

DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: **Thursday, September 21, 2017**

Place: President's Board 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 2:30pm by Lisa Howell.

Present:

Dr. Joel Kinnamon
Lisa Howell
Dr. Mary Anne Gularte
John Ramont

2. Approval of Agenda for September 21, 2017

Dr. Kinnamon made a motion to approve the agenda as submitted, seconded by John Ramont.

No discussion.

Motion passed, all in favor. No opposed. No abstentions.

3. Approval of Minutes from June 26, 2017 Meeting

Dr. Kinnamon made a motion to approve the minutes as presented, seconded by Dr. Gularte.

No discussion.

Motion passed, all in favor. No opposed. No abstentions.

4. Election of Officers for FY2017-2018

Dr. Kinnamon made a motion to approve the list of officers presented below, seconded by Dr. Gularte.

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
John Ramont	Chairperson	2018
Joel Kinnamon	Vice Chairperson	2018
Lisa Howell	Secretary/Treasurer	2018
Mary Anne Gularte	Member at Large	2018

Discussion: Floor opened for nominations: John Ramont was nominated for Chairperson, Joel Kinnamon for Vice Chairperson, Lisa Howell for Secretary/Treasurer and Mary Anne Gularte for Member at Large.

Motion passed, all in favor. No opposed. No abstentions.

5. Approval of Proposed Meeting Dates

Dr. Kinnamon made a motion to approve the proposed meeting dates: December 13, 2017 at 10am in the President's Conference Room, March 14, 2018, June 13, 2018 and September 12, 2018 at 3pm in the President's Board Room, seconded by Dr. Gularte.

No discussion.

Motion passed, all in favor. No opposed. No abstentions.

6. Approval of Payments for period ending June 30, 2017

Dr. Kinnamon made a motion to approve the payments for period ending June 30, 2017, seconded by Lisa Howell.

No discussion.

Motion passed, all in favor. No opposed. No abstentions.

7. Financial Reports for period ending June 30, 2017

Financial reports were presented for information and review.

8. Budget Review/Revisions

Dr. Kinnamon made a motion to direct staff to make budget adjustments to accommodate the KCOD consultant and pest control services for the Golf Center, seconded by Dr. Gularte.

9. Ratify/Approve Expenditures for Flex Activity

Lisa Howell made a motion to ratify/approve the expenditures for the dinner and luncheon during Flex, seconded by Dr. Kinnamon.

Discussion: The members reviewed the expenditures for the All Faculty & Staff Dinner on August 24, 2017 and the Luncheon at the Indio Campus on August 21, 2017 during Flex.

Motion passed, all in favor. No opposed. No abstentions.

10. Declare Property as Surplus

The item was tabled for possible presentation at a future date.

11. Request for an Updated Software System

Dr. Kinnamon made motion to approve the acquisition of updated software on review and recommendation from the audit firm to ensure that the software met requirements for adequate audit and control purposes, seconded by John Ramont.

Motion passed, all in favor. No opposed. No abstentions.

12. Adjourn

The meeting was adjourned at 3:00 pm.