



# 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, FEBRUARY 11, 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: 9

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, 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

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**

(Government Code Section 54957)

b. **PUBLIC EMPLOYEE APPOINTMENT**

(Government Code Section 54957)

- Director, Upward Bound
- Director, Institutional Grants

c. **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.

1. Reading of Proclamation – Black History Month
2. Reading of Proclamation by Denise Mino– Career and Technical Education Month
3. Michaeleen Gallagher, Director of Education and Environmental Programs, Sunnyland Center and Gardens (1:30 pm)

VI. **INTRODUCTION OF NEW FULL-TIME STAFF**

Executive Director Educational Technology: Sheri Willis

**VII. APPROVE THE MINUTES OF:**

Regular meeting of January 16, 2015 ([Details on COD Website](#)) and Special Meeting of February 2, 2015 ([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. BOARD OF TRUSTEES**

- 1. Proclamation - Career and Technical Education Month
- 2. Proclamation – Black History Month

**B. HUMAN RESOURCES**

- 1. Employment Group C Appointments
- 2. Employment Group A Appointments
- 3. New/Revised Job Descriptions
- 4. Faculty – Tenure Review
- 5. Extension of Assignment
- 6. Approval of MOU-DCCD & CSEA
- 7. Resignation/Retirement/ Termination
- 8. Volunteers
- 9. Faculty: Notice of Non-Renewal
- 10. Academic Calendar 2015-2016

**C. ADMINISTRATIVE SERVICES**

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #7
- 5. Out-of-State Travel
- 6. Gifts/Donations to the District

7. Change Orders – Measure B Bond Projects
8. Notice of Completion – Measure B Bond Projects
9. Budget Transfers

**X. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Review of Board Policy 2210 - Officers Of the Board
  - a. Draft A
  - b. Draft B
  - c. Draft C
2. Board Member Travel – 2 Members

**C. HUMAN RESOURCES**

1. Granting of Tenure

**D. ADMINISTRATIVE SERVICES**

1. Resolution #021115-1 Establishing General Obligation Bond Fund (Fund 43)
2. Budget Revisions
3. 2014-2015 CCFS-311Q/Quarterly Financial Status Report

**E. STUDENT SUCCESS/STUDENT LEARNING**

1. Math Curriculum Modifications for Fall 2015

**XI. INFORMATION**

1. Student Success/Student Learning - Administrative Procedure 4105 – Distance Education
2. Administrative Services - Resignation and Selection of Member-At-Large West Valley Representation on the Citizens’ Bond Oversight Committee
3. Administrative Services - General Obligation Refunding Analysis
4. Administrative Services - Personal Property Surplus Process Overview

**XII. STUDY SESSION**

1. Board Self-Evaluation Instrument
2. President’s Annual Report – Dr. Joel Kinnamon

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015**

**AREA:** Board of Trustees

**ITEM #: 1**

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| <input type="checkbox"/> <b>ACTION</b>             |
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**TITLE: PROCLAMATION:  
CAREER AND TECHNICAL EDUCATION MONTH  
FEBRUARY 2015**

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**BACKGROUND:**

Career and Technical Education provided Americans with a school-to-careers pathway and is the backbone of a strong, well-education highly skilled workforce which fosters productivity in business and industry and contributes to America's leadership in the global marketplace.

[Details on COD website](#)

**FISCAL IMPLICATIONS:**

No cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the Proclamation as presented.

<b>Administration Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015**

**AREA:** Board of Trustees

**ITEM #: 2**

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**TITLE: PROCLAMATION:  
BLACK HISTORY MONTH**

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**BACKGROUND:**

Black History Month, also known as African-American History Month, is an annual observance for remembrance of important people and events in the history of Americans of African descent. One of our students will read a proclamation acknowledging our recognition and support of Black History Month.

[Details on COD website](#)

**FISCAL IMPLICATIONS:**

No cost to the District.

**RECOMMENDATION:**

Proclaim the month of February as “Black History Month”.

