

# 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, MAY 16, 2014**  
**TIME: 9:30 A.M.**  
**CLOSED SESSION: 9:35 – 10:45 and 1:00 – 2:00**  
**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 May 16, 2014, with any additions, corrections, or deletions.**

**III. CLOSED SESSION: 9:35 a.m. to 10:45 a.m. and 1:00 p.m. to 2:00 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: Mr. Stan Dupree

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

**IV. OPEN SESSION 11:00 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. CELEBRATION OF SUCCESS**

**VII. APPROVE THE MINUTES OF:**

Regular meeting of April 17, 2014. ([Details on COD Website](#))

**VIII. REPORTS**

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- D. ACADEMIC SENATE
- E. C.O.D.F.A.
- F. C.O.D.A.A.
- G. C.S.E.A.
- H. GOVERNING BOARD
- I. 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. Volunteer
3. Proposal from the DCCD to CTA – 2<sup>nd</sup> Reading
4. Proposal from CSEA to DCCD – 2<sup>nd</sup> Reading
5. Retirements
6. Resignation
7. Extension of Assignment – Leadership

**B. ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Payroll #10
4. Gifts/Donations to the District
5. Out-of-State Travel
6. Agreements for Special Services and Amendments
7. Budget Transfers
8. Notice of Completion – Measure B Bond Project
9. Change Order – Prop 39 RCX – Reliable Energy Services Corporation
10. Change Orders – Measure B Bond Projects

**E. STUDENT SUCCESS AND STUDENT LEARNING**

1. Approval of Curriculum Modifications for Fall 2014

**X. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Resolution 051614-1: In Appreciation for the College of the Desert Foundation
2. Consolidated Governing Board Member Biennial Election – Resolution 051614-2

**C. ADMINISTRATIVE SERVICES**

1. Resolution 051614-3 Budget Adjustments
2. 2013-2014 CCFS-311Q/Quarterly Financial Status Report
3. Resolution 051614-4 Authorization to Encumber Funds for the Following Fiscal Year

4. Designation of Off-Site Location
5. Notice of Intent to Award Contracts for the Applied Sciences Project & Addendum Notice of Intent to Award a Contract for the Athletic Facilities Project

**XI. STUDY SESSION 1:30**

1. May Revise
2. Board Goals

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

**XIII. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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

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**BACKGROUND:**

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

Classified/Substitute/Temporary employees in an aggregate amount of \$2,914.00 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$18,060.00 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$288,889.00 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$12,617.00 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$1,500.00 ([Details on COD website](#))

**FISCAL IMPLICATIONS:**

All positions are fully funded as noted on details in the Board portal.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 2**

**AREA:** Human Resources

**TITLE: VOLUNTEER**

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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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**BACKGROUND:**

Jonathan Cruz – Child Development Center

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees ratifies volunteer as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 3**

**AREA:** Human Resources

**TITLE: PROPOSAL FROM THE DESERT COMMUNITY  
COLLEGE DISTRICT (DCCD) TO THE DESERT  
COMMUNITY COLLEGE FACULTY  
ASSOCIATION (CTA) – 2<sup>nd</sup> READING**

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

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**BACKGROUND:**

The Collective Bargaining Agreement proposals submitted herein by the DESERT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES are expressly pursuant to the Educational Employment Relations Act. It is the intention of the DESERT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES to bargain in good faith over the proposals submitted by the respective parties to the Collective Bargaining Agreement. The District desires a settlement in these negotiations as soon as possible.

All language currently in effect as stated in the Agreement between the parties, will remain unchanged except as proposed below. Any article proposed for amendment by the Exclusive Representative, shall be deemed herein to remain unchanged in the Collective Bargaining Agreement unless otherwise expressly stated.

**Article 8: Compensation**

The District expects to make economic proposals that will allow it to continue to attract and retain the best quality faculty, yet allow the District to remain solvent and sustain resources of the District. The District will propose changes to the non-instructional salary schedule.

**FISCAL IMPLICATIONS:**

Budgetary implications are unknown at this time.

