

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

Thursday, September 1, 2022

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

**AGENDA**

**Auxiliary Services Board of Directors Members:**

Morris Rodrigue, Chairperson

Audrey Yamagata-Noji

Rosa Royce

Jenny Leung

Associated Students Representative

Suzanne Luetjen (Staff)

Eddie Correa (Guest)

Yadira Santiago (Notes)

1. Call to Order.
2. Public comment.
3. Consideration of Approval of Minutes for June 2, 2022.
4. Appointment of Associated Students Representative.
5. Consideration of Approval of Sodexo Contract Amendment.
6. Personnel Transactions.
7. Reports:
  - Administrative Services
  - SacBookRac – Instruction Bookstore Committee
  - Sodexo
8. Adjourn

**Board approved future meeting dates:**

December 1, 2022

March 2, 2023

June 1, 2023

September 7, 2023

December 7, 2023

# **MT. SAC AUXILIARY SERVICES CORPORATION BOARD OF DIRECTORS MINUTES**

Thursday, June 2, 2022

The fourth quarterly meeting of the Mt. SAC Auxiliary Services Corporation Board of Directors, was called to order at 2:05 p.m. on Thursday, June 2, 2022, by Morris Rodrigue, Chairperson. Those present were: Morris Rodrigue, Audrey Yamagata-Noji, Jenny Leung, and Rosa Royce. Guest: Eddie Correa. Staff: Yadira Santiago. Absent: Courtney Larrabee.

2 – No public comment.

3 – Consideration of Approval of Minutes for April 21, 2022 – It was moved by Rosa Royce, seconded by Jenny Leung, to approve the minutes of April 21, 2022.

Ayes: Rodrigue, Yamagata-Noji, Leung, Royce  
Absent: Larrabee

4 – Consideration of Approval of Amended and Restated Bylaws – It was moved by Rosa Royce, seconded by Audrey Yamagata-Noji.

Ayes: Rodrigue, Yamagata-Noji, Leung, Royce  
Absent: Larrabee

5 – Consideration of Approval of Amended and Restated Master Agreement – It was moved by Audrey Yamagata-Noji, seconded by Rosa Royce.

Amend motion, return agreement to legal and designate “Foundation” to read as “Auxiliary” or “Corporation” in the Master Agreement.

Approved with recommended changes.

Ayes: Rodrigue, Yamagata-Noji, Leung, Royce  
Absent: Larrabee

6 – Consideration to accept the Appointment of Officers – In accordance with the Bylaws of the Board of Directors, composition will be the following officers appointed to a term of one year or until successors are elected and qualified, effective July 1, 2022:

Secretary/Treasurer – Rosa Royce

Faculty – Jenny Leung

A.S. President – waiting on appointment of member from Associated Students

Ayes: Rodrigue, Yamagata-Noji, Leung, Royce  
Absent: Larrabee

7 – Consideration of Approval of the Annual Disclosure of Conflict Of Interest – It was moved by Jenny Leung, seconded by Rosa Royce, to approve the Annual Disclosure of Conflict Of Interest.

Ayes: Rodrigue, Yamagata-Noji, Leung, Royce  
Absent: Larrabee

8 – Consideration of Approval of the Annual Investment Policy Statement – It was moved by Rosa Royce, seconded by Audrey Yamagata-Noji, to approve the Annual Investment Policy Statement.

Ayes: Rodrigue, Yamagata-Noji, Leung, Royce  
Absent: Larrabee

9 – Consideration of Approval of the Re-Issuance of Stale Dated Check – It was moved by Rosa Royce, seconded by Jenny Leung, to approve the of the Re-Issuance of Stale Dated Check.

Ayes: Rodrigue, Yamagata-Noji, Leung, Royce  
Absent: Larrabee

10 – Consideration of Approval to Destroy Auxiliary Documents related to fiscal year 2016-17 – It was moved by Jenny Leung, seconded by Rosa Royce, to approve to Destroy Auxiliary Documents related to fiscal year 2016-17.

