

DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: **Wednesday, September 12, 2018**

Place: President's Conference Room, Administration Building  
College of the Desert  
43-500 Monterey Avenue  
Palm Desert, CA 92260

**1. Call to Order**

The meeting was called to order at 10:05 a.m. by John Ramont.

Present:

Joel Kinnamon, Vice Chairperson  
Virginia Ortega, Secretary/Treasurer  
John Ramont, Chairperson

Not Present:

Mary Anne Gularte, Member

**2. Approval of Agenda for September 12, 2018**

Joel Kinnamon made a motion to approve the agenda as presented, seconded by John Ramont.

No Discussion.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

**3. Approval of Minutes from June 28, 2018 Meeting**

Joel Kinnamon made a motion to approve the minutes as presented, seconded by John Ramont.

No Discussion.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

**4. Review Bylaws/Membership**

Joel Kinnamon made a motion to review the named positions and incumbent position holders and appoint a member for the Appointment by Superintendent/President position seconded by John Ramont.

Discussion: Bylaws were presented and reviewed. Membership includes: Vice President, Administrative Services; Director, Fiscal Services; Vice President, Human Resources & Employee Relations; Superintendent/President (Dr. Joel L. Kinnamon); and Appointment by Superintendent/President.

Dr. Kinnamon moved to amend the motion to appoint Pam Hunter for the vacant Member at Large position seconded by John Ramont.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

## **5. Election of Officers**

Joel Kinnamon made a motion to open the floor for nominations for the list of officers presented below, seconded by John Ramont.

Discussion: Floor opened for nominations.

Joel Kinnamon moved to amend the motion to include the selected appointments for the list of officers presented below:

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
John Ramont	Chairperson	2019
Joel Kinnamon	Vice Chairperson	2019
Virginia Ortega	Secretary/Treasurer	2019
Mary Anne Gularte	Member at Large	2019
Pam Hunter	Member at Large	2019

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

## **6. Approval of Proposed Meeting Dates**

Joel Kinnamon made a motion to approve proposed meeting dates as presented, seconded by John Ramont.

Discussion: Reviewed the list of proposed meeting dates.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

## **7. Approval of Payments for period ending June 30, 2018**

Joel Kinnamon made a motion to approve the payments as presented, seconded by John Ramont.

Discussion: Payments were presented and reviewed.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

**8. Financial Reports for period ending June 30, 2018**

Joel Kinnamon made a motion to receive the financial reports as presented, seconded by John Ramont.

Discussion: Financial Reports were presented and reviewed.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

**9. Approval to move Permanent Funds to Foundation**

Joel Kinnamon made a motion to move Permanent Funds to Foundation as presented, seconded by John Ramont.

Discussion: These funds are from the 1970's and are for Nursing. The funding restriction would be that the funds be used for the Nursing Program and/or Nursing Scholarships.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

**10. Approve Discretionary Funds to NAU (National American University) Program for \$15,000.00**

Joel Kinnamon made a motion to approve Discretionary Funds to NAU (National American University) Program for \$15,000.00, seconded by John Ramont.

Discussion: Is this an annual amount or each year for three years? Unsure if the intent was \$15,000 each year for three years for a total of \$45,000.00; \$5,000.00 each year for three years for a total of \$15,000.00; or a one-time fee of \$15,000.00. Joel Kinnamon and John Ramont will research it.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

Joel Kinnamon made a motion to modify the budget to include the revisions as presented, seconded by John Ramont.

Discussion: Reviewed staffing, KCOD and District events.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

**11. Approve Auxiliary Services Director**

Joel Kinnamon made a motion to approve the Auxiliary Services Director position as presented, seconded by John Ramont.

Discussion: The job description was presented and reviewed.

Motion passed: 3 Ayes, 0 Noes, 0 Abstain

**12. Adjournment** – The meeting was adjourned at 10:38 a.m.