<b>Administration Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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**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: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 2**

**AREA:** Human Resources

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**TITLE: EMPLOYMENT GROUP A & B APPOINTMENTS**

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**Classified**

1. Christina Corrales-Cotto has been appointed to a part-time position as Secretary TRIO DSPS/EVC, effective 1/5/2015 through 5/31/2015. Placement at Range 7, step 1 on the Classified Salary Schedule.
2. Ricardo Chavez-Chaidez has been appointed to a part-time position as Secretary Bilingual TRiO SSS/EVC, effective 1/5/2015 through 5/15/2015. Placement at Range 1, step 8 on the Classified Salary Schedule.
3. Socorro Garcia has been appointed to a part-time position as Bursar Technician, effective 1/20/2015. Placement at Range 8, Step 6 on the Classified Salary Schedule.
4. Ruth Mijarez has been appointed to a part-time position as Secretary Bilingual EVC Indio, effective 1/20/2015. Placement at Range 8, step 1 on the Classified Salary Schedule.
5. Imelda Tafoya has been appointed to a full-time position as Administrative Assistant, Indio Campus, effective 1/20/2015. Placement at Range 12, step 6 on the Classified Salary Schedule.
6. Elias Rangel has been appointed to a full-time position as Custodian, Maintenance & Operations, effective 1/5/2015. Placement at Range 8, step 2 on the Classified Salary Schedule.
7. Kristen Nelson has been appointed to a full-time position as International Education Program Specialist, effective 11/17/2014. Placement at Range 9, step 1 on the Classified Salary Schedule.

**Faculty**

8. Monica Lopez has been appointed to a temporary full-time faculty position as Counselor SSSP, effective 1/26/15. Placement at Column III, Step 3 on the Faculty Salary Schedule.



**Leadership**

- 9. Angela Meraz has been appointed to a full-time position as Director, Upward Bound, effective 2/17/2015. Placement at Column VII, Step 4 on the Leadership Salary Schedule.

**FISCAL IMPLICATIONS:**

1, 2, 7, 8 & 9 are grant funded positions (restricted funds).  
3 to 6 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: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 3**

**AREA:** Human Resources

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**TITLE: NEW/REVISED JOB DESCRIPTIONS**

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**BACKGROUND:**

California School Employees Association and its Chapter #407 (CSEA) and Desert Community College District (District) have met and negotiated revisions to the job description for the **Laboratory Specialist** – Science and a new job description for the new position of **Human Resources Technician**. The parties agreed to the job descriptions as attached.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

All positions are funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves the new/revised job descriptions as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 4**

**AREA:** Human Resources

**TITLE: FACULTY - TENURE REVIEW**

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

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**BACKGROUND:**

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

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 2015/2016 academic year:

- Dorothy Anderson
- Emily Maddigan
- Reid Sagara
- Allen Scott Ventura
- Sara Butler
- Courtney Doussett

**FISCAL IMPLICATIONS:**

Position is fully funded from unrestricted funds.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 5**

**AREA:** Human Resources

**TITLE: EXTENSION OF ASSIGNMENT**

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

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**BACKGROUND:**

1. To provide a temporary extension of assignment for Stephany Tellez, Temporary Technology Manager, Human Resources through June 30, 2015.
2. To provide a temporary extension of assignment for Jon Caffery, LDS Project Director, Prop 39 Grant from 4/1/15 through 6/30/15.

**FISCAL IMPLICATIONS:**

1. This position is fully funded by unrestricted funds.
2. This position is funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the extension of assignments as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 6**

**AREA:** Human Resources

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

**TITLE: APPROVAL OF MEMORANDUM OF  
UNDERSTANDING (MOU) BETWEEN THE  
DESERT COMMUNITY COLLEGE DISTRICT (DCCD) AND THE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)**

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**BACKGROUND:**

On February 2, 2015, a Memorandum of Understanding was reached between Desert Community College District and California School Employees Association per the attached.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

The Agreement will be covered by the current budget.

**RECOMMENDATION:**

Board of Trustees ratifies the MOU as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 7**

**AREA:** Human Resources

**TITLE: RESIGNATIONS/RETIREMENT/TERMINATION**

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

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**BACKGROUND:**

**Resignations:**

1. Ms. Socorro Garcia has resigned her position as Bilingual Secretary, Upward Bound, effective 1/16/2015.
2. Mr. Buddy Paoli has resigned his position as a Security Officer effective 11/26/14.
3. Ms. Jennifer Julian has resigned her position as International Education Program Assistant effective 2/20/15.

