

MT. SAC AUXILIARY SERVICES CORPORATION BOARD OF DIRECTORS MINUTES

Thursday, June 6, 2024

1 – Call to Order

The fourth quarterly meeting of the Mt. SAC Auxiliary Services Corporation Board of Directors was called to order at 2:13 p.m. on Thursday, March 6, 2024, by Jean Metter, Faculty Representative.

Present: Morris Rodrigue (Vice President, Administrative Services; Chairperson)*, Rosa Royce (Chief Compliance/College Budget Officer; Secretary/Treasurer), and Jean Metter (Professor, Nutrition & Food; Faculty Rep.)

**Arrived approximately 2:30 p.m.*

Absent: Melba Castro (Vice President, Student Services; Vice Chairperson)

Guests: Steven Anderson (Sodexo), Shannon Carter (Administrative Services), Markelle Stansell (Administrative Services)

2 – Public Comment

No public comment.

3 – Consideration of Approval of Minutes for March 7, 2024

It was moved by Dani Silva and seconded by Rosa Royce to approve the March 7, 2024 minutes, as presented.

Ayes: Metter, Royce, Silva

Abstain:

Absent: Rodrigue, Castro

4 – Election of Officers/Appointments Effective July 1, 2024*

Per the bylaws, some officers are appointed, whereas others serve on the Board of Directors by virtue of their title (e.g., Vice President of Administrative Services and Vice President of Student Services). It was moved by Rosa Royce and seconded by Dani Silva to approve the appointments of the Officers effective July 1, 2024, through June 30, 2025:

Chairperson – Morris Rodrigue

Vice Chairperson – Melba Castro

Secretary/Treasurer – Rosa Royce

Faculty Representative – Jean Metter

A.S. President (or appointed rep) – Dani Silva

Ayes: Metter, Rodrigue, Royce, Silva

Abstain:

Absent: Castro

**This item was tabled until later in the meeting when Vice Chairperson Rodrigue was present; it was considered after item #8.*

5 – Consideration of Approval of the Annual Disclosure of Conflict of Interest

All members of the Board of Directors and senior staff of the Mt. SAC Auxiliary Services Corporation shall avoid any conflict of interest or appearance of a conflict of interest between their own individual interests and those of the Mt. SAC Auxiliary Services Corporation. All Officers signed their disclosure statements indicating that they have no conflicts of interest, in appearance or in fact, with the interests of the Mt. SAC Auxiliary Services Corporation. It was moved by Rosa Royce and seconded by Dani Silva to approve the annual disclosure of conflict of interest.

Ayes: Metter, Rodrigue, Royce, Silva

Abstain:

Absent: Castro

6 – Consideration of Approval of the Annual Investment Policy Statement

The Investment Policy Statement complies with Government Code 16481.2, requiring community colleges to set parameters for the investment of excess funds. The Mt. SAC Auxiliary Services auditing firm, Eide Bailly, LLP, Certified Public Accountants, has recommended that we have an Investment Policy Statement that addresses inconsistencies with the California Government Code. It is the intent of this Policy to set the parameters of the scope of investments allowed by law and then to restrict that scope by what is called an Investment Memorandum. It was moved by Rosa Royce and seconded by Jean Metter to approve the annual policy investment statement.

Ayes: Metter, Rodrigue, Royce, Silva

Abstain:

Absent: Castro

7 – Consideration of Approval to Destroy Auxiliary Documents Related to Fiscal Year 2018-19

It was moved by Jean Metter and seconded by Dani Silva to approve the destruction of Auxiliary documents related to Fiscal Year 2018-19.

Ayes: Metter, Rodrigue, Royce, Silva

Abstain:

Absent: Castro

8 – Auxiliary Statement of Revenues and Expenses (Unaudited YTD as of March 31, 2024)

As of March 31, 2024, income increased by \$107,366 (\$15,756 in 2022-23 to \$123,122 in 2023-24). It was moved by Jean Metter and seconded by Dani Silva to approve the Auxiliary Statement of Revenues and Expenses (Unaudited YTD as of March 31, 2024).

Ayes: Metter, Rodrigue, Royce, Silva

Abstain:

Absent: Castro

9 – Reports

Administrative Services

No report.

Sac Book Rac (Follett)

Follett's sales for the past few months are as follows:

March 2024 – \$454,813

April 2024 - \$81,144

May 2024 – \$75,053

Sodexo

Sodexo reported \$1.2 million in revenue last quarter, with \$2.7 million in YTD revenue. However, they are still down YTD due to routine challenges, including increases in prices of raw materials, labor costs, etc. Improvements include service speed, and excitement over catering events. The Food Services Committee completed a survey to identify and potentially address the “food deserts” on campus (i.e., locations where dining options are scarce).

10 – Adjourn

The meeting adjourned at 2:56 p.m.