

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 18, 2012
TIME: 9:30 A.M.
LOCATION: 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. 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 18, 2012, with any additions, corrections, or deletions.

III. CLOSED SESSION 9:30 – 10:30 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. Edwin Deas

2. CONFERENCE WITH LEGAL ANTICIPATED LITIGATION: Section 54956.9 (b)(c) Specify number of potential cases: 4

3. PUBLIC EMPLOYMENT: President Pursuant to Section 54957 for discussions concerning personnel matters

IV. OPEN SESSION 10:45 a.m.

Closed session report (if any)

V. PUBLIC COMMENTS (Agenda Items): 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 AGENDA 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. APPROVE THE MINUTES OF: (Details on [COD Website](#))

1. The Special meeting of April 17, 2012
2. Regular meeting of April 19, 2012
3. Special meeting of May 3, 2012
4. Special meeting of May 8, 2012
5. Special meeting of May 10, 2012
6. Special meeting of May 15, 2012
7. Special meeting of May 16, 2012

VII. REPORTS

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- D. ACADEMIC SENATE
- E. FACULTY ASSOCIATION
- F. C.O.D.A.A.
- G. CSEA
- H. GOVERNING BOARD

VIII. ADMINISTRATIVE REPORTS

1. President
 - a. Faculty Acknowledgement

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. Extensions of Assignment – Classified
2. Retirement/Resignation – Classified

3. Employment Group C Appointments
4. Volunteers

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #10
4. Gifts/Donations to the District
5. Out-of-State Travel
6. Change Order #1 – Classroom Building Project – Roof Construction
7. Change Order #1 – Classroom Building Project – Baker Electric, Inc.
8. Change Order #1 – Communication Building Project – Angeles Contractor, Inc.
9. Change Order #9 – Communication Building Project – Brudvik, Inc.
10. Memorandums of Understanding
11. Revenue Generating Agreements

X. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Salary Reduction for Board members
2. National Military Appreciation Month
3. Consolidated Governing Board Member Biennial Election – Resolution 051812-1
4. 5-year Review & Revisions to various Policies
5. New Board Policy 7160 Professional Development – First Reading
6. New Board Policy 7345 Catastrophic Leave Program – First Reading

C. PRESIDENT

1. International Education Program Housing Application Fee
2. Ratify New Members and New Officers of the College of the Desert Foundation Board of Directors
3. Approval of Nominations for Emeritus Status

D. HUMAN RESOURCES

1. Employment Group A Appointments – Classified
2. Employment Group A Appointments – Faculty
3. Unpaid Leave of Absence – Classified
4. Unpaid Leave of Absence – Faculty
5. New Job Description – Leadership

E. FISCAL SERVICES

1. Budget Transfers
2. Notice of Intent to Award Contract – East Valley Center – Mecca/Thermal Campus Septic Sewer System Project
3. Change Order #1 – Classroom Building Project – Sierra Lathing Company
4. Notice of Intent to Award Contracts for Construction of the Monterey Avenue Entrance Project
5. Solar Project at Palm Desert Campus

F. ACADEMIC AFFAIRS

1. Curriculum Modifications
2. Approval of the 2012-2013 College of the Desert Catalog

G. STUDENT AFFIARS

1. Refund Processing Fee
2. Duplicate Certificate Fee
3. Credit by Examination Fee

XI. ITEMS OF INFORMATION

1. Board sub-committees will rotate to another Vice President
2. AP 3500 Campus Safety
3. AP 3515 Reporting of Crimes
4. AP 3560 Alcoholic Beverages
5. AP 3570 Smoking on Campus
6. AP 3820 Gifts
7. AP 6345 Bids and Contracts – UPCCAA (Revised)
8. AP 6450 Wireless or Cellular Telephone Use
9. AP 6550 Disposal of Property
10. AP 7160 Professional Development
11. AP 7337 Fingerprinting
12. AP 7370 Political Activities
13. AP 7520 Volunteers
14. AP 7700 Whistleblower Protection

XII. SUGGESTIONS FOR FUTURE AGENDAS

XIII. BOARD COMMENTS

XIV. STUDY SESSION

1. President – Jerry Patton
 - a. Grant Policies & Procedures

- b. FTES Report
- 2. Interim Vice President Student Affairs – Adrian Gonzales
 - a. Presidents Ambassador Program
 - b. Summer Registration Update
 - c. HIS Grant Activities
 - d. Upward Bound grant update
- 3. Vice President Business Affairs – Dr. Edwin Deas
 - a. Central Campus Project
 - b. Governor’s May Revise
- 4. Vice President Academic Affairs – Farley Herzek
 - a. FTES Update
 - b. Fee Based and Non-Credit ESL Program Update – Tony DiSalvo and Ty Thomas
 - c. Program Reviews – Amy DiBello, Kim Dozier, Wendy Sanders

XV. CLOSED SESSION (Continuation if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Human Resources

ITEM #: 1

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

TITLE: EXTENSIONS OF ASSIGNMENT - CLASSIFIED

BACKGROUND:

