

Auxiliary Committee Meeting Date: 1.17.24 – Called to Order at 2:04p

In Attendance:

Heather Rikalo (Chair), **Shannon Covey** (Recorder), **Reno Albertazzi** (Vending), **Anna Lisa Acosta-Rogers** (CDC), **Jeff Downs**, **Temple Campana**, **Desirae Blunt-Lamkey**, **Mark Mazurowski** (TBB), **Steve Yingling**

Prior minutes approved – Motion to approve; Anna Lisa Acosta-Rogers; Jeff Downs second motion. All in favor.

Café Updates: None

CDC Updates:

- Preparing for Accreditation visit this year
- Open Enrollment was successful and we are at full capacity

Vending Updates:

- Spring 2024 Micro Market items will be stocked on 1/22/24
- New Health Permits are posted all over campus
- Shannon & Reno will walk around campus to every machine to make sure each machine has refund instructions & Shannon's contact information for vending issues.
- Heather requested Reno & his crew to go around campus & clean all machines from top to bottom and remove dust.

Bookstore Updates:

- Mark confirmed we are at 100% adoptions for Spring 2024
- Less Customer Service questions this semester from students
- Spring pop-up dates 1/18-1/23 from 9-5pm
- All shipping has been switched to USPS only – no longer Fed-Ex
- TBB is working with Phyllis in adding Faculty single sign-on option
 - Follow-up with Phyllis on open ticket for request
- Heather requested all drop boxes be removed from campus

Other:

- Finalize & vote on Committee Bylaws – Jeff motioned to approve; Temple second motion. All in favor. Shannon will send Committee Bylaws draft edits to Tracy for College Council review in February.

Next Meeting: This meeting was adjourned at 2:59p. The next meeting will be February 14th @ 3pm.