasis Café will be reflected in Quarter 2.
- Bookstore Advisory Committee:
 - Sales are down at both locations.
 - Decline in sales across categories: used textbooks, new textbooks, digital textbooks, and rentals.
- Golf Range Update:
 - Increase in revenue from Golf Range balls from previous year.
 - Golf professional fee increased last year from \$10 to \$20.
 - Accountability measures: Golf professionals are now required to submit their monthly schedules on the first of each month; Schedules are reconciled against the revenue fees received; and reminder issued to golf professionals not to solicit, as per the contract. The response to these measures has not been positive.

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

- Updates since the last meeting on September 11th, 2024:
 - The grand opening of Oasis Café at the Indio Campus took place on November 6, 2024. Attendees included Ellen Clifford, Jessica Enders, Rod Garcia, and officials from the City of Indio.
 - Bookstore Advisory Committee met on November 22, 2024:
 - The committee discussed goals for the 2024-2025 fiscal year.
 - The current contract with Follett ends on June 30, 2025. Vice President Rod Garcia and Ellen Clifford are negotiating to extend the agreement, provided Follett continues to honor the same terms, conditions, and commission rates.
 - Hours are limited at the Indio bookstore.
 - Food Services Advisory Committee met on November 1st, 2024:
 - The committee discussed goals for the 2024-2025 fiscal year.
 - Discussed the opening and hours at the Oasis Café at the Indio Campus. Discussed hours at Beeps Cafe at the Palm Desert Campus.
 - Member feedback included:
 - Expressed the need for signage, marketing, and a survey.
 - Collaborating with the Public Information Officer and Pacific Dining on signage and marketing.

- Ellen Clifford is working directly with the student representative on the survey.
- Students may be primarily buying snacks due to high prices. Introduce weekly specials and meal deals to offer more affordable options.
- Bring back the meal cards.
- The vending machine at the Mecca/Thermal Campus gets wiped out of supplies on Saturdays. No more issues as of now. The grab-and-go section would be more useful with a wider variety of selections. Staff use the coffee machine.
- Jessica will provide an old survey.
- Vending and Equipment Update:
 - Capital Provisions (food vending) removed the vending cooler due to operational issues at the Palm Desert Campus Dining Hall. It will be replaced with a different model, offering the same food options.
 - Capital Provisions provided two microwaves in the seating area of the Oasis Café at the Indio Campus.
 - Coca-Cola (beverage vending) participated in the Block Party that was held on Wednesday, October 30, 2024, at the Palm Desert Campus. They provided drink samples and distributed promotional items.

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 3:50 p.m. by Ellen Clifford.

Next Meeting

Wednesday, March 12, 2025

3:30 p.m. – 4:30 p.m.

Location: Building C, Conference Room 101