1. To provide an extension of assignment for Bonnie Sutherland, Instructional Support Assistant/DSPS, 9-months to 10-months, increasing hours from 19.5 to 29.5, effective during the period of 7/1/12 – 6/30/13.
2. To provide an extension of assignment for Carol Munroe, Instructional Support Assistant, ABE, Non Credit, from 6/11/12 – 8/2/12.
3. To provide an extension of assignment for Jonathan Roy, Instructional Support Assistant, ABE, Non Credit, from 6/11/12 – 8/2/12.
4. To provide an extension of assignment for Cecilia Milos, ACES Secretary, Student Affairs, from 6/12/12 – 6/20/12 and 8/1/12 – 8/13/12.
5. To provide an extension of assignment for Deborah Ramirez, Senior Office Assistant, PaCE, from 19.5 hours per week up to 29 hours per week from 4/16/12 – 6/20/12.
6. To provide an extension of assignment for Jess Salais, Security Officer, from 5/25/12 – 8/20/12.
7. To provide an extension of assignment for Geof Imeson, Security Officer, from 5/25/12 – 8/20/12.
8. To provide an extension of assignment for Brian Kephart, Security Officer, from 7/9/12 – 9/10/12.
9. To provide an extension of assignment for Bobbie Wiegel, Security Officer, from 5/7/12 – 7/9/12.

FISCAL IMPLICATIONS:

Position 1 is fully funded by restricted funds.
Position 2 and 3 are fully funded by unrestricted funds.
Positions 4, 5 and 6 are fully funded by restricted funds.
Positions 7, 8 and 9 are fully funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the extensions of assignment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Human Resources

ITEM #: 2

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TITLE: RETIREMENT/RESIGNATION - CLASSIFIED

BACKGROUND:

1. Ms. Blanca Montenegro will retire from her position of Senior Program Specialist, Non-Credit Programs, effective 6/1/12.
2. Ms. Julie Bryan, Secretary, TRIO, DSPPS, resigned from her position 4/25/12.

FISCAL IMPLICATIONS:

1. Position is funded 70% from unrestricted funds and 30% from restricted funds.
2. Position is fully funded from restricted funds.

RECOMMENDATION:

Board of Trustees approves the retirement and ratifies the resignation as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Human Resources

ITEM #: 3

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TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

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

Temporary/Substitute employees in an aggregate amount of \$11,075.00 (details on [COD website](#)).

Faculty stipend in aggregate amount of \$4,050.00 (details on [COD website](#)).

Adjunct salaries in aggregate amount of \$123,078.00. (details on [COD website](#))

Contract/Non-affiliated in the aggregated amount of \$15,400.48. (details on [COD website](#))

Student Workers/Tutors in the aggregate amount of \$24,210.00 (details on [COD website](#)).

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Human Resources

ITEM #: 4

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TITLE: VOLUNTEERS

BACKGROUND:

Listing of approved volunteers as follows:

Rubicelia Lemus – Upward Bound
Carlos Garcia – CDC
Stephanie Padilla - CDC

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteers as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 1

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period April 1-30, 2012 as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$554,397.56 as presented (Details on [COD Website](#)).

Contracts in excess of \$25,000

There are no contracts to report.

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

In the aggregated amount of \$1,099,316.39 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.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 2

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TITLE: WARRANTS

BACKGROUND:

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

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$4,008,550.55 as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 3

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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 \$2,946,458.08 as follows:

Certificated:	\$1,910,335.41
Classified:	<u>\$ 996,414.51</u>
	\$2,906,749.92

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 4

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Miscellaneous photography equipment and supplies donated to the School of Arts and Sciences by Mr. Rick Mollindo of Palm Springs, CA. Items are to be utilized by the students in the photography program.
- Camera, flash, lens and tripod donated to the School of Arts and Sciences by Mr. and Mrs. Don Judd of Cathedral City, CA. Items are to be utilized by the students in the photography program.
- Full Length Sable Stole donated to the School of Arts and Sciences by Mr. Greg Power of Desert Hot Springs, CA. Item is to be utilized by the students in the theatre productions.
- Miscellaneous art equipment and supplies donated to the School of Arts and Sciences by Ms. Sheryl Sherman of Cathedral City, CA 92234. Items are to be utilized by students in the art program.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 5

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Academic Affairs – Mr. Bert Bitanga, Associate Professor, School of Applied Sciences and Business, and Advisor for the College of the Desert Architecture Club (CODAC), and thirteen (13) COD student members (Alex B. Perez, Christopher Young, Luis Rebalcava, Tatiana Barbuzza, Miriam Arias Herenandez, Alan O. Ayon, Salvador Aguilar, Jose Campos, Jr., Eric J. De la Rosa, Oscar R. Duran, William G. Rainey, Paola Alvarez and Marco A. Pulido) to attend an educational trip to Chicago, IL, May 27 – June 3, 2012.

The College of the Desert Architecture Club is an organization of individuals interested in the relationship of the natural environment and the built environment. We encourage participation in community service, leadership, commitment, group interaction and collaboration to provide life-long learning skills for our members. We believe in the importance of strengthening our members' understanding of society and the built environment by traveling to major cities so they can be exposed to the urban setting and cultural amenities that the city has to offer.

Fiscal Implications: Costs estimated at \$7,500.00 and will be funded by the College of the Desert Architecture Club and student contributions approved by the ASCOD Student Senate.

2. President – Ms. Jessica Enders, Project Director for HSI Title V Grant, to attend the Hispanic Association of Colleges and Universities (HACU) 26th Annual Conference in Washington D.C. October 20 – 22, 2012.

