



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 20, 2016
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTIPURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of May 20, 2016 with any additions, corrections, or deletions.

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

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

1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

2. **PERSONNEL**

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

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

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

4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 017, 502 190 018, 502 190 019, 502 190 020, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034, 641 261 020 0, 687 199 001, 687 199 002, 687 212 009, 687 212 010, 687 212 011, 687 212 022, 687 212 023, 687 212 024, 687 212 027, 611 211 013, 611 211 014, 611 211 019, 663 290 003-5, 611 211 011

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

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

Closed session report (if any)

V. **PUBLIC UPDATES**

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

VII. **INTRODUCTION OF STAFF**

VIII. **APPROVE THE MINUTES OF:**

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

IX. REPORTS

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. ACADEMIC SENATE
- D. C.O.D.F.A.
- E. C.O.D.A.A.
- F. C.S.E.A.
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

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

A. HUMAN RESOURCES

- 1. Personnel Items
- 2. Initial Proposal from the COD Adjunct Association (CODAA) to the Desert Community College District
- 3. Layoff Notice: Classified
- 4. Approval of 2017-2018 Academic Calendar

B. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #10
- 5. Out-of-State Travel
- 6. Gift/Donation to the District
- 7. Budget Transfers
- 8. Amendment to Contracts - Measure B Bond Project
- 9. 2015-2016 CCFS-311Q/Quarterly Financial Status Report

C. STUDENT SUCCESS & STUDENT LEARNING

- 1. Courses and Programs Approved by Curriculum Committee

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Board Policy Review – 2nd Reading
 - BP 2110 Vacancies on the Board
 - BP 2510 Participation in Local Decision Making
 - BP 2715 Code of Ethics – Standards of Practice – Trustees
 - BP 3310 Records Retention
 - BP 3410 Non Discrimination
 - BP 3430 Prohibition of Harassment
 - BP 3440 Service Animals
 - BP 3518 Child Abuse Reporting
 - BP 3540 Sexual and Other Assaults on Campus
 - BP 3715 Intellectual Property
 - BP 3900 Speech: Time, Place and Manner
2. Approval of Emeritus Status – David Acquistapace
3. Approval of Emeritus Status – Betty Baluski
4. Approval of Emeritus Status – Darrell Miller
5. Consolidated Governing Board Member Biennial Election Resolution 052016-2

C. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Notice of Intent to Award Contracts for Visual Arts Canopy Project and the Indio Retail and Classroom Tenant Improvement Project.
3. West Valley Campus Master Plan and Phase I Project, Certification of Associated Final Environmental Impact Report, and Potential Approval of Project, Resolution #052016-1

D. INFORMATION ITEMS

1. AP 3200 Accreditation
2. AP 6325 Payroll

XII. STUDY SESSION

1. College of the Desert Auxiliaries – Lisa Howell, Vice President, Administrative Services
2. Celebration of Success – Joel L. Kinnamon, President/Superintendent

XIII. FUTURE AGENDA ITEMS

XIV. CLOSED SESSION (CONT'D if needed)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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

