

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

Thursday, December 2, 2021

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

Please provide any public comment by noon Thursday, December 2, 2021,

To: Yadira Santiago – ysantiago2@mtsac.edu

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 September 2, 2021.
4. Appointment of Associated Students Representative – awaiting name.
5. Auxiliary Statement of Revenues and Expenses (Unaudited) YTD June 30, 2021.
6. Personnel Transactions.
7. Consideration of Approval of Sodexo Contract Amendment.
8. Discussion – RFP Vending.
9. Discussion – Update on the Food Services & Bookstore Advisory Committees.
10. Reports:
 - Administrative Services
 - SacBookRac – Instruction Bookstore Committee
 - Sodexo
11. Adjourn

Board approved future meeting dates:

March 3, 2022

June 2, 2022

September 1, 2022

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, September 2, 2021

The first quarterly meeting of the Mt. SAC Auxiliary Services Corporation Board of Directors, was called to order at 2:02 p.m. on Thursday, September 2, 2021, by Morris Rodrigue, Chairperson. Those present were: Morris Rodrigue, Audrey Yamagata-Noji, Jenny Leung, and Rosa Royce. Staff: Doug Jenson, Suzanne Luetjen, and Yadira Santiago.

2 – No public comment.

3 – Consideration of Approval of Minutes for June 3, 2021 – It was moved by Rosa Royce, seconded by Jenny Leung, to approve the minutes of June 3, 2021.

Ayes: Rodrigue, Yamagata-Noji, Royce, Leung

4 – Appointment of Associated Students Representative – No representative provided at the time. This item has been tabled until the next meeting.

5 – Personnel Transactions – This item has been tabled until the next meeting.

6 – Consideration of Approval of Amendment to Barnes & Noble Contract – It was moved by Audrey Yamagata-Noji, seconded by Rosa Royce, to approve the amendment to Barnes & Noble contract.

Ayes: Rodrigue, Yamagata-Noji, Royce, Leung

7 – Discussion – RFP Vending. A committee will be brought together for the RFP. Focus on locations based on student flow, demand, and hot item options.

8 – Discussion update on the Sodexo Advisory Committee. Doug Jenson reported the committee met on August 27, 2021, and will continue to meet monthly for the next six months then move to quarterly meetings. This item will be kept on the Agenda for updates. Committee members include: Doug Jenson, Audrey Yamagata-Noji, Tom Mauch, Eddie Correa, Kevin Owen, Brandin Bowman, K.C. Kranz, Tannia Robles, Julie Marquez, Angelic Davis, Melissa Cone.

9 – Reports:

- Administrative Services – Doug Jenson
- SacBookRac – Suzanne Luetjen

10 – Adjournment – The meeting adjourned at 2:50 p.m.

Mt. San Antonio College Auxiliary Services
Income Statement Report for the Fourth Quarter 2020-21
(As of 06/30/2021)

The “2020-21 Estimated” includes projected figures for the fiscal year. The report also includes year-to-date actuals as of June 30, 2021 compared to June 30, 2020. As of June 30, 2021, the loss increased by \$83,106 (\$-293,649 in 2019-20 to \$-376,755 in 2020-21). This increase is due to:

- The net decrease in Commissions of \$421,536 primarily attributed to the decrease in commissions of Barnes & Noble, Sodexo, and Compass Group.
- The decrease in reimbursement of bookstore salaries of \$410,753. As a result of the pandemic, bookstore sales greatly decreased. Barnes and Noble was only able to reimburse 24% of the annual salary cost.
- The Interest Income decreased by \$51,278 due to decreases in cash balances, lower interest rates and the Fair Value Investment Income adjustment of \$13,877.
- The salaries and employee benefits of Bookstore staff increased by \$18,024 and the accounting services provided to the Auxiliary increased by \$13,387. This is the result of increases in health benefits and salary increases related to step and column and/or longevity.
- The Retirees Health Premiums increased by \$15,008 due to retirement of one employee.
- The Hospitality expenses decreased by \$120,910 due to the pandemic and campus closure.
- The Canteen Vending Scholarship decreased by \$9,000 and the Barnes & Noble Scholarship decreased by \$5,000. Canteen Vending scholarships were not be paid in 2020-21 because Commissions were not received.
- The Pension and OPEB expense GASB adjustment decreased by \$714,957 as a result of increase in investments in the Auxiliary Services OPEB Trust.