The HACU 26th Annual Conference will offer workshops and plenary sessions under the theme “Championing Hispanic Higher Education Success: Advancing Access and Opportunity in a Changing Environment”.

Fiscal Implications: Costs estimated at \$3,000.00 and will be paid by a restricted source (Title V HSI Grant).

3. Student Affairs – Ms. Donni Prince, Veterans Specialist, to attend the Western Association of Veteran Education Specialists (WAVES) Conference in Oklahoma City, OK, July 8 – 11, 2012.

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 \$1,800.00 and will be funded by a restricted source (Veteran's Travel Funds).

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 6

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**TITLE: CHANGE ORDER #1 – CLASSROOM BUILDING
PROJECT – ROOF CONSTRUCTION**

BACKGROUND:

Change Order #1 is in the amount of \$25,914.00 to correct the Classroom Building roof slope, as designed, in order for it to drain properly. The original contract amount with Roof Construction was \$555,548.00. The contract value will be increased by \$25,914.00 for a total contract amount of \$581,462.00. The change order remains within the 10% allowed for changes.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Roof Construction for the Classroom Building Project in the amount of \$25,914.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 7

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**TITLE: CHANGE ORDER #1 – CLASSROOM BUILDING
PROJECT – BAKER ELECTRIC, INC.**

BACKGROUND:

Change Order #1 is in the amount of \$132,693.00 for various electrical revisions to the building which includes material and labor. The original contract amount with Baker Electric, Inc. was \$2,689,000.00. The contract value will be increased by \$132,693.00 for a total contract amount of \$2,821,693. The change order remains within the 10% allowed for changes.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Baker Electric, Inc. for the Classroom Building Project in the amount of \$132,693.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 8

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**TITLE: CHANGE ORDER #1 – COMMUNICATION BUILDING
PROJECT – ANGELES CONTRACTOR, INC.**

BACKGROUND:

Change Order #1 is a credit in the amount of <\$6,073.40>. This Change Order includes the following credit activity: A credit of <\$700.00> for canceling construction work of removing a ramp, now to be done congruent with a DSA project; A credit of <\$211.31> for a fence panel damaged by earthwork equipment during construction activities; and a credit of <\$5,162.09> for removing remaining balance of allowance from contract that was not used during the scope of work as authorized by the District. The original contract amount with Angeles Contractor, Inc. was \$299,000.00. The contract value will be decreased by <\$6,073.40> for a total contract amount of \$292,926,60.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Angeles Contractor, Inc. for the Communication Building Project in the credit amount of <\$6,073.40>.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 9

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**TITLE: CHANGE ORDER #1 – COMMUNICATION BUILDING
PROJECT – BRUDVIK, INC.**

BACKGROUND:

Change Order #1 is in the amount of \$58,738.02 for additional materials and labor to provide additional outlets in classrooms as requested by end user group per bulletin/work order issued by tBP Architects on February 28, 2012. The original contract amount with Brudvik, Inc. was \$1,915,800.00. The contract value will be increased by \$58,738.02 for a total contract amount of \$1,974,538.02. The change order remains within the 10% allowed for changes.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Brudvik, Inc. for the Communication Building Project in the amount of \$58,738.02.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 10

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TITLE: MEMORANDUMS OF UNDERSTANDING

BACKGROUND:

Three memorandums of understanding (MOUs)* between College and the Desert and: 1) Brandman University; 2) San Bernardino Community College District; and 3) California State University, San Bernardino that does not entail any financial obligation by either parties as presented for approval.

*Details on [COD Website](#).

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the MOUs as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 11

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TITLE: REVENUE GENERATING AGREEMENTS

BACKGROUND:

The attached agreement* generates revenue for College of the Desert:

1. Riverside County Economic Development Agency – Workforce Development Division (Green Jobs Innovation Grant)

Partnership & Community Education:

2. Boston Reed | Program for Clinical Medical Assistant, EKG Technician, Pharmacy Technician and Phlebotomy Technician

3. Boston Reed | Program for Clinical Medical Assistant, EKG Technician and Pharmacy Technician

4. Complete Learning Solutions

FISCAL IMPLICATIONS:

1. Services began on August 1, 2011 and shall be completed on or before March 31, 2013 with a total contract amount not to exceed \$116,000.00. All monies must be expended by March 31, 2013. The reason for the execution of this subcontract being so far beyond the start date of services is the extreme amount of time taken by the Riverside County Economic Development Agency to review and process.

2. Boston Reed will issue COD revenue based on the final enrollment number after the third class meeting has concluded.

3. Boston Reed will issue COD revenue based on the final enrollment number after the third class meeting has concluded.

4. COD will retain a total of 10% of the gross tuition revenue and Complete Learning Solutions will pay COD \$250 for the use of classroom space up to four hours.

*Details on [COD Website](#).

RECOMMENDATION:

Board of Trustees approves the revenue generating agreements as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Board of Trustees

ITEM #: 1

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TITLE: SALARY REDUCTIONS FOR BOARD MEMBERS

BACKGROUND:

At the October 30 board Retreat and again at the July 15, 2010 Regular meeting the Board of Trustees voluntarily requested a 5% reduction in their monthly salary. The Board would like this reduction to continue until further notice, effective July 1, 2012.

FISCAL IMPLICATIONS:

Board salaries are budgeted for \$18,000 and a 5% reduction would save \$900.00.

RECOMMENDATION:

Approve the salary reduction as presented.

