



# Agenda

**Desert Community College District Board of Trustees**  
43-500 Monterey Ave., Palm Desert, CA 92260

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE: FRIDAY, JANUARY 16, 2015**  
**TIME: 9:30 A.M.**  
**LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA**  
**CRAVENS MULTI-PURPOSE ROOM**

*Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the President as soon in advance of the Board meeting as possible.*

*For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu). This is a non-interactive format allowing viewers to hear the discussion and view the Board of Trustees during the meeting. Archived video of some prior meetings is also available. The minutes of the meetings of the Board of Trustees are the official record of the actions of the Board.*

**I. CALL TO ORDER – PLEDGE OF ALLEGIANCE - ROLL CALL**

**II. AGENDA:**

**A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a 2/3 vote of the Board, or (if less than 2/3 of the members are present, a unanimous vote of those present), that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified.**

**B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of January 16, 2015 with any additions, corrections, or deletions.**

**III. CLOSED SESSION: 9:35 a.m. to 10:15 a.m. and 12:00 p.m. to 1:30 p.m. and/or following the open session if additional time is needed.**

Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon
2. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION: Section 54956.9 (d)(2/3/4)** Specify number of potential cases: 6
3. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

a. **PUBLIC EMPLOYEE APPOINTMENT**

(Government Code Section 54957)

1. Director, Upward Bound
2. Director, Institutional Grants

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

- Superintendent/President

IV. **OPEN SESSION** (10:30 a.m.)

Closed session report (if any)

V. **PUBLIC COMMENTS: PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE “REQUEST TO ADDRESS THE BOARD” FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD.**

VI. **INTRODUCTION OF NEW FULL-TIME STAFF (10:30)**

VII. **APPROVE THE MINUTES OF:**

Regular meeting of December 19, 2014. ([Details on COD Website](#))

VIII. **REPORTS**

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. ACADEMIC SENATE
- D. C.O.D.F.A.

- E. C.O.D.A.A.
- F. C.S.E.A.
- G. GOVERNING BOARD
- H. SUPERINTENDENT/PRESIDENT

**IX. CONSENT AGENDA: All items on the Consent Agenda will be considered for approval by a single vote without discussion. Any Board member may request that an item be pulled from the Consent Agenda to be discussed and considered separately in the Action Agenda.**

**A. HUMAN RESOURCES**

- 1. Employment Group C Appointments
- 2. Employment Group A Appointments
- 3. Leave of Absence – Classified
- 4. Academic Calendar 2015-2016

**B. ADMINISTRATIVE SERVICES**

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll
- 5. Out-of-State Travel
- 6. Gifts/Donations to the District
- 7. Amendments to Contracts – Measure B Bond Projects
- 8. Change Orders – Measure B Bond Projects
- 9. Notice of Completion – Measure B Bond Projects
- 10. Budget Transfers

**C. STUDENT SUCCESS AND STUDENT LEARNING**

- 1. Student Equity Plan 2014-2015

**X. ACTION AGENDA**

**A. ITEMS PULLED FROM THE CONSENT AGENDA FOR SEPARATE DISCUSSION AND CONSIDERATION**

**B. ADMINISTRATIVE SERVICES**

- 1. Nonresident and Foreign Tuition Fees for 2015-2016
- 2. Budget Revisions

**XI. INFORMATION/DISCUSSION ITEM**

1. Review of Board Policy 2210 - Officers Of the Board

**XII. STUDY SESSION**

1. Distribution of Board Self-Evaluation Instrument
2. President's Annual Report
3. Labor Market – Academic Programs – Dr. Daniel Martinez
4. Mathematics Curriculum: Discussion and Presentation – Anna Davies, EVP Student Services/Student Learning and Panel

**XIII. CLOSED SESSION (Continuation if needed)**

**XIV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

- |                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------|

---

**BACKGROUND:**

Under AP 6300(a), the undernoted appointments included in Group C have been made as noted.