**RECOMMENDATION:**

Board of Trustees approves the second reading of the above proposal as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 4**

**AREA:** Human Resources

**TITLE: PROPOSAL FROM THE CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION CHAPTER #407 TO  
THE DESERT COMMUNITY COLLEGE DISTRICT  
(DCCD) - 2<sup>nd</sup> READING**

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

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**BACKGROUND:**

Pursuant to the Educational Employment Relations Act (EERA) and Article 24: Effect of Agreement of the current collective bargaining agreement between the Desert Community College District and the California School Employees Association and its Chapter 407, we submit our initial proposal to reopen the following articles. CSEA proposes that all portions of the current Agreement remain in full force and effect, except for the following:

**ARTICLE 7 - COMPENSATION**

CSEA proposes to negotiate salary increases for unit members commensurate with the District's ability to pay.

**ARTICLE 8 – COMPENSATION IN ADDITION TO SALARY**

CSEA proposes to revise language in 8.1 to better define minimum call back time and those circumstances to which it applies. CSEA also proposes to negotiate changes to longevity calculations in 8.5, commensurate with the District's ability to pay.

**ARTICLE 9 – HEALTH AND WELFARE BENEFITS**

CSEA proposes to negotiate District Health and Welfare contribution increases for unit members commensurate with the District's ability to pay, and to address issues associated with compliance with the Affordable Care Act.

**FISCAL IMPLICATIONS:**

Budgetary implications are unknown at this time.

**RECOMMENDATION:**

Board of Trustees approves the second reading of the above proposal as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 5**

**AREA:** Human Resources

**TITLE: RETIREMENTS**

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

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**BACKGROUND:**

The following employees are retiring on the date indicated:

**Leadership:**

1. Sharon Bentzen, Executive Administrative Assistant, Student Success & Student Learning, effective 6/30/14
2. Anita Corral, Executive Administrative Assistant, Human Resources, effective 6/26/14
3. Ray Griffith, Director, Security & Emergency Preparedness, effective 6/26/14
4. Bina Isaac, Chief Technology Officer, Information Systems, effective 6/30/14
5. Steve Renew, Director, Maintenance & Operations, effective 6/30/14
6. Sally Rodriguez, Director, Admissions & Records, effective 6/30/14
7. Kevin Snyder, Assistant Director, Maintenance & Operations, effective 6/30/14

**Faculty:**

8. Steve Acree, Professor/English, Communication & Humanities, effective 6/1/14
9. Eve-Marie Andrews, Counselor, Student Success & Student Learning, effective 6/30/14
10. Frank Attoun, Professor, French & Spanish, Communication & Humanities, effective 5/23/14
11. Cindy Hay, Associate Professor/Nursing, Health Sciences & Education, effective 6/30/14
12. Kathleen Hudgins, Associate Professor/Nursing, Health Sciences & Education, effective 6/30/14
13. Doug Kroll, Associate Professor/History, Arts & Sciences, effective 6/30/14
14. Irene Larsen, Professor/Nursing, Health Sciences & Education, effective 6/30/14
15. Chris Nelson, Coordinator, Academic Skills Center, effective 6/30/14
16. Margaret Rose, Professor/Nursing, Health Sciences & Education, effective 6/1/14
17. Rod Tracey, Professor/Chemistry, Arts & Sciences, effective 6/30/14
18. Joan Walker, Associate Professor/Nursing, Health Sciences & Education, effective 6/1/14

**Classified:**

- 19. Manuel Abroguena, Lab Specialist/Health & Nursing, Health Sciences & Education, effective 6/30/14
- 20. Ruben Alcocer, Sr. Groundskeeper, Maintenance & Operations, effective 6/30/14
- 21. Gail Booth, Sr. Financial Aid Specialist, Student Success & Student Learning, effective 6/30/14
- 22. Margie Eklund, Executive Administrative Assistant, Institutional Advancement, effective 6/30/14
- 23. Louis Ewing, Lab Tech/Auto Shop, Applied Science & Business, effective 6/30/14
- 24. Margaret Foat, Program Specialist, Health Sciences & Education, effective 6/30/14
- 25. Marianne Gaughan, Administrative Assistant, Off-Campus Programs, effective 6/30/14
- 26. Maria Magana, Admissions & Records Specialist, Student Success & Student Learning, effective 6/30/14
- 27. Margie Torres, Administrative Assistant, Admissions & Records, effective 6/30/14
- 28. Joanne Wilson, Nursing Program Asst., Health Sciences & Education, effective 6/30/14

\*These employees have already been recognized at a celebration here on campus. The District again thanks them for their many years (a combined 527 years!) of dedicated services and again wishes them well in their next endeavors.

**FISCAL IMPLICATION:**

- 1-4, 6, 8-27    Positions are funded from non-restricted funds.
- 5                Position is funded half from restricted funds and half from non-restricted funds.
- 7, 28            Positions are funded from restricted funds.

