

# DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

## MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: **Thursday, March 17, 2016**

Place: President's Conference Room, Administration Building  
College of the Desert  
43-500 Monterey Avenue  
Palm Desert, CA 92260

### Minutes:

#### **1. Call to Order**

The meeting was called to order at 1:12 p.m.

Present:

Dr. Joel Kinnamon  
Lisa Howell  
Diane Wirth  
Virginia Ortega for John Ramont

Absent:

John Ramont

#### **2. Approval of Agenda for March 17, 2016**

Dr. Kinnamon made a motion to approve the agenda as submitted, seconded by Diane Wirth.

No Discussion.

Motion passed, all in favor. No opposed. No abstentions.

#### **3. Approval of Minutes from December 4, 2015 Meeting**

Dr. Kinnamon made a motion to approve the minutes as submitted, seconded by Diane Wirth.

Discussion: Virginia Ortega provided responses to questions from the Board on the following items:

- Item #4 – In response to the question regarding Payroll Advances being repaid *All advances through December have been repaid. Receivable Account for advances is reconciled on a monthly basis to ensure repayments has been made.*
- Item #5 – In response to questions regarding the Golf Center Financials *REVENUES – The decrease in Revenues was as a result of one component of Revenues (Credit Card Sales of Tokens) not being correctly posted. Transition to new software and the training of new staff caused this oversight. Financials*

*for the 1<sup>st</sup> Quarter were revised and included for review. Revised Financials indicated a 3.2% drop in Revenues versus the same period in 14/15. EXPENDITURES – The increase in Expenditures was due to more timely payment of invoices and the ability in the new software to accrue expenditures to the correct period. Additionally, there was an increase in the following one-time purchases made in the 1<sup>st</sup> quarter*

- *Range Balls \$5,200*
- *Chairs for Public use \$430*
- *Items for Annual Range Repairs \$650 (Paint, wire, etc.)*
- *Seasonal Turf Maintenance supplies (irrigation parts, fertilizer, herbicide, seed, etc.) \$18,000*

Motion passed, all in favor. No opposed. No abstentions.

#### **4. Approval of Payments for period ending December 31, 2015**

Dr. Kinnamon made a motion to approve the Auxiliary Payments as submitted, seconded by Diane Wirth.

No Discussion.

Motion passed, all in favor. No opposed. No abstentions.

#### **5. Financial Reports for period ending December 31, 2015**

Dr. Kinnamon made a motion to approve the Financial Reports as submitted, seconded by Diane Wirth.

Discussion: Lisa Howell stated that staff has provided a listing of equipment at the Golf Center. However, this listing does not correlate with the current expenses for equipment purchases in the Financials. These will need to be reviewed by Staff.

Motion passed, all in favor. No opposed. No abstentions.

#### **6. Authorization to Award Beverage Vending Services Contract**

Discussion: Contract for potential Vending Services was discussed.

No action was taken.

#### **7. Approval of Virginia Ortega as an Authorized Signer**

Dr. Kinnamon made a motion to approve Virginia Ortega as an Authorized Signer, seconded by Diane Wirth.

No Discussion.

Motion passed, all in favor. No opposed. No abstentions.

## **8. Golf Center Operations**

Discussion: Lisa Howell discussed concerns from Golf Staff. Diane Wirth will be meeting with Eden Mitry, a staff member from the Golf Center.

No action was taken.

## **9. EVC, Indio Vending**

Dr. Kinnamon made a motion to approve Indio Vending for the vending contract at the Eastern Valley Center in Indio, seconded by Diane Wirth.

No Discussion.

Motion passed, all in favor. No opposed. No abstentions.

## **10. Review & Approve 2014/15 Annual Audit**

Dr. Kinnamon made a motion to approve the Fiscal Year 2014/2015 Annual Audit, seconded by Diane Wirth.

No Discussion.

Motion passed, all in favor. No opposed. No abstentions

## **11. Approval of Vavrinek, Trine, Day & Co., Engagement Letter**

Dr. Kinnamon made a motion to approve Vavrinek, Trine, Day, & Co., as Auditors for the Auxiliary's Fiscal Year 2015/2016 Annual Audit, seconded by Diane Wirth.

No Discussion.

Motion passed, all in favor. No opposed. No abstentions

## **12. Adjourn**

The meeting was adjourned at 1:24 p.m.