

**MINUTES OF THE BOARD OF DIRECTORS  
SPECIAL MEETING**

Date: **Tuesday, December 6, 2016**

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 11:10 am by Lisa Howell.

Present:

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

**2. Approval of Agenda for December 6, 2016**

Mary Anne Gularte 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 November 15, 2016 Meeting**

Mary Anne Gularte made a motion to approve the minutes as submitted, seconded by Lisa Howell.

No discussion.

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

**4. Personnel**

**a. Interim Director of Auxiliary**

Mary Anne Gularte made a motion to approve the position of Interim Director of Auxiliary, seconded by Lisa Howell.

Discussion: VP Howell explained the need for better oversight of Auxiliary operations, monitoring of vendor contracts, and Golf Range Operations.

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

**b. Auxiliary Coordinator**

John Ramont made a motion to approve the position of Auxiliary Coordinator, seconded by Mary Anne Gularte.

Discussion: VP Howell explained the need for a support person to assist the Interim Director of Auxiliary. A draft of sample job duties was presented. Dr. Kinnamon asked about funding for the position, which has not been identified. VP Howell amended motion to support the concept of an Auxiliary Coordinator so long as the position is funded in a fiscally responsible manner.

Motion passed as amended, all in favor. No opposed. No Abstentions.

**c. Consulting Contract with Stephen Vericker (Steve Kelly)**

Mary Anne Gularte made a motion to approve the consulting contract with Stephen Vericker, seconded by Lisa Howell.

Discussion: VP Howell explained the need for a consultant to help with the transition of the ownership and operation of the donated AM radio station.

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

**5. Adjourn**

Meeting was adjourned at 11:38 am.

cc: Dr. Joel Kinnamon email  
John Ramont email

Lisa Howell email  
Mary Anne Gularte email

(Posting copy)