

# DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

## MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: **Wednesday, May 13, 2015**

Place: President's Board 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 9:05 am.

Present:

Dr. Joel Kinnamon  
Lisa Howell  
John Ramont

#### **2. Approval of Agenda for May 13, 2015**

Dr. Joel Kinnamon made a motion to approve the agenda as submitted, seconded by John Ramont.

No discussion.

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

#### **3. Approval of Minutes from February 12, 2015 Meeting**

Dr. Joel Kinnamon made a motion to approve the minutes as submitted, seconded by John Ramont.

No discussion.

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

#### **4. Approval of Addendum to Extension Agreement for Operation of the Cafeteria at College of the Desert**

Dr. Joel Kinnamon made a motion to approve the agreement extension, seconded by John Ramont.

The Board discussed the need to extend the agreement through the summer school period to provide the best timing for transitioning to a new vendor prior to the start of the Fall 2015 semester.

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

#### **5. Approval of Payments for period ending 4/30/15**

Dr. Joel Kinnamon made a motion to approve the payments as submitted, seconded by John Ramont.

Ms. Howell asked what the transfer to the Auxiliary Trust for \$120,371.00 was for. Mr. Ramont said he would research and provide an answer back to the Board.

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

#### **6. Financial Reports for period ending 3/31/15**

Dr. Joel Kinnamon made a motion to approve the reports as submitted, seconded by John Ramont.

Ms. Howell asked if the balances included all payments through March. Mr. Ramont indicated that the March reimbursements to the college for payroll and other operating expenses had not been made and were not reflected in the balances. Ms. Howell expressed that the expenses should be accrued in the future so that the statements are more meaningful.

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

#### **7. Financial Operations Review**

- a. Golf Center**
  - i. Staffing**
  - ii. Operational Audit – Review**
  - iii. Equipment Issues (sharing)**
  - iv. Pictures (car)**
- b. Bookstore**
- c. Food Services**

Individual items were discussed.

- Dr. Kinnamon has requested an organization chart for the Golf Center.
- Ms. Howell discussed the draft report of the operational audit for the Golf Center which concludes that the operation cannot continue to sustain losses in the future.
- Ms. Howell discussed the use of the District-owned tractor by Auxiliary staff, raising concerns about liability.

- Ms. Howell showed a picture of a privately owned vehicle being stored and repaired on Golf Center property. Dr. Kinnamon directed that the auto be removed immediately.

No action was taken.

#### **8. Review Auxiliary Business Plan**

No discussion.

No action was taken.

#### **9. Discuss/Review Staff Development Support**

Dr. Kinnamon and Ms. Howell requested that 5 years of revenue and expenditure information be compiled and provided for a comprehensive review of professional development.

No action was taken.

#### **10. Review & Approve 2013/2014 Annual Audit**

The audit report was not available from the auditors. Report is to be reviewed and approved at the next Board meeting.

No action was taken.

#### **11. Approval of 2015/2016 Budget**

Dr. Joel Kinnamon made a motion to approve the reports as submitted, seconded by John Ramont.

In reviewing the budget for the upcoming fiscal year, it was noted that having all operational information on one column made it difficult to see the sources and uses of funds within the Auxiliary. It was requested that a revised budget that is split by activities be presented. Concern was raised about the level of support to the athletics program in the budget when the Auxiliary has been losing money. It was proposed to remove the \$33,000 donation to Varsity Club and the \$8,000 donation to Athletics.

Dr. Joel Kinnamon made a motion to table the budget approval to the next meeting, seconded by John Ramont.

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

#### **12. Adjourn**

The meeting was adjourned at 9:55 am.