Administrator Initiating Item:	Cabinet Review & Approval: 5/7/2012
Bonnie Stefan	Chair & Vice Chair Review: 5/10/2012

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Board of Trustees

ITEM #: 2

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| <input type="checkbox"/> CONSENT |
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TITLE: PROCLAMATION: NATIONAL MILITARY APPRECIATION MONTH

BACKGROUND:

National Military Appreciation Month (NMAM), as designated by Congress, provides a period encompassing both the history and recognition of our armed services with an in-depth look at the diversity of its individuals and achievements. It allows Americans to educate each generation on the historical impact of our military through the participation of the community with those who serve encouraging patriotism and love for America.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Approve the proclamation as presented.

Administrator Initiating Item:	Cabinet Review & Approval: 5/7/2012
Bonnie Stefan	Chair & Vice Chair Review: 5/10/2012

PROCLAMATION

National Military Appreciation Month

WHEREAS, The freedom and security that citizens of the United States enjoy today are direct results of the bloodshed and continued vigilance given by the United States Armed Forces over the history of our great nation; and

WHEREAS, the sacrifices that such members of the United States Armed Forces and of the family members that support them, have preserved the liberties that have enriched this nation making it unique in the world community; and

WHEREAS, the United States Congress, in two thousand and four, passed a resolution proclaiming May as National Military Appreciation Month, calling all Americans to remember those who gave their lives in defense of freedom and to honor the men and women of all of our Armed Services who have served and are now serving our Country, together with their families; and

WHEREAS, the months of May and June were selected for this display of patriotism because during these months, we celebrate Victory in Europe (VE) Day, Military Spouse Day, Loyalty Day, Armed Forces Day/Week, National Day of Prayer, Memorial Day, Navy Day, Army Day and Flag Day;

NOW, THEREFORE, BE IT PROCLAIMED the Board of Trustees of the Desert Community College District, at its Board meeting of May 18, 2012 acknowledges the contributions of the many men and women serving this country and proclaims the month of May 2012, as NATIONAL MILITARY APPRECIATION MONTH.

Board of Trustees

Becky Broughton
Charles H. Hayden
John Marman
Michael J. O'Neill
Dr. Bonnie Stefan

Student Trustee

Aaron Bonner

Superintendent/President

Jerry R. Patton

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Board of Trustees

ITEM #: 3

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

**TITLE: CONSOLIDATED GOVERNING BOARD MEMBER BIENNIAL ELECTION
RESOLUTION 051812-2**

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.

FISCAL IMPLICATIONS:

The cost for the November 6, 2012 election will cost the Desert Community College District approximately \$340,000.00

RECOMMENDATION:

Approve the resolution as presented.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

RESOLUTION #051812-2

ORDER OF ELECTION OF DESERT COMMUNITY COLLEGE SCHOOL DISTRICT OF
RIVERSIDE COUNTY, CALIFORNIA

RESOLUTION ORDERING CONSOLIDATED GOVERNING BOARD MEMBER
BIENNIAL ELECTION, SPECIFICATIONS OF THE ELECTION ORDER, AND REQUEST
FOR CONSOLIDATION

WHEREAS, Section 5300 of the Education Code states that school district elections shall be governed by the Elections Code; and

WHEREAS, Section 1302(b) of the Elections Code allows for a governing board election to be held biennially on the first Tuesday after the first Monday in November of each even-numbered year to fill the offices of governing board members whose terms expire on the first Friday of December next succeeding the election;

IT IS THEREFORE RESOLVED that, the County Superintendent of Schools of this county is hereby ordered to call an election for said purpose, and in accordance with the designations contained in the following specifications of the election order made under the authority of Education Code Section 5322;

IT IS FURTHER ORDERED that, pursuant to Education Code Section 5340 and Elections Code Section 1302(b)(3), the officer conducting the election shall cause said election to be consolidated with governing board elections being held on the same day by the school or community college district having area in common with this district.

The election shall be held on Tuesday, **November 6, 2012**.

The purpose of the election is to elect 3 member(s) of the governing board for a full term ending **December 8, 2016**, to the offices now held by the following members:

AREA 2	TRUSTEE	2012-2016	DESERT COMMUNITY COLLEGE DISTRICT
AREA 3	TRUSTEE	2012-2016	DESERT COMMUNITY COLLEGE DISTRICT
AREA 5	TRUSTEE	2012-2016	DESERT COMMUNITY COLLEGE DISTRICT

IT IS FURTHER RESOLVED THAT, pursuant to Elections Code Section 13307, candidates requesting a Candidates Statement, limited to 200 words, printed and mailed to the voters, shall be required to pay the actual prorated cost thereof;

IT IS FURTHER ORDERED THAT, pursuant to Education Code Section 5322, the clerk of the district is hereby directed to furnish copies of this Order to the County

Superintendent of Schools and the officer conducting this election not less than 123 days prior to the date of the election.

The foregoing Resolution and Order was adopted and affirmed by the governing board of Desert Community College District of Riverside County, California, being the board authorized by law to make the designations contained therein, by a formal vote as follows:

Ayes: _____

Noes: _____

Absent: _____

_____ (Signed) _____
Date Clerk of said Governing Board

State of California)

ss

County of Riverside)

Certification

I hereby certify that the foregoing is a full, true and correct transcript of a resolution duly adopted and affirmed by the Governing Board named therein at a duly constituted regular meeting of the Governing Board held on _____ as it appears upon the minutes of said meeting.

