

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 21, 2012
TIME: 9:00 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 June 21, 2012, with any additions, corrections, or deletions.

III. CLOSED SESSION 9:00 – 10:00 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: 3

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: President

IV. OPEN SESSION 10:15 a.m.

Closed session report (if any)

V. SWEARING IN OF NEW STUDENT TRUSTEE: Andrew Campbell

VI. 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 ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD.

VII. APPROVE THE MINUTES OF: (Details on [COD Website](#))

Regular meeting of May 18, 2012

VIII. 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

IX. ADMINISTRATIVE REPORTS

- 1. President
- 2. Vice President Business Affairs: Dr. Edwin Deas

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

A. HUMAN RESOURCES

- 1. Extensions of Assignment – Classified
- 2. Extensions of Assignment – Faculty
- 3. Volunteers
- 4. Faculty Salary Listing, 2012-2013
- 5. Terminations – Classified
- 6. Approval of Tentative Agreements – DCCD/CTA

7. Employment Group C Appointments
8. Retirement – Faculty
9. Initial Proposal from DCCD to CTA

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Memorandums of Understanding
3. Warrants
4. Payroll #11
5. Out-of-State Travel

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. New Board Policy 7160 Professional Development – Second Reading
2. New Board Policy 7345 Catastrophic Leave Program – Second Reading
3. 2013 Board of Trustees Meeting Dates

C. PRESIDENT

1. Approval of Accreditation Follow-Up Report

D. HUMAN RESOURCES

1. Employment Group A Appointment – Faculty
2. Unpaid Leave of Absence – Classified
3. Employment Group A – Over 60 Days
4. New Job Description – Leadership
5. Resignations - Leadership

E. FISCAL SERVICES

1. Budget Transfers
2. 2012-2013 Tentative Budget
3. Implement Parking Fees
4. Notice of Intent to Award Contracts for AV/IT Structured Systems for the Communication Building Project
5. Notice of Intent to Award Contracts for Design Services for the Central Campus Redevelopment Project
6. Resolution #062112-2 Authorized Signatures **
7. Certification of Signatures **
8. Appoint an Acting/Interim Superintendent/President **

****** These items came to the attention of the Board of Trustees after the agenda was posted. The members added them to the agenda at the meeting during confirmation of the agenda. The agenda was re-posted on June 26, 2012 in order to reflect these changes.

F. ACADEMIC AFFAIRS

1. Curriculum Modifications
2. Approval of Articulation Agreements

XII. ITEMS OF INFORMATION

1. Letter from Auditors

XIII. SUGGESTIONS FOR FUTURE AGENDAS

XIV. BOARD COMMENTS

XV. CLOSED SESSION (Continuation if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

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 Tanya Bogarin, Instructional Support Assistant/Academic Skills Center, from 6/14/12 – 8/2/12.
2. To provide an extension of assignment for Guadalupe Cabrera, Outreach Specialist, Title V, HSI, from 6/4/12 – 8/10/12.
3. To provide an extension of assignment for Sunita Dhaimade, CDC Specialist, Child Development Center, from 6/11/12 – 6/30/12.
4. To provide an extension of assignment for Margaret Foat-Koenig, Nursing Admissions Specialist, Health Sciences & Education, from 6/13/12 – 6/28/12.
5. To provide an extension of assignment for Diane Gagnon, CDC Specialist, Child Development Center, from 6/11/12 – 6/30/12.
6. To provide an extension of assignment for Rosemary Garcia, CDC Specialist, Child Development Center, from 6/11/12 – 6/30/12.
7. To provide an extension of assignment for Mayra Juarez, CDC Assistant, Child Development Center, from 6/1/12 – 6/22/12.
8. To provide an extension of assignment for Sandi Lydeen, Senior Office Assistant, Applied Science & Business, from 6/18/12 – 6/21/12.
9. To provide an extension of assignment for Rena Maddox, CDC Specialist, Child Development Center, from 6/11/12 – 6/30/12.
10. To provide an extension of assignment for Hilary McKay, Student Center Assistant, MESA, from 6/11/12 – 8/3/12, increasing her hours from 19.5 to 28.
11. To provide an extension of assignment for Tiffany Mukes, CDC Food Technician, Child Development Center, from 6/11/12 - 6/30/12.

FISCAL IMPLICATIONS:

Positions 1 and 4 are fully funded by unrestricted funds.
Positions 2-3, 5-11 are fully funded by restricted funds.

RECOMMENDATION:

Board of Trustees ratifies the extensions of assignment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 2

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

TITLE: EXTENSIONS OF ASSIGNMENT - FACULTY

BACKGROUND:

1. To provide an extension of assignment for Adell Bynum, Coordinator/Counselor, TRIO-ACES, from 192 days to 200 days for the 2012-2013 academic year.
2. To provide an extension of assignment for Tara McCarthy, Tutorial & SI Coordinator, Title V HSI, Student Affairs, from 175 days to 192 days for the 2012-2013 academic year.
3. To provide an extension of assignment for Stephanie Paramore, Coordinator/Counselor, Upward Bound, Student Affairs, from 192 days to 200 days for the 2012-2013 academic year.

