

MT. SAC AUXILIARY SERVICES CORPORATION
SPECIAL MEETING OF THE BOARD OF DIRECTORS

Thursday, June 1, 2023

Building 4, Conference Room 2460 – 2:00 p.m.

AGENDA

Auxiliary Services Board of Directors Members:

Morris Rodrigue, Chairperson

Tom Mauch

Rosa Royce

Jenny Leung

Phyu 'Pearl' Pale

Suzanne Luetjen (Staff)

Eddie Correa (Guest)

Vivian Ruiz (Notes)

1. Call to Order.
2. Public comment.
3. Consideration of Approval of Minutes for March 2, 2023.
4. Consideration of Approval of Minutes for April 21, 2023.
5. Consideration of Approval of Personnel Transactions.
6. Adjourn

Board approved future meeting dates:

September 7, 2023,

December 7, 2023,

March 7, 2024

MT. SAC AUXILIARY SERVICES CORPORATION BOARD OF DIRECTORS MINUTES

Thursday, March 2, 2023

The third quarterly meeting of the Mt. SAC Auxiliary Services Corporation Board of Directors, was called to order at 2:04 p.m. on Thursday, March 2, 2023, by Morris Rodrigue, Chairperson. Those present were: Morris Rodrigue, Tom Mauch, Jenny Leung. Guest: Alicia Herrera, Brandin Harrison, and Eddie Correa. Staff: Suzanne Luetjen, Angelic Davis, and Caitlin Rodriguez. Absent: Rosa Royce and Phyu "Pearl" Pale.

2 – No public comment.

3 – Consideration of Approval of Minutes for January 11, 2023 – It was moved by Tom Mauch, seconded by Jenny Leung, to approve the minutes of January 11, 2023.

Ayes: Rodrigue

Absent: Royce, Pale

4 – Consideration to Accept the Audit report from Eide Bailly, LLP, Certified Public Accountants, for the Fiscal Year Ending June 30, 2022, relating to the Books and Records of the Mt. SAC Auxiliary Services Corporation – It was moved by Jenny Leung, seconded by Tom Mauch, to accept the Audit report from Eide Bailly, LLP.

Ayes: Rodrigue

Absent: Royce, Pale

5 – Consideration of Approval to Accept the Statement of Revenues and Expenses (Unaudited) 2022-23 2nd QTR – It was moved by Tom Mauch, and seconded by Jenny Leung. Statement of Revenues and Expenditures (Unaudited) December 30, 2022.

Ayes: Rodrigue

Absent: Royce, Pale

6 – Discussion update on the Food Services & Sodexo Advisory Committee. This item will be kept on the Agenda for updates.

7 – Update on Bookstore RFP - Guest, Angelic Davis, Director, Purchasing, updated the committee on the Campus Store Operations Services RFP. A special RFP meeting for approval will be required in the future.

8 – Reports:

- Administrative Services – Morris Rodrigue
- SacBookRac – Suzanne Luetjen
- Sodexo – Eddie Correa

9 – Adjourn – The meeting adjourned at 2:43 p.m.

MT. SAC AUXILIARY SERVICES CORPORATION BOARD OF DIRECTORS MINUTES

Thursday, April 21, 2023

The special meeting of the Mt. SAC Auxiliary Services Corporation Board of Directors was called to order at 9:00 a.m. on Friday, April 21, 2023, by Morris Rodrigue, Chairperson. Those present were: Morris Rodrigue, Tom Mauch, Jenny Leung, and Rosa Royce. Staff: Angelic Davis, Shannon Carter, and Caitlin Rodriguez. Absent: Phyu "Pearl" Pale.

1 – Consideration of Approval to Accept the Request for Proposal #2023-RFP-011 - Campus Store Operation Services – It was moved by Tom Mauch, and seconded by Rosa Royce, to approve the Request for Proposal #2023-FRP-011 with Follett for Campus Store Operation Services.

Ayes: Rodrigue, Leung, Mauch, Royce
Absent: Pale

2 – Adjourn – The meeting adjourned at 9:33 a.m.



TO: Mt. SAC Auxiliary Services Board of Directors

FROM: Morris Rodrigue – Vice President, Administrative Services

DATE: June 1, 2023

SUBJECT: Personnel Transactions

APPROVAL OF SALARY INCREASE:

Full-time Employees Auxiliary Services:

Full-time employees will receive a 6.56% COLA on the salary schedule for the 2022-23 fiscal year, retroactive to July 1, 2022. These full-time employees must be in paid status the day after June 1, 2023, to receive this increase. Retroactive salaries shall be paid in a separate check no later than June 30, 2023.

Bookstore Director:

The Bookstore Director will receive a 6.56% COLA on the salary schedule for the 2022-23 fiscal year, retroactive to July 1, 2022. The Bookstore Director must be in paid status the day after June 1, 2023, to receive this increase. In addition, effective July 1, 2022, the home technology stipend of \$1,500 will be integrated as part of the salary schedule. In addition, effective July 1, 2022, the home technology stipend of \$1,500 will be integrated as part of the salary schedule. Retroactive salary shall be paid in a separate check no later than June 30, 2023.

The Total Cost of the above increases is \$22,849.

BOOKSTORE TRANSITION:

Approval to provide a 60-day notice to release all Mt. San Antonio College Auxiliary Services (Auxiliary) employees from employment with the Auxiliary. All Auxiliary employees will have the opportunity to interview with the new bookstore vendor.