Classified/Substitute/Temporary/Extension of Assignment employees - [Details on COD website](#)

Faculty salary/stipends – [Details on COD website](#)

Adjunct salary/stipends - [Details on COD website](#)

Student Workers/Tutors - [Details on COD website](#)

Contract/Non-affiliated - [Details on COD website](#)

**FISCAL IMPLICATIONS:**

All positions are fully funded as noted on details in the College of the Desert Website.

**RECOMMENDATION:**

Board of Trustees approves or ratifies, as appropriate, the appointments as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 1/5/2015 Chair Review: 1/7/2015</b>
-------------------------------------------------------	---------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 2**

**AREA:** Human Resources

<input checked="" type="checkbox"/> <b>CONSENT</b>
<input type="checkbox"/> <b>ACTION</b>
<input type="checkbox"/> <b>INFORMATION</b>

**TITLE: EMPLOYMENT GROUP A APPOINTMENTS**

---

**BACKGROUND:**

**Full-Time Faculty - Temporary**

1. Robert Cipri has been appointed to a temporary full-time faculty position in Astronomy & Physics effective 1/20/2015
2. Jorge Perez has been appointed to a temporary full-time faculty position in Math effective 1/20/2015 for Spring 2015 semester.
3. Tony Killian has been appointed to a temporary full-time faculty position in History effective 1/20/2015.
4. Christine Melton has been appointed to a temporary full-time faculty position in Chemistry effective 1/20/2015.
5. Carl Christman has been appointed to a temporary full-time faculty position in Speech effective 1/20/2015.
6. Shawon Jackson-Ybarra has been appointed to a temporary full-time faculty position in Political Science effective 1/20.2015.
7. Derek Lan has been appointed to a temporary full-time faculty position in History effective 1/20.2015.
8. Ron Newman has been appointed to a temporary full-time faculty position in Speech effective 1/20/2015.
9. Matthew Musselman has been appointed to a temporary full-time faculty position in Math effective 1/20/2015.
10. Joel Murphy has been appointed to a temporary full-time faculty position in English for Spring 2015 effective 1/20/2015.
11. Cynthia Spence has been appointed to a temporary full-time faculty position in English for Spring 2015 effective 1/20/2015.
12. Caroline Whitehill has been appointed to a temporary full-time faculty position in Geology effective 1/20/2015.

**FISCAL IMPLICATIONS:**

All positions are funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies/approves appointments as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 1/5/2015 Chair Review: 1/7/2015</b>
-------------------------------------------------------	---------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 3**

**AREA:** Human Resources

**TITLE:** LEAVE OF ABSENCE - Classified

- |                                                    |
|----------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b> |
| <input type="checkbox"/> <b>ACTION</b>             |
| <input type="checkbox"/> <b>INFORMATION</b>        |

---

**BACKGROUND:**

Employee #0038360 has extended medical leave effective 12/18/14 through 2/23/15. This leave is in accordance with the Collective Bargaining Agreement between the District and Classified School Employees Association (CSEA), Article XII: Leaves.

**FISCAL IMPLICATIONS:**

This position is funded with unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the leave of absence as presented.

<b>Administrator Initiating Item:</b> Diane Wirth	<b>Cabinet Review &amp; Approval: 1/5/2015</b> <b>Chair Review: 1/7/2015</b>
------------------------------------------------------	---------------------------------------------------------------------------------



**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 4**

**AREA:** Human Resources

- |                                                    |
|----------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b> |
| <input type="checkbox"/> <b>ACTION</b>             |
| <input type="checkbox"/> <b>INFORMATION</b>        |

**TITLE: APPROVAL OF THE 2015-2016 COLLEGE OF THE  
DESERT ACADEMIC CALENDAR**

---

**BACKGROUND:**

Board action is required to approve the Academic Calendar. ([Details on COD website](#))

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

The Board of Trustees approves 2015-2016 Academic Calendar.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 1/5/2015 Chair Review: 1/7/2015</b>
-------------------------------------------------------	---------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 1**

**AREA:** Administrative Services

**TITLE: PURCHASE ORDERS AND CONTRACTS FOR  
SUPPLIES, SERVICES AND CONSTRUCTION**

<input checked="" type="checkbox"/> <b>CONSENT</b>
<input type="checkbox"/> <b>ACTION</b>
<input type="checkbox"/> <b>INFORMATION</b>