FISCAL IMPLICATIONS:

All positions are fully funded by restricted funds.

RECOMMENDATION:

Board of Trustees approves the extensions of assignment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 3

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TITLE: VOLUNTEERS

BACKGROUND:

Listing of approved volunteers as follows:

Wayne Farnsworth – Applied Science & Business
Craig Robinson – Athletics
Vanessa Chavez – Child Development Center

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteers as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 4

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TITLE: FACULTY SALARY LISTING, 2012-2013

BACKGROUND:

To approve the attached listing of salary placement and employment status for all full-time faculty employees, effective July 1, 2012.

FISCAL IMPLICATIONS:

The salary placement listing includes step and/or range advancement where appropriate. Funding of the step placement as indicated will be part of the budget process.

RECOMMENDATION:

Board of Trustees approves the salary placement and employment status listing as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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Last Name	First Name	Grade Eff. 07-	Step 01-12	Position Title	Tenure Status
Acquistapace	David	VI	12	Assoc Prof, Digital Design	T
Acree	Steve	III	12	Assoc Prof, English	T
Agudelo	Pilar	VII	9	Assoc Prof, Spanish	T
Andrews	Eve-Marie	III	12	Counselor	T
Ansley	Wendy	VI	12	Assoc Prof, HPER	T
Attoun	Franklin	VI	12	Prof, French And Spanish	T
Augustine	Basil	VII	10	Counselor, (Non-Teaching)	T
Baluski	Betty	VI	8	Asst Prof, Nursing	T
Becker	Zerryl	VI	12	Assoc Prof, Computer Info Sci	T
Benes	Heather	III	5	Asst Prof, English	T
Beno	Stephen	II	12	Prof, Culinary Arts	T
Bergstrom	Gary	VI	12	Prof, Reading	T
Bitanga	Donbert	V	11	Assoc Prof, Architecture	T
Boyd	Mary	V	12	Prof., Reading	T
Bynum	Adell	III	12	Counselor, ACES	P
Ciurash	Joana	III	9	Assoc Prof, Chemistry	T
Cook	Judith	III	12	Prof, Art	T
Cooper	Scott	VI	5	Coor/Coun (sss/Evc)	P
Culhan	Dustin	VII	8	Assoc Prof, Math	T
Dean	Russell	V	4	Inst, Theatre Arts	3
Derum	Claudia	III	12	Reference Librarian	T
DeSantiago	Maria	III	8	Counselor, EOPS	T
Diamond	Denise	VI	12	Assoc Prof, English	T
Dibello	Amy	III	12	Assoc Prof, English	T
Dostal	Steve	III	12	Prof, Math	T
Dozier	Kimberly	VII	11	Assoc Prof, English	T
Emerson	Linda	III	11	Assoc Prof, Psychology	T
Enciso	Kathlyn	VI	9	Assoc Prof, English	T
Evans	Lauren	III	4	Instructor, Art Temporary	T
Farmer	Joseph	VII	12	MESA Program Director	T
Fernald	Jonathan	VII	12	Electronic Resources Cataloger	T
Fesmire	Anthony	VII	7	Assoc Prof, Music	T
Flora	Melissa	VI	6	Asst Prof, Math	T
George	David	VII	12	Prof, Sociology	T
Gerardi	John	V	4	Asst Prof, Accounting	2
Gillman	Lynn	VI	12	Prof, Computer Science	T
Graff	Laura	III	12	Prof, Math	T
Greene	Donna	VI	7	Asst Prof, Early Childhood Ed	T
Hagopian	Geoffrey	IV	12	Prof, Math	T
Hall	Kelly	VII	7	Assoc Prof, Business	T