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

Name	Position	Department	Effective
Appointments: Classified			
Tiffany Abeytia	Sr. Financial Aid Specialist	Financial Aid	5/23/2016
Vanessa Alvarez	Sr. Financial Aid Specialist	Financial Aid	5/4/2016
Christine Barnes	Custodian	M & O	1/13/2016
Cynthia Figueroa	Outreach Specialist-EDGE	IEESP	5/9/2016
Gabriela Gudino-Martinez	PT Outreach Specialist – Foster Youth	IEESP	4/27/2016
Matthew Hoeffner	PT Testing Services Tech	PaCE	5/23/2016
Judy Howard	Administrative Asst.	Kinesiology	4/29/2016
Kenneth Meler	Groundskeeper	M & O	5/23/2016
Tiffany Rivera-Aceves	Custodian	M & O	1/21/2016
Joshua Rodriguez	Outreach Specialist-EDGE	IEESP	5/9/2016
Evelyn Trejo	Outreach Specialist-EDGE	IEESP	5/23/2016
Appointment: Faculty			
Amber Black	FT Faculty, Sociology	Arts & Sciences	8/22/2016
Carl Schafer	FT Faculty, Geology	Math & Sciences	8/22/2016
Christopher Vito	Temp FT Faculty, Sociology	Arts & Sciences	8/22/2016
Appointment: Leadership			
Sandra Hauf	Interim Director, DSPS	DSPS	6/1/2016-6/30/2017
Edward Singleterry	Manager, Networks & Servers	IT	5/23/2016
Change in Assignment: Classified			
Carlene Hart	BSI & EDGE	IEESP	5/9/2016-9/2/2016
Continuation/Extension of Assignment: Classified			
Christann Anderson	CTE Transitions Specialist	ASBU	7/1/2016-6/30/2017
Roberto Rodriguez-Orozco	Outreach Specialist-EDGE	IEESP	To 9/30/2016
Bonnie Russell	ISA	DSPS	6/8/2016-7/28/2016
Faculty: Professional Advancement			
Lisa McFadden	Counselor	Counseling	8/22/2016
Reclassification: Classified			
Stacey Williams	Scholarship Specialist	Financial Aid	3/21/2016
Temporary/Substitute: Classified			
Alessandro Cinelli (S)	ISA	TASC	3/23/2016
Nicole Hill	Library Specialist	IEESP	5/9/2016-8/15/2016

Celeste Islas (S)	ISA	TASC	3/23/2016-4/8/2016
Steven McCrary	Secretary	Math & Science	4/15/2016-12/21/2016
Beatriz Sarabia Payan (S)	ISA	TASC	3/23/2016
Separation from District			
Rosemarie Acosta	A & R Technician	A & R	5/17/2016
David Acquistapace	Professor, Digital Design	ASBU	6/30/2016
Betty Baluski	Assoc. Prof, Nursing	Nursing	5/27/2016
Sarah Bent	Secretary	Arts & Sciences	5/4/2016
Krystal Glasman	Gallery Asst	Arts & Sciences	6/8/2016
Jackie Matthews	Asst Professor	DSPS	5/27/2016
Escarlet Wirth	Counseling	Counseling	5/13/2016
Temporary Employment Agreements w/ Faculty/Staff:			
Alison Airhart Bolze	Lead Teacher for IEA	IEA	5/31/2016-8/5/2016
Dorothy Anderson	Work Experience	ASBU	6/6/2016-7/28/2016
Bert Bitanga	Demonstration Trainer	ASBU	4/18/2016-5/20/2016
George Brown	Work Experience	ASBU	6/6/2016-7/28/2016
Tim Bruneau	Commencement Arrangement	Student Success	4/4/2016-5/27/2016
Albert Cadena	Academic Advising-H.S.	ASBU	3/1/2016-6/30/2016
Nicholle Clark	Facilitation of @OneCourse	IT	6/13/2016-6/25/2016
Nicholle Clark	Facilitation of @OneCourse	IT	7/11/2016-7/23/2016
Suzanne Delahanty	Facilitation of @OneCourse	IT	6/6/2016-7/31/2016
Kim Dozier	Facilitation of @OneCourse	IT	6/6/2016-6/25/2016
Laura Graff	Math Instruction for EDGE	EDGE	4/11/2016-8/26/2016
Kelly Hall	Kiosk Training	ASBU	4/15/2016-6/30/2016
Kelly Hall	Create Program for Entrepreneurship	ASBU	6/1/2016-7/28/2016
Robert Holmes	Kiosk-POS System	ASBU	4/15/2016-6/30/2016
Danny Holt	Mus 99 Sessions	Arts & Sciences	2/8/2016-5/20/2016
Maria Jasso	Department Chair-Counseling	Student Support Serv	8/22/2016-5/26/2017
Brenda Littleton	English Instr. For EDGE	IEESP	5/23/2016-8/12/2016
Jacque Litto	Teaching for IEA	IEA	6/6/2016-7/29/2016
Kurt Leuschner	Work Experience	ASBU	6/6/2016-7/28/2016
Brianna Luna	Interim Head Softball Coach	Athletics	Revised Salary
Jessica Manuel	Facilitation of @OneCourse	IT	5/2/2016-5/28/2016
Felix Marhuenda-Donate	Math Instruction for EDGE	EDGE	4/11/2016-8/26/2016
Matthew Mussellman	Math Instruction for EDGE	EDGE	4/11/2016-8/26/2016
David Parsons	Teaching for IEA	IEA	6/6/2016-7/29/2016
Carlos Perez	Work Experience	ASBU	6/6/2016-7/28/2016
Jeff Place	Work Experience	ASBU	6/6/2016-7/28/2016
Keith Prouty	Work Experience	ASBU	6/6/2016-7/28/2016
Douglas Redman	Work Experience	ASBU	6/6/2016-7/28/2016
Reid Sagara	English Instruction-EDGE	EDGE	4/11/2016-6/30/2016
Daria Smith	ASL Services & Coordinator	DSPS	8/26/2016-12/16/2016
Bente Underwood	Teaching for IEA	IEA	6/6/2016-7/29/2016
Steve Valpy	Demonstration Trainer	ASBU	4/18/2016-5/20/2016