---

**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **December 31, 2014** as follows:

A. Purchase Orders in excess of \$25,000

In the aggregated amount of \$53,000.00, as presented. [Details on COD Website](#)

B. Open Purchase Orders in excess of \$25,000

In the aggregated amount of \$35,000.00, as presented. [Details on COD Website](#)

C. Contracts in excess of \$25,000

In the aggregated amount of \$161,259.00, as presented. [Details on COD Website](#)

D. Purchase Orders and Contracts that do not exceed \$25,000

In the aggregated amount of \$635,558.60, as presented. **Note that the report includes all purchase orders and contracts including those reported above.** [Details on COD Website](#)

**FISCAL IMPLICATIONS:**

All purchase orders and contracts are appropriately funded from unrestricted or restricted sources, as confirmed during the process of preparation of the documentation.

**RECOMMENDATION:**

Board of Trustees ratifies or approves, as appropriate, purchase orders and contracts as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 1/5/2015 Chair Review: 1/7/2015</b>
-------------------------------------------------------	---------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 2**

**AREA:** Administrative Services

- |                                                    |
|----------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b> |
| <input type="checkbox"/> <b>ACTION</b>             |
| <input type="checkbox"/> <b>INFORMATION</b>        |

**TITLE: WARRANTS**

---

**BACKGROUND:**

Board action is required to ratify District warrants under AP 6300(a). Details of all warrants are posted [on the COD Website](#).

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies the warrants in the amount of \$2,952,813.28 as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 1/5/2015 Chair Review: 1/7/2015</b>
-------------------------------------------------------	---------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 3**

**AREA:** Administrative Services

- |                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------|

**TITLE: APPROVAL OF CONTRACTS/AGREEMENTS  
AND AMENDMENTS**

---

**BACKGROUND:**

Each month the Fiscal Services Office submits contracts/agreements and/or amendments for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an agreement.

In the case of contracting with professional firms, the District often goes through a process of prequalification based on status, work history, suitability for the work required, and fees. Contracts are subsequently awarded from within the prequalified group of firms. Such is the case with the listed contracts that are part of the Bond Program.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

The contracts are put through an approval process which includes verification of funds available in the budget.

**RECOMMENDATION:**

Board of Trustees approves and/or ratifies the contracts/agreements and amendments as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/5/2015</b> <b>Chair Review: 1/7/2015</b>
------------------------------------------------------	---------------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 4**

**AREA:** Administrative Services

<input checked="" type="checkbox"/> <b>CONSENT</b>
<input type="checkbox"/> <b>ACTION</b>
<input type="checkbox"/> <b>INFORMATION</b>

**TITLE: PAYROLL #6**

---

**BACKGROUND:**

Board action is required to ratify the District payroll under AP 6300(a).

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies Payroll #6 in the amount of \$2,048,986.53 as follows:

Certificated:	\$ 926,902.20
Classified:	<u>\$1,122,084.33</u>
	\$2,048,986.53

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 1/5/2015 Chair Review: 1/7/2015</b>
-------------------------------------------------------	---------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 5**

**AREA:** Administrative Services

- |                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------|

**TITLE: OUT-OF-STATE TRAVEL**

---

**BACKGROUND:**

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state travel expenses; and according to the California Education Code Section 87032, the Board of Trustees must formally approve out-of-state travel.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

Travel expenses will be paid from Restricted and Unrestricted budget accounts.