Hardy	Ellen	VII	12	Assoc Prof, Anthropology	T
Hauf	Sandra	VI	10	Counselor/Specialist Dsps	T
Hay	Cynthia	V	12	Assoc Prof, Nursing	T
Hays	Craig	IV	12	Prof, HPER	T
Hoang	Khanh	III	12	Counselor	T
Hudgins	Kathleen	VI	9	Assoc Prof, Nursing	T
Imes	Cheryl	VII	8	Clinical Psychologist Nt	T
Jasso	Maria	IV	12	Counselor, (Non-Teaching)	T
Jazan	Alejandro	III	5	Asst Prof, Speech	T
Jones	Chris	VI	7	Assoc Prof, Psychology	T
Jordan	Leif	VII	8	Assoc Prof, Math	T
King	Elise	IV	12	Counselor	T
Kleinfelter	Daniel	III	10	Assoc Prof, Math	T
Kroll	Charles	VII	12	Assoc Prof, History	T
Larsen	Irene	VI	12	Prof, Nursing	T
Lasquade	Carol	III	10	Coordinator, EOPS	T
Le	Thang	VII	11	Assoc Prof, Math	T
Learned	John	VII	7	Asst Prof, Math	T
Leuschner	Kurt	VI	12	Prof, Natural Res.	T
Maag	Paul	III	10	Counselor, Alternative Media	T
MacIntire	Douglas	VII	12	Prof, Physics	T
Manzoni	Anthony	I	12	Prof, Golf Management	T
Marhuenda- Donate	Felix	VI	9	Asst Prof, Math	T
Matthews	Jackie	V	7	Adaptive Computer Specialist	T
Matthews	James	IV	12	Assoc Prof, Math	T
Mayes	D	VI	12	Prof, Admin Of Justice	T
McCarthy	Tara	III	1	Tutorial Coordinator (H.S.I.)	P
McFadden	Lisa	IV	11	Counselor, Int'l Ed Prgms	P
McJilton	Michael	VI	10	Assoc Prof, Math	T
Moll	Nancy	VII	12	Assoc Prof, Geology	T
Nelson	Christopher	VI	12	Coord, Academic Skills Ctr.	T
Nolan	Ruth	III	12	Assoc Prof, English	T
Ologhlin	Donald	IV	5	Employment Specialist	Non- Ten.
Paramore	Stephanie	III	7	Counselor, Upward Bound	P
Parvizi	Jamshid	VII	12	Prof, Math	T
Place	Jeffrey	III	12	Prof, Turfgrass Mgmt.	T
Podlesny	Bartlomiej	V	7	Asst Prof, Math	T
Przygocki	Monica	III	12	Assoc Prof, Voc Nursing	T
Rawnsley	Richard	III	12	Assoc Prof, English	T
Reber-Frantz	Anna	VI	9	Assoc Prof, Nursing	T
Redman	Douglas	VI	7	Asst Prof, Auto Mechanics	T

Reed	Edwin	IV	8	Assoc Prof, Speech	T
Richards	Michelle	VI	12	Coord.Tchg. CPWE	T
Rios	Victor Jr	VII	12	Prof, Sociology	T
Romano-Sparks	Darlene	VII	12	Prof, Music	T
Rose	James	III	5	Athletic Counselor	3
Rose	Margaret	V	12	Assoc Prof, Nursing	T
Rossi Dean	Vida	III	7	Asst. Prof., Reading	T
Rosteck	Robert	III	8	Assoc Prof, Biology	T
Sanders	Wendy	VII	11	Prof, Early Childhood Ed	T
Sangiorgio	Frederick	III	8	Counselor, (Non-Teaching)	T
Sawa	Alexa	VII	3	Asst Prof, Biology	1
Senters	Renate	III	7	Prof, ESL (Non-Credit)	T
Shahidi	Hushang	VII	12	Prof, Econ & Finance	T
Simo	Jose	V	12	Counselor	T
Smith	Christen	III	11	Assoc Prof, ESL (Credit)	T
Smith	Michael	VI	11	Assoc Prof, Philosophy	T
Soccio	Lisa	VII	7	Asst Prof, Art	T
Stockwell	Ana	III	6	Counselor, Health Sciences	P
Tabor-Regis	Karen	V	12	Prof, Math	T
Tapleshay	Jack R	III	12	Prof, English	T
Taras	Diane	III	9	Asst Prof, ESL (Credit)	T
Tesch	Anthony	VII	11	Assoc Prof, Biology	T
Thomas	Tyrone	II	12	Prof., ABE, Dev Ed	T
Tortoris	Nicole	VII	7	Assoc Prof, Sociology	T
Tracey	Roderick S	VII	12	Prof, Chemistry	T
Vasquez	Cynthia	III	4	Counselor, HSI	P
Vescial	Frederick	III	12	Prof, ESL (Non-Credit)	T
Walker	Joan	VI	8	Asst Prof, Nursing	T
Weaver	Diana	VI	2	Temp FT Nursing Inst.	T
Wilander	Lisa	VI	12	Assoc Prof Learn Disab Spec	T

1 = first year of employment
2 = second year of employment
3 = third year of employment
4 = fourth year of employment
T = tenured employee
P = project

Change in tenure status 2/12

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 5

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TITLE: TERMINATIONS - CLASSIFIED

BACKGROUND:

Employee #0331501 did not meet probationary period in new position. This was effective 5/14/12. Employee will be placed on the 39-month rehire list.

Employee #0447587 did not meet her probationary period in new hire position. This was effective 5/25/12.

FISCAL IMPLICATIONS:

Positions are fully funded by restricted funds.

RECOMMENDATION:

Board of Trustees ratifies the terminations as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 6

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**TITLE: APPROVAL OF TENTATIVE AGREEMENTS
BETWEEN THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD) & THE DESERT COMMUNITY COLLEGE FACULTY
ASSOCIATION (CCA/CTA/NEA)**

BACKGROUND:

To approve the Tentative Agreements listed below between the Desert Community College District and the Desert Community College Faculty Association: ([Details on COD website](#))

Global Proposal – Renumbering
Global Proposal – Changes to Administrator Titles
Article 3 – Definitions
Article 6 – Association Rights
Article 7 – Employee Rights
Article 8 - Compensation
Article 19 – Evaluation of Tenured Faculty Members
Article 20 – Tenure Process
Article 21 – Rights of Faculty Against Complaints
Article 29 – Agreement Conditions & Duration
Appendix C – Tenure Review & Evaluation Forms
Appendix E – Sabbatical Leave
Appendix J – Released/Reassigned Time

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the Tentative Agreements as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 7

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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 employees in an aggregate amount of \$28,887.00 (details on [COD website](#)).

