



Desert Community College District Auxiliary Services

Board of Directors Meeting

Minutes for Wednesday, June 11, 2025

3:30 p.m.

Conference Room 101, Building C

1. Call to Order/Roll Call

The meeting was called to order at 3:30 p.m. by Ellen Clifford.

Roll Call:

Present

- Vacant, Chairperson
- Ellen Clifford, Vice Chairperson
- Diana Guijarro, Secretary/Treasurer
- Jessica Enders, Member
- Vacant, 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: 3 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 December 11, 2024 Board of Directors Meeting Minutes

- Diana Guijarro made a motion to approve the December 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 December 31, 2024 (2nd Quarter) and March 31, 2025 (3rd Quarter)

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

2.3 Conclusion

- Motion passed: 3 Ayes, 0 Noes, 0 Abstain

2.3 Follow-up Items	2.3 Task of	2.3 Due by
None	None	None

2.4 Appointment for Vacant Vice President, Administrative Services Member/Chairperson, Chip West

- Diana Guijarro made a motion to appoint Chip West for the vacant Vice President, Administrative Services Member and Chairperson, seconded by Jessica Enders.
- Discussion: No discussion.

2.4 Conclusion

- Motion passed: 3 Ayes, 0 Noes, 0 Abstain

2.4 Follow-up Items	2.4 Task of	2.4 Due by
None	None	None

2.5 Appointment for Vacant Superintendent/President Member, Val Martinez Garcia

- Diana Guijarro made a motion to appoint Val Martinez Garcia for the vacant Superintendent/President Member, seconded by Jessica Enders.
- Discussion: No discussion.

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 Election of Officers for FY2025-2026

- Ellen Clifford made a motion to nominate Chip West as the Chairperson, seconded by Diana Guijarro.
- Chip West accepted the nomination.
- Motion passed: 5 Ayes, 0 Noes, 0 Abstain

- Jessica Enders made a motion to nominate Ellen Clifford as the Vice Chairperson, seconded by Diana Guijarro.
- Ellen Clifford accepted the nomination.
- Motion passed: 5 Ayes, 0 Noes, 0 Abstain

- Ellen Clifford made a motion to nominate Diana Guijarro as the Secretary/Treasurer, seconded by Chip West.
- Diana Guijarro accepted the nomination.
- Motion passed: 5 Ayes, 0 Noes, 0 Abstain

2.6 Conclusion

- Officers for FY2025-2026 are Chip West as Chairperson, Ellen Clifford as Vice Chairperson, and Diana Guijarro as Secretary/Treasurer.

2.6 Follow-up Items	2.6 Task of	2.6 Due by
None	None	None

2.7 Approval of Proposed Meeting Dates for FY2025-2026

- Jessica Enders made a motion to approve the meeting dates for FY2025-2026: September 17, 2025, December 17, 2025, March 18, 2026, and June 17, 2026 from 3:30 p.m. to 4:30 p.m., seconded by Ellen Clifford.
- Discussion: No changes were made.

2.7 Conclusion

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

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

2.8 Approval of Amendment 1 to the Agreement for Food Vending Services with Capital Provisions

- Diana Guijarro made a motion to approve Amendment 1 to the Agreement for Food Vending Services with Capital Provision, seconded by Jessica Enders.
- Discussion: Capital Provisions has demonstrated responsiveness and consistent service quality. The decision was made to extend the agreement through 2028. This extension aligns with the existing partnership with Coca-Cola. Additionally, when the contract term concludes, there will be expanded options available that integrate both bottled beverages and food services.

2.8 Conclusion

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

2.8 Follow-up Items	2.8 Task of	2.8 Due by
None	None	None

2.9 Approval of Amendment 4 to the Agreement for the Bookstore with Follett

- Jessica Enders made a motion to approve Amendment 4 to the Agreement for the Bookstore with Follett, Seconded by Diana Guijarro.
- Discussion:
 - Bookstore Contract Extension: The decision was made to move forward with a one-year extension of the Bookstore agreement. Follett requested the removal of Clause 10.2, which pertains to a \$250,000 commission owed since COVID. They have agreed to suspend this clause for the 2025-2026 academic year.
 - Compliance and RFP Requirement: The college is currently out of compliance, as an RFP (Request for Proposal) is required every five years. Direction is needed regarding the future vision for bookstore services – whether it should be fully online, hybrid, or a traditional full-service store. Considerations include selling apparel, offering convenience items, and expanded hours.
 - Planning and Engagement: A Bookstore Advisory Group should be formed, including broader representation such as ASCOD and other

stakeholders. The plan is to initiate this process in the fall, present it to Executive Cabinet (EC), and engage the Academic Senate and smaller constituent groups for input.