**Retirement:**

4. Mr. Craig Green has retired from his position as Security Officer effective 2/2/2015.

**Termination:**

5. Employee #0535634 was released during the probationary period. This was effective 1/28/2015.

**FISCAL IMPLICATIONS:**

- 1 & 3 These positions are funded with restricted funds.  
2, 4 & 5 These positions are funded with unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the resignations/retirement as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 8**

**AREA:** Human Resources

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| <input type="checkbox"/> <b>INFORMATION</b>        |

**TITLE: VOLUNTEERS**

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**BACKGROUND:**

Hayle Marie Essman-Theatre Make Up class  
Erica Fausto-Theatre Class  
Patrick Fahey-Geology classes

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees ratifies the volunteers as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 9**

**AREA:** Human Resources

**TITLE: FACULTY: NOTICE OF NON-RENEWAL**

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

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**BACKGROUND:**

In accordance with Education Code Section 87609 & 87610, a faculty member shall be given written notice of the governing board's decision on continued employment on or before March 15<sup>th</sup> of the academic year covered by the existing contract.

A notice of non-renewal will be issued for the following employees:

Employee #0468618: Coord/Counselor TRiO/SSS DSPS

Employee #0505161: Coord/Counselor TRiO

Employee #0050903: Coord/Counselor CalWORKS

**FISCAL IMPLICATIONS:**

These positions are grant funded and the grant is not renewing.

**RECOMMENDATION:**

Board of Trustees approve the issuance of notices of non-renewal by March 15, 2015 as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 10**

**AREA:** Human Resources

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

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| <input checked="" type="checkbox"/> <b>CONSENT</b> |
| <input type="checkbox"/> <b>ACTION</b>             |
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**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: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 1**

**AREA:** Administrative Services

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

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| <input checked="" type="checkbox"/> <b>CONSENT</b> |
| <input type="checkbox"/> <b>ACTION</b>             |
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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **January 31, 2015** as follows:

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

In the aggregated amount of \$543,399.32, as presented. [Details on COD Website](#)

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

No open purchase orders to report.

C. Contracts in excess of \$25,000

In the aggregated amount of \$401,300.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$1,620,169.31, 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:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 2**

**AREA:** Administrative Services

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**TITLE: WARRANTS**

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**BACKGROUND:**

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

[Details 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 \$2,415,048.95 as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 3**

**AREA:** Administrative Services

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

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**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: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 4**

**AREA:** Administrative Services

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**TITLE: PAYROLL #7**

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**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 \$4,543,509.39 as follows:

Certificated:	\$3,423,190.59
Classified:	<u>\$1,120,318.80</u>
	\$4,543,509.39

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 5**

**AREA:** Administrative Services

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

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**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: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 6**

**AREA:** Administrative Services

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| <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**

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**BACKGROUND:**

- 2002 GEM two-seater Electric Car, Model #E825 donated to the Foundation Office by Mr. Robert Schwartz, Encino, CA. The car will be housed at the Automotive Department to be utilized by various College Departments and staff.
- Sheet Music Collection donated to the School of Arts & Sciences by Mr. Manuel Rincon, Cathedral City, CA. These items will be utilized by students in the music program.
- 35mm Film Camera and a wide and telephoto lens donated to the School of Arts and Sciences by Mr. Steve Kuhn, Moad, UT. These items will be utilized by students in the photography 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 and Foundation.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 7**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: CHANGE ORDERS – MEASURE B BOND  
PROJECTS**

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**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: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 8**

**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**

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**BACKGROUND:**

1. The contract with Empyrean Plumbing, Inc. for the Applied Sciences Project – Plumbing & Site Utilities 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.
2. The contract with First Responder Fire Protection Corp for the Applied Sciences Project – Fire Sprinklers 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.
3. The contract with Nexus IS, Inc. for the Applied Sciences Project – Network Transmission Systems (NTS) is complete as of December 4, 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 Pro Installations, Inc. dba ProSpectra Contract Flooring for the Applied Sciences Project – Flooring & Tile is complete as of October 16, 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 Tandem West Glass, Inc. for the Applied Sciences Project – Glazing 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.
6. The contract with Queen City Glass Company for the Athletic Facilities Project – Glass, Aluminum & Skylights is complete as of December 9, 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 Oakview Constructors, Inc. for the Child Development Center Project – General Contractor Services is complete as of December 12, 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:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 9**

**AREA:** Administrative Services

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

**TITLE: BUDGET TRANSFERS**

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**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: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015**

**AREA:** Board of Trustees

**ITEM #: 1**

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

**TITLE: BOARD POLICY 2210-OFFICERS OF THE BOARD  
REVISIONS, 1<sup>st</sup> READING**

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**BACKGROUND:**

At their January 16, 2015, Chair Bonnie Stefan requested Trustee Michael O’Neill and Trustee Becky Broughton to make revisions recommendations to Board Policy 2210 – Officers of the Board.