**RECOMMENDATION:**

Board of Trustees approves and/or ratifies the out-of-state travel request for the individuals listed on the attachment.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/5/2015</b> <b>Chair Review: 1/7/2015</b>
------------------------------------------------------	---------------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 6**

**AREA:** Administrative Services

- |                                                    |
|----------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b> |
| <input type="checkbox"/> <b>ACTION</b>             |
| <input type="checkbox"/> <b>INFORMATION</b>        |

**TITLE: GIFTS/DONATIONS TO THE DISTRICT**

---

**BACKGROUND:**

- Cannon EOS Rebel Camera, two lenses flash and tripod donated to the School of Arts and Sciences by Ms. Elizabeth Kessler-Gore, Palm Desert, CA. These items will be utilized by students in the photography program.
- Miscellaneous Konica Hexanon Camera equipment donated to the School of Arts and Sciences by Mr. Dan Waddell, Palm Springs, CA. These items will be utilized by students in the photography program.
- One Kurrweil 2500 Keyboard, one Olds trumpet and one Olds trombone donated to the School of Arts and Sciences by Mr. Scott Smith, La Quinta, CA. These items will be utilized by students in the music program.

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District's budget.

**RECOMMENDATION:**

Board of Trustees accepts donations to the District and a letter of appreciation will be sent to the donors by the Office of the President.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/5/2015</b> <b>Chair Review: 1/7/2015</b>
------------------------------------------------------	---------------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/5/2015  
ITEM #: 7**

**AREA:** Administrative Services

- |                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------|

**TITLE: AMENDMENT TO A CONTRACT – MEASURE B  
BOND PROJECT**

---

**BACKGROUND:**

Each month the Bond Office submits amendments to Measure B Bond contracts for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an amendment.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bonds and remains within budget.

**RECOMMENDATION:**

Board of Trustees approves the amendment to the contract listed on the attachment.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 1/5/2015 Chair Review: 1/7/2015</b>
-------------------------------------------------------	---------------------------------------------------------------------------



**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 8**

**AREA:** Administrative Services

- |                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------|

**TITLE: CHANGE ORDERS – MEASURE B BOND  
PROJECTS**

---

**BACKGROUND:**

Each month the Bond Office submits Proposed Change Orders for Board Approval. All capital construction projects require the execution of a Change Order to change the design requirements and/or scope of construction which, in turn, requires an adjustment of the Contract Amount or Contract Time. All Change Orders must be reviewed and approved by the Board of Trustees for consent.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These projects are funded by proceeds from Measure B Bonds and remain within budget.

**RECOMMENDATION:**

Board of Trustees approves the Change Orders listed on the attachment.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/5/2015</b> <b>Chair Review: 1/7/2015</b>
------------------------------------------------------	---------------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 9**

**AREA:** Administrative Services

<input checked="" type="checkbox"/> <b>CONSENT</b>
<input type="checkbox"/> <b>ACTION</b>
<input type="checkbox"/> <b>INFORMATION</b>

**TITLE: NOTICE OF COMPLETION – MEASURE B BOND  
PROJECTS**

---

**BACKGROUND:**

1. The contract with Arrowhead Mechanical, Inc. for the Applied Sciences Project – HVAC and Controls is complete as of November 7, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with Beaumont Electric, Inc. for the Applied Sciences Project – Electrical, Fire Alarm, Site Electrical is complete as of November 3, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
3. The contract with Caston, Inc. for the Applied Sciences Project – Cement Plaster is complete as of October 15, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
4. The contract with Caston, Inc. for the Applied Sciences Project – Metal Studs, Drywall, Insulation, Ceilings is complete as of October 15, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
5. The contract with Chambers, Inc. dba Roof Construction for the Applied Sciences Project – Roofing is complete as of September 16, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
6. The contract with Cramer Painting, Inc. for the Applied Sciences Project – Painting is complete as of September 30, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
7. The contract with Crew, Inc. for the Applied Sciences Project – Earthwork & Interior Improvements is complete as of September 11, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
8. The contract with Crowner Sheet Metal Products, Inc. for the Applied Sciences Project – Sheet Metal & Metal Panel System is complete as of September 18, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

9. The contract with Inland Building Construction Companies, Inc. for the Applied Sciences Project – Doors, Frames & Hardware is complete as of November 4, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

10. The contract with Inland Building Construction Companies, Inc. for the Applied Sciences Project – General Trades & Specialties is complete as of November 4, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

11. The contract with Inland Building Construction Companies, Inc. for the Applied Sciences Project – Site & Building Demolition is complete as of January 10, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