- Hybrid Model & Engagement: Lamore’s previous hybrid model with Follett was successful. Discussion included the potential impact on the Indio Campus, including space usage, expanded hours, and merchandise (“swag”). One option is to maintain a full-service presence in Indio and implement a hybrid model in Palm Desert.
- Student Input & Space Utilization: A student survey should be conducted to gather feedback on preferences, including location, services, and desired features. Consideration should also be given to how the physical space could be repurposed or enhanced.
- Timeline & Transition: Any changes must be communicated at least six months prior to contract expiration to ensure a clean transition. Options include continuing with Follett or exploring other vendors such as Barnes & Noble, which has offered better food products and hybrid models (e.g. pop-up tents during the first weeks of the semester). Follett is also expanding vending options for student supplies and currently operates at both Palm Desert and Indio Campuses.

2.9 Conclusion

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

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

2.10 Approval of Resolution #061125-1 of the Board of Directors

- Ellen Clifford made a motion to approve Resolution No. 061125-1 of the Board of Directors of the Desert Community College District Auxiliary Services Authorizing District Staff to Negotiate Directly and Enter Into a Fourth Amendment to Bookstore Operating Agreement between Desert Community College District Auxiliary Services and Follett Higher Education Group, seconded by Jessica Enders.
- Discussion: The resolution was necessary due to a lack of adherence to proper processes since 2010, largely caused by leadership turnover and limited institutional continuity. With the onboarding of a new cabinet, there is now greater buy-in to reestablish compliance and transparency. Historically, the agreement had been repeatedly renewed without going through formal review or RFP process.

2.10 Conclusion

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

2.10 Follow-up Items	2.10 Task of	2.10 Due by
None	None	None

2.11 Approval of FY2025-2026 Auxiliary Services Budget

- Jessica Enders made a motion to approve the FY2025-2026 Auxiliary Services Budget, seconded by Ellen Clifford.
- Discussion:
 - ATM Revenue Investigation: It was discovered that the college has not been receiving expected revenue from on-campus ATMs. Although the agreement stipulates \$25/month, no payments have been received for several years. Meetings are scheduled with Altura Credit Union and SchoolsFirst to explore new partnerships. SunTrust is also being considered.
 - Financial Wellness & Student Support: Efforts are underway to bring in vendors that support financial literacy and wellness for students, including flexible financial services and educational resources. Currently, there are no ATMs at the Indio Campus, which is being reviewed as part of the broader financial services strategy.
 - Follett Lease and Payment Verification: Ellen Clifford spoke with Alex from Follett regarding outstanding payments. Follett is reviewing records to verify the amount owed to the college. Discussions include lease revenue models similar to other campus leases.
 - Facilities Rentals and Revenue Opportunities: The college is exploring increased revenue through facility rentals, parking permit fees (currently \$1/day), and other service charges. There is a need to reassess and potentially raise these fees to align with operational costs.
 - Child Development Center (CDC) & Campus Visibility: Advertising efforts are needed to raise awareness that the Indio campus is open. Although expanded hours were previously offered, they have since been reduced. The CDC model at Long Beach operated independently through the Dean’s office, similar to a foundation model, and may serve as a reference.
 - Sponsorships & Athletics: Local business sponsorships generate \$10K–\$15K per sport, with 21 sports currently active. There is potential to expand these partnerships. Providing dedicated spaces for sponsors and enhancing visibility is part of the strategy.
 - Campus Enhancements: Plans are underway to improve vending areas by adding shaded seating and creating more inviting spaces for

students. The goal is to increase vending revenue while enhancing the student experience.

- Golf Range Deficit: The golf range is currently operating at a deficit of \$59,244, primarily due to fixed costs such as salaries and utilities, which are politically difficult to adjust. A strategic review is needed to develop an exit strategy or alternative operational model.
- Bookstore & Follett Clause: Follett has requested the removal of Clause 10.2 but has agreed to suspend it for the 2025–2026 academic year.

2.11 Conclusion

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

2.11 Follow-up Items

2.11 Task of

2.11 Due by

None	None	None
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3. Information/Discussion Items

3.1 Review Financial Reports for the period ending December 31, 2024 (2nd Quarter) and March 31, 2025 (3rd Quarter)

- Discussion: Ellen Clifford presented and reviewed the financial reports.

3.1 Conclusion

- Information provided by Ellen Clifford.

3.1 Follow-up Items

3.1 Task of

3.1 Due by

None	None	None
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3.2 2023-2024 Auxiliary Services Audit

- Discussion: Diana Guijarro presented and reviewed the 2023-2024 Audit Report resulting in a Clean Audit.

3.2 Conclusion

- Information provided by Diana Guijarro.

3.2 Follow-up Items

3.2 Task of

3.2 Due by

None	None	None
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3.3 Auxiliary Updates

- Information provided under Action Item 2.11.

3.3 Conclusion

- Information provided by Ellen Clifford.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
None	None	None

4. Adjournment

The meeting was adjourned at 4:30 p.m. by Chip West.

Next Meeting

Wednesday, September 17, 2025

3:30 p.m. – 4:30 p.m.

Location: Conference Room 101, Building C