

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

Thursday, December 7, 2023

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

AGENDA

Auxiliary Services Board of Directors

Members:

Morris Rodrigue, Chairperson
Melba Castro, Vice Chairperson
Rosa Royce, Secretary/Treasurer
TBD, Faculty Representative
Dani Silva, A.S. President

Staff / Guests

Shannon Carter (Staff)
Eddie Correa (Guest)
Steven Anderson (Guest)
Erik Guss (Guest)
John Acero (Guest)
Markelle Stansell (Staff / Notes)

1. Call to Order
2. Public Comment
3. Consideration of Approval of Minutes from September 7, 2023
4. Appointment of Associated Students Representative
5. Auxiliary Statement of Revenues and Expenses (unaudited) 2022-23 4th Qtr.
6. Auxiliary Statement of Revenues and Expenses (unaudited) 2023-24 1st Qtr.
7. Reports:
 - a. Administrative Services
 - b. Sac Book Rac (Follett)
 - c. Sodexo
8. Adjourn

Board-approved future meeting dates:

2024 Dates: March 7, 2024 | June 6, 2024 | September 5, 2024 | December 5, 2024

2025 Dates: March 6, 2025 | June 5, 2025 | September 4, 2025 | December 4, 2025

MT. SAC AUXILIARY SERVICES CORPORATION BOARD OF DIRECTORS MINUTES

Thursday, September 7, 2023

1 – Call to Order

The meeting of the Mt. SAC Auxiliary Services Corporation Board of Directors was called to order at 2:09 p.m. on Thursday, September 7, 2023, by Morris Rodrigue, Chairperson. Those present were: Morris Rodrigue, Melba Castro, and Rosa Royce. Guests: Eddie Correa (Sodexo), Steven Anderson (Sodexo), John Acero (Follett), Erik Guss (Follett). Staff: Markelle Stansell. Absent: AS Rep (TBD), Faculty Rep (TBD)

2 – Public Comment

No public comment.

3 – Consideration of Approval of Minutes from June 1, 2023, and June 15, 2023

It was moved by Rosa Royce and seconded by Melba Castro, to approve the minutes of June 1, 2023, and June 15, 2023.

Ayes: Rodrigue, Royce, Castro

Abstain:

Absent: AS Rep (TBD), Faculty Rep (TBD)

4 – Appointment of Associated Students (AS) Representative

This item will be tabled to the next meeting.

5 – Appointment of Faculty Representative

This item will be tabled to the next meeting.

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

It was moved by Rosa Royce, and seconded by Melba to approve the annual disclosure of conflict of interest.

Ayes: Rodrigue, Royce, Castro

Abstain:

Absent: AS Rep (TBD), Faculty Rep (TBD)

7 – Consideration of Approval of the Annual Investment Policy Statement

It was moved by Rosa Royce and seconded by Melba Castro to approve the annual investment policy statement.

Ayes: Rodrigue, Royce, Castro

Abstain:

Absent: AS Rep (TBD), Faculty Rep (TBD)

8 – Consideration of Approval of Quarterly Auxiliary Board Meeting Dates

It was moved by Rosa Royce, and seconded by Melba Castro to approve the quarterly Auxiliary Board meeting dates for 2024 and 2025, which are as follows:

2024 Dates: March 7, 2024 | June 6, 2024 | September 5, 2024 | December 5, 2024
2025 Dates: March 6, 2025 | June 5, 2025 | September 4, 2025 | December 4, 2025

Ayes: Rodrigue, Royce, Castro

Abstain:

Absent: AS Rep (TBD), Faculty Rep (TBD)

9. Reports:

Administrative Services – Morris welcomed new guests to the group, including Follett, who has joined us as the vendor for the Bookstore. Morris has visited the Sac Book Rac several times since the transition and has seen a good effort at service for students. We will be reinstating the committee that looks at Bookstore operations in the near future. Shannon reported that we are encouraging students to wipe down spaces before and after use, particularly in the new Student Center. We have installed stations with sanitizing wipes and will also use table tents as visual reminders. Shannon also shared that vending machine sales have been very successful, but we are having many issues with vandalism on the weekends, so going cashless could be a mitigating option. Morris suggested going cashless only in areas in which there are vandalism problems. Melba will ask for feedback from AS. Melba suggested moving the machine on the third floor of 9E to a more central or highly trafficked area.

Sac Book Rac (Follett) – John Acero reported that for the month of August (ending on August 26), his staff processed over 1,500 online orders. They are still working with faculty related to their adoptions. Follett is expediting any orders that are placed at this point. Photo ID processing has gone well. John reported that they have implemented a system to order ink when it gets low. Bus pass processing has also been successful. Shannon said it would be good to have a presence at football games, as merchandising is very important. Alumni can get educational discounts on the Sac Book Rac website on Apple products, etc. Rosa asked about holiday merchandise, decorations, etc. Morris mentioned the annual Sac Book Rac Holiday Tea event, which is meant to drive sales. Melba was happy that the canopies they set up for shade were not needed, because the lines inside the store never reached the outdoors.

Sodexo – Steven Anderson mentioned that they are looking at moving catering to the third floor of the new Student Center and using it as the home base for catering operations. Building 8 will still be used as storage for catering events. Eddie Correa reported that in August 2023, they made \$160,000 compared to \$200,000 last year. The difference was that we lost 5 days of sales. We also don't have Mountie Café open at present. Signage would be helpful to direct people to the new Student Center. Melba suggested quick options/quick turnaround times. Steven said there could be different lines for various options (segregating them). Sodexo is still beefing up staffing levels. They also provided concessions over the weekend for athletics events.

10. Adjourn

The meeting adjourned at 2:56 p.m.