

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

Thursday, September 2, 2021

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

Please provide any public comment by noon Thursday, September 2, 2021,
To: Yadira Santiago – ysantiago2@mtsac.edu

AGENDA

Auxiliary Services Board of Directors Members:

Morris Rodrigue, Chairperson	Doug Jenson (Staff)
Audrey Yamagata-Noji	Suzanne Luetjen (Staff)
Rosa Royce	Eddie Correa (Guest)
Jenny Leung	
Associated Students Representative	Yadira Santiago (Notes)

1. Call to Order.
2. Public comment.
3. Consideration of Approval of Minutes for June 3, 2021.
4. Appointment of Associated Students Representative
5. Personnel Transactions
6. Approval of Amendment to Barnes & Noble Contract
7. Discussion – RFP Vending
8. Discussion – Update on the Sodexo Advisory Committee.
9. Reports:
 - Administrative Services – Doug update
 - SacBookRac – Instruction Bookstore Committee
 - Sodexo
10. Adjourn

Board approved future meeting dates:

December 2, 2021

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, June 3, 2021

The fourth quarterly meeting of the Mt. SAC Auxiliary Services Corporation Board of Directors, held via zoom due to the Governors Safer at Home order, was called to order at 2:01 p.m. on Thursday, June 3, 2021, by Morris Rodrigue, Chairperson. Those present via zoom were: Morris Rodrigue, Audrey Yamagata-Noji (2:03pm), Jenny Leung, Rosa Royce, and Sophia Ruiz (2:36pm). Guest: Eddie Correa. Staff: Doug Jenson, Suzanne Luetjen, Brandin Bowman, and Yadira Santiago.

2 – No public comment.

3 – Consideration of Approval of Minutes for March 4, 2021 – It was moved by Rosa Royce, seconded by Jenny Leung, to approve the minutes of March 4, 2021.

Ayes: Rodrigue, Royce, Leung

Absent: Yamagata-Noji, Ruiz

4 – Consideration of Approval of Quarterly Auxiliary Board Meeting dates – It was moved by Rosa Royce, seconded by Jenny Leung, to approve the Quarterly Auxiliary Board Meeting dates.

Ayes: Rodrigue, Royce, Leung

Absent: Yamagata-Noji, Ruiz

5 – Consideration to accept the Election of Officers/Appointments – In accordance with the Bylaws of the Board of Directors, composition will be the following officers/appointments elected to terms of one year or until successors are elected and qualified, effective July 1, 2021:

Chairperson – Morris Rodrigue

Vice Chairperson – Audrey Yamagata-Noji

Secretary/Treasurer – Rosa Royce

Faculty – Jenny Leung

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

It was moved by Rosa Royce to declare the presented officer elected/appointed members to the Board of Directors of the Mt. SAC Auxiliary Services Corporation. The motion was seconded by Audrey Yamagata-Noji.

Ayes: Rodrigue, Yamagata-Noji, Royce, Leung

Absent: Ruiz

6 – Consideration of Approval of the Twentysecond Amendment to Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services – It was moved by Rosa Royce, seconded by Jenny Leung, to approve the Twentysecond Amendment to Master Agreement By and Between Mt. San Antonio College and Mt. SAC Auxiliary Services.

Ayes: Rodrigue, Yamagata-Noji, Royce, Leung

Absent: Ruiz

7 – Consideration of Approval of the Auxiliary Statement of Revenues and Expenditures (Unaudited) YTD March 31, 2021 – It was moved by Audrey Yamagata-Noji, seconded by Jenny Leung, to approve the Auxiliary Statement of Revenues and Expenditures (Unaudited) YTD March 31, 2021

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

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, Royce, Leung
Absent: Ruiz

9 – Consideration of Approval of the Annual Disclosure of Conflict Of Interest – It was moved by Rosa Royce, seconded by Audrey Yamagata-Noji, to approve the Annual Disclosure of Conflict Of Interest.

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

10 – Consideration of Approval to Destroy Auxiliary Documents related to fiscal year 2015-16 – It was moved by Rosa Royce, seconded by Audrey Yamagata-Noji, to approve to Destroy Auxiliary Documents related to fiscal year 2015-16.

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

11 – Discussion update on the Sodexo Advisory Committee. Doug Jenson will work on gathering the group once we are back on campus. This item will be kept on the Agenda for the next few meetings. There was a list of possible committee members that was put together prior to campus closing. Doug will also work with Student Services and Associated Students on the membership.

12 – Reports:

- SacBookRac – Suzanne Luetjen
- Sodexo – Eddie Correa

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



Barnes & Noble College Booksellers, LLC
120 Mountain View Blvd.
Basking Ridge, NJ 07920

August 23, 2021

Doug Jenson
Associate VP Administrative Services

Mt. San Antonio College

Re: Amendment for Bookstore Services dated January 2018

Dear Doug

Thank you for the open discussion regarding the impact COVID-19 is presenting to our business and our ability to serve your campus. As a result, we'd like to make temporary adjustments to certain financial terms in the Agreement. This letter outlines our understanding of that arrangement.

Effective January 1, 2021 thru June 30, 2021. For the Period, Barnes & Noble will reimburse your institution for payroll in accordance with the second to last paragraph of section 4.7 of the Agreement with a cap amount of \$87,500. After the Period, the parties agree to discuss payroll expenses for the remainder of the contract year of July 1, 2021 through December 31, 2021.

Except as expressly modified in this letter, all other terms and conditions of the Agreement shall remain the same. All capitalized terms used but not defined in this letter refer to the definitions in the Agreement.

If you agree with the terms outlined above, please confirm by signing below and returning a copy of this letter to me at your earliest possible convenience.

We highly value our relationship with you and your campus community, and we are committed to providing the highest level of service we can through these unprecedented times.

Please let me know if you have any questions or would like to discuss the above. As always, I thank you in advance for your consideration and for your ongoing support and partnership.

All the best,

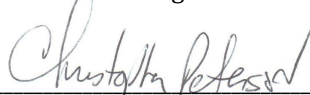
Chris Peterson
Vice President, Stores

ACKNOWLEDGED AND AGREED:
Mt. San Antonio Community College

Sign: _____

Morris Rodrigue
Vice President Administrative Services

Barnes & Noble College

Sign: _____

Chris Peterson
Senior Vice President, Stores