12. The contract with JBH Structural Concrete, Inc. for the Applied Sciences Project – Cast-in-Place Concrete (Structural) is complete as of July 28, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

13. The contract with Kretschmar & Smith, Inc. for the Applied Sciences Project – Masonry is complete as of August 11, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

14. The contract with Providence Venture, Inc. for the Applied Sciences Project – Casework & Millwork is complete as of September 4, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

15. The contract with Team C Construction, Inc. for the Applied Sciences Project – Cast-in-Place Concrete (Site Concrete) is complete as of October 17, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

16. The contract with VSC, Inc. dba Vulcan Steel Company for the Applied Sciences Project – Structured Steel & Misc. Metals is complete as of August 29, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

17. The contract with Canyon Steel Fabricators, Inc. for the Athletic Facilities Project – Structural Steel & Metal Deck is complete as of October 15, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

18. The contract with Caston, Inc. for the Athletic Facilities Project – Drywall, Framing & Insulation is complete as of November 26, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

19. The contract with Chambers, Inc. dba Roof Construction for the Athletic Facilities Project – Roofing is complete as of September 18, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
20. The contract with Daart Engineering Company, Inc. for the Athletic Facilities Project – Fire Sprinkler System is complete as of September 18, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
21. The contract with Final Cleaning Solutions, Inc. for the Athletic Facilities Project – Final Clean is complete as of August 6, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
22. The contract with Golden Empire Concrete Products, Inc. dba Structure Cast for the Athletic Facilities Project – Precast Concrete is complete as of October 14, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
23. The contract with Inland Building Construction Companies, Inc. for the Athletic Facilities Project – Specialties is complete as of November 21, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
24. The contract with Mike’s Custom Flooring, Inc. for the Athletic Facilities Project – Flooring is complete as of August 21, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
25. The contract with Nexus IS, Inc. for the Athletic Facilities Project – Network Transmission System is complete as of September 4, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
26. The contract with Southern California West Coast Electric, Inc. for the Athletic Facilities Project – Site Electrical is complete as of September 8, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
27. The contract with Team C Construction, Inc. for the Athletic Facilities Project – Cast-in-Place Concrete is complete as of September 15, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
28. The contract with Arrowhead Mechanical, Inc. for the Communication Building Project – HVAC and Controls is complete as of November 7, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
29. The contract with Enterprise Electric Datacom for the East Valley Campus – Indio Project – Electrical & Fire Alarm is complete as of August 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

**FISCAL IMPLICATIONS:**

These projects are funded by proceeds from Measure B Bonds and remain within budget.

**RECOMMENDATION:**

Board of Trustees approves the Change Orders listed on the attachment.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 1/5/2015 Chair Review: 1/7/2015</b>
-------------------------------------------------------	---------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 10**

**AREA:** Administrative Services

- |                                                    |
|----------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b> |
| <input type="checkbox"/> <b>ACTION</b>             |
| <input type="checkbox"/> <b>INFORMATION</b>        |

**TITLE: BUDGET TRANSFERS**

---

**BACKGROUND:**

Throughout the year, budget transfers are used for modification of a school budget to properly cover expenditures in the appropriate line item accounts. Board approval is required for the transfer of funds. Per Title 5, transfers from the reserve for contingencies (object 7900) must be approved by a two-thirds vote while other transfers only need approval by a majority vote.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees approves the budget transfers presented by simple majority vote.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/5/2015</b> <b>Chair Review: 1/7/2015</b>
------------------------------------------------------	---------------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015**

**Item #: 1**

**AREA:** Student Success & Student Learning

- |                                                    |
|----------------------------------------------------|
| <input checked="" type="checkbox"/> <b>CONSENT</b> |
| <input type="checkbox"/> <b>ACTION</b>             |
| <input type="checkbox"/> <b>INFORMATION</b>        |

**TITLE: STUDENT EQUITY PLAN 2014-2015**

---

**BACKGROUND:**

Governor Jerry Brown and the California State Legislature provided \$70 million in the 2014-15 Budget Act to establish the Student Equity program “in order to ensure equal educational opportunities and to promote student success for all students, regardless of race, gender, age, disability, or economic circumstances.” Each district’s Board of Trustees must approve a Student Equity Plan on or before January 1, 2015. College of the Desert submitted its plan in December 2014.