Faculty stipend in aggregate amount of \$6,480.00 (details on [COD website](#)).

Adjunct salary/stipend in aggregate amount of \$14,096.00 (details on [COD website](#)).

Contract/Non-affiliated in the aggregated amount of \$156,467.00 (details on [COD website](#)).

Student Workers/Tutors in the aggregate amount of \$34,720.00 (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: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 8

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TITLE: RETIREMENT - FACULTY

BACKGROUND:

Ms. Mary Boyd will retire from her position of Professor/Reading, School of Communication & Humanities, effective 5/25/12.

Mr. C.D. Jackson will retire from his position of Professor/ABE, School of Communication & Humanities, effective 5/25/12.

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds. (General Fund)

RECOMMENDATION:

Board of Trustees ratifies the retirement as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 9

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TITLE: INITIAL PROPOSAL FROM DCCD TO CTA

BACKGROUND:

The initial proposal submitted herein by the DESERT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES is expressly made pursuant to the Educational Employment Relations Act. It is the intention of the DESERT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES to bargain in good faith over the proposal submitted by the respective parties to the Collective Bargaining Agreement in light of anticipated changes in the current health care providers and/or plans currently being offered. The District desires a settlement in these negotiations as soon as possible.

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

**ARTICLE X
HEALTH AND WELFARE BENEFITS**

Based upon information it has received, the District anticipates that certain existing health and welfare plans currently being provided to faculty will no longer be offered as of September 30, 2012. As a result, the District will submit proposals to modify the current health and welfare benefit plans and/or providers, including aspects relating to provided benefits and coverage, as well as cost containment, efficiency, co-payments, cost sharing strategies, retiree benefits, and other issues.

APPENDICES

The District will propose modifications to the appendices which are consistent with any related agreements that are reached regarding the foregoing article.

RECOMMENDATION:

Board of Trustees conducts an initial reading regarding these proposals.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

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 May 1-31, 2012 as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$282,037.66 as presented. (Details on [COD Website](#))

Contracts in excess of \$25,000

In the aggregated amount of \$804,258.00 as presented. (Details on [COD Website](#))

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

In the aggregated amount of \$1,780,631.80 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: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 2

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TITLE: MEMORANDUMS OF UNDERSTANDING

BACKGROUND:

Two memorandums of understanding (MOUs)* between College of the Desert and: 1) Riverside County Transportation Commission; 2) SunPower Corporation, Systems and Munibond Solar 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: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 3

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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 \$4,866,794.28 as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 4

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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 \$2,946,458.08 as follows:

Certificated:	\$1,909,113.29
Classified:	<u>\$ 988,917.58</u>
	\$2,898,030.87

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 5

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

TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Academic Affairs – Mr. Dean Dowty, Interim Athletic Coordinator and Head Football Coach, to attend the 37th Annual California Community College Athletic Directors Association Spring Meeting in Lake Tahoe, NV, June 5-7, 2012.

This annual meeting provides pertinent information on athletics in California Community Colleges. It is also an opportunity for Mr. Dowty to network with other Athletic Directors.

Fiscal Implications: Costs estimated at \$805.00 and will be funded by an unrestricted source (PE and Athletics travel).

2. Academic Affairs – Mr. Julius Varga, Adjunct Faculty, School of Applied Sciences and Business, to attend the Automotive Youth Educational Services (AYES) National Conference in Tyler, TX, July 15-20, 2012.

Attendance at this conference and technical training session is required for program participation. This program attracts persons into the Automotive Technology program and career field.

Fiscal Implications: Costs estimated at \$2,500.00 and will be paid by a restricted source (Perkins Funds).

3. President – Ms. Cynthia Vasquez, Counselor for Title V HSI Grant, and Ms. Tara McCarthy, Tutorial Coordinator for Title V HSI 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 each and will be paid by a restricted source (Title V HSI Grant).

4. President – Ms. Tara McCarthy, Tutorial Coordinator for Title V HSI Grant, to attend the On Course I Workshop, Baltimore, MD, July 11-15, 2012.

Ms. McCarthy is interested in attending this training to have a better understanding of On Course principles and gain resources which may be used in her Supplemental Instruction Program at College of the Desert.

Fiscal Implications: Costs estimated at \$2,000.00 and will be paid by a restricted source (Basic Skills Initiative Funds).

5. President – Ms. Bina Isaac, Dean of Information Technology and Institutional Research, and Mr. Marc Drescher, Director of Educational Technology & Web Services, to attend CAMPUS EAI Training, Cleveland, OH, July 30-31, 2012.