Julius Varga	CAP Orientation Sessions	ASBU	3/15/2016-6/15-2016
Temporary Employment Agreements: Contract Workers			
Bob Anaya	Edge Instruction Leader	IEESP	5/20/2016-8/10/2016
David John Anderson	ASL Interpreter (Commencement)	DSPS	4/4/2016-5/27-2016
David John Anderson	ASL Interpreter	DSPS	5/30/2016-12/16/2016
Barbara DeLaughter	Teaching for IEA	IEA	6/6/2016-7/29/2016
Megan Ericks	ASL Interpreter (Commencement)	DSPS	4/4/2016-5/27/2016
Megan Ericks	ASL Interpreter	DSPS	5/30/2016-12/16/2016
Luis Fausto	Produce Illustrations	Marks Art Gallery	4/19/2016-4/28/2016
Manuel Gomez	Robotics Camp Aide	PaCE	6/1/2016-8/31/2016
Laurie Hanna	Teaching for IEA	IEA	6/6/2016-7/29/2016
Dani Hawke	EDGE Instruction Leader	IEESP	5/20/2016-8/10/2016
Jeremy Jurgens	EDGE Instruction Leader	IEESP	5/20/2016-8/10/2016
Mark Maglaki	EDGE Instruction Leader	IEESP	5/20/2016-8/10/2016
Charles Mason	ASL Interpreter	DSPS	8/26/2016-12/16/2016
Elizabeth McKinley	ASL Interpreter	DSPS	5/30/2016-12/16/2016
Denise Morse	ASL Interpreter	DSPS	8/26/2016-12/16/2016
Daniel Nickerson	Teaching for IEA	IEA	6/6/2016-7/29/2016
Rachelle Patterson	Robotics Camp Aide	PaCE	6/1/2016-8/31/2016
Andrew Riffel	Math Instruction for EDGE	EDGE	5/23/2016-8/12/2016
Jorge Rico	EDGE Instruction Leader	IEESP	5/20/2016-8/10/2016
Joshua Rodriguez	Teaching for IEA	IEA	6/6/2016-7/29/2016
Nikki Roeder	EDGE Instruction Leader	IEESP	5/20/2016-8/10/2016
Tyler Ruberry	EDGE Instruction Leader	IEESP	5/20/2016-8/10/2016
Lexa Schoppe	Robotics Camp Assistant	PaCE	6/1/2016-8/31/2016
Marcie Schutzman	ASL Interpreter	DSPS	5/30/2016-12/16/2016
Anthony Segrist	EDGE Instruction Leader	IEESP	5/20/2016-8/10/2016
Cynthia Spence	English Instruction-EDGE	IEESP	4/11/2016-8/26/2016
Dinette Tharp	EDGE Instruction Leader	IEESP	5/20/2016-8/10/2016
Amanda Trudnich	EDGE Instruction Leader	IEESP	5/20/2016-8/10/2016
Volunteers			
Amalia Lua	CDC	CDC	4/25/2016
Margarita Martinez	CDC	CDC	4/7/2016
Working out of Class: Classified			
TeDreanna Spears	Sr. Financial Aid Specialist	Financial Aid	5/3/2016-5/20/2016