_____ _____
Date Clerk of said Governing Board

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Board of Trustees

ITEM #: 4

<input type="checkbox"/> CONSENT
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**TITLE: 5-YEAR REVIEW OF AND REVISIONS TO BOARD POLICIES
AND ADMINISTRATIVE PROCEDURES**

BACKGROUND:

In the subsequent recommendation (8) from the college's most recent accreditation visit in March 2011 Board Policy 2410 and Administration Procedure 2410 were revised to adopt a timely review of all college policies and procedures. And as a member of the Community College League's Policy and Procedure Service we receive recommended revisions to various Board Policies and Administrative Procedures twice a year.

In accordance with this new policy and procedure the following have been reviewed by the President and emailed to the members prior to the meeting for review and comment. (Details on [COD Website](#))

The following policies have been reviewed and/or revised. Both President's Executive Cabinet and College Planning Council have approved them.

BP 3570 Smoking	BP 7310 Nepotism (5-year review)
BP 3530 Weapons on Campus (5-year review)	BP 7330 Communicable Disease (5-year review)
BP 3810 Claims Against the District (Revised)	BP 7332 Persons with Disabilities (5-year review)
BP 3820 Gifts (Revised & 5-year review)	BP 7335 Health Examinations (Revised)
BP 6450 Wireless or Cellular Telephone Use (Revised)	
BP 6550 Disposal of Property (Revised)	BP 7340 Leaves (5-year review)
BP 6900 Bookstore (Revised)	BP 7350 Resignations (5-year review)
BP 7100 Commitment to Diversity (5-year review)	BP 7360 Discipline and Dismissals – Academic Employees (5-year review)
	BP 7370 Political Activities (Revised)
BP 7120 Recruitment and Hiring (Revised)	BP 7385 Salary Deductions (5-year review)
BP 7140 Collective Bargaining (5-year review)	BP 7400 Travel (5-year review)
BP 7210 Academic Employees (5-year review)	BP 7510 Domestic Partners (5-year review)
BP 7230 Classified Employees (5-year review)	BP 7520 Volunteers (5-year review)
BP 7240 Confidential Employees (5-year review)	BP 7700 Whistleblower Protection (5-year review)
BP 7250 Educational Administrators (5-year review)	
BP 7260 Classified Supervisors and Managers (5-year review)	

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the review and revisions to the listed policies and procedures.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Board of Trustees

ITEM #: 5

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**TITLE: NEW BOARD POLICY 7160: PROFESSIONAL DEVELOPMENT– FIRST
READING**

BACKGROUND:

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested new policies/procedures or revisions to existing policies/procedures. The League's legal counsel is recommending this new Board Policy. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive new Board Policy 7160 for a First Reading.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Board of Trustees

ITEM #: 6

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**TITLE: NEW BOARD POLICY 7345: CATASTROPHIC LEAVE PROGRAM – FRST
READING**

BACKGROUND:

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested new policies/procedures or revisions to existing policies/procedures. The League's legal counsel is recommending this new Board Policy. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive new Board Policy 7345 for a First Reading.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: President

ITEM #: 1

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**TITLE: INTERNATIONAL EDUCATION PROGRAM
HOUSING APPLICATION FEE**

BACKGROUND:

The International Education Program (IEP) at College of the Desert provides housing support services for enrolled international students. Housing support includes placement into off-campus apartments and into local host families as well as on-going support and activities for those students. The IEP will be instituting a procedure for background checks on all host families prior to placement. The housing application fee will be used to off-set the costs of the background checks and the cost of support services that are provided for apartment and host family students.

FISCAL IMPLICATIONS:

The housing application fee will help to off-set costs associated with providing housing services to international students. There is no cost to the district.

RECOMMENDATION:

Approve the implementation of a \$30.00 housing placement fee for international students who request housing placement services from the IEP as presented.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: President

ITEM #: 2

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**TITLE: RATIFY NEW OFFICERS OF THE COLLEGE OF THE DESERT
 FOUNDATION BOARD OF DIRECTORS**

BACKGROUND:

The College of the Desert Foundation is headed by a group of dedicated donors who volunteer their time to assure a vibrant Foundation committed to the support of College of the Desert. The work of the Foundation Board is vital to the achievement of excellence at College of the Desert.

The new officers for the 2012-2013 Academic Year are:

Dr. Robert Chell, President
Donna Jean Darby, Vice-President
Mark Nickerson, Secretary
Brian Holcombe, Treasurer

FISCAL IMPLICATIONS:

There is no cost to the district.

RECOMMENDATION:

Ratify the College of the Desert Foundation 2012-2013 officers as presented.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: President

ITEM #: 3

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TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

Each nominee has been unanimously voted to Emeritus Status within their respective division, and that nomination in turn has been unanimously approved by the Academic Senate at their meeting of April 26, 2012. Academic Senate Resolutions are on the [COD Website](#).

