



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: WEDNESDAY, FEBRUARY 10, 2016
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTIPURPOSE 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. 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 February 10, 2016 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, 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. **PERSONNEL**

a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**
(Government Code Section 54957)

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**
• Superintendent/President

3. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**
Section 54956.9 (d)(2/3/4) Specify number of potential cases: 4

4. **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, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034, 641 261 020 0, 687 199 001, 687 199 002, 687 212 009, 687 212 010, 687 212 011, 687 212 022, 687 212 023, 687 212 024, 687 212 027, 611 211 013, 611 211 014, 611 211 019, 663 290 003-5

Agency Negotiator or Designee: Dr. Joel Kinnamon

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

Closed session report (if any)

V. **PUBLIC UPDATES**

VI. **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.

- Reading of Proclamation – Women’s History Month – read by Tamara Escobar Prado

VII. **INTRODUCTION OF STAFF**

VIII. **APPROVE THE MINUTES OF:**

Regular meeting of January 15, 2016 ([Details on COD Website](#))

IX. 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.
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

- X. 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. BOARD OF TRUSTEES

- 1. Proclamation – Women’s History Month

B. HUMAN RESOURCES

- 1. Personnel Items
- 2. Faculty-Tenure Review
- 3. Approval of MOU between CODAA & DCCD

C. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll
- 5. Gifts/Donations to the District
- 6. Out-of-State Travel
- 7. Budget Transfers
- 8. 2015-2016 CCFS-311Q/Quarterly Financial Status Report
- 9. Approval of Memorandums of Understanding for the Adult Education Block Grant

XI. ACTION AGENDA

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

B. HUMAN RESOURCES

1. Granting of Tenure - Faculty

C. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Resolution #021016-1 Increase Revolving Fund
3. Declare Property as Surplus
4. Designation of Off-Site Location

XII. INFORMATION ITEMS

1. Administrative Procedures
 - a. AP 5500 Standards of Student Conduct
 - b. AP 5520 Student Discipline Procedures
 - c. AP 5530 Student Rights and Grievances

XIII. STUDY SESSION

1. Board Self-Evaluation Instrument
2. Salary Survey – Dr. Jean Malone, Jack Miyamoto, Joe Darin, Bill Ewing, Collaborative Brain Trust
3. President’s Annual Report – Dr. Joel Kinnamon

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONT’D if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 1**

AREA: Board of Trustees

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TITLE: PROCLAMATION – WOMEN’S HISTORY MONTH

BACKGROUND:

Women’s History Month is an annual declared month worldwide that highlights the contributions of women to events in history and contemporary society. It is celebrated during March in the United States. One of our students will read a proclamation acknowledging our recognition and support of Women’s History Month.

[Details on COD Website](#)

FISCAL IMPLICATION:

None.

RECOMMENDATION:

The Board of Trustees proclaim the month of March as “Women’s History Month”.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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A recommendation is made that the Board of Trustees approves or ratifies the following list of Personnel Items:

Name	Position	Department	Effective
Appointments: Classified			
Jenny Almaguer	CDC Food Services Tech	CDC	1/25/2016
Brian Childress	Instruct Support Specialist	TRiO-Veterans	2/11/2016
Celena Gentry	Instruct Support Specialist	TRiO	2/16/2016
Kurt Jordan	Accompanist	Arts & Sciences	2/1/2016
Luisana Martinez	A&R Tech/Non Credit	A & R	2/11/2016
Jorge Rosas	PT Bursar Tech	Bursar's Office	2/11/2016
Lynn York	IS Support Asst.	Educational Tech.	1/25/2016-7/22/2016
Appointments: Faculty			
Amber Black	Temp FT Faculty Sociology	Arts & Sciences	1/27/16-5/27/2016
Robert Durkin	Temp FT Faculty ESLN	Communications	1/27/2016-5/27/2016
Katherine Hummer	Temp FT Faculty ESLN	Communications	1/27/2016-5/27/2016
Laurilie Jackson	Temp FT Faculty Radio/TV	Arts & Sciences	1/27/2016-5/27/2016
Sally Kalpokoff	Temp FT Faculty Math	Arts & Sciences	1/27/2016-5/27/2016
Christopher Vito	Temp FT Faculty Sociology	Arts & Sciences	1/27/16-5/27/2016
Appointments: Leadership			
Dr. John Sousa	Director, EOPS/CARE/CalWORKS/Foster Youth	EOPS/CARE	2/16/2016
Classified: Increased Hours			
Cheryl Contopulos	PT Secretary Acad. Senate	Academic Senate	2/11/2016-6/30/2016
Classified: Temporary/Substitute			
Jason Felix	HR Technician (S)	Human Resources	1/21/2016
Shantee Lands	Library Specialist (S)	Library	1/4/2016-6/30/2016
Lawrence Montez	IT Specialist (S)	Information Tech	1/30/2016 – 3/31/2016
Joshua Rodriguez	Int. Edu. Program Specialist (T)	IEP	1/25/2016
Classified: Working out of Class			
Paloma Gomez	HR Generalist	Human Resources	1/21/2016-TBD
Confidential: Working out of Class			
Marisol Reyes	HR Specialist	Human Resources	1/21/2016-TBD
Faculty: Professional Advancement			
James Matthews	Professor, Math	Arts & Sciences	8/31/2015

Resignations/Terminations			
Michael Gudino	Groundskeeper	M & O	2/5/2016
Temporary Employment Agreements w/ Faculty/Staff:			
Dorothy Anderson	Work Experience	ASBU	2/1/2016-5/27/2016
Jennifer Banford	Head Softball Coach- Updated Contract	Athletics	7/1/2015-6/30/2016
Daniel Benke	Supervision of Lab Upgrade	ASBU	2/1/2016-5/27/2016
Gary Bergstrom	Coordination for Student Equity	IEESP	10/1/2015-6/30/2016
George Brown	Supervision of Lab Upgrade	ASBU	2/1/2016-5/27/2016
George Brown	Work Experience	ASBU	2/1/2016-5/27/2016
Courtney Doussett	Work Experience	ASBU	2/1/2016-5/27/2016
Courtney Doussett	Accreditation Standards Chair	IEESP	8/1/2015-6/30/2016
Kim Dozier	Accreditation Standards Chair	IEESP	8/1/2015-6/30/2016
Sarah Fry	Department Chair-RN (Amended)	Nursing	1/1/2016-5/27/2016
Brad Fuhr	Work Experience	ASBU	2/1/2016-5/27/2016
Donna Greene	Accreditation Standards Chair	IEESP	8/1/2015-6/30/2016
Kelly Hall	Accreditation Standards Chair	IEESP	8/1/2015-6/30/2016
Robert Holmes	Work Experience	ASBU	2/1/2016-5/27/2016
Katherine Hummer	Teaching IEA	IEA	1/1/2016-5/27/2016
George Koedel	Faculty Task Force	AEBG	1/4/2016-2/5/2016
Kurt Leuschner	Work Experience	ASBU	2/1/2016-5/27/2016
John Learned	Department Chair	Math	1/27/2016-5/27-2016
Matthew Musselman	Math 70 Review	IEESP	1/18/2016-1/29-2016
Tim Nakamura	Interim Director, PSA	PSA	End 1/22/2016
Jeff Place	Work Experience	ASBU	2/1/2016-5/27/2016
Keith Prouty	Work Experience	ASBU	2/1/2016-5/27/2016
Douglas Redman	Work Experience	ASBU	2/29/2016-5/27/2016
Wendy Sanders	Accreditation Standards Chair	IEESP	8/1/2015-6/30/2016
Vincent Sassone	Work Experience	ASBU	2/1/2016-5/27/2016
Racquel Schoenfeld	Accreditation Standards Chair	IEESP	8/1/2015-6/30/2016
Renate Senters	Faculty Task Force	AEBG	1/4/2016-2/5/2016
Christen Smith	Faculty Task Force	AEBG	1/4/2016-2/5/2016
Samantha Stephens	Faculty Task Force	AEBG	1/4/2016-2/5/2016
Jack Steptoe	Head Football Coach- Updated Contract	Athletics	1/1/2016-6/30/2016
Ty Thomas	Faculty Task Force	AEBG	1/4/2016-2/5/2016
Ty Thomas	Department Chair	Non-Credit	1/25/2016-5/27/2016
Emily Underwood	Asst. Women's Basketball Coach	Athletics	1/1/2016-6/30/2016
Fred Vescial	Faculty Task Force	AEBG	1/4/2016-2/5/2016
Temporary Employment Agreements: Contract Workers			
Veronica Padgett	Training for Interim Prog Mgr	PaCE	1/19/2016-3/18/2016
Volunteers			
Joanna Aceves	Upward Bound	Upward Bound	1/27/2016
Melissa Bautista	Upward Bound	Upward Bound	1/27/2016