The CAMPUS EAI training is a mandatory training included in the implementation costs of the student portal system. Upon signing the contract, the College agreed to pay for two participants to attend hands on training of the Portal Administration System as well as finalize implementation details.

Fiscal Implications: Costs estimated at \$1,500.00 each and will be paid by a restricted source (Title V HSI Grant).

6. Student Affairs – Mr. Ken Lira, Director of Financial Aid, to attend the National Association of Student Financial Aid Administrators (NASFAA) Conference in Chicago, IL, July 22-25, 2012.

The conference provides financial aid training on federal Title IV aid programs including recent changes in laws and pending legislation and the implementation of these requirements to ensure institutional compliance. Additionally, best practices for financial aid administration will be discussed including servicing students, achieving operational efficiency and staff development.

Fiscal Implications: Costs estimated at \$2,300.00 and will be paid by a restricted source (Financial Aid BFAP).

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: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Board of Trustees

ITEM #: 1

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

**TITLE: NEW BOARD POLICY 7160: PROFESSIONAL DEVELOPMENT– SECOND
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:

Approve new Board Policy 7160: Professional Development

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Board of Trustees

ITEM #: 2

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

**TITLE: NEW BOARD POLICY 7345: CATASTROPHIC LEAVE PROGRAM –
SECOND 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:

Approve new Board Policy 7345: Catastrophic Leave.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Board of Trustees

ITEM #: 3

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

TITLE: 2013 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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the 2013 meeting dates for a first reading.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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2013 Board of Trustees Proposed Meeting Dates

All meetings will be held at 9:00 a.m. in the Cravens Multi-Purpose room unless otherwise noted.

Friday, January 18
Thursday, February 14
Friday, March 15
Friday, April 19
Friday, May 17
Thursday, June 20
Thursday, July 18
Friday, August 16
Friday, September 20
Friday, October 18
Friday, November 15
Friday, December 20

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: President

ITEM #: 1

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

**TITLE: APPROVAL OF ACCREDITATION FOLLOW-UP REPORT – FIRST
READING**

BACKGROUND:

The Accrediting Commission for Community and Junior Colleges took action to reaffirm accreditation for College of the Desert with a requirement the College complete a follow-up report be submitted by October 15, 2012.

A committee was made up of various constituency groups across the campus. Draft versions of the follow-up report have been approved by both the Academic Senate and College Planning Council.

Details on [COD website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the follow-up report for a first reading.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 1

TITLE: EMPLOYMENT GROUP A APPOINTMENT - FACULTY

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

BACKGROUND:

Mr. George Brown has been appointed to a vacated position of Full-Time HVAC Instructor, School of Applied Science & Business, effective 8/23/12. Placement on Range II of the Certificated salary schedule is at Step A. This position was previously approved by the Board of Trustees Chair. (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: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 2

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

TITLE: UNPAID LEAVE OF ABSENCE – Classified

BACKGROUND:

Ms. Lana Kroll, Cal Works Assistant, Student Affairs, has requested an unpaid leave of absence for personal reasons. This would be effective 7/16/12 – 8/16/12. This leave is in accordance with the Collective Bargaining Agreement between the District and CSEA, Article 12-Leaves, Section 12.12.3.

FISCAL IMPLICATIONS:

The position is fully funded by restricted funds.

RECOMMENDATIONS:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 3

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

TITLE: EMPLOYMENT GROUP A– OVER 60 DAYS

BACKGROUND:

Contract for the following is over 60 days:

Mikael Jacobson

The employee requested payment late and, therefore, the contract was late. This was for music lessons for a student which is part of the Music 099 – Applied Music class. (Details on [COD website](#))

FISCAL IMPLICATIONS:

The contract is fully funded by restricted funds.

RECOMMENDATIONS:

Board of Trustees ratifies the appointment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 4

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

TITLE: NEW JOB DESCRIPTION- LEADERSHIP

BACKGROUND:

To approve the attached new Leadership job description for the position listed below:

- Director, Athletics

FISCAL IMPLICATIONS:

Position is funded by unrestricted funds (General Funds).

RECOMMENDATIONS:

Board of Trustees approves the new job description as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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DESERT COMMUNITY COLLEGE DISTRICT

DIRECTOR, ATHLETICS

THE POSITION

Under the direction of the School Dean and the Vice President of Academic Affairs, the Director of Athletics is responsible for the planning, organizing, coordinating, managing, evaluating and supervising of a comprehensive program on Intercollegiate Athletics. Additionally, the Director of Athletics will oversee the duties of related classified staff, assist in the administration of the School with development, provide oversight and operations of programs related to athletics, and perform administrative support functions related to the operation of the athletic program. The position includes evening and weekend responsibilities.

