

DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

BOARD OF DIRECTORS MEETING

Date: **Monday, August 25, 2014**

Time: 3:30 PM

Place: President's Board Room

Minutes

1. Call to Order

Lisa Howell called the meeting to order at 2:40 pm.

Present: Lisa Howell
Dr. Joel Kinnamon
John Ramont
Anna Davies

2. Approval of Agenda for August 25, 2014

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

No discussion.

All in favor. No opposed. No abstained.

Motion passed.

3. Approval of Minutes from June 5, 2014 Meeting

Dr. Joel Kinnamon made a motion to approve June 5, 2014 meeting minutes as submitted, seconded by John Ramont.

No discussion.

All in favor. No opposed. No abstained.

Motion passed.

4. Election of Officers for 2014-15

Lisa Howell nominated John Ramont to continue as Secretary/Treasurer for 2014-15. John Ramont agreed to accept the nomination. Dr. Joel Kinnamon seconded the nomination.

No discussion.

Two in favor. No opposed. John Ramont abstained.

Motion passed.

Lisa Howell discussed her research of the past bylaws and the positions named in them. Based on that discussion, Lisa Howell made a motion to add Anna Davies to the Board. Dr. Kinnamon seconded.

No discussion.

All in favor. No opposed. No abstained.

Motion passed.

Lisa Howell stated that she would be willing to remain as Board Chair. Dr. Joel Kinnamon made a motion for Lisa Howell to continue as chair, seconded by John Ramont.

No discussion.

Three in favor. No opposed. Lisa Howell abstained.

Motion passed.

Lisa Howell discussed the need for Vice Chair and asked Dr. Kinnamon if he would be willing to continue to serve. Dr. Joel Kinnamon consented. Lisa Howell made a motion to reelect Dr. Joel Kinnamon as Vice Chair, seconded by John Ramont.

No discussion.

Three in favor. No opposed. Dr. Joel Kinnamon abstained.

Motion passed.

5. Approval of Expenditures in Scope of Work for Consulting Services with PPL.

Lisa Howell discussed the work that was done for the Auxiliary by consultants with Professional Personnel Leasing (PPL).

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

All in favor. No opposed. No abstained.

Motion passed.

6. Ratify Reimbursements to the District as of June 30, 2014

John Ramont provided copies of the invoices from the Desert Community College District to reimburse them for certain expenditures incurred by the Auxiliary on behalf of the District.

Dr. Joel Kinnamon made a motion to approve the expenditure reimbursement as presented.

Discussion: None.

All in favor. No opposed. No abstained.

Motion passed.

7. Approval to Purchase Abila (Sage) software

John Ramont presented cost information for the purchase and implementation of the Abila accounting software.

Dr. Joel Kinnamon made a motion to approve the purchase, seconded by Anna Davies.

Discussion: None.

All in favor. No opposed. No abstained.

Motion passed.

8. Approval of Payments for period ending 6/30/14

John Ramont presented the listing of four (4) expenditures.

Discussion: Anna Davies asked for details for an expenditure to Albertsons in the amount of \$6,022.55. Lisa Howell also asked for details for several line items that had not cleared yet, including two items labeled "Change Order." John Ramont was directed to gather the information and bring it back to the next meeting.

Dr. Joel Kinnamon made a motion to approve the payments, seconded by Anna Davies.

All in favor. No opposed. No abstained.

Motion passed.

9. Financial Reports for period ending 6/30/14

Discussion: Lisa Howell asked the board to decide how future money should be spent. Lisa Howell brought concerns as to the financial viability of the Golf Range enterprise. Lisa Howell expressed concerns that the range has been losing money and the losses were increasing. Ann Davies suggested that contracting the service to a vendor should be explored. Lisa Howell answered that staff would research the issue more fully and bring options back at a future meeting.

Dr. Joel Kinnamon made a motion to approve the reports, seconded by Lisa Howell.

All in favor. No opposed. No abstained.

Motion passed.

10. Approval of 2014-2015 Budget

Discussion: John Ramont discussed that the budget was originally reviewed at the prior meeting and had been updated to reflect known costs, and provided an increase from the initial proposed budget for the staff development donation to the District from \$110,000 to \$180,000. John Ramont discussed that this level of funding would create a deficit in the budget and proposed that the donation be reduced to \$100,000 as there was still a carryover from the prior year at the District of approximately \$82,000.

Dr. Joel Kinnamon made a motion to approve the budget as amended, seconded by Anna Davies.

All in favor. No opposed. No abstained.

Motion passed.

11. Approval of Staff Development Donation to District for 2014-2015

Anna Davies made a motion to approve the donation as amended by the budget approval, seconded by Lisa Howell.

Discussion: None.

All in favor. No opposed. No abstained.

Motion passed.

12. Food Service Report

Lisa Howell reported that the contract was being extended for one more year to allow for time to prepare a Request for Proposals (RFP) for that service as well as RFP's for vending and beverage services.

No action was taken.

13. Approve Food Services Extension Agreement

Anna Davies made a motion to approve the contract extension, seconded by Dr. Joel Kinnamon.

All in favor. No opposed. No abstained.

Motion passed.

14. Golf Center Operation Report

No report was given.

Discussion: None.

No action was taken.

15. Review Auxiliary Business Plan

Lisa Howell indicated that a business plan was not ready and requested that this item be continued to a future meeting.

No action was taken.

16. Adjourn

The meeting was adjourned at 4:34 pm.