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 2**

AREA: Human Resources

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**TITLE: INITIAL PROPOSAL FROM THE COLLEGE
OF THE DESERT ADJUNCT ASSOCIATION (CODAA) TO THE DESERT
COMMUNITY COLLEGE DISTRICT (DCCD) – FIRST READING**

BACKGROUND

Pursuant to the Educational Employment Relations Act (EERA) the Desert Community College district submits the following proposal to the Desert Adjunct Association (CODAA) to reopen the current collective bargaining agreement.

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.

NEW ARTICLE: STIPENDS & REASSIGNED TIME

The Association will negotiate non-monetary issues related to the awarding of stipends and reassigned time by the District to CODAA unit members.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

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

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 3**

AREA: Human Resources

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TITLE: LAYOFF - CLASSIFIED

BACKGROUND

Layoff due to lack of work – project completed.

Employee #0002783

FISCAL IMPLICATIONS:

This position is covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the layoff as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 4**

AREA: Human Resources

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**TITLE: APPROVAL OF THE 2017-2018 COLLEGE
OF THE DESERT ACADEMIC CALENDAR**

BACKGROUND:

Board action is required to approve the Academic Calendar.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the 2017-2018 Academic Calendar.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 1**

AREA: Administrative Services

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **April 30, 2016** as follows:

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

In the aggregated amount of \$760,591.02, as presented. [Details on COD Website](#)

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

No items to report this month.

C. Contracts in excess of \$25,000

In the aggregated amount of \$266,775.86, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$1,947,972.54, as presented. **Note that the report includes all purchase orders and contracts including those reported above.** [Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair and Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 2**

AREA: Administrative Services

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TITLE: WARRANTS

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$2,105,839.39, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair and Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 3**

AREA: Administrative Services

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TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS

BACKGROUND:

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

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair and Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #10

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 \$3,516,662.49, as follows:

Certificated:	\$2,218,095.58
Classified:	<u>\$1,298,566.91</u>
	\$3,516,662.49

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair and Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair and Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 6**

AREA: Administrative Services

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TITLE: GIFT/DONATION TO THE DISTRICT

BACKGROUND:

- A mink stole donated to the School of Social Science and Arts by Ms. Lisa Dernbach, South Lake Tahoe, CA. This item will be utilized by students in the theatre arts program.

FISCAL IMPLICATIONS:

Any related costs would be paid from the school's program budget.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 7**

AREA: Administrative Services

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TITLE: BUDGET TRANSFERS

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair and Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 8**

AREA: Administrative Services

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

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Projects are funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 9**

AREA: Administrative Services

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

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 1**

AREA: Student Success & Student Learning

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| <input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
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**TITLE: APPROVAL OF COURSES AND PROGRAMS
APPROVED BY CURRICULUM COMMITTEE**

BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2017.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves new courses and programs for Fall 2017.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/9/16 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 1**

AREA: Board of Trustees

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

**TITLE: APPROVAL OF VARIOUS BOARD POLICIES
2nd Reading**

BACKGROUND:

The following policies have been reviewed and approved by the President’s Executive Cabinet, as well as College Planning Council. The Board of Trustees approved the policies for a first reading at their meeting on April 15, 2016.

Board Policies:

- BP 2110 [Vacancies on the Board](#)
- BP 2510 [Participation in Local Decision Making](#)
- BP 2715 [Code of Ethics – Standards of Practice – Trustees](#)
- BP 3310 [Records Retention](#)
- BP 3410 [Non Discrimination](#)
- BP 3430 [Prohibition of Harassment](#)
- BP 3440 [Service Animals](#)
- BP 3518 [Child Abuse Reporting](#)
- BP 3540 [Sexual and Other Assaults on Campus](#)
- BP 3715 [Intellectual Property](#)
- BP 3900 [Speech: Time, Place and Manner](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the policies for a second and final reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 2**