Ayes: Rodrigue, Yamagata-Noji, Leung, Royce  
Absent: Larrabee

11 – Consideration of Approval of the Auxiliary Statement of Revenues and Expenditures (Unaudited) YTD March 31, 2022 – It was moved by Audrey Yamagata-Noji, seconded by Jenny Leung, to approve the Auxiliary Statement of Revenues and Expenditures (Unaudited) YTD March 31, 2022

Ayes: Rodrigue, Yamagata-Noji, Leung, Royce  
Absent: Larrabee

12 – Discussion update on the Food Services & Bookstore Advisory Committees. This item will be kept on the Agenda for the next few meetings.

13 – Reports:

- Administrative Services - None
- SacBookRac – None
- Sodexo – Eddie Correa

14 – Adjournment – The meeting adjourned at 2:58 p.m.

## AMENDMENT TO MANAGEMENT AND OPERATIONS AGREEMENT

This Amendment Number Three to Management and Operations Agreement ("Amendment") is effective July 1, 2022 and is between Mt. San Antonio College Auxiliary Services Corporation ("Auxiliary") and Sodexo America, LLC, a Delaware limited liability Company ("Sodexo"). Sodexo and Auxiliary shall be known collectively as the "Parties".

WHEREAS, Auxiliary and Sodexo are parties to that certain Agreement dated May 27, 2016, as amended whereby Sodexo provides Auxiliary with food service facilities and operations for the benefit of students and employees of the Mt. San Antonio Community College District;

WHEREAS, the Parties now desire to further amend the Agreement;

NOW, THEREFORE, in consideration of the promises contained herein and for other good and valuable consideration, the Parties agree as follows:

1. Auxiliary shall waive the guaranteed commission in the amount of One Hundred Thirty Five Thousand Dollars (\$135,000) for the 2022-2023 Fiscal Year, as stated in ARTICLE VIII - FINANCIAL ARRANGEMENTS, Section 8.1 Commissions.

For the 2022-23 Fiscal Year, Sodexo shall pay Auxiliary a commission as follows:

Retail Sales:	5% of Net Sales
Concessions:	10% of Net Sales
Catering:	0% of Net Sales

2. All other terms and conditions of the Agreement shall remain in full force and effect throughout the Term.

IN WITNESS WHEREOF, the Parties hereto have entered into this Amendment as of the Effective Date.

**MT. SAN ANTONIO AUXILIARY  
SERVICES CORPORATION**

**SODEXO AMERICA, LLC**

By: \_\_\_\_\_

By: Jennifer King  
Jennifer King (Jul 27, 2022 08:18 PDT)

Name: Morris Rodrigue  
Its: VP, Administrative Services

Name: Jennifer King  
Its: Senior Vice President



TO: Mt. SAC Auxiliary Services Board of Directors

FROM: Morris Rodrigue – Vice President, Administrative Services

DATE: September 1, 2022

SUBJECT: Personnel Transactions

**APPROVAL OF SALARY INCREASE:**

**Full-time Employees Auxiliary Services:**

**2021-22 Fiscal Year:** Full-time employees will receive an additional 2.76% COLA non-compounding on the salary schedule, retroactive to July 1, 2021. These full-time employees must be in paid status the day after September 1, 2022, to receive this increase. The changes for the fiscal year 2021-22 and 2022-23 salary schedules including retroactive pay will be processed on the October 7, 2022, pay date.

**Bookstore Director:**

**2021-22 Fiscal Year:** The Bookstore Director will receive an additional 2.76% COLA non-compounding on the salary schedule, retroactive to July 1, 2021. The Bookstore Director must be in paid status the day after September 1, 2022, to receive this increase. The changes for the fiscal year 2021-22 and 2022-23 salary schedules including retroactive pay will be processed on the October 7, 2022, pay date.

The Total Cost of the above payments are \$19,169.