Revision Draft A – [Details on COD website](#)

Revision Draft B – [Details on COD website](#)

Revision Draft C – [Details on COD website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Review Board Policy 2210 revisions and make recommended changes. If one draft is approved and adopted, commence 1<sup>st</sup> reading of adopted draft.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015**

**AREA:** Board of Trustees

**ITEM #: 2**

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

**TITLE: BOARD MEMBER TRAVEL**

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**BACKGROUND:**

Per AP 2735 "Travel expenses for attendance at meetings of these and other organizations will be approved by the Board of Trustees at a regularly scheduled meeting."

1. Ms. Aurora Wilson will attend the Association of Community College Trustees Meeting in New York from March 19 – 21, 2015.
2. Mrs. Mary Jane Sanchez-Fulton will attend the Association of Community College Trustees Meeting in New York from March 19 – 21, 2015.
3. Mrs. Mary Jane Sanchez-Fulton will attend the Association of Community College Trustees 2015 Legislative Summit in Washington, D.C. from February 9 – 12, 2015.

**FISCAL IMPLICATIONS:**

Costs estimated at \$5667.00 and funded by General Funds.

**RECOMMENDATION:**

Board of Trustees approves the travel as presented.

<b>Administration Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 1**

**AREA:** Human Resources

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

**TITLE: GRANTING OF TENURE - FACULTY**

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**BACKGROUND:**

To formally grant tenure status to the following individual on July 1, 2015:

**John Gerardi - Accounting**

**FISCAL IMPLICATIONS:**

Position is fully funded from unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves granting tenure status as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #021115-1 ESTABLISHING  
GENERAL OBLIGATION BOND FUND (FUND 43)**

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**BACKGROUND:**

Resolution #021115-1 establishes a General Obligation Bond Fund (Fund 43) as required by the Budget and Accounting Manual as authorized in Education Code Section 84030. Previously, the accounting for the general obligation bond projects was in the Capital Outlay Projects Fund (Fund 41). Moving the accounting for the general obligation bond proceeds from the Capital Outlay Projects Fund to the General Obligation Bond Fund will ensure compliance with the Budget and Accounting Manual and improve transparency as to the sources and uses of those funds.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

There are no fiscal implications.

**RECOMMENDATION:**

Board of Trustees approves Resolution #021115-1 to establish the General Obligation Bond Fund (Fund 43).

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: BUDGET REVISIONS**

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**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: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: 2014-2015 CCFS-311Q/QUARTERLY FINANCIAL  
STATUS REPORT**

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**BACKGROUND:**

The 2014-2015 CCFS-311Q / Quarterly Financial Status Report\* for the second quarter ending December 31, 2014 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

The information contained in this report includes budget and financial activity for the second quarter ending December 31, 2014. There have been no changes to the Adopted Budget and therefore the budget remains as presented at adoption on September 19, 2014.

[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 2014-2015.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 2/2/2015</b> <b>Chair Review: 2/3/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015**

**Item #: 1**

**AREA:** Student Success & Student Learning

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

**TITLE: MATH CURRICULUM MODIFICATIONS FOR  
FALL 2015**

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**BACKGROUND:**

Math Course Items 54 – 58 (MATH-001A, MATH-001B, MATH-002A, MATH-002B, MATH-002C) on the Curriculum Modifications for Fall 2015 were pulled for discussion at the December 2014 Board of Trustees meeting for the purposes of receiving information from staff addressing the concerns that were raised by the Board of Trustees, faculty and by public comments. The remainder of the Curriculum Modifications, Items 1-53, and Items 59-67, as well as the balance of the curriculum listing, was approved at the December 2014 Board of Trustees meeting.

At the January 2015 Board of Trustees meeting, a Mathematics Curriculum discussion and presentation was provided by Anna Davies, EVP Student Services/Student Learning and Dr. Annebelle Nery. Once the requested information was provided at length to the Board, the Board requested that this item returns to the February Board of Trustees meeting agenda for action.