AREA: Board of Trustees

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

TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

David Acquistapace has been voted to Emeritus Status within his school and that nomination in turn has been unanimously approved by Academic Senate at their meeting of April 14, 2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the nomination for Emeritus Status for David Acquistapace as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 3**

AREA: Board of Trustees

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

TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

Betty Baluski has been voted to Emeritus Status within her school and that nomination in turn has been unanimously approved by Academic Senate at their meeting of April 28, 2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the nomination for Emeritus Status for Betty Baluski as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 4**

AREA: Board of Trustees

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

TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

Darrell Miller has been voted to Emeritus Status within his school and that nomination in turn has been unanimously approved by Academic Senate at their meeting of May 12, 2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the nomination for Emeritus Status for Darrell Miller as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 5**

AREA: Board of Trustees

**TITLE: RESOLUTION 052016-2 CONSOLIDATED
GOVERNING BOARD MEMBER BIENNIAL
ELECTION**

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

BACKGROUND:

The terms of three 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.

[Detail on COD Website](#)

FISCAL IMPLICATIONS:

The cost for the November 8, 2016 election will cost the Desert Community College District approximately \$340,000.00.

RECOMMENDATION:

Approve the resolution as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 1**

AREA: Administrative Services

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

TITLE: BUDGET REVISIONS

BACKGROUND:

All Budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Sections 58307 and 58308, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #071615-4 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 16, 2015.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 2**

AREA: Administrative Services

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS FOR VISUAL ARTS
CANOPY PROJECT AND THE INDIO RETAIL AND CLASSROOM
TENANT IMPROVEMENT PROJECT**

BACKGROUND:

Bid Package #1 – General Contracting Services for the Visual Arts Canopy Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #1 – General Contracting Services for the Indio Retail and Classroom Tenant Improvement Project has been out to bid and the bid results indicate the lowest qualified bid.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These projects are funded by proceeds from Measure B Bonds and Redevelopment Funds.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract to lowest qualified bid for the Visual Arts Canopy Project and the Indio Retail and Classroom Tenant Improvement Project.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 3**

AREA: Administrative Services

- | |
|--|
| <input type="checkbox"/> CONSENT |
| <input checked="" type="checkbox"/> ACTION |
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**TITLE: WEST VALLEY CAMPUS MASTER PLAN AND PHASE I PROJECT,
CERTIFICATION OF ASSOCIATED FINAL ENVIRONMENTAL IMPACT
REPORT, AND POTENTIAL APPROVAL OF PROJECT,
RESOLUTION #052016-1**

BACKGROUND:

The Board of Trustees directed the College of the Desert to proceed with the planning and development of the West Valley Campus (WVC) Master Plan and the first phase of campus development, referred to as the WVC Phase I Project. The West Valley Campus Master Plan sets the vision and mission of the College as a center of collaboration and innovation for educational achievement, economic development and quality of life in the Coachella Valley and surrounding communities. This includes a commitment to responsible and highly sustainable practices in all aspects of college activity.

The WVC Master Plan is a context-sensitive, sustainably designed campus that reflects a culture of open discourse, academic and social leadership, and pioneering justice. It describes a campus that reflects an holistic approach to learning through educational, social, environmental, economical and physical sustainability. The campus will be an iconic institution for the western Coachella Valley, creating a strong presence that represents the values and vision of the District that are unique to the new West Valley Campus. In addition to providing General and Basic Skills Education, the WVC will also provide four targeted academic areas - "The Four Pillars" of:

- Hospitality and Culinary Arts
- Healthcare & Health Services
- Film and Media Arts
- Sustainable Technology

Partnerships with local businesses and institutions are also envisioned as an important part of the WVC academic program. These partnerships give COD a solid foundation to build a strong bond with the community and its economy, the history of the western Coachella Valley, the rich culture and heritage of the Native American Cahuilla, and the neighboring campuses around the valley.