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

(YTD June 30, 2021)

	2020-21 ESTIMATED	2020-21 ACTUALS as of 06/30/21	2019-20 ACTUALS as of 06/30/20
Revenues			
Commissions and Sponsorships:			
Barnes and Noble	\$ 206,248	\$ 165,243	\$ 407,708
Sodexo	-	10,711	124,706
Pepsi	52,000	52,000	58,076
Compass Group-Canteen Vending	59,000	-	59,000
ATM	-	-	800
Salaries and Employer Benefits - Reimbursed by Barnes & Noble	565,882	47,157	545,410
August 2020-December 2020 to be paid by Auxiliary Services (per MOU)	(235,784)	-	
January 2021-June 2021 contract terms pending discussion (per MOU)	-	87,500	
B&N Scholarships	5,000	5,000	5,000
Other:			
Unfunded CalPERS Liability-Paid by the District	288,004	288,004	253,071
Miscellaneous Income (One-Time)	-	1,828	2,852
Interest Income	24,916	6,275	57,553
Total Revenues	\$ 965,266	\$ 663,718	\$ 1,514,176
Expenses			
Operating Expenses:			
Salaries and Employer Benefits - Reimbursed by Barnes & Noble			\$ 551,863
July 2020 Reimbursed by Barnes & Noble	\$ 47,157	\$ 47,157	
August 2020-December 2020 to be paid by Auxiliary Services (per MOU)	235,784	235,883	
January 2021-June 2021 to be paid by Auxiliary Services (per MOU)	282,941	199,348	
January 2021-June 2021 Reimbursed by Barnes & Noble	-	87,500	
Retirees Health Premiums	273,785	288,793	273,785
Unfunded CalPERS Liability	311,008	311,061	278,534
Accounting Services (Includes Reimbursement of 1 FTE)	134,144	147,531	134,144
Hospitality			
Hospitality-President Institutional	75,000	-	48,682
Hospitality-President	75,000	21,239	40,767
Hospitality-Human Resources	13,000	333	15,995
Hospitality-Instruction	20,000	1,048	16,774
Hospitality-Student Services	13,000	1,319	7,402
Hospitality-Administrative Services	21,000	2,941	18,170
Facilities Lease (Paid to the College)	10,000	10,000	10,000
Office Supplies, ATM Fees, Bank Charges	10,193	5,917	10,508
Scholarships and Donations:			
Scholarships-Canteen Vending	9,000	-	9,000
Scholarships-Pepsi	22,500	22,500	21,500
Foundation Golf Tournament Fund-Pepsi	2,000	2,000	1,500
Barnes & Noble Textbook Scholarship	5,000	5,000	10,000
Miscellaneous			
Miscellaneous Expenses	2,000	2,498	2,332
Total Expenses	\$ 1,562,512	\$ 1,392,068	\$ 1,450,956
Income or Loss - Modified Accrual Basis	\$ (597,246)	\$ (728,351)	\$ 63,220
GASB Transactions:			
GASB Adjustments for Pension and OPEB	\$ -	\$ (384,809)	\$ 330,148
Bad Debt Expense	-	(438)	(1,148)
Depreciation	33,818	33,651	27,868
	\$ 33,818	\$ (351,596)	\$ 356,869
Income or Loss Per Audit - Full Accrual Basis	\$ (631,063)	\$ (376,755)	\$ (293,649)



TO: Mt. SAC Auxiliary Services Board of Directors

FROM: Morris Rodrigue – Vice President, Administrative Services

DATE: December 2, 2021

SUBJECT: Personnel Transactions

APPROVAL OF SALARY INCREASE AND ONE-TIME STIPEND DUE TO COVID-19 PANDEMIC:

Full-time Employees Auxiliary Services

The full-time employees will receive a 2.31% COLA salary increase on the salary schedule, retroactive to July 1, 2021. Due to the COVID-19 pandemic and work performed from March 19, 2020, through June 30, 2021, the full-time employees will receive a one-time stipend comparable to a stipend calculated on total call back time divided by number of District classified employees who received call back time pay.

Don Haggard who retired on August 31, 2021, will receive the one-time call back stipend for work performed from March 19, 2020, to June 30, 2021.

Bookstore Director:

The Bookstore Director will receive a 2.31% COLA increase on the salary schedule, retroactive to July 1, 2021. Due to the COVID-19 pandemic and work performed from March 19, 2020, to June 30, 2021, the Bookstore Director will receive a one-time stipend of \$50 per day consistent with time calculated for full-time Auxiliary Services employees.

The Total Cost of the above payments are \$47,354

AMENDMENT TO MANAGEMENT AND OPERATIONS AGREEMENT

This Amendment Number One to Management and Operations Agreement ("Amendment") is effective July 1, 2021 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 2021-22 Fiscal Year, as stated in ARTICLE VIII - FINANCIAL ARRANGEMENTS, Section 8.1 Commissions.

For the 2021-22 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. Section 10.11 is hereby amended to reflect a change of address for the first addressee under notices to Sodexo, as follows:

"To Sodexo: Sodexo America
Attention: Jim Fjelstul
COO, Universities North America, West
706 River Down Road
Georgetown, TX 78628"

3. 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: _____

Name: Morris Rodrigue
Its: VP, Administrative Services

Name: Jennifer King
Its: Senior Vice President