

**COMMUNITY COLLEGE DISTRICT  
SPECIAL BOARD MEETING  
43500 MONTEREY AVE.  
PALM DESERT, CA 92260  
TUESDAY, APRIL 2, 2013  
MINUTES**

- I.** Chair O'Neill called the meeting to order at 3:32 p.m. and asked Trustee Stefan to lead the pledge of allegiance.
- II.** President Kinnamon called the roll:  
Present:       Becky Broughton  
                  Michael O'Neill  
                  Bonnie Stefan  
                  Student Trustee Andrew Campbell  
Not-Present:  Mary Jane Sanchez-Fulton

Chair O'Neill stated all Trustees were contacted and agreed on the meeting time/date. Stan Dupree, Interim Executive Director Human Resources, said everyone was notified of the meeting date and three of the Trustees agreed verbally they would attend. Trustee Sanchez did not confirm nor did she request a change of date/time.

- III.   CONFIRMATION OF AGENDA:** There were no additions, corrections or deletions and the agenda is confirmed.

**Motion** by Becky Broughton, second by Bonnie Stefan, to approve the agenda as presented.

**Discussion:** None.

**Vote**

Yes:            Andrew Campbell, Becky Broughton, Michael O'Neill, Bonnie Stefan  
No:             None  
Absent:        Mary Jane Sanchez-Fulton  
Abstain:       None

Motion carried unanimously.

**IV.   PUBLIC COMMENTS**

There were no requests to address the board.

**V.    ACTION AGENDA**

**A.   BOARD OF TRUSTEES**

1.   Approval of method for filling a vacant Board position and approval of timeline

Chair O'Neill read the agenda item.

**Motion** by Bonnie Stefan, second by Andrew Campbell, to approve a provisional appointment and approve the timeline as presented.

**Discussion:** Trustee Broughton asked where the \$60,000 to \$70,000 would come from if the Board chose to hold a special election. Dr. Kinnamon said it comes from the general fund. Ms. Broughton commented this would be money normally spent on students and Dr. Kinnamon confirmed. There are costs associated with appointing someone as there would be staff time involved but staff time would be used with either method. Ms. Broughton said the members need to consider the costs, the special work put in by staff and consider what is best for our college and our students.

Whether someone is appointed or elected they will serve the remainder of Area 4's term and would have to run for re-election in November 2014 if they wish to remain on the Board. If the Board does not take any action the Riverside County Office of Education would take over the process. The college would still be responsible for the costs of the special election. Student Trustee Campbell commented that he hoped we would not spend that much money by holding a special election.

Trustee O'Neill thought the costs estimated for a special election were conservative. Mr. Dupree, in discussions with the Chair, thought a special meeting in May would be best since we do not know if there will be 2 or 20 candidates to be interviewed. A special meeting is planned for May 10 in order to devote enough time to the interview and appointment process.

Mr. Dupree distributed a draft of the timeline. He asked the board to approve the draft with the stipulation there may be minor changes to times/dates. Mr. Dupree said there is an application available and candidates will be asked to submit a resume, a statement of interest and complete a questionnaire. Candidates must be 18 years of age, residents of the area and a registered voter. Interested applicants can contact the office of Human Resources. The newspaper announcement will be published Wednesday. The announcement will be emailed to the members.

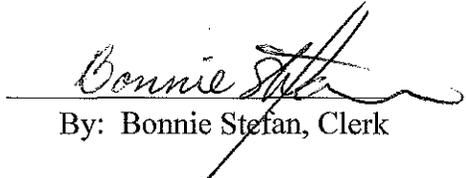
Employees of the District cannot apply unless they resign their position.

**Vote**

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Bonnie Stefan  
No: None  
Absent: Mary Jane Sanchez-Fulton  
Abstain: None

Motion carried unanimously.

The meeting adjourned at 3:53 p.m.

  
By: Bonnie Stefan, Clerk

# **DRAFT**

## **TIMELINE FOR REPLACING TRUSTEE**

1. **OFFICIAL NOTIFICATION TO THE COUNTY SUPERINTENDENT REGARDING RETIREMENT WAS ON MARCH 19, 2013. NOTICE RECEIVED BY RCOE ON MAR. 21<sup>ST</sup>. (DEADLINE TO COMPLETE THE APPOINTMENT PROCESS—60 DAYS FROM MARCH 21<sup>ST</sup> IS MAY 20<sup>th</sup>.)**
2. **VOTE BY BOARD (AT SPECIAL MEETING) TO DECIDE TO APPOINT OR ELECT: APRIL 2, 2013**
3. **PUBLICATION IN NEWSPAPER AND POSTING IN OTHER PROMINENT LOCATIONS: APRIL 3, 4, 5, AND 6, 2013. (4 DAY MINIMUM CHARGED BY NEWSPAPER)**
4. **DEADLINE TO SUBMIT APPLICATION MATERIAL: APRIL 20, 2013.**
5. **HR VERIFICATION OF QUALIFICATIONS/RESIDENCY COMPLETED BY APRIL 29<sup>TH</sup>.**
6. **REVIEW OF APPLICATION MATERIAL BY BOARD MEMBERS (INDIVIDUALLY): BETWEEN MAY 1<sup>ST</sup> and MAY 7<sup>TH</sup>.**
7. **SPECIAL BOARD MEETING TO SELECT CANDIDATE MAY 10<sup>TH</sup>. CANDIDATE MUST BE SWORN IN.**
8. **WITHIN 10 DAYS AFTER SWEARING IN, (A) POST NOTICE OF THE PROVISIONAL APPOINTMENT AND (B) PUBLISH NOTICE OF THE APPOINTMENT IN LOCAL NEWSPAPER. (PER BOARD PROCEDURE 2110)**