**RECOMMENDATION:**

Board of Trustees approves retirements as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 5/5/2014</b> <b>Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 6**

**AREA:** Human Resources

**TITLE: RESIGNATION**

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

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**BACKGROUND:**

Ms. Darlene Peceimer, International Student Program Specialist, International Education, has resigned from her position effective 5/9/14.

**FISCAL IMPLICATION:**

Position is fully funded from restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies resignation as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 7**

**AREA:** Human Resources

**TITLE: EXTENSION OF ASSIGNMENT - LEADERSHIP**

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

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**BACKGROUND:**

Ms. Zerryl Becker's, Interim Dean/Student Success & Student Learning, assignment has been extended to 6/30/14.

\*[Details on COD website](#)

**FISCAL IMPLICATION:**

Position is fully funded from unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves extension as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
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>             |
| <input type="checkbox"/> <b>INFORMATION</b>        |

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **April 30, 2014** as follows:

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

In the aggregated amount of \$347,655.87, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$39,360.00, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$343,005.00, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$1,336,208.16, as presented. ([Details on COD Website](#))

**Note that the report includes all purchase orders and contracts including those reported above.**

**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: 5/5/2014</b> <b>Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 2**

**AREA:** Administrative Services

<input checked="" type="checkbox"/> <b>CONSENT</b> <input type="checkbox"/> <b>ACTION</b> <input type="checkbox"/> <b>INFORMATION</b>
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**TITLE: WARRANTS**

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**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 \$5,664,331.81 as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 3**

**AREA:** Administrative Services

<input checked="" type="checkbox"/> <b>CONSENT</b>
<input type="checkbox"/> <b>ACTION</b>
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**TITLE: PAYROLL #10**

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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 #10 in the amount of \$3,279,060.93 as follows:

Certificated:	\$2,144,963.07
Classified:	<u>\$1,134,097.86</u>
	\$3,279,060.93

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014</b> <b>Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 4**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

- A variety of weather instruments used in solar and wind meteorology stations donated to the School of Applied Sciences and Business - Desert Energy Enterprise Center by Cold Snap Towers, Whitefish, MT. These items will be utilized to teach students weather data gathering for renewables.

**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 donor by the Office of the President.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 5/5/2014</b> <b>Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 5**

**AREA:** Administrative Services

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<input type="checkbox"/> <b>ACTION</b>
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**TITLE: OUT-OF-STATE TRAVEL**

**BACKGROUND:**

1. Administrative Services – Ms. Bobbie Weigel and Ms. Pamela Birky, Security Officers, Security & Emergency Preparedness, attended the 2014 Conference on Crimes Against Women in Dallas, TX, March 30 – April 3, 2014.

This conference brought together all those who may respond to crimes of female victimization and arm them with the most effective, most relevant, and most up-to-date training available to battle this worldwide epidemic.

Fiscal Implications: Total travel costs were \$3,211.65 and was funded by the District’s Security travel budget.

2. Student Success & Student Learning – Ms. Donna Prince, A&R Veterans Specialist, School of Student Access and School Relations, to attend the Western Association of Veteran Education Specialists (WAVES) Conference in Irving, TX, July 20-23, 2014.

The conference provides VA sponsored training on their education programs, hands-on training on new computer applications, and recent changes in the laws and pending legislation. School representatives will also be meeting with their State Approving Agency representatives and VA's Education Liaison, for state specific issues.

Fiscal Implications: Costs estimated at \$2,200.00 and will be funded by a restricted source (Veteran’s travel budget).

3. Student Success and Student Learning – Ms. Patty Curtiss, Adjunct Instructor, School of Health Sciences and Education, to attend the National Athletic Trainers Association Annual Symposium, in Indianapolis, IN, June 24 – 27, 2014.

This is a continuing education requirement for certification and employment. This assures a current perspective in the teaching and development of students at College of the Desert. The conference also assists in staying current in classroom teaching and skill development and helps improve care for athletes.

*Fiscal Implications:* Costs estimated at \$1,300.00 and will be funded by Faculty Development Funds and the balance will be paid by Ms. Curtiss.

4. Student Success/Student Learning – Ms. Anna Davies, Executive Vice President of Student Success & Student Learning, to attend the Association of American Colleges and Universities (AAC&U) General Education Maps & Markers (GEMs) Design Working Group in Kansas City, MO, June 24 – 26, 2014 and Washington, DC, September 15-17, 2014.