The following have been nominated for Emeritus Status:

CD Jackson - Professor Emeritus – Developmental Education
Mary Boyd – Professor Emeritus – Reading

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the nominations for Emeritus Status as presented.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Human Resources

ITEM #: 1

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TITLE: EMPLOYMENT GROUP A APPOINTMENTS - Classified

BACKGROUND:

Mr. Todd Conger has been appointed to a vacated position of Athletic Trainer, School of Health Sciences & Education, effective 4/12/12. Placement on Range 16 of the Classified salary schedule is at Step A. (Details on [COD website](#))

FISCAL IMPLICATIONS:

Position is fully funded from unrestricted funds. (General Fund)

RECOMMENDATION:

Board of Trustees ratifies the appointment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Human Resources

ITEM #: 2

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TITLE: EMPLOYMENT GROUP A APPOINTMENTS - Faculty

BACKGROUND:

Dr. Alexa Sawa has been appointed to a vacated position of Asst. Professor/Biology, School of Arts & Sciences, effective 8/21/12. Placement on Range VII of the Certificated salary schedule is at Step 2. (Details on [COD website](#))

FISCAL IMPLICATIONS:

Position is fully funded from unrestricted funds. (General Fund)

RECOMMENDATION:

Board of Trustees approves the appointment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Human Resources

ITEM #: 3

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TITLE: UNPAID LEAVE OF ABSENCE – Classified

BACKGROUND:

Mr. Mark Demry, Administrative Assistant, Health Sciences & Education, has requested an unpaid leave of absence for the purpose of advancing his career in coursework outside of California. This would be effective 7/16/12 – 7/19/12 and 7/23 – 7/26/12. This leave is in accordance with the Collective Bargaining Agreement between the District and CSEA, Article 12-Leaves, Section 12.12.

FISCAL IMPLICATIONS:

The position is fully funded by unrestricted funds. (General Fund)

RECOMMENDATIONS:

Board of Trustees approves the requested unpaid leave of absence as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Human Resources

ITEM #: 4

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TITLE: UNPAID LEAVE OF ABSENCE – Faculty

BACKGROUND:

Ms. Jacqueline Matthews, DSPS Adaptive Computer Specialist/Instructor, DSPS/Student Affairs, has requested an unpaid leave of absence for fall semester 2012 and spring semester 2013. This leave is in accordance with the Collective Bargaining Agreement between the District and CTA, Article 11-Leaves, Section 10. Ms. Matthews will return in the fall semester 2013.

FISCAL IMPLICATIONS:

The position is fully funded by unrestricted funds. (General Fund)

RECOMMENDATIONS:

Board of Trustees approves the requested unpaid leave of absence as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Human Resources

ITEM #: 5

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TITLE: NEW JOB DESCRIPTION - LEADERSHIP

BACKGROUND:

To provide a new job description for the position of International Customized Program/Internship Manager. See attached job description.

FISCAL IMPLICATIONS:

The position will be fully funded by restricted funds.

RECOMMENDATIONS:

Board of Trustees approves the new job description as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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DESERT COMMUNITY COLLEGE DISTRICT

INTERNATIONAL CUSTOMIZED PROGRAM/INTERNSHIP MANAGER

THE POSITION

Under the direction of the Director, International Education Program, develop and promote customized programming endeavors for international students including managing the International Internship Program and Customized Group Programs; assist in marketing and developing programs for international clients; promote and support study abroad opportunities for students; and collect and gather data and prepare reports related to the assignment.

REPRESENTATIVE DUTIES

1. Develop internship opportunities for the International Internship Program (IIP) that create stable partnerships with local organizations and businesses in the community. Work collaboratively with the employer to identify and establish measurable objectives for the internship. *E*
2. Manage the IIP, establish program guidelines and procedures, review intern applications and finalize internship placements, coordinate and implement internship evaluations for both interns and employers, develop and conduct workshops for interns, liaise between the intern, employer, J-1 visa service provider and college: serve as Designated School Official / Resident Official (DSO/RO). *E*
3. Manage Customized Group Programs for international clients, develop and coordinate programs that address the academic and cultural needs of the international clients, establish program costs and schedules. Serve as primary contact for customized/group programs and lead all related activities for each group, develop and identify educational opportunities, activities and orientation for student groups, assist in securing housing placement. *E*
4. Research and recommend marketing opportunities and materials for internship and customized programs. *E*
5. Prepare comprehensive reports as related to internships and customized programs; collect and analyze data, prepare and maintain a variety of files, records and databases related to the internship and customized programs. *E*
6. Coordinate the marketing of study abroad opportunities to students, parents and faculty on college campus; explain study abroad opportunities, programs, policies and guidelines; assist students in application process, liaise between the District and contracted study abroad organizations. *E*
7. Implement effective social media marketing campaigns for the International Program. Design, research, prepare and maintain social media sites. *E*
8. Develop and maintain effective working relationships with overseas educational representatives, universities and college partners to foster enhancement of the program. Interact with sensitivity and respect with persons of diverse languages, cultures and customs. *E*
9. Operate a computer, software applications and other office equipment. *E*
10. Attend workshops, conferences and meetings related to the program. *E*

11. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Mission, goals and objectives of the college and its programs; multi-cultural issues facing international students; internship/job placement processes for students; demonstrated ability to successfully manage multiple programs and projects in an international education setting; demonstrated ability to develop programs which address the academic, cultural and social needs of the international group; public speaking and presentation techniques; applicable district, state and federal laws and regulations; confidentiality rules and procedures especially with regard to FERPA; modern office practices, procedures and equipment including computers and applicable software applications such as word processing, web design, spreadsheets, e-mail, presentations, and data bases; oral and written communication skills; correct English, grammar, spelling, punctuation and vocabulary; interpersonal skills using tact, patience and courtesy; and an understanding and sensitivity to individuals with diverse backgrounds and cultures.

