



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: WEDNESDAY, AUGUST 19, 2015
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, www.collegeofthedesert.edu. 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 August 19, 2015 with any additions, corrections, or deletions.

C. BOARD OF TRUSTEES CAMPUS TOUR – 9:35 a.m. to 10:15 a.m.

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

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

1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon
2. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION: Section 54956.9 (d)(2/3/4)** Specify number of potential cases: 3
3. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020, 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

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

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

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

IV. **OPEN SESSION** (10:45 a.m.)

Closed session report (if any)

V. **PUBLIC UPDATES**

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

- Reading of Proclamations
 - Proclamation: National Hispanic Heritage Month – read by Minerva Montane, ASCOD President

VII. **INTRODUCTION OF NEW FULL-TIME STAFF**

VIII. **APPROVE THE MINUTES OF:**

Regular meeting of July 16, 2015 ([Details on COD Website](#))

IX. REPORTS

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

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

A. BOARD OF TRUSTEES

- 1. Proclamation - National Hispanic Heritage Month

B. HUMAN RESOURCES

- 1. Personnel Items
- 2. New Job Description:
 - Director of Tutoring and Academic Skills Center (TASC) and Supplemental Instruction (SI)
 - Director, Human Resources
 - Vice President Student Learning
 - Vice President Student Success

C. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll
- 5. Gifts/Donations to the District
- 6. Out-of-State Travel
- 7. Notice of Completion – Measure B Bond Projects
- 8. Change Orders – Measure B Bond Projects

D. STUDENT SUCCESS & STUDENT LEARNING

- 1. Approval of the 2015-16 College of the Desert Catalog Addendum

XI. ACTION AGENDA

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

B. ADMINISTRATIVE SERVICES

1. Purchase Order for Construction – East Valley Campus – Mecca/Thermal Expansion Project – Measure B Bond Project

XIII. STUDY SESSION

1. Potential Bond Measure – Vice President Lisa Howell, Administrative Services
2. Palm Desert Campus Tour – Board of Trustees

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/19/2015

AREA: Board of Trustees

ITEM #: 1

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

TITLE: PROCLAMATION

BACKGROUND:

The presence of Hispanics on this continent predates the founding of our Nation, and they are a large and increasing segment of our population. Hispanic Americans are a thriving force in our society and a vital part of not only our economy, but our college community.

[Proclamation on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

To approve the Proclamation declaring September 15 through October 15, 2015 as National Hispanic Heritage Month.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/10/2015 Chair & Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
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 approves the following list of Personnel Items:

Name	Position	Department	Effective
Appointments: Classified			
Liliana Casas	Sr. Financial Aid Specialist	Financial Aid	7/6/2015
Guadalupe Chavez	Sr. Financial Aid Specialist	Financial Aid	7/6/2015
Kathleen Dugger	Secretary	Counseling	8/4/2015
Jennifer Gardner	HR Technology Specialist	Human Resources	8/10/2015
Janice Johnson	PT: ISA	TASC	8/10/2015
Lawrence Moeller	ISA	TASC-EVC	8/3/2015
Dianna Sierra	PT: ISA	TASC: MTC & EVC	8/3/2015
Joshua Tijerina	PT: ISA	TASC-EVC	8/10/2015
Appointments: Full-Time Faculty			
Veronica Daut	Temporary FT Counselor	DSPS & SSSP	7/27/2015 - 12/31/2015
Adam Uhlhorn	Temporary FT Counselor	DSPS	7/15/2015 – 6/30/2016
Classified: Change in Assignment			
Lynda Scott	