



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: THURSDAY, JUNE 16, 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 June 16, 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

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

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

Closed session report (if any)

V. **SWEARING IN OF NEW STUDENT TRUSTEE:** Isiah Estrada

VI. **PUBLIC UPDATES**

VII. **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.**

VIII. **INTRODUCTION OF STAFF**

IX. **APPROVE THE MINUTES OF:**

Regular meeting of May 20, 2016 ([Details on COD Website](#))

X. 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

XI. 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. Approval of MOU: CSEA - New Job Description-Educational Support Specialist
- 3. Initial Proposal CODAA-DCCD, Second Reading
- 4. Approval of MOU: DCCD & CTA – Summer 2016 & Winter 2017 Office Hours Compensation

B. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #11
- 5. Out-of-State Travel
- 6. Budget Transfers

C. STUDENT SUCCESS & STUDENT LEARNING

- 1. Courses and Programs Approved by Curriculum Committee

XII. ACTION AGENDA

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

B. BOARD OF TRUSTEES

- 1. Board Policy Review – 1st Reading

- a. BP 1100 Desert Community College District
- b. BP 2010 Board Membership
- c. BP 3520 Local Law Enforcement
- d. BP 2710 Conflict of Interest

2. Board Meeting Dates

C. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. 2016-17 Tentative Budget
3. Resolution 061616-1 Appropriations Subject to Proposition 4 – GANN Limitations
4. Resolution 061616-2 Temporary Loan
5. Resolution 061616-3 Adoption of Education Protection Account Funding and Expenditures
6. Declare Property as Surplus
7. 2018-2022 Five-Year Construction Plan
8. Designated Off-Site Location Removal

D. INFORMATION ITEMS

1. AP 3518 Child Abuse Reporting
2. AP 5130 Financial Aid
3. AP 3250 Institutional Planning

XIII. STUDY SESSION

1. Central Campus Redevelopment Presentation – LPA Architects
2. Brief Facilities Update – Lisa Howell, Vice President, Administrative Services

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONT'D if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
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			
Renan Avanzini	PT Security Officer	Security	6/20/2016
Appointment: Faculty			
Horace Crogman	Instructor, Physics	Math & Sciences	8/22/2016
Victoria Curry	Counselor	DSPS	7/1/2016
Veronica Daut	Counselor	Counseling	7/1/2016
Laurilie Jackson	Temp Radio/TV	Arts & Social Sciences	8/22/2016-12/16/2016
Monica Lopez	Counselor	Counseling	7/1/2016
Angel Meraz	Counselor	Athletics	7/1/2016
Francisco Ramirez	Counselor	Career Counseling	7/1/2016
Christine Schaefer	Counselor	Counseling	7/1/2016
Michael Silveira	Instructor, Biology	Math & Sciences	8/22/2016
Adam Uhlhorn	Counselor	DSPS	7/1/2016
Appointment: Leadership			
Kristin Milligan	Director, Financial Aid	Financial Aid	6/20/2016
Carol Scobie	Director, Nursing & Allied Health	Nursing	6/16/2016
Continuation/Extension of Assignment: Classified and Leadership			
Christopher Arbuckle	Laboratory Tech	ASBU	6/8/2016-6/30/2016
Ricardo Chavez-Chaidez	Secretary Bilingual ACES	TRiO SSS ACES	6/1/2016-8/31/2016
Sunita Dhaimade	CDC Specialist	CDD	5/30/2016-8/14/2016
Claudia Flores	CDC Specialist	CDD	5/30/2016-8/14/2016
Diane Gagnon	CDC Specialist	CDD	5/30/2016-8/14/2016
Celina Gentry	Instructional Support Specialist	TRiO SSS ACES	6/1/2016-8/31/2016
Celeste Islas	ASC Assistant	TASC	6/7/2016-8/31/2016
Carolyn Johnson	Student Center Assistant	Office - Student Life	5/30/2016-6/30-2016
Mayra Juarez	CDC Specialist	CDC	6/1/2016-6/30/2016
Tony Killian	Interim Dean Arts & Sciences	Arts & Sciences	Extended to 12/31/2016
Sandi Lydeen	Senior Office Assistant	Work Experience	6/1/2016-6/30/2016
Rena Maddox	CDC Specialist	CDC	5/30/2016-8/14/2016
Hilary McKay	MESA Center Asst.	Math & Science	Through 7/28/2016
Osciris Milward	CDC Specialist	CDC	5/30/2016-8/14/2016