REPRESENTATIVE DUTIES

1. Plan and organize, develop, implement, and manage intercollegiate athletic activities in compliance with District Conference, State, Federal and/or California Community College Athletic Association (CCCAA) regulations, policies and standards, including Title IX. *E*
2. Work collaboratively with coaching staff in the planning and prioritization process; set goals and action plans. *E*
3. Supervise all coaches, trainers, physicians, advisors, and staff within the athletic program areas; supervise workload; provide in-service training; resolve conflicts; facilitate consensus decision making; train coaches and other staff regarding CCCAA eligibility/recruiting rules; work with athletic specialist to complete eligibility; complete necessary support activities for athletes such as academic advising, tutorials, drug testing/personal assistance programs, standards and safety practices. *E*
4. Identify and recommend curricular needs for athletic programs; assist in scheduling course offerings in athletics; and articulate with secondary schools to inform them of educational and athletic opportunities at College of the Desert. *E*
5. Develop the athletic budget with coaches and staff; review and manage budget priorities and allocations; approve budget expenditures. Prepare budget estimates; administer and monitor approved budgets; prepare and manage contracts for services and equipment, including donations and grants within the division area. Develop and manage a plan for athletic fund raising. *E*
6. Provide leadership in the recruitment and hiring of full-time and part-time coaches and support staff, and evaluate all full-time and part-time coaches, trainers, physicians, advisors, and support staff in accordance with the contracts between the district and employee groups. *E*
7. Develop and approve team schedules with coaches; work with coaches and staff to make travel arrangements for games; work with coaches and staff to ensure arrangements for home contests are made including facilities, game officials, support staff, security, field/court decorum, and related matters. *E*
8. Develop and maintain positive working relationships with and between the college staff and local media representatives and organizations; coordinate publicity with coaches and Public Information staff including season passes, press releases, schedules, awards banquets, community groups, etc. (includes Web sites). Represent the school and the college in community related activities. *E*
9. Approve special events involving use of athletic facilities by both internal and external users; arrange for equipment distribution and collection. *E*
10. Coordinate program elements and services with regulatory and other external agencies. Interpret CCCAA and federal policy and legislation governing the administration, regulations and perform other duties related to Intercollegiate Athletics. *E*
11. Supervise Cheer/Dance Squad. *E*
12. Oversee all post-conference competition, regional and/or state championships etc.; coordinate and supervise all tournaments hosted by COD athletics. Attend home athletic events; attend off-campus events as appropriate. *E*
13. Regularly schedule and chair coaches meetings and special meetings as needed; serve on regular and special committees as assigned by the Dean; represent the needs of athletics to the Dean and Vice President of Academic Affairs; and work effectively and collaboratively with Student Affairs. *E*

14. Report yearly progress on Title IX compliance with the Office of Education (E.A.D.A. Report). *E*
15. Assist in student recruitment, advising, placement, registration, and retention. *E*
16. Understand information technology and support fundamental changes that are emerging with expanded use of technologies in the athletic environment. *E*
17. Meet schedules and timelines, organize multiple projects efficiently and effectively, and carry out required project details throughout the year. *E*
18. Seek and participate in professional development activities. *E*
19. Other duties and responsibilities as assigned.

REQUIRED PROFICIENCIES

Knowledge, experience and abilities to perform the above listed responsibilities and functions in an efficient, effective, harmonious manner.

KNOWLEDGE AND ABILITIES

The Director of Athletics must have the ability to exercise honesty, consistency, and sound judgment in the performance of duties; ability to plan, organize, direct, administer, review, and evaluate athletic programs and services; ability to work in the interests of the college as a whole; ability to work productively in a shared governance setting; strong interpersonal skills to communicate effectively with diverse constituencies within and outside the District; knowledge of the California Community College Athletic Association Constitution and Bylaws; knowledge of federal, state, regional, and District laws, regulations, and policies related to the programs; familiarity with the operational aspects of athletic team activities, including facilities, safety, and equipment; knowledge of District and Board Policies and Procedures; knowledge of the mission and student population of California Community Colleges and the Coachella Valley; understand and be sensitive to the diverse backgrounds of community college students; familiarity with new educational technologies; and an ability to work variable hours, including weekends and evenings.

QUALIFICATIONS:

Minimum qualifications:

- Possession of a bachelor's degree and five (5) years of experience with athletic programs involving college-level-students.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Athletic environment, which includes gymnasiums, outdoor playing fields subject to heat and cold or adverse weather conditions; constant interruptions both in office and in athletic facilities; contact with dissatisfied or abusive individuals; sitting or standing for long periods of time; lifting, moving or carrying boxes and other materials; and possible contact with balls, implements, or other athletic equipment that can cause physical injury. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Administrator

E: Essential functions of the job.

Leadership Salary Schedule
Row VIII

Approved: June 21, 2012

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Human Resources

ITEM #: 5

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

TITLE: RESIGNATIONS - LEADERSHIP

BACKGROUND:

Mr. Farley Herzek will resign from his position of Vice President, Academic Affairs, effective July 1, 2012.

Mr. Ruben Ramirez will resign from his position of Human Resources Technology Manager effective July 3, 2012.

FISCAL IMPLICATIONS:

Positions are funded by unrestricted funds (General Funds).

RECOMMENDATIONS:

Board of Trustees approves the resignations as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 1

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

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: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 2

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

TITLE: 2012-2013 TENTATIVE BUDGET

BACKGROUND:

Regulations require the Board of Trustees to adopt a Tentative Budget no later than July 1, of each year.