- |               |  |
|---------------|--|
| 54. MATH-001A | Calculus ( <b>C-ID MATH 210</b> )  |
| 55. MATH-001B | Calculus ( <b>C-ID MATH 220</b> )  |
| 56. MATH-002A | Multivariate Calculus ( <b>C-ID MATH 230</b> )<br><b>C-ID alignment:</b> Change <i>Methods of Instruction</i> <b>from:</b> <u>Lecture only</u> <b>to:</b> <u>Lecture/Lab</u> ; change <i>Units</i> <b>from:</b> <u>5 ( 5 lec + 0 lab)</u> <b>to:</b> <u>4 (3 lec + 1 lab)</u> ; change <i>Contact Hours</i> <b>from:</b> <u>90 hours (90 lec + 0 lab)</u> <b>to:</b> <u>108 hours (54 lec + 54 lab)</u> ; add lab content, modify content, objectives, SLOs, and assignments; add ENG-071 as advisory and complete content review. |
| 57. MATH-002B | Linear Algebra ( <b>C-ID MATH 250</b> )  |
| 58. MATH-002C | Ordinary Differential Equations ( <b>C-ID MATH 240</b> )<br><b>C-ID alignment:</b> Change <i>Methods of Instruction</i> <b>from:</b> <u>Lecture only</u> <b>to:</b> <u>Lecture/Lab</u> ; <i>Contact Hours</i> <b>from:</b> <u>72 hours (72 lec)</u> <b>to:</b> <u>108 hours (54 lec + 54 lab)</u> ; modify catalog description, course content, objectives, SLOs, assignments, update textbook, and complete content review.   |

**FISCAL IMPLICATIONS:**

There is no cost to the District

**RECOMMENDATION:**

The Board of Trustees approves Math Course Items MATH-001A, MATH-001B, MATH-002A, MATH-002B, MATH-002C on the Curriculum Modifications for Fall 2015.

**Administrator Initiating Item:**  
**Anna Davies**

**Cabinet Review & Approval: 2/3/15**  
**Chair & Vice Chair Review: 2/5/2015**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015**

**AREA:** Student Success/Student Learning

**ITEM #: 1**

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

**TITLE: ADMINISTRATIVE PROCEDURE 4105  
DISTANCE EDUCATION**

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**BACKGROUND:**

In order to bring our distance education program in compliance with accreditation guidelines, State and Federal laws, and accessibility guidelines, the Academic Senate of College of the Desert recommends that the Board of Trustees receives the revised distance education policies.

[Details on COD website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Receive Administrative Procedure 4105 – Distance Education

<b>Administrator Initiating Item:</b> Anna Davies	<b>Cabinet Review &amp; Approval: 2/3/2015</b> <b>Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: RESIGNATION AND SELECTION OF MEMBER-  
AT-LARGE WEST VALLEY REPRESENTATIVE ON THE CITIZENS'  
BOND OVERSIGHT COMMITTEE**

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**BACKGROUND:**

The Desert Community College District was successful in passing its Measure B Bond Measure on March 2, 2004 for \$346.5 million. Pursuant to ECS 15278, and Proposition 39 restrictions, the District is required to appoint an Oversight Committee whose primary purpose is to inform the public at least annually in written report concerning the expenditure of bond proceeds.

The Oversight Committee must consist of at least seven members from specified groups or organizations. The memberships must have one member each from a business organization, a senior citizen organization, a community college support organization, a bona fide taxpayer organization, Member-At-Large East Valley, Member-At-Large West Valley and one student from College of the Desert.

Mr. William Waldron has resigned as the Member-At-Large West Valley Representative. The College is currently accepting applications for this vacant position on the Citizens' Bond Oversight Committee. As soon as this position is filled, the College will bring this item back to the Board to appoint the new Member-At-Large West Valley Representative.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees receives this notice as information.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: GENERAL OBLIGATION REFUNDING  
ANALYSIS**

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**BACKGROUND:**

The College's General Obligation Bonds may be refinanced for substantial savings to the taxpayers. Due to the continued decline in interest rates and the College's positive credit ratings, the level of savings that may be achieved is more than double what would be expected from a typical refinancing. The current amount of savings that can be achieved are approximately \$25,000,000. Please note, this is based on current market conditions and changes on a daily basis. A summary of the savings summary will be provided at the upcoming meeting.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees receives this item as information.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 2/11/2015  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PERSONAL PROPERTY SURPLUS PROCESS  
OVERVIEW**

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**BACKGROUND:**

Due to the impending renovation of the west end of the Administration Building, Building C and the Liberal Arts Building, the College is cleaning out the furniture that is being stored in these buildings and preparing them for surplus. Before the College proceeds, the College has offered all departments on campus an opportunity to see what is being stored and to take possession of any items they feel they can utilize. After February 9, 2015, any furniture that is not claimed will be declared as surplus.

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.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees receives this item as information.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 2/3/2015 Chair &amp; Vice Chair Review: 2/5/2015</b>
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