Ability to: Interact successfully with individuals from diverse cultures and backgrounds; effectively liaise with community members, organizations and businesses to secure internship, educational and social opportunities for students; effectively respond to inquiries from potential international clients; develop and maintain appropriate outreach and marketing materials; maintain current knowledge of related fields; compile and analyze data related to assigned functions and prepare related reports; work with frequent interruptions and a high degree of public contact by phone or in person; work independently and effectively with little or no direct supervision; operate a computer and software including Microsoft Office; communicate effectively both orally and in writing to exchange information; gather and analyze information to make appropriate recommendations for course of action, ; communicate District and program policies and guidelines to students and the public, prioritize and schedule work; meet schedules and time lines; establish and maintain cooperative and effective working relationships with others; maintain confidentiality of student records; lift up to 50 pounds occasionally; lift up to 25 pounds regularly; bend at the waist, kneel or crouch; stand and sit for extended periods of time.

MINIMUM QUALIFICATIONS

A Bachelor's degree in social sciences or related field, two (2) years of increasingly responsible work experience in a college setting and/or student service program and two (2) years of experience working with international student programs in an educational setting. Ability to provide clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

LICENSES AND OTHER REQUIREMENTS

Valid Class C California driver's license. Must have an acceptable driving record and current vehicle insurance meeting State of California requirements. Possess or obtain a Class B license within six (6) months of employment. US citizenship or residency required to serve as a Designated School Official / Resident Official (DSO/RO) for SEVIS related activities.

WORKING CONDITIONS

Environment: Office environment; off-campus activities with groups and interns; constant interruptions. Some weekend, evening and flexible hours required. Local, regional and some international travel required.

EMPLOYMENT STATUS

Classified Administrator

E= Essential Functions

Categorical and Grant Funded Supervisors
Row II

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 1

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| <input type="checkbox"/> CONSENT |
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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 the [COD Website](#).

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 2

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT -
EAST VALLEY CENTER – MECCA/THERMAL
CAMPUS SEPTIC SEWER SYSTEM PROJECT**

BACKGROUND:

This project includes material and labor to install a Leach Field (Septic Sewer) for the East Valley Center – Mecca/Thermal Campus Septic Sewer System Project. A total of two (2) bids were received. The lowest responsive bid was submitted by TriStar Contractor II, Inc. in the amount of \$259,798.00.

*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 a contract to the lowest responsive bidder, TriStar Contractor II, Inc. in the amount of \$259,798.00 for the East Valley Center – Mecca/Thermal Septic Sewer System Project.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 3

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**TITLE: CHANGE ORDER #1 – CLASSROOM BUILDING
PROJECT – SIERRA LATHING COMPANY**

BACKGROUND:

Change Order #1 is in the amount of \$166,543.00 for the cost consequences of the project extended schedule. The project schedule had to be extended as a result of Tidwell Concrete insolvency and Sierra Lathing Company has submitted a claim for a contract increase. The original contract amount with Sierra Lathing Company was \$1,361,000.00. The contract value will be increased by \$166,543.00 for a total contract amount of \$1,527,543.00.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds. This change order can be accommodated within the overall project budget.

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Sierra Lathing Company for the Classroom Building Project in the amount of \$166,543.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 4

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS
FOR CONSTRUCTION OF THE MONTEREY AVENUE
ENTRANCE PROJECT**

BACKGROUND:

Bids for multiple components (Bid Package #41-281-6950-0018/Site Improvements to Monterey Avenue Entrance Project) have been solicited and opened prior to the May 18, 2012 Board of Trustees meeting for the construction of the Monterey Avenue Entrance Project. Bid results and notice of intent to award contracts recommendations will be provided to the Board of Trustees on the meeting date.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contracts for the site improvements of the Monterey Avenue Entrance Project as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Fiscal Services

ITEM #: 5

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**TITLE: SOLAR PROJECT AT PALM DESERT CAMPUS
RESOLUTION #051812-1**

BACKGROUND:

A 2.75 Megawatt solar carport tracking system is proposed for the parking lots parallel to Monterey Avenue and the lot behind the Cravens Student Services Center.

The project will produce sufficient energy to meet at least 2/3 of the campus needs.

The company installing the array will be chosen by selective competitive tender.

Preferred option for funding the project will be a four year commitment of future redevelopment funds. Immediate general fund savings of \$818,000 in the first year will be made and will total \$34,000,000 over its minimum 25 year life of the project.

Alternative options for funding will be (a) through Qualified Energy Conservation Bonds to be paid off by general fund savings leading to a net savings of \$10,000,000 over 25 years or (b) a hybrid of the preferred and alternative options. Application will be made for the Qualified Energy Conservation Bonds ([Resolution #051812-1](#)) with a final decision on funding to be made before September 2012.

FISCAL IMPLICATIONS:

This project will be funded from future redevelopment funds, Qualified Energy Conservation Bonds, or a combination of the two. Net savings to the general fund will range from \$10 million to \$34 million over 25 years depending upon the funding model selected.