The Unrestricted General Fund (UGF) Tentative Budget is predicated on the following assumptions:

- State funding as indicated by the State Budget as passed on June 15, 2012.
- Revenue and expenditure budgets have been adjusted in accordance with the Multiple-year Budget Plan (Plan) changes for FY2011/12 and FY2012/13. The Plan was largely based on the recommendations of the college-wide Think Tank Groups.
- Other factors incorporated into the Tentative Budget that were not included in the Plan are increased costs of audit services, nursing stipends, election costs, transfer to General Fund of operating costs for the Library and decreases in property and liability insurance, employee benefits and maintaining instruction supplies in restricted lottery fund.
- The Tentative Budget contains no revenue provision for COLA or Growth as neither has been included in the State Budget.

Details on the [COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Budget represents a working budget that permits the District to operate on a sound fiscal basis from July 1, the beginning of the fiscal year. The Final Budget is normally approved by the Board of Trustees in September.

RECOMMENDATION:

Board of Trustees adopts the Tentative Budget for FY2012/13 as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 3

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

TITLE: IMPLEMENT PARKING FEES

BACKGROUND:

As per the recommendation of the Think Tank Group on revenues, the pricing structure for parking permits for employees is modified as follows:

- First permit: no charge, no change;
- Second and subsequent permits: \$40 per year per permit, changes from the previous escalating scale of charges.

FISCAL IMPLICATIONS:

Demand for second and subsequent permits cannot be predicted and so revenue projections are not possible at this time.

RECOMMENDATION:

Board of Trustees approves the modification to the pricing structure for employee parking permits consistent with Board Policy 6750.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 4

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS FOR
AV/IT STRUCTURED SYSTEMS FOR THE
COMMUNICATION BUILDING PROJECT**

BACKGROUND:

The Bids for AV/IT Structured Systems (Bid Package #41-254-1506-0000) have been solicited and opened prior to the June 21, 2012 Board of Trustees meeting for the Communication Building 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 AV/IT Structured Systems for the Communication Building Project as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 5

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS FOR
DESIGN SERVICES FOR THE CENTRAL CAMPUS
REDEVELOPMENT PROJECT**

BACKGROUND:

The project consists of the renovation of the following buildings: Hilb, Liberal Arts, Administration, C, and the exterior courtyard, collectively known as the Central Campus Redevelopment Project. In August 2011, 35 firms responded to a Request for Proposal to the two phases of the project: 1) Programming and Test Fit and 2) Design Services. Five firms were shortlisted and interviewed by the Selection Committee. The first phase has now been completed and the contract for design services is to be awarded to LPA Architects.

FISCAL IMPLICATIONS:

This project is funded by proceeds or the Measure B Bond.

RECOMMENDATION:

Board of Trustees approves notice of intent to award a contract for design services for the Central Campus Redevelopment Project as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 6 (Item Added at Meeting)

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

TITLE: RESOLUTION #062112-2 AUTHORIZED SIGNATURES

BACKGROUND:

The District receives requests from time to time for an actual resolution designating authorized signatures for the signing of contracts and agreements. The attached resolution should satisfy the requirement.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees adopts Resolution #062112-2 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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Desert Community College District
Board of Trustees

RESOLUTION #062112-2

BE IT RESOLVED, that effective July 1, 2012, the Board of Trustees of the Desert Community College District authorizes the individuals listed below to sign contractual and financial transactions for the Board of Trustees and to sign orders drawing on the funds of the District with the Riverside County Superintendent of Schools.

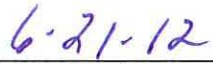
<u>Name</u>	<u>Title</u>	<u>Signature</u>
Joel L. Kinnamon (Effective July 9, 2012)	Superintendent/President	
Edwin Deas	VP, Business Affairs	
Wade W. Ellis	Director, Fiscal Services	

PASSED AND ADOPTED this 21st day of June, 2012, by the Board of Trustees of the Desert Community College District of Riverside County, California.

I, Becky Broughton, Clerk of the Board of Trustees of Desert Community College District, Riverside County, California, certify that the foregoing is a full and correct copy of a Resolution adopted by the said Board at the June 21, 2012 regular meeting thereof held at a regular public place of meeting and the Resolution is on file in the office of said Board.



(Clerk's Signature)



(Date)

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 7 (Item Added at Meeting)

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

TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

At December 16, 2011 Board Meeting, in accordance with the provisions of Education Code Sections 42633 and 85233 and following the annual organization meeting of the Board of Trustees, a certification of signatures form was completed and approved by the Board of Trustees. Due to recent changes in personnel, the certification of signatures form has been updated. The certification of signatures form verifies the signatures of members of the governing board and persons authorized to sign orders drawn on the funds of the District and new employee authorization transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. The individuals are as follows:

Michael J. O'Neill – Governing Board Member
Rebecca Broughton – Governing Board Member
John Marman – Governing Board Member
Bonnie Stefan – Governing Board Member
Charles Hayden, Jr. – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment
Edwin Deas – sign warrant orders, orders for salary payment and sign notices of employment
Wade W. Ellis – sign warrant orders, orders for salary payment and sign notices of employment
Stan Dupree – sign notices of employment

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves these individuals to provide authorized signatures for the purposes of warrant orders, orders for salary payments and notices of employment.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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Division of Administration and Business Services
District Fiscal Services

County Use Only:
Date Received: _____
Approved By: _____

Certification of Signatures

District: Desert Community College District

Date of Meeting: June 21, 2012

Please Check: Newly Elected Governing Board Addition in Column(s) Replacement in Column(s) Select

Column I	Column II	Column III
Signatures of Members of the Governing Board	Signatures of Personnel Authorized to Sign Warrant Orders and Orders for Salary Payments*	Signatures of Personnel Authorized to Sign Notices of Employment
 President of the Board	 Joel L. Kinnamon, Superintendent/President	 Joel L. Kinnamon, Superintendent/President
 Clerk or Vice President of the Board	 Edwin Deas, Vice President, Business Affairs	 Edwin Deas, Vice President, Business Affairs
 Member of the Board	 Wade W. Ellis, Director, Fiscal Services	 Wade W. Ellis, Director, Fiscal Services
 Member of the Board		 Stan Dupree, Interim Exe. Dir. Human Resources
 Member of the Board		

*If the board has given special instructions for signing Warrant Orders, Orders for Salary Payment, or Notices of Employment, please attach a copy of the resolution to this form.

Number of signatures district requires for: Orders of Salary Payments : 1 "B" Warrant Orders: 1

I, Becky Broughton, Clerk/Secretary of the Board of Trustees certify that the signatures shown below in Column I are the verified signatures of the members of the governing board; verified signatures of personnel authorized to sign orders drawn on the funds of the school district appear in Column II, and verified signatures of personnel authorized to sign Notices of Employment appear in Column III. No person other than an officer or employee of the district can be authorized to sign orders. These certifications are made in accordance with the provisions of Education Code Sections 42632, 42633, 44843, 85232, and 85233. If those authorized to sign orders as shown in Column II are unable to do so, the law requires the signatures of the majority of the governing board. Attached is the board agenda authorizing the following signatures.

Signature:
Becky Broughton, Clerk

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 8 (Item Added at Meeting)

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

TITLE: APPOINT AN ACTING/INTERIM SUPERINTENDENT/PRESIDENT

BACKGROUND:

President Patton will retire on June 28. Dr. Joel Kinnamon, the new Superintendent/President, does not begin until July 9, 2012. There is a need to appoint an acting/interim Superintendent/President for the approximately 9 days starting June 29 through July 8, 2012.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

The Board of Trustees will appoint an acting/interim Superintendent/President from June 29 through July 8, 2012.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: Chair & Vice Chair Review: 6/21/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Academic Affairs

ITEM #: 1

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

**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: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Academic Affairs

ITEM #: 2

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

TITLE: APPROVAL OF ARTICULATION AGREEMENTS

BACKGROUND:

1. Articulation Agreement with Coachella Valley Unified School District/Desert Mirage High School – Technical Illustration, (COD – Auto Cad Level 1, DRA-008)
2. Articulation Agreement with Coachella Valley Unified School District/ Desert Mirage High School – Mechanical Drawing, (COD - Technical Drafting 1, DRA-001)
3. Articulation Agreement with Coachella Valley Unified School District/Coachella Valley Adult Education – Computer Operator Worker/MS Office Business Applications, (COD - Computer Survival Skills, CIS-005)
4. Articulation Agreement with Coachella Valley Unified School District/Coachella Valley Adult Education – Computer Operator Worker/MS Office Business Applications, (COD - Computer Survival Skills, CIS-005)
5. Articulation Agreement with Coachella Valley Unified School District/La Familia Continuation High School – Computer Concepts, (COD - Computer Survival Skills, CIS-005)
6. Articulation Agreement with Riverside County Office of Education (CTE/ROP)/Palo Verde Valley High School – CIS-Office 10226, (COD - Computer Survival Skills, CIS005)

Details on the [COD website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATIONS:

It is recommended the Board of Trustees approves the attached articulation agreements.

Administrator Initiating Item: Farley Herzek	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/21/2012

AREA: Fiscal Services

ITEM #: 1

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

TITLE: LETTER FROM AUDITORS

BACKGROUND:

At the April 19, 2012 Board Meeting, the Board approved the award of contract to Vavrinek, Trine, Day & Co., LLP, for independent audit services. Vavrinek, Trine, Day & Co., LLP has sent a *letter dated May 17, 2012 addressing their responsibilities to the District under U.S. Generally Accepted Auditing Standards and U.S. Office of Management and Budget (OMB) Circular A-133.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

Fees for independent audit services will be funded out of the general fund, bond funds and auxiliary funds. Total fees will not exceed \$67,565 for all audits.

RECOMMENDATION:

Information item only.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 6/11/2012 Chair & Vice Chair Review: 6/14/2012
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