

DESERT COMMUNITY COLLEGE DISTRICT AUXILIARY SERVICES

MINUTES OF THE BOARD OF DIRECTORS MEETING

Date: **Thursday, January 10, 2019**

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 2:00 p.m. by John Ramont.

Present:

Joel Kinnamon, Vice Chairperson  
Virginia Ortega, Secretary/Treasurer  
John Ramont, Chairperson  
Pam Hunter, Member  
Sai Vang, Member-At-Large

Not Present:

Mary Anne Gularte, Member

**2. Approval of Agenda for January 10, 2019**

Joel Kinnamon made a motion to approve the agenda as presented, seconded by Pam Hunter.

No Discussion

Motion passed: 4 Ayes, 0 Noes, 0 Abstain

**3. Approval of Minutes from September 12, 2018 Meeting**

Joel Kinnamon made a motion to approve the minutes as presented, seconded by Virginia Ortega.

Discussion: Follow up to Item number #10 regarding discretionary funds to the National American University program for \$15,000.00. This fee is a one-time fee of \$15,000.00.

Motion passed: 3 Ayes, 0 Noes, 1 Abstain

**4. Approval of Proposed Meeting Dates**

Joel Kinnamon made a motion to approve the corrected proposed meeting dates as presented, seconded by Pam Hunter.

Discussion: Proposed meeting dates presented at September's meeting were incorrect.

Motion passed: 4 Ayes, 0 Noes, 0 Abstain

**5. Approval to Change Membership**

Joel Kinnamon made a motion to approve changing membership title Vice President, Human Resources & Employee Relation and replace it with Member At Large and appoint Sai Vang, seconded by Pam Hunter.

Discussion: With the noted change to the membership, the bylaws will need to be updated.

Motion passed: 4 Ayes, 0 Noes, 1 Abstain

**6. Approval of Payments for period ending September 30, 2018**

Joel Kinnamon made a motion to approve the payments as presented, seconded by Sai Vang.

Discussion: Payments were presented and reviewed.

Motion passed: 5 Ayes, 0 Noes, 0 Abstain

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

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

Discussion: Financial Reports were presented and reviewed. It was suggested to bring forth budget revisions at the next meeting.

Motion passed: 5 Ayes, 0 Noes, 0 Abstain

**8. Approval to move Inland Valleys Trust Liability Account to the General Auxiliary Account**

Joel Kinnamon made a motion to move Inland Valleys Trust Liability Account to the General Auxiliary Account, seconded by Sai Vang.

Discussion: John Ramont made a recommendation to move this account to the general auxiliary account in response to the audit report.

Motion passed: 5 Ayes, 0 Noes, 0 Abstain

**9. Approval/Ratify All Faculty and Staff Flex Luncheon Fall 2018**

Joel Kinnamon made a motion to approve payment, seconded by Pam Hunter.

Discussion: This was previously paid from staff development funds.

Motion passed: 5 Ayes, 0 Noes, 0 Abstain

**10. Approve Purchase of Golf Range Equipment**

Joel Kinnamon made a motion to approve the purchase of Golf Range equipment, seconded by Pam Hunter.

Discussion: Sai Vang presented request to approve the purchase of a new machine to consolidate cash/credit card use to machine/software upgrade.

Motion passed: 5 Ayes, 0 Noes, 0 Abstain

**11. Approve Rod Collins Rental Agreement**

Joel Kinnamon made a motion to approve the Rod Collins Rental Agreement, seconded by Sai Vang.

Discussion: Sai Vang presented request to enter into a Lease Agreement for the golf range tenant, Rod Collins, through May 31, 2019.

Motion passed: 5 Ayes, 0 Noes, 0 Abstain

**12. Receive 2017/2018 Audit**

Joel Kinnamon made a motion to receive the 2017/2018 Audit Report as presented, seconded by Pam Hunter.

Discussion: 2017/2018 Audit Report was presented and reviewed. John Ramont discussed healthy reserves in Auxiliary, increase in unrestricted assets for Auxiliary and Golf.

Motion passed: 5 Ayes, 0 Noes, 0 Abstain

**13. Business Plan Development for the Driving Range**

John presented a request to develop a short term plan for golf, corner facing public, parking lots, banners on fence, and repairs of public areas at the Golf Range.

**14. Adjournment** – The meeting was adjourned at 2:43 p.m.