[Details on COD website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District

**RECOMMENDATION:**

The Board of Trustees ratifies the Student Equity Plan 2014-2015.

<b>Administrator Initiating Item:</b> Anna Davies	<b>Cabinet Review &amp; Approval: 1/5/15</b> <b>Chair Review: 1/7/2015</b>
------------------------------------------------------	-------------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 1**

**AREA:** Administrative Services

- |                                                   |
|---------------------------------------------------|
| <input type="checkbox"/> <b>CONSENT</b>           |
| <input checked="" type="checkbox"/> <b>ACTION</b> |
| <input type="checkbox"/> <b>INFORMATION</b>       |

**TITLE: NONRESIDENT AND FOREIGN TUITION FEES  
FOR 2015-2016**

---

**BACKGROUND:**

Education Code 76140 requires that community colleges establish nonresident (out of state and foreign) student tuition fees for the following year no later than February 1<sup>st</sup> of the current year. The amount charged for nonresident students is calculated by using Option 2.

The past three years the Desert Community College District nonresident tuition fees were as follows:

2012-13	\$186
2013-14	\$190
2014-15	\$197

As per the worksheet\*, using the option of Education Code Section 76141(a), the District may also charge foreign students an additional fee for capital outlay. This year (2014/15) we charged a \$0 per unit fee to foreign students for capital outlay. In order to be competitive with nearby districts, we have chosen to charge a capital fee of \$21.00 per semester unit in 2015-2016. The result for nonresident and foreign students is that for this year (2014-2015) they are paying a total of \$197 per unit and in 2015-2016 they will be paying a total of \$200.00 per semester unit.

\*[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

In 2014-2015, \$1,470,692.00 is budgeted as anticipated revenue from nonresident and foreign student fees.

**RECOMMENDATION:**

Board of Trustees approves a \$200.00 per unit Nonresident and Foreign Student Tuition Fee and a \$21.00 for the Nonresident and Foreign Student Capital Outlay Fee for academic year 2015-2016.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>
-------------------------------------------------------------

<b>Cabinet Review &amp; Approval: 1/5/2015</b> <b>Chair Review: 1/7/2015</b>
---------------------------------------------------------------------------------



**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015  
ITEM #: 2**

**AREA:** Administrative Services

- |                                                   |
|---------------------------------------------------|
| <input type="checkbox"/> <b>CONSENT</b>           |
| <input checked="" type="checkbox"/> <b>ACTION</b> |
| <input type="checkbox"/> <b>INFORMATION</b>       |

**TITLE: BUDGET REVISIONS**

---

**BACKGROUND:**

All budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Section 58307 and 58307, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #112014-2 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on November 20, 2014.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

Budget revisions as presented.

**RECOMMENDATION:**

Board of Trustees approves the 2014-2015 budget revisions as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/5/2015</b> <b>Chair Review: 1/7/2015</b>
------------------------------------------------------	---------------------------------------------------------------------------------

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/16/2015**

**AREA:** Information - Board of Trustees

**ITEM #: 1**

- |                                                        |
|--------------------------------------------------------|
| <input type="checkbox"/> <b>CONSENT</b>                |
| <input type="checkbox"/> <b>ACTION</b>                 |
| <input checked="" type="checkbox"/> <b>INFORMATION</b> |

**TITLE: BOARD POLICY 2210-OFFICERS OF THE BOARD**

---

**BACKGROUND:**

Board of Trustees requested to review Board Policy 2210 – Officers of the Board, at their January 16, 2015 Board of Trustees meeting.

[Details on COD website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Review Board Policy 2210 and make recommended changes, if any.

<b>Administrator Initiating Item:</b> <b>Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 1/5/2015</b> <b>Chair Review: 1/7/2015</b>
------------------------------------------------------------------	---------------------------------------------------------------------------------