West Valley Campus Master Plan

The WVC Master Plan development process has been underway for several years. It is derived from COD's Strategic Educational Master Plan and other guidance documents. It is comprised of an executive summary, vision/purpose/process statements, and a detailed description of the community context and need. It also sets forth the goals and assumptions of the WVC Master

Plan, as well as planning context, goals and guidelines. Development standards and design guidelines are also provided. In addition to providing an overall picture of planned campus development and buildout, the WVC Master Plan document also details the Phase I Project. Finally, the WVC Master Plan provides a statement of process and an implementation plan.

The development of the West Valley Campus will implement the District’s *Policy on Sustainability Stewardship*” (2009), integrating renewable energy technologies, primarily photovoltaic (PV), on campus buildings and parking structures; the application of solar thermal technology and passive solar design is also being planned. Other aspects and components of sustainable design, including high efficiency water use, are also incorporated into the campus design. The following summarizes the allocation of planned space at the new West Valley Campus.

**Table I-1
West Valley Campus
Development Plan and Phasing**

Development Phase	Academic SF	Ancillary Uses SF	Total SF	FTES	Parking
Phase I	50,000			200	160
Phase II	50,000			808	240
Phase III	50,000			500	160
Phase IV	50,000			806	240
Phase V	50,000			686	210
Library		30,000			90
Conference Center		40,000			200
Campus Retail		10,000			30
Totals	250,000	80,000	330,000	3,000	1,330

Phase I Project

The Phase I Project calls for the construction of 50,000± square feet of new building space, providing approximately 37,681 feet of space assignable to or available for a specific type of campus occupant, activity or use. A minimum of 159± parking spaces are also be provided for the Phase I Project, along with temporary overflow parking for an additional vehicles. Parking demand will be easily accommodated given the planned preservation of major portions of existing parking during at least the early phases of campus buildout.

The potential effects and impacts of the West Valley Campus master plan on the existing Camelot Theaters and the fast-food restaurant have been carefully considered during Project planning. There are a variety of campus design drivers, including planned synergies with the theaters. Proximity to the high school, and an existing signalized intersection and bus stop on Baristo Road also provide Phase I cost and operational efficiencies. The WVC Master Plan immediately establishes a physical link at Baristo Road with the newly renovated high school campus and street and transit improvements. These synergies and other considerations have shaped Phase I and overall campus design

The massing and layout of Phase I Project buildings focuses on approachability and the creation of a sense of academic space even in the first phase of the campus. Sustainability will be on display as not only renewable energy sources are integrated in building systems and sharpen awareness and to become part of the teaching curricula. The Phase I building complex is planned as steel and wood construction with cladding of two tones of metal panels, stucco and glass responding to the local desert conditions.

A combination of corrugated / perforated metal trellises provide shading on the sun exposed exterior envelope. Entrances to public spaces with full height and clerestory windows will utilize high-performance glazing with a Solar Heat Gain Coefficient (SHGC): 0.29 or better, and a Visible Light Transmittance (VLT): 65% or better to minimize heat gain while allowing visual transparency into the public areas. Some operable windows and louvers will have perforated metal screens to protect from direct sun. East and west facing façades may feature egg-crate shading devices to protect from lower angled sun. Many southern exposures will have horizontal shading devices.

The floor plans for the Phase I project provide enclosed and partially enclosed open space that totals 45,807± square feet. This includes approximately 38,138 square feet of fully enclosed space on two stories. Covered space provides an additional approximately 11,861 square feet. The central plant will encompass approximately 1,050 square feet.

**Table I-2
COD West Valley Campus
Phase I Development Project**

Campus Use	Assigned Space (Sq. Ft.)
Culinary Arts	7,189
Classrooms	8,475
Interdisciplinary Labs & Collaboration Space	5,977
Office/Faculty Space	5,577
Restrooms/Locker Rooms	1,876
Building Maintenance and Operation	2,700
Common Area Space	1,894
Health Office	343
Ancillary Space (approximate)	3,650
Parking	159 spaces (Min.)

WVC Conceptual Phasing Plan

The initial stages of development phasing for the West Valley Campus are taking shape with campus development being initiated in the Phase I Project. Phase II development may involve the School of Film and Media Arts planned north of Baristo Road and a short distance east of the existing Camelot Festival Theaters, home of the Palm Springs Film Festival. Subsequent phases of campus development are being planned based on assumptions of incremental buildout of academic and related space, followed by the WVC conference center and the City library. Campus development is expected to occur over a 15 to 20-year period, commencing in 2017.