Evelyn Trejo	Upward Bound	Upward Bound	1/27/2016
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Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 2**

AREA: Human Resources

TITLE: FACULTY - TENURE REVIEW

<input checked="" type="checkbox"/> CONSENT
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BACKGROUND:

To approve the recommendations from the Tenure Review process for faculty members:

1. That the following faculty members be recognized as successfully completing their first year in the Tenure Review Process and be granted a second-year contract effective the 2016-2017 academic year:
 - Eliu Benavides
 - Oceana Collins
 - Maria Elena Diaz
 - Ahmed ElShafie
 - Brian Fotinakes
 - Ramiro Garcia-Galicia
 - Robert Guinn
 - Jacob Kevari
 - Lisa Kinsey
 - Christine Melton
 - Corbyn (Wild) Voyu
2. That the following faculty members be recognized as successfully completing their second year in the Tenure Review Process and be granted a third-year contract effective the 2016-2017 academic year:
 - Dorothy Anderson
 - Sara Butler
 - Courtney Doussett
 - Emily Maddigan
 - Frank Ramirez
 - Reid Sagara
 - Allen Scott Ventura

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the recommendations from the Tenure Review process as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 3**

AREA: Human Resources

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**TITLE: APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT AND THE COLLEGE
OF THE DESERT ADJUNCT ASSOCIATION (CODAA)**

BACKGROUND:

On January 19, 2016 a Memorandum of Understanding was reached between Desert Community College District and College of the Desert Adjunct Association (CODAA) per the attached:

- Overlay Assignments

*[Details on COD Website](#)

FISCAL IMPLICATION:

This will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the MOU as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 1**

AREA: Administrative Services

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **January 31, 2016** as follows:

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

In the aggregated amount of \$85,827.50, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$26,400.00, as presented. [Details on COD Website](#)

C. Contracts in excess of \$25,000

In the aggregated amount of \$48,000.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$625,205.25, 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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair and Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 2**

AREA: Administrative Services

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TITLE: WARRANTS

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$1,945,591.11, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair and Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 3**

AREA: Administrative Services

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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 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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair and Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #7

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 #7 in the amount of \$4,812,368.57, as follows:

Certificated:	\$3,545,169.90
Classified:	<u>\$1,267,198.67</u>
	\$4,812,368.57

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair and Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 5**

AREA: Administrative Services

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TITLE: GIFT/DONATION TO THE DISTRICT

BACKGROUND:

- Twenty-six (26) used stanchions donated to the Public Safety Department by the Westfield Mall Management, Palm Desert, CA. These items will be utilized for crowd control.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 6**

AREA: Administrative Services

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

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

[Details on 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 requests for the individuals listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair and Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 7**

AREA: Administrative Services

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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 COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair and Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 8**

AREA: Administrative Services

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**TITLE: 2015-2016 CCFS-311Q/QUARTERLY FINANCIAL
STATUS REPORT**

BACKGROUND:

The 2015-2016 CCFS-311Q / Quarterly Financial Status Report for the second quarter ending December 31, 2015 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the District's second Quarterly Financial Status Report for 2015-2016.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 9**

AREA: Administrative Services

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**TITLE: APPROVAL OF MEMORANDUMS OF UNDERSTANDING FOR THE
ADULT EDUCATION BLOCK GRANT**

BACKGROUND:

As the Fiscal Agent for the Desert Regional Consortium Plan, these Memorandums of Understanding enable the Desert Community College District to allocate funds to the following districts to provide adult education in accordance with the provisions of the Adult Education Block Grant:

Desert Sands Unified School District:	\$ 215,038
Riverside Office of Education – CTE:	\$ 248,892
Riverside Office of Education – Jail:	\$ 45,000
Palm Springs Unified School District:	\$ 230,000
Coachella Valley Unified School District:	\$ 457,453
College of the Desert:	<u>\$ 362,500</u>
TOTAL:	<u>\$1,558,883</u>

FISCAL IMPLICATIONS:

None. Funds are pass through and are included in the current Board approved revised budget.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the Memorandums of Understanding as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 1**

AREA: Human Resources

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TITLE: GRANTING OF TENURE - FACULTY

BACKGROUND:

To formally grant tenure status to the following individuals on July 1, 2016:

**George Brown – HVAC
Sarah Fry - Nursing**

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves granting tenure status as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 1**

AREA: Administrative Services

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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 #071615-4 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 16, 2015.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2015-2016 budget revisions as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 2**

AREA: Administrative Services

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TITLE: RESOLUTION #021016-1 INCREASE REVOLVING FUND

BACKGROUND:

The District has established a revolving cash fund in the amount of Six Thousand Dollars (\$6,000.00) for the use of the Vice President, Administrative Services, or designee of the District for emergency operational needs of the District. District's fiscal staff has determined that the current amount in the revolving cash fund is not sufficient to meet the needs for the requested payments made on a monthly basis. The District wishes to increase the amount of the District's revolving cash fund from Six Thousand Dollars (\$6,000.00) to Fifteen Thousand Dollars (\$15,000.00).

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #021016-1 Increase Revolving Fund.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 3**

AREA: Administrative Services

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

TITLE: DECLARE PROPERTY AS SURPLUS

BACKGROUND:

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. After a thorough inspection of the list of items, it's been concluded that the items are valued less than \$5,000.00 and are either nonoperational, have been replaced or the item is no longer suitable for District use. The list of items are to be declared surplus and disposed of by way of a private sale, or a donation or at a metal recycling center in accordance with Education Code Section 81452 (a) and Administrative Procedure 6550/Disposal of Property.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District. Revenue received from private sale or recycling center will go back into the program's budget.

RECOMMENDATION:

Board of Trustees declares items surplus and disposed of by way of a private sale, or a donation or at a metal recycling center.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 4**

AREA: Administrative Services

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

TITLE: DESIGNATION OF OFF-SITE LOCATION

BACKGROUND:

On January 20, 2012, the College of the Desert Board of Trustees adopted resolution # 012012-1 certifying the Final Environmental Impact Report and approved the Indio Education Center (campus) (IEC), in substantial conformance with all exhibits and other materials describing the IEC project. Starting in the spring 2014 term, College of the Desert began using the new Indio Campus at 45-524 Oasis St., Indio, CA 92201. The College has invested in this permanent site to provide course offerings to the communities we serve. The College would like to officially recognize the Indio location officially as an off-campus site. In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations.

FISCAL IMPLICATIONS:

No additional costs, the campus is currently included in the college budget.

RECOMMENDATION:

Board of Trustees approves the Indio Campus, 45-524 Oasis St., Indio, CA 92201, as an off-site location.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2016
ITEM #: 1**

AREA: Board of Trustees

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

**TITLE: REVIEW OF ADMINISTRATIVE PROCEDURES
5500 STANDARDS OF STUDENT CONDUCT, 5520 STUDENT DISCIPLINE
PROCEDURES, AND 5530 STUDENT RIGHTS AND GRIEVANCES**

BACKGROUND:

The following administrative procedures have been reviewed and approved by the President's Executive Cabinet and the College Planning Council.

- a. AP 5500 Standards of Student Conduct [Details on COD Website](#)
- b. AP 5520 Student Discipline Procedures [Details on COD Website](#)
- c. AP 5530 Student Rights and Grievances [Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the procedures for review and information as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 2/1/2016 Chair & Vice Chair Review: 2/4/2016
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