GEMs is a large-scale, systematic effort to provide “design principles” for 21<sup>st</sup> century learning and long-term student success, which envisions a general education framework that provides students with experiences that engage them deeply in their own learning. The framework will map competencies outlined in the Degree Qualifications Profile (DQP) across learning experiences and develop pathways for a holistic, cornerstone to capstone focus on high-impact practices, inequity- and problem-centered projects, and increasing levels of challenge. As a member of this working group, Ms. Davies will provide vision, input, and resources throughout this year-long effort to generate several key products: Statement on General Education Maps and Markers, Case Studies and Exemplar Practices and Follow-up Grant Proposals for GEMs Implementation.

*Fiscal Implications:* Costs estimated at \$1,200.00 and will be funded by the GEMs planning grant and the balance will be paid the Executive Vice President’s District travel budget.

5. Student Success and Student Learning – Ms. Amanda Phillips, Director Title V-HIS, Institutional Effectiveness, Educational Services and Planning, and Mr. Michael Harlow, Systems Specialist, Information Systems, to attend CampusEAI Consortium Conference in Cleveland, OH, June 4-6, 2014.

College of the Desert is a member institution with the CampusEAI Consortium, partnering with them on our single sign-on portal. During the conference, participants will learn how to better utilize and leverage current products to their fullest capacity. They will also be informed about new products in developmental stages that might eventually be able to assist the college in meeting the challenges of communicating with students electronically. Additionally, there is time reserved for strategic one-on-one sessions to discuss the needs of the individual institution.

*Fiscal Implications:* Costs estimated at \$2,000.00 each and will be funded by the Title V HSI Individual Grant.

6. Student Success and Student Learning: Mr. Felix Marhuenda-Donate, Assistant Professor, Mathematics, School of Arts and Sciences, to attend the *BbWorld 2014, The Future of Education is Now!* Conference in Las Vegas, NV, July 15-17, 2014.

The BbWorld Conference is a global gathering of higher education and K12 leaders exploring new models of learning through technology. The three-day conference includes over 200 workshops with leading keynote speakers, and Blackboard will highlight the latest information about its solutions and services.

Fiscal Implications: Costs estimated at \$2,194.00 and will be funded by the Title V Coop Grant.

7. Student Success and Student Learning: Mr. Gary Plunkett, Director of Kinesiology & Athletics, School of Health Sciences and Education, to attend the California Community College Athletic Directors Association (CCCADA) Spring Meeting in South Lake Tahoe, NV, June 3-5, 2014.

This annual meeting is a developmental opportunity to discuss topics such as CARA, EADA report and Title IX compliance. There will also be sessions on legislative items.

Fiscal Implications: Costs estimated at \$950 and will be funded by the Athletic travel budget.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014</b> <b>Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 6**

**AREA:** Administrative Services

**TITLE: AGREEMENTS FOR SPECIAL SERVICES AND  
AMENDMENTS**

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

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**BACKGROUND:**

*Agreements for Special Services between Desert Community College District and:*

1. CourseLeaf Offering Building (WEN) – This agreement is for a software tool that will allow the College to build a class schedule electronically. This is primarily a user friendly tool, which will allow the users to update and submit changes to the scheduling office. The schedule of classes would become a paperless process and the workflows will be in place to facilitate the building of a schedule of classes. The term of this agreement shall be from May 16, 2014 to May 15, 2015.

*Amendments to Agreements:*

2. Riverside County Children and Families Commission – First 5 Riverside and Desert Community College District entered into an Investment of Funds Contract, fourth Amendment, for the provision of services, and both parties now agree to amend the Contract to be effective as of July 1, 2014. Attachment A-3: Scope of Work for July 1, 2014 – June 30, 2015 is added as outlined in Attachment A-2, and attached hereto. Attachments A and A-1, and A-2 remain part of the contract. Attachment B-3: Budget for July 1, 2014 – June 30, 2015 is added as outlined in Attachment B-3, and attached hereto. Attachments B, B-1 and B-2 remain part of the contract.

3. Athletic Facilities Project – RBF Consulting – Amendment No. 2 to Agreement C-0000601 for Construction Surveying Services extends the contract end date to September 30, 2014. This amendment does not change the original scope of work.

4. Athletic Facilities Project – LPA, Inc. – Amendment No. 7 to Agreement C-0000379 for Design Consultant Services amends the original scope of work to include: 1) Provide stainless steel service sink and ice machine for the Gym; 2) Relocate drinking fountain at the Fitness Building; and 3) Add Power Monitoring.

5. Child Development Center Project – HMC Architects – Amendment No. 5 to Agreement C-0000378 for Design Consultant Services extends the original contract end date to June 30, 2014.

6. Child Development Center Project – JMI Consulting, Inc. – Amendment No. 1 to Agreement C-0000602 for Project Inspector Services extends the original contract end date to June 30, 2014 due to project schedule delays associated with design related issues and unforeseen conditions thus extending the DSA Inspector of Record services.
7. East Valley Campus – Indio Project – RBF Consulting – Amendment No. 3 to Agreement C-0000634 for Construction Surveying Services extends the original contract end date to April 30, 2014.
8. Monterey Entrance Project – PMSM Architects – Amendment No. 9 to Agreement C-0000348 for Architectural and Engineering Services extends the original contract end date to June 30, 2014.
9. Signage & Wayfinding Project – PMSM Architects – Amendment No. 3 to Agreement C-0000539 for Architectural Services extends the original contract end date to June 30, 2014.
10. Stagecraft Shop Project – JMI Consulting, Inc. – Amendment No. 2 to Agreement C-0000603 for Project Inspector Services extends the original contract end date to April 30, 2014 due to project schedule delays associated with unforeseen conditions, design modifications, DSA CCD's and supplier/production delivery durations thus extending the DSA Inspector of Record services.
11. Visual Arts Project – Perkins + Will – Amendment No. 7 to Agreement C-0000381 for Architectural Services extends the original contract end date to July 4, 2014.
12. Visual Arts Project – Farnsworth Group, Inc. – Amendment No. 2 to Agreement C-0000402 for LEED (Leadership in Energy & Environmental Design) Commissioning Services extends the original contract end date to May 31, 2014.

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

### **FISCAL IMPLICATIONS:**

1. The cost for the annual Subscription to permit Licensee's access to and use of the Software and Documentation is \$9,800.00.
2. All other terms and conditions of the Contract, as amended, shall remain in full force and effect.
3. This amendment does not change the original scope of work and there are no additional costs to the District. This project is funded by proceeds from Measure B Bonds.
4. This amendment is an increase in the amount not to exceed \$3,960.00. This amends the original contract amount from \$1,239,111.00 to \$1,243,071.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.

5. This amendment does not change the original scope of work and there are no additional costs to the District. This project is funded by proceeds from Measure B Bonds.
6. This amendment is an increase in the amount not to exceed \$35,532.50. This amends the original contract amount from \$170,560.00 to \$206,092.50 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
7. This amendment does not change the original scope of work and there are no additional costs to the District. This project is funded by proceeds from Measure B Bonds.
8. This amendment does not change the original scope of work and there are no additional costs to the District. This project is funded by proceeds from Measure B Bonds.
9. This amendment does not change the original scope of work and there are no additional costs to the District. This project is funded by proceeds from Measure B Bonds.
10. This amendment is an increase in the amount not to exceed \$5,300.00. This amends the original contract amount from \$31,800.00 to \$37,100.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
11. This amendment does not change the original scope of work and there are no additional costs to the District. This project is funded by proceeds from Measure B Bonds.
12. This amendment does not change the original scope of work and there are no additional costs to the District. This project is funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves the contracts and amendments that are listed above for special services.

<p><b>Administrator Initiating Item:</b>  <b>Lisa Howell</b></p>	<p><b>Cabinet Review &amp; Approval: 5/5/2014</b>  <b>Chair &amp; Vice Chair Review: 5/7/2014</b></p>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 7**

**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**

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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: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 8**

**AREA:** Administrative Services

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

<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. The contract with Sashco, Inc. for the East Valley Campus - Indio Project – Glazing is complete as of April 11, 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 Painting & Décor LTD for the East Valley Campus - Indio Project – Painting & Specialty Finishes is complete as of April 11, 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 Montgomery Hardware Co. for the East Valley Campus - Indio Project – Doors, Frames & Hardware is complete as of April 18, 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 were funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees accepts the contracts that are listed above for a specific Measure B Bond Project as complete.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2014  
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: CHANGE ORDER – PROP 39 RCX - RELIABLE  
ENERGY SERVICES CORPORATION**

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**BACKGROUND:**

1. Change Order #1 to the contract with Reliable Energy Services Corporation is in the amount of \$84,870.00 for the purchase and installation of additional 400watt & 150watt light fixtures in the parking lots. Additional funds for this project were made available due to energy efficiency incentives. This change order amends the contract total from \$180,904.00 to \$265,774.00. Per government contract code §4217.10, *et seq.*, the standard change order limits are not applicable.

**FISCAL IMPLICATIONS:**

This project is funded by Proposition 39 & energy efficiency incentive money.

**RECOMMENDATION:**

Board of Trustees approves the Change Order listed above.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014</b> <b>Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 10**

**AREA:** Administrative Services

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

<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. Change Order #1 to the contract with Oakview Constructors, Inc. for the Child Development Center Project is in the amount of \$13,949.00 for the incorporation of various scope modifications into the project. See \*Exhibits A through I for a detailed description of work performed. This change order amends the contract total from \$4,467,408.22 to \$4,481,357.22 and remains within the 10% allowed for changes.
2. Change Order #1 to the contract with First Responder Fire Protection for the East Valley Campus – Indio Education Center Project is in the amount of \$30,701.63 for labor material costs associated with the addition of fire sprinklers as per Code revision, the addition of heat trace wiring and testing, revised fire sprinkler plans due to lowered ceiling in room A308, metal panel design in the breezeway and the addition of a pre-action valve control panel and program. This change order amends the contract total from \$129,900.00 to \$160,701.63 and exceeds the allowed 10%. Per Section 20118.4 of the Public Contracts Code, the Board can approve up to 25% above the contract with a 75% Board approval.
3. Change Order #1 to the contract with AJ Fistes for the East Valley Campus – Indio Education Center Project is in the amount of \$74,420.70 for add/deduct changes which encompasses various scopes of work. See \*Items 1 through 31 for a detailed description of work performed. This change order amends the contract total from \$3,103,954.00 to \$3,178,374.70 and remains within the 10% allowed for changes.
4. Change Order #1 to the contract with Coutts Heating & Cooling, Inc. for the East Valley Campus – Indio Education Center Project is in the amount of \$8,732.00 for add/deduct changes which includes the cost for labor and material to perform firecaulking, remove and reinstall the mechanical duct and the return of unused allowance. This change order amends the contract total from \$2,381,000.00 to \$2,389,732.00 and remains within the 10% allowed for changes.
5. Change Order #1 to the contract with Courtney, Inc. for the East Valley Campus – Indio Education Center Project is in a credit amount of <\$21,709.15> for the return of unused allowance. This change order amends the contract total from \$283,000.00 to \$261,290.85.

6. Change Order #1 to the contract with Communication Wiring Specialists, Inc. for the East Valley Campus – Indio Education Center Project is in the amount of \$20,885.23 for the addition of cat 6 cabling in rooms #204, #205 and the conference room as well as installation of sleeves for low voltage cabling. This change order amends the contract total from \$315,456.00 to \$336,341.23 and remains within the 10% allowed for changes.
7. Change Order #1 to the contract with Granite Construction Company for the East Valley Campus – Indio Education Center Project is in the amount of \$39,000.00 for add/deduct changes which encompasses various scopes of work. See \*Items 1 through 18 for a detailed description of work performed. This change order amends the contract total from \$1,098,900.00 to \$1,137,900.00 and remains within the 10% allowed for changes.
8. Change Order #1 to the contract with Dalke & Sons Construction, Inc. for the East Valley Campus – Indio Education Center Project is in the amount of \$64,000.00 for add/deduct changes which encompasses various scopes of work. See \*Items 1 through 18 for a detailed description of work performed. This change order amends the contract total from \$1,110,000.00 to \$1,174,000.00 and remains within the 10% allowed for changes.
9. Change Order #1 to the contract with Inland Building Construction Companies, Inc. for the East Valley Campus – Indio Education Center Project is in a credit amount of <\$643.00> for the return of unused allowance. This change order amends the contract total from \$229,000.00 to \$228,357.00.
10. Change Order #1 to the contract with Columbia Steel, Inc. for the East Valley Campus – Indio Education Center Project is in a credit amount of <\$2,529.00> for the return of unused allowance. This change order amends the contract total from \$2,538,310.00 to \$2,535,781.00.
11. Change Order #2 to the contract with Montgomery Hardware Co. for the East Valley Campus – Indio Education Center Project is in a credit amount of <\$15,054.00> for the return of unused allowance. This change order amends the contract total from \$216,948.00 to \$201,894.00.
12. Change Order #3 to the contract with Enterprise Electric for the East Valley Campus – Indio Education Center Project is in the amount of \$50,396.00 for various scopes of work. See \*Items 1 through 15 for a detailed description of work performed. This change order amends the contract total from \$1,637,648.00 to \$1,688,044.00 and remains within the 10% allowed for changes.
13. Change Order #1 to the contract with aTen Construction for the Stagecraft Project is in the amount of \$0.00 for a request of a non-compensation Contract duration extension for construction impacts associated with unforeseen conditions, design modifications and DSA CCD's. This change order extends the contract for a period of 100 days.

14. Change Order #1 to the contract with Vorwaller & Brooks, Inc. for the Visual Arts Project is in a credit amount of <\$6,962.88> for the return of unused allowance. This change order amends the contract total from \$117,144.00 to \$110,181.12.

15. Change Order #1 to the contract with Painting and Décor, LTD for the Visual Arts Project is in a credit amount of <\$676.11> for the return of unused allowance. This change order amends the contract total from \$57,900.00 to \$57,223.89.

16. Change Order #1 to the contract with Jaysco, Inc. for the Visual Arts Project is in a credit amount of <\$19,438.23> for the return of unused allowance and credits due to damage to the domestic water backflow preventer, MP Roofing and the cost to repair welding damage to the tyvek. This change order amends the contract total from \$722,580.00 to \$703,141.77.

17. Change Order #1 to the contract with E&R Glass Contractors, Inc. for the Visual Arts Project is in a credit amount of <\$6,987.88> for the return of unused allowance. This change order amends the contract total from \$235,057.00 to \$228,069.12.

18. Change Order #1 to the contract with Caston, Inc. for the Visual Arts Project is in a credit amount of <\$7,687.57> for the return of unused allowance and a plaster fog coat credit. This change order amends the contract total from \$95,585.00 to \$87,897.43.

19. Change Order #1 to the contract with Commercial & Industrial Roofing Co., Inc. for the Visual Arts Project is in a credit amount of <\$8,477.00> for the return of unused allowance. This change order amends the contract total from \$229,949.00 to \$221,472.00.

20. Change Order #2 to the contract with Air-Ex Air Conditioning, Inc. for the Visual Arts Project is in a credit amount of <\$2,008.80> for the return of unused allowance. This change order amends the contract total from \$588,053.00 to \$586,044.20.

21. Change Order #3 to the contract with Communication Wiring Specialists, Inc. for the Visual Arts Project is in a credit amount of <\$4,072.55> for the return of unused allowance. This change order amends the contract total from \$195,023.66 to \$190,951.11.

22. Change Order #3 to the contract with Roy E. Whitehead, Inc. for the Visual Arts Project is in a credit amount of <\$77.00> for the return of unused allowance. This change order amends the contract total from \$98,620.73 to \$98,543.73.

[\\*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 above.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/6/2014</b> <b>Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 1**

**AREA:** Student Success & Student Learning

**TITLE: APPROVAL OF CURRICULUM  
MODIFICATIONS FOR FALL 2014**

- |   |
|---|
| <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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**BACKGROUND:**

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2014. ([Details on COD website](#))

**FISCAL IMPLICATIONS:**

There is no cost to the District

**RECOMMENDATION:**

The Board of Trustees approves the curriculum modifications for Fall 2014.

<b>Administrator Initiating Item:</b> Anna Davies	<b>Cabinet Review &amp; Approval: 3/6/2014</b> <b>Chair &amp; Vice Chair Review: 3/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 1**

**AREA:** Board of Trustees

**TITLE: RESOLUTION 051614-1: IN APPRECIATION  
OF THE COLLEGE OF THE DESERT  
FOUNDATION**

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

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**BACKGROUND:**

The College of the Desert Foundation has provided ongoing financial support to help underwrite programs and facilities at the college. It launched the “Changing Lives Campaign” to raise \$3 million dollars in 30 days and has exceeded that goal.

[\\*Resolution on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the district but enormous benefit to the students of the college.

**RECOMMENDATION:**

Approve the resolution as presented.

<b>Administrator Initiating Item: Becky Broughton</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 2**

**AREA:** Board of Trustees

**TITLE: RESOLUTION 051614-2 CONSOLIDATED  
GOVERNING BOARD MEMBER BIENNIAL  
ELECTION**

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

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**BACKGROUND:**

The terms of two members of the Board of Trustees are expiring. The Board is required to approve a resolution ordering the election, specifying the election order and a request for consolidation.

[\\*Resolution on COD Website](#)

**FISCAL IMPLICATIONS:**

The cost for the November 6, 2012 election will cost the Desert Community College District approximately \$180,000.00

**RECOMMENDATION:**

Approve the resolution as presented.

<b>Administrator Initiating Item: Becky Broughton</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
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: RESOLUTION #051614-3 BUDGET ADJUSTMENT**

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**BACKGROUND:**

The Resolution\* is the process used for making additions or changes to the budget and financial transactions for the District through June 30, 2014. In order to properly account for the receipt of additional funds or transfer of funds from one account to another, we are required to keep the Board informed as well as receive Board approval for the receipt and budgeting of those funds. This agenda item covers the following additional revenue and budget adjustments:

\*[Details on COD Website](#)

**Fund 12 – General Fund – Restricted**

Proposition 39 Clean Energy Workforce Program - \$167,628.86 represents an increase by the State in allocation of these funds to the District.

AB 86 Adult Education Consortium Planning Grant - \$306,172.00 represents and increase by the State in allocation of these funds to the District.

**Fund 41 – Capital Projects Fund**

290 – Proposition 39 Energy Efficiency and Renewable Generation Projects - \$258,708.00 represents an increase by the State in allocation of these funds to the District.

**FISCAL IMPLICATIONS:**

Fund 12 - Income      \$473,801

<u>Expenditures:</u>	
Certificated Salaries	\$112,000
Classified Salaries	94,439
Benefits	49,090
Supplies	21,934
Contractual Services	184,800
Indirect Costs	<u>11,538</u>
Total	<u>\$473,801</u>

Fund 41 - Income        \$258,708

Expenditures:

Site Improvements

\$258,708

Total

\$258,708

**RECOMMENDATION:**

Board of Trustees approves Resolution #051614-3 for Budget Adjustments in the amount of \$732,508.86.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014</b> <b>Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 2**

**AREA:** Administrative Services

**TITLE: 2013-2014 CCFS-311Q/QUARTERLY FINANCIAL  
STATUS REPORT**

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

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**BACKGROUND:**

The 2013-2014 CCFS-311Q / Quarterly Financial Status Report\* for the 3rd quarter ending March 31, 2014 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 2013-2014.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #051614-4 AUTHORIZATION TO  
ENCUMBER FUNDS FOR THE FOLLOWING FISCAL YEAR**

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**BACKGROUND:**

The Governing Board of Desert Community College District has determined that it has a need to issue purchase orders prior to July 1<sup>st</sup> for the following fiscal year in certain unique circumstances where there are requirements for items or services immediately after the beginning of the fiscal year.

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

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #051614-4 authorizing the District to encumber funds for the following fiscal year.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014**

**ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: DESIGNATION OF OFF-SITE LOCATION**

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**BACKGROUND:**

During the fall 2014 semester, College of the Desert (COD) will offer credit courses in Energy Systems Technology at COD's designated off-site location; Desert Energy Enterprise Center, 3301 Micro Place, Palm Springs, CA 92262.

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approve offering credit courses in Energy Systems Technology at COD's designated off-site location; Desert Energy Enterprise Center.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014</b> <b>Chair &amp; Vice Chair Review: 5/7/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/16/2014  
ITEM #: 5**

**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: NOTICE OF INTENT TO AWARD CONTRACTS  
FOR THE APPLIED SCIENCES PROJECT & ADDENDUM NOTICE OF  
INTENT TO AWARD A CONTRACT FOR THE ATHLETIC FACILITIES  
PROJECT**

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**BACKGROUND:**

Bid Package #1 – Audio Visual for the Applied Sciences Project has been out to bid and the bid results\* indicate the lowest qualified bid.

Bid Package #2 – Network Transmission Systems (NTS) for the Applied Sciences Project has been out to bid and the bid results\* indicate the lowest qualified bid.

Bid Package #10 – Tennis Courts for the Athletic Facilities Project has chosen to exercise its right to accept Bid Alternate #5 for two tennis courts with lighting.

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

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves the notice of intent to award contracts to lowest qualified bid for the Applied Sciences Project and the addendum notice of intent to award contract to lowest qualified bid to include Bid Alternate #5 as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 5/5/2014 Chair &amp; Vice Chair Review: 5/7/2014</b>
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