Christine Nickoli	Sr. Office Asst.	CDC	5/30/2016-8/14/2016
Hector Olmeda	Instructional Lab Tech	Communications	6/6/2016-7/28/2016
Rosemary Perez	CDC Specialist	CDC	5/30/2016-8/14/2016
Keith Prouty	Laboratory Tech	ASBU	6/6/2016-6/30/2016
Jonathan Roy	Instructional Lab Tech	Communications	6/6/2016-7/28/2016
Bonnie Russell	ISA	DSPS	6/8/2016-7/28/2016
Sandra Shaw	CDC Specialist	CDC	5/30/2016-8/14/2016
Carol Scobie	Interim Director, Nursing & Allied Health	Nursing	6/1/2016 until filled
Karen Tabor	Interim Dean Math & Science	Math & Science	Extended to 12/31/2016
Guadalupe Vargas	CDC Specialist	CDC	5/30/2016-8/14/2016
Faculty: Change in Assignment			
Felix Marhuenda-Donate	FT Faculty - CIS	ASBU	8/22/2016
Increased Hours: Classified			
Alejandra Aguilar	Secretary	TRiO Veterans Serv.	6/6/2016-8/25/2016
Separation from the District			
Genesis Barabino	Call in Security	Security	5/31/2016
Brian Childress	Instructional Support Specialist	TRiO	5/26/2016
Jacob Kevari	Instructor, Economics/Finance	ASBU	5/31/2016
Tyler Kruse	Call in Security	Security	6/1/2016
Cynthia Reber	RN Remediation Specialist	Nursing	6/1/2016
Olivia Reynolds	A&R Technician	A&R	6/26/2016
Temporary/Substitute: Classified			
Fernando Gloria	Call-in Security	Security	5/16/2016
John Hitchcock	Lab Specialist – Science	Math & Science	6/6/2016
Celeste Islas	ASC Assistant	TASC	5/4/2016-6/6/2016
Sheleilee Sullivan	Food Services Tech	CDC	6/6/2016-6/18-2016
Cecilia Woodward	Payroll Specialist	Fiscal Services	5/26/2016
Temporary Employment Agreements			
Mari Abril	Academic Advising	ASBU	New end date: 6/17/2016
Dorothy Anderson	Work Experience	ASBU	8/26/2016-12/16/2016
Wendy Ansley	Work Experience	ASBU	8/26/2016-12/16/2016
Jill Arnold	Interim Program Manager	PaCE	7/1/2016-12/31/2016
Tyler Bacon	Supplemental Instruction Leader for EDGE	EDGE	5/31/2016-8/10/2016
Gary Bergstrom	Department Chair-Comm	Communications	8/22/2016-12/16/2016
Gary Bergstrom	Coordination Student Equity	Student Services	5/1/2016-6/30/2016
Gary Bergstrom	English Instr. EDGE	EDGE	5/31/2016-8/26/2016
Gary Bergstrom	Distance Ed Support	IT	8/26/2016-12/16/2016
Bert Bitanga	ZNE-Round 2	ASBU	6/6/2016-7/28/2016
George Brown	ZNE-Round 2	ASBU	6/6/2016-7/28/2016
George Brown	Work Experience	ASBU	8/26/2016-12/16/2016

Sara Butler	Distance Ed Support	IT	8/26/2016-12/16/2016
Sara Butler	Increased Community Devel.	IT	6/1/2016-12/31/2016
Guadalupe Castaneda	Supplemental Instruction Leader for EDGE	EDGE	5/31/2016-10/10/2016
Courtney Doussett	Work Experience	ASBU	8/26/2016-12/16/2016
Courtney Doussett	Increased Community Devel.	IT	6/1/2016-12/31/2016
Courtney Doussett	Distance Ed Canvas Support	IT	8/26/2016-12/16/2016
Kim Dozier	Distance Ed Coordinator	IT	6/1/2016-5/31/2018
Roy Eads	ZNE-Round 2	ASBU	6/6/2016-7/28/2016
Rachael Eldridge	English Instruction-EDGE	EDGE	5/30/2016-8/6/2016
Megan Ericks	ASL Interpreter for ASL Interviews	Human Resources	5/23/2016
Brian Fotinakes	First Year Experience	Student Services	5/2/ to 8/19/2016
Ramiro Galicia	ZNE-Round 2	ASBU	6/6/2016-7/28/2016
Fernando Gloria	Call-in Security	Security	5/16/2016
David Goetz	Increased Community Devel.	IT	6/1/2016-12/31/2016
Kelly Hall	Develop Materials on Transfer Pathways	Student Services - Student Equity	6/1/2016-8/15/2016
Asil Hitaj	Instruction Leader-EDGE	EDGE	5/31/2016-8/10/2016
Robert Holmes	Work Experience	ASBU	8/26/2016-12/16/2016
Maria Jasso	Faculty Support-Canvas	IT	8/26/2016-12/16-2016
Bennett Kingston	Supplemental Instr Leader	EDGE	5/31/2016-8/10/2016
Scott Klinger	Distance Ed Support	IT	8/26/2016-12/16/2016
Elizabeth McKinley	Committee Member for ASL Interviews	Human Resources	4/22/2016-5/17-2016
Matthew Miller	Instruction Leader-EDGE	EDGE	5/31/2016-8/10/2016
Maria Murguia Montenegro	Supplemental Instruction Leader	EDGE	5/31/2016-8/10/2016
Joel Murphy	English Instruction-EDGE	EDGE	5/13/2016-8/26/2016
Veronica Padgett-Izurieta	Interim Program Manager	PaCE	7/1/2016-12/31/2016
Carlos Perez	Work Experience	ASBU	8/26/2016-12/16/2016
Jeff Place	Work Experience	ASBU	8/26/2016-12/16/2016
Keith Prouty	Work Experience	ASBU	8/26/2016-12/16/2016
Rick Rawnsley	Department Chair-English	Communications	8/22/2016-12/16/2016
Anna Reber-Frantz	Supplemental Coursework	Nursing	4/26/2016-5/21/2016
Douglas Redman	Work Experience	ASBU	8/26/2016-12/16/2016
Denise Reilley	Distance Ed Support	IT	8/26/2016-12/16/2016
Denise Reilley	Training/Resource-Online Teaching	IT	8/26/2016-12/31/2016
Denise Reilley	Increased Community Devel.	IT	6/1/2016-12/31/2016
Reid Sagara	First Year Experience	Student Services	5/2/ to 8/19/2016
Vincent Sassone	Work Experience	ASBU	8/26/2016-12/16/2016
Christine Schaefer	Distance Ed Support	IT	8/26/2016-12/16/2016
Kerri Seichter	H.S. Articulations/Career Fairs	ASBU	5/18/2016-6/17/2016

James Christopher Slaton	Instruction Leader-EDGE	EDGE	5/20/2016-8/10/2016
Daria Smith	ASL Interpreter (corrected)	DSPS	8/26/2016-12/16/2016
Scott Smith	MUS 99	Arts & Sciences	2/8/2016-5/20/2016
Stanley Keith Sparkman	Training for City of Indian Wells	PaCE	6/17/2016
Jack Tapleshay	English Instr. EDGE	EDGE	5/30/2016-8/6/2016
Ty Thomas	Department Chair-NonCredit	Communications	8/22/2016-12/16/2016
Allen Scott Ventura	Distance Ed Support	IT	8/26/2016-12/16/2016
Corbyn Voyu	First Year Experience	Student Services	5/2/ to 8/19/2016
Candice Weber	Work Experience	ASBU	8/26/2016-12/16/2016
Cassandra White-Elliott	English Instr. EDGE	EDGE	5/30/2016-8/12/2016
Gary Williams	Distance Ed Support	IT	8/26/2016-12/16/2016
Cecilia Woodward	Payroll Specialist	Fiscal Services	5/26/2016
Lynn York	Increased Community Devel.	IT	6/1/2016-12/31/2016
Lynn York	Distance Ed Support	IT	8/26/2016-12/16/2016
Working out of Class: Classified			
Michael Gayle	Work w/ Systems Proposals	IT	4/1/2016
Paloma Gomez	HR Technology Specialist	Human Resources	5/23/2016
Michael Harlow	Systems Specialist	IT	6/1/2016-6/30/2016
Michael Harlow	Systems Specialist	IT	7/1/2016
Stephany Tellez	Information Services Specialist	IEESP	6/1/2016

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 2**

AREA: Human Resources

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**TITLE: APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 407
(CSEA)**

On May 17, 2016 a Memorandum of Understanding was reached between Desert Community College District and California School Employees Association per the attached new job description:

- New job description for Educational Support Specialist

[*Details on COD Website](#)

FISCAL IMPLICATION:

Associated costs will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the MOU as presented, pending ratification by CSEA.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 3**

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) – SECOND 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 second reading as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 4**

AREA: Human Resources

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

On June 6, 2016 a Memorandum of Understanding was reached between Desert Community College District and College of the Desert Faculty Association regarding compensation during Summer Session 2016 and Winter Session 2017

[*Details on COD Website](#)

FISCAL IMPLICATION:

Associated costs will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the MOU as presented, pending ratification by CTA.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
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 **May 31, 2016** as follows:

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

In the aggregated amount of \$267,808.37, 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 \$1,065,000.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$2,045,798.15, 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: 6/6/2016 Chair and Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
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 \$2,228,567.84, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/6/2016 Chair and Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
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: 6/6/2016 Chair and Vice Chair Review: 6/7/2016
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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 #11

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 #11 in the amount of \$4,509,722.51, as follows:

Certificated:	\$2,739,016.89
Classified:	<u>\$1,770,705.62</u>
	\$4,509,722.51

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/6/2016 Chair and Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
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: 6/6/2016 Chair and Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 6**

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: 6/6/2016 Chair and Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 1**

AREA: Student Success & Student Learning

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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: Pamela Ralston	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 1**

AREA: Board of Trustees

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**TITLE: APPROVAL OF VARIOUS BOARD POLICIES
1st Reading**

BACKGROUND:

The following policies have been reviewed and approved by the President's Executive Cabinet, as well as College Planning Council.

Board Policies:

- [BP 1100 Desert Community College District](#)
- [BP 2010 Board Membership](#)
- [BP 3520 Local Law Enforcement](#)
- [BP 2710 Conflict of Interest](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the policies for a first reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 2**

AREA: Board of Trustees

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**TITLE: BOARD OF TRUSTEES MEETING DATES
FIRST READING**

BACKGROUND:

The Board of Trustee had previously agreed not to change meeting dates once they are posted unless an emergency arises. All members have had time to review these dates for potential conflicts.

Setting these dates early also ensures consistent meeting locations.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the 2017 meeting dates for a first reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

AREA: Administrative Services

**Meeting Date: 6/16/2016
ITEM #: 1**

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TITLE: BUDGET REVISIONS

BACKGROUND:

All Budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, 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: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 2**

AREA: Administrative Services

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TITLE: 2016-2017 TENTATIVE BUDGET

BACKGROUND:

Regulations require the Board of Trustees adopt a Tentative Budget not later than July 1st of each year. The Tentative Budget was developed through a collaborative process and has been reviewed by the Budget Sub-Committee. The assumptions used for the Tentative Budget are based on the Governor’s May Revise Budget and may change with the State Budget Adoption.

The Tentative Budget includes projections based upon the following assumptions:

- Revenues
 - 1) State COLA of 0.0%
 - 2) Growth projected of 3%
- Expenditures
 - 1) Step/Column and COLA increases where applicable
 - 2) Adjunct faculty salary increase of 3.93%
 - 3) Permanent faculty and staff salary increases of 3%
 - 4) Approved staff positions including 17 full-time faculty positions
 - 5) STRS and PERS rate increases

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Budget represents the District’s best estimate of revenues and expenditures for the upcoming fiscal year. The Final Budget will be presented to the Board of Trustees for consideration and approval on September 16, 2016. The Tentative Budget will provide the necessary revenue and expenditure allocations to continue normal operations until the Final Budget is adopted in September.

RECOMMENDATION:

Board of Trustees adopts the 2016-2017 Tentative Budget as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 3**

AREA: Administrative Services

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**TITLE: RESOLUTION #061616-1 APPROPRIATIONS
SUBJECT TO PROPOSITION 4 - GANN LIMITATIONS**

BACKGROUND:

In November 1979, the voters passed Proposition 4 which imposes an annual appropriations limit on the District. This is known as the Gann Limit. Pursuant to Government Code Section 7910, the Board must approve the District's Gann Limit and make other necessary determinations for the succeeding fiscal year pursuant to Article XIII B of the California Constitution.

The District has developed the documentation used to determine the 2016-2017 Gann Limit and it is available for public inspection at the office of the Director of Fiscal Services, 43-500 Monterey Avenue, Palm Desert, CA 92260, between 8:00 a.m. and 5:00 p.m. A copy of the worksheet used to compute the Gann Limit is attached for the Board's review and information. A resolution required to establish the District's 2016-2017 Gann Limit is also attached.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees adopts Resolution #061616-1 which establishes the 2016-2017 Gann Limit for the Desert Community College District at \$71,606,439.00

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 4**

AREA: Administrative Services

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TITLE: RESOLUTION #061616-2 TEMPORARY LOAN

BACKGROUND:

The District's finances are separated into various "funds" for proper accounting and reporting purposes. There are occasions when a fund may not have sufficient cash on hand to meet its particular obligations. The resolution for a temporary loan provides the District with the authorization to temporarily shift cash into the deficient fund. Previously the Board has approved resolutions that provided for a transfer between specific funds; this resolution excludes the need to anticipate in advance which fund may experience a negative cash flow.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs associated with the resolution and subsequent action.

RECOMMENDATION:

Board of Trustee adopts attached Resolution #061616-2 authorizing a transfer up to \$5,000,000 from other existing funds available for cash flow purposes.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 5**

AREA: Administrative Services

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**TITLE: RESOLUTION #061616-3 ADOPTION OF
EDUCATION PROTECTION ACCOUNT FUNDING AND EXPENDITURES**

On November 6, 2012, voters passed Proposition 30, the Schools and Local Public Safety Protection Act of 2012. This Act authorized the State of California to temporarily increase sales and income taxes for four and seven years, respectively, to generate funds for critical state and local services, including education, police and fire protection, and healthcare. Proposition 30 temporarily raised the sales and use tax by .25 cents and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) to provide continuing funding for local school districts and community colleges.

The Education Protection Account (EPA) was created to receive and disburse the revenues derived from the sales and income tax increases. The Director of Finance estimates the total amount of additional revenues derived from the incremental increases in tax rates available for transfer into the EPA.

Per Proposition 30, a community college district has the sole authority to determine how the moneys received from EPA are spent, provided that the governing board shall make these spending determinations in open session of a public meeting of the governing board and shall not use any of the funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its Internet website an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

The 2015-16 P1 State Apportionment Report estimates that the District may receive EPA funds of \$6,669,508. A copy of a new report will be added to the CCSF-311, Annual Financial & Budget Report regarding receipt and expenditure of EPA funds.

The estimate of EPA funds has provided information to make a spending determination. This agenda item provides compliance with the Proposition 30 provision requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA funds that our District will receive are \$6,669,508 and the entire amount will be spent on instructional salaries and benefits. The EPA funds are

components of the ‘computational revenue’ calculation which supplants the State’s General Fund.

It is the intent of the District to use the \$6,669,508 proceeds to partially fund instructional salaries and benefits, which will be posted to the District’s internet website to meet the website posting requirements. This same form will be updated at year-end with actual figures and will be audited as part of the District’s annual financial and compliance audit.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The EPA funds are components of the “Computational revenue” calculation which supplants the State’s General Fund. The additional revenue and corresponding expenditures from the EPA is brought into the revised budget.

Total EPA:	<u>\$6,669,508</u>
Already in adopted budget	-0-
Additional Revenue in Budget	\$6,669,508

RECOMMENDATION:

Board of Trustees approves the use of the estimated \$6,669,508 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits and adopts Resolution #061616-3.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 6**

AREA: Administrative Services

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TITLE: DECLARE PROPERTY AS SURPLUS

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 7**

AREA: Administrative Services

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TITLE: 2018-2022 FIVE-YEAR CONSTRUCTION PLAN

BACKGROUND:

Any major construction project submitted by the District to the California Community Colleges Chancellor's Office must appear on this Five-Year Construction Plan. The Five-Year Construction Plan includes all of the District's prioritized projects from the Facilities Master Plan.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the revised 2018-2022 Five-Year Construction Plan.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 8**

AREA: Administrative Services

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TITLE: DESIGNATED OFF-SITE LOCATION REMOVAL

BACKGROUND:

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations. At September 18, 2009 Board Meeting, the Board of Trustees approved 3301 Micro Place, Palm Springs, CA, as a designated off-site location for the wind turbine technician training program for College of the Desert's Desert Energy Enterprise Center. As of July 1, 2016, College of the Desert will no longer offer classes at 3301 Micro Place, Palm Springs, CA. This program will move to the Palm Desert Campus.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the removal of designated off-site location, 3301 Micro Place, Palm Springs, CA.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/16/2016
ITEM #: 1**

AREA: Board of Trustees

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**TITLE: REVIEW OF ADMINISTRATIVE PROCEDURES
3518 CHILD ABUSE REPORTING
5130 FINANCIAL AID
3250 INSTITUTIONAL PLANNING**

BACKGROUND:

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

- [AP 3518 Child Abuse Reporting](#)
- [AP 5130 Financial Aid](#)
- [AP 3250 Institutional Planning](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the procedures for review and information as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/6/2016 Chair & Vice Chair Review: 6/7/2016
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