

MT. SAC AUXILIARY SERVICES CORPORATION
THIRD QUARTERLY MEETING OF THE BOARD OF DIRECTORS

Thursday, June 15, 2023

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

AGENDA

Auxiliary Services Board of Directors Members:

Morris Rodrigue, Chairperson

Melba Castro

Rosa Royce

Jenny Leung

Phyu 'Pearl' Pale

Shannon Carter (Staff)

Suzanne Luetjen (Staff)

Eddie Correa (Guest)

Caitlin Rodriguez (Notes)

1. Call to Order.
2. Public comment.
3. Consideration of Approval of Minutes for June 1, 2023.
4. Election of Officers/Appointments, Effective July 1, 2023.

Current Officers are:

Chairperson – Morris Rodrigue
Vice Chairperson – Melba Castro
Secretary/Treasurer – Rosa Royce
Faculty – Jenny Leung
A.S. President – (or Appointed Representative)
5. Consideration of Approval of the Annual Disclosure of Conflict Of Interest.
6. Consideration of Approval of the Annual Investment Policy Statement
7. Consideration of Approval of Re-issuance of Stale-Dated Check.
8. Consideration of Approval to Destroy Auxiliary Documents related to fiscal year 2017-18.
9. Auxiliary Statement of Revenues and Expenses (Unaudited) YTD **as of March 31, 2023.**

10. Discussion – Update on the Food Services & Bookstore Advisory Committees.

11. Reports:

- Administrative Services
- SacBookRac
- Sodexo

12. 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, June 1, 2023

The special meeting of the Mt. SAC Auxiliary Services Corporation Board of Directors, was called to order at 2:04 p.m. on Thursday, June 1, 2023, by Morris Rodrigue, Chairperson. Those present were: Morris Rodrigue, Tom Mauch, Rosa Royce, and Jenny Leung. Guest: None. Staff: Vivian Ruiz. Absent: Phyu "Pearl" Pale.

2 – No public comment.

3 – Consideration of Approval of Minutes for March 2, 2023 – It was moved by Tom Mauch, seconded by Jenny Leung, to approve the minutes of March 2, 2023.

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

4 – Consideration of Approval of Minutes for April 21, 2023 – It was moved by Rosa Royce, seconded by Jenny Leung, to approve the minutes of April 21, 2023.

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

5 – Consideration of Approval of Personnel Transactions:

- Full-Time Employees Auxiliary Services 6.56% COLA was moved by Tom Mauch, seconded by Rosa Royce

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

- Bookstore Director 6.56% COLA was moved by Rosa Royce, seconded by Jenny Leung

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

- Bookstore Transition – 60 day notice to release employees was moved by Jenny Leung, seconded by Tom Mauch

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

6 – Adjournment – The meeting adjourned at 2:18 p.m.

Mt. San Antonio College Auxiliary Services
Income Statement Report for the Third Quarter 2022-23
(As of 03/31/2023)

The “2022-23 Estimated” includes projected figures for the fiscal year. The report also includes year-to-date actuals as of March 31, 2023, compared to March 31, 2022. As of March 31, 2023, the results of operations show an income of \$15,756, while the results of operations as of March 31, 2022, showed a loss of \$95,005. Therefore, when comparing the results of operations, there is an increase of \$110,761. This increase is due to:

- The net decrease in Commissions of \$61,281 was mainly attributed to the decrease in commission from Barnes & Noble and Pepsi Sponsorship.
- An increase in rent from Sodexo of \$23,200 for a new agreement to rent the kitchen equipment to serve Riverside County.
- Fair Value Investment Income reflects an increase of \$69,576 when compared to the prior year due to the reversal of the fair market value adjustment of the County pooled funds as of June 30, 2022.
- Interest income increased by \$17,973 due to higher interest rates.
- The salaries and employee benefits of Bookstore staff decreased by \$78,381. This decrease is attributed to a reduction in staff.
- The decrease of \$38,580 is due to a one-time COVID-19 stipend for call-back time pay for work performed from March 19, 2020, to June 30, 2021.
- The Hospitality expenses increased by \$50,648.

Mt. San Antonio College Auxiliary Services
Statement of Revenues and Expenses (Unaudited)

(YTD MARCH 31, 2023)

	2022-23 ESTIMATED	2022-23 ACTUALS as of 03/31/23	2021-22 ACTUALS as of 03/31/22
Revenues			
Commissions and Sponsorships:			
Barnes and Noble (July 2022-December 2022)	\$ 175,230	\$ 97,942	\$ 175,230
Barnes and Noble (January 2023-June 2023)	103,653	65,776	74,336
Sodexo	80,558	75,302	59,865
First Class Vending <i>(Prior year contract with Compass Group-Canteen Vending)</i>	82,919	52,446	28,098
Pepsi Sponsorship	68,282	68,282	83,500
ATM	-	-	260
Salaries and Employer Benefits - Reimbursed by Barnes & Noble Amendment ratified March 2022, Effective 7/1/2021	240,000	180,000	180,000
Sodexo - Rent	39,000	24,000	800
B&N Scholarships	5,000	-	-
Other:			
Unfunded CalPERS Liability-Paid by the District	380,909	285,682	250,402
Miscellaneous Income (One-Time)	300	-	219
Fair Value Investment Income	-	83,453	13,877
Interest Income	10,972	26,139	8,166
Total Revenues	\$ 1,186,822	\$ 959,021	\$ 874,752
Expenses			
Operating Expenses:			
Salaries and Employer Benefits - Reimbursed by Barnes & Noble	\$ 385,919	\$ 294,210	\$ 372,591
One-Time Stipend COVID-19 Pandemic	-	-	38,580
CalPERS Arrears Contribution	-	-	1,784
Retirees Health Premiums	276,820	211,150	216,773
Retirees Health Premiums Reimbursement	(276,820)	(211,150)	(216,773)
Unfunded CalPERS Liability	402,627	301,970	268,326
Accounting Services (Includes Reimbursement of 1 FTE)	163,109	126,480	115,799
Hospitality			
Hospitality-President Institutional	75,000	49,530	40,862
Hospitality-President	75,000	35,197	30,646
Hospitality-Human Resources	21,000	20,649	7,960
Hospitality-Instruction	20,000	24,602	16,106
Hospitality-Student Services	13,000	9,792	4,253
Hospitality-Administrative Services	21,000	22,658	11,954
Facilities Lease (Paid to the College)	10,000	7,500	7,500
Office Supplies, ATM Fees, Bank Charges	3,000	1,421	3,555
Scholarships and Donations:			
Scholarships-First Class Vending	10,000	-	-
Scholarships-Pepsi	21,500	21,500	21,500
Foundation Golf Tournament Fund-Pepsi	2,000	2,000	2,000
Barnes & Noble Textbook Scholarship	5,000	-	-
Miscellaneous			
Miscellaneous Expenses	1,000	727	1,228
Total Expenses	\$ 1,229,155	\$ 918,235	\$ 944,643
Income or Loss - Modified Accrual Basis	\$ (42,333)	\$ 40,786	\$ (69,892)
GASB Transactions:			
Depreciation			
	33,484	25,030	25,113
	\$ 33,484	\$ 25,030	\$ 25,113
Income or Loss Per Audit - Full Accrual Basis	\$ (75,818)	\$ 15,756	\$ (95,005)