RECOMMENDATION:

Board of Trustees approves the Solar Project at Palm Desert Campus in principle, approves application for Qualified Energy Conservation Bonds (Resolution #051812-1) in an amount not to exceed \$20,775,513.00, approves selective tender procurement strategy, and directs that the final funding model be determined and brought back to the Board for approval by September 2012 at the latest.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Academic Affairs

ITEM #: 1

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**TITLE: APPROVAL OF CURRICULUM MODIFICATIONS
FOR FALL 2013**

BACKGROUND:

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2013. Details on the [COD website](#).

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

The Board of Trustees approves the curriculum modifications for Fall 2013.

Administrator Initiating Item: Farley Herzek	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Academic Affairs

ITEM #: 2

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

TITLE: APPROVAL OF THE 2012-2013 COLLEGE OF THE DESERT CATALOG

BACKGROUND:

Board action is required to approve the Catalog.

FISCAL IMPLICATIONS:

The expenditure of approximately \$7,500 for printing costs is from an unrestricted source (general fund).

RECOMMENDATION:

It is recommended that the Board of Trustees approves the 2012-2013 College of the Desert catalog.

Administrator Initiating Item: Farley Herzek	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Student Affairs

ITEM #: 1

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

TITLE: ESTABLISH NEW REFUND PROCESSING FEE

BACKGROUND:

Title 5 § 58508 of the California Code of Regulations permits Districts to refund enrollment fees to students who submit a request for refund. When refunding an enrollment fee, a community college may retain a maximum of \$10 from enrollment fees once each semester as a refund processing fee.

Currently the District does not charge a refund processing fee.

In order to recoup administrative costs and pursuant to Title 5 § 58508, it is recommended that the District implement a new refund processing fee of \$10 per semester, effective Fall 2012. This fee would be applied once per semester to any student who submits an enrollment fee refund request.

FISCAL IMPLICATIONS:

All fees collected shall be deposited in the General Funds of the district.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the implementation of a new Refund Processing Fee of \$10 per semester to all students who submit an enrollment fee refund request, effective Fall 2012.

Administrator Initiating Item: Adrian Gonzales	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Student Affairs

ITEM #: 2

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

TITLE: IMPLEMENT NEW DUPLICATE CERTIFICATE FEE

BACKGROUND:

Education Code section 76223 authorizes community college districts to establish a reasonable charge for furnishing copies of any student record provided that the amount charged does not exceed the actual cost of furnishing copies of any student record. Further, Education Code requires that no charge be required for up to two copies of the student record.

The District currently charges a duplicate diploma fee of \$25 dollars, but does not charge a duplicate certificate fee.

In an effort to recoup administrative costs and pursuant to Education Code section 76223, it is proposed that a new fee of \$25 be established for providing students with a duplicate certificate once a student has already received two free copies of a single certificate.

FISCAL IMPLICATIONS:

All fees collected shall be deposited in the General Funds of the district.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the implementation of a Duplicate Certificate Fee for all students at \$25 per certificate, effective Fall 2012.

Administrator Initiating Item: Adrian Gonzales	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Student Affairs

ITEM #: 3

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

TITLE: INCREASE OF CREDIT BY EXAMINATION FEE

BACKGROUND:

Title 5 § 55050 of the California Code of Regulations enables community colleges to grant credit to any registered student in good standing who satisfactorily passes an examination approved or conducted by proper authorities of the college. The district is authorized to charge a student fee for administering such an examination provided the fee does not exceed the enrollment fee which would be associated with the enrollment in the course for which the student is seeking credit by examination.

As per Education Code Section 76300, effective Summer 2012, the per unit enrollment fee for courses is set at \$46 per unit, which would establish an enrollment fee for a three (3) unit course at \$138. Currently, the District has set the credit by exam fee at \$25 per examination, regardless of the number of units related to the course being requested.

In an effort to recoup administrative costs associated to the administration of credit by examination and pursuant to Title 5 § 55050, it is proposed that the credit by exam fee be increased to the per unit enrollment fee multiplied by the total number of units for the course being requested. In the case of a three (3) unit course, the credit by examination fee would be \$138.

FISCAL IMPLICATIONS:

All fees collected shall be deposited into the General Funds of the district.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the increase of the Credit by Examination Fee for all students from \$25.00 per course to a total amount equal to the per unit enrollment fee as established by Education Code Section 76300 multiplied by the total number of units for the course requested. This change would be effective Fall 2012.

Administrator Initiating Item: Adrian Gonzales	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/18/2012

AREA: Board of Trustees

ITEM #: 1

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

TITLE: NEW AND REVISED ADMINISTRATIVE PROCEDURES

BACKGROUND:

The following Administrative Procedures are new or have been revised as recommended by the Community College League of California. (Details on [COD Website](#))

- AP 3500 Campus Safety (Revised)
- AP 3515 Reporting of Crimes (Revised)
- AP 3560 Alcoholic Beverages (Revised)
- AP 3570 Smoking
- AP 3820 Gifts (NEW)
- AP 6345 Bids and Contracts – UPCCAA (Revised)
- AP 6450 Wireless or Cellular Telephone Use (Revised)
- AP 6550 Disposal of Property (Revised)
- AP 7160 Professional Development (NEW)
- AP 7337 Fingerprinting (NEW)
- AP 7370 Political Activities (NEW)
- AP 7520 Volunteers (NEW)
- AP 7700 Whistleblower Protection (NEW)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

These procedures are for information only.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 5/7/2012 Chair & Vice Chair Review: 5/10/2012
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