CEQA Review Process

The Environmental Impact Report before the Board today has been prepared in accordance with the California Environmental Quality Act (CEQA) (Public Resources Code Section 21000 et seq.), the State CEQA Guidelines (California Code of Regulations Title 14, Section 15000 et seq.), and the District's local Development Standards and Design Guidelines. The EIR provides a program-level analysis of the overall West Valley Campus Master Plan, and a project-level analysis of the proposed Phase I development. The following summarizes the CEQA process used to complete this EIR:

In November of 2014, the College published for a 30-day review period a Notice of Preparation (NOP) of an Environmental Impact Report (EIR). The College also held two public scoping meetings on November 22, 2014 at the Palm Springs City Library. Through these outreach processes, input was received from a variety of parties of interest, including public agencies and utilities, as well as private parties. The Draft EIR was then completed and made available to interested agencies, organizations, property owners, and the public for review via direct mailing of a Notice of Availability, via the publication of the Notice in a newspaper of general circulation, and through other means as required by CEQA. Specifically, the Notice of Availability was released in January 2016, with the 45-day public comment period running from January 22 through March 8, 2016. Three comment letters were received from the Native American Heritage Commission, Caltrans Division of Aeronautics, and the State Office of Planning & Research/State Clearinghouse. None of those comment letters identified any new significant impacts. The Final EIR provided to the Board provides responses to comments.

Ultimately, the Final EIR confirms that the West Valley Campus Master Plan and Phase I Project will not result in any significant and unavoidable environmental impacts under CEQA.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

With funding provided by the District's Measure B Bond Program, the COD construction program has made significant progress with building and infrastructure projects on the Palm Desert, Mecca/Thermal and Indio campuses. Measure B Bond Program funds have been dedicated to the development of the proposed Phase I Project of the West Valley Campus. Future campus funding is expected to come from a variety of sources, possibly including District Bond funds and from the District's Redevelopment funds. Other sources of funding may include major donors, which have already made major contributions to campus development.

CEQA Findings

As set forth in more detail in the proposed resolution before the Board, the District has determined and finds, based on the Final EIR and the record as a whole that:

- (1) The project will not:
 - substantially degrade the quality of the environment;
 - will not substantially reduce the habitat of a fish or wildlife species;
 - will not cause a fish or wildlife population to drop below self-sustaining levels;

- threaten to eliminate a plant or animal community; will not substantially reduce the number or restrict the range of an endangered, rare or threatened species;
 - nor will it eliminate important examples of the major periods of California history or prehistory.
- (2) The project will not achieve short-term environmental goals to the disadvantage of long-term environmental goals.
 - (3) The project does not generate possible environmental effects that are individually limited but cumulatively considerable. “Cumulatively considerable” means that the incremental effects of an individual project are significant when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.
 - (4) The environmental effects of the project will not cause substantial adverse effects on human beings, either directly or indirectly.

RECOMMENDATION:

- (1) That the Board adopt the attached Resolution #052016-1 certifying the Final Environmental Impact Report, making CEQA findings, adopting a Mitigation Monitoring and Reporting Plan, and approving the West Valley Campus Master Plan and Phase I Project, in substantial conformance with the attached exhibits and other materials describing the WVC project.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/20/2016
ITEM #: 1**

AREA: Board of Trustees

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| <input type="checkbox"/> CONSENT |
| <input type="checkbox"/> ACTION |
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**TITLE: REVIEW OF ADMINISTRATIVE PROCEDURES
3200 ACCREDITATION
6325 PAYROLL**

BACKGROUND:

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

- Administrative Procedure 3200 Accreditation
 - [Redlined Version](#)
 - [Clean Version](#)
- Administrative Procedure 6325 Payroll
 - [Redlined Version](#)
 - [Clean Version](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the procedures for review and information as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/9/2016 Chair & Vice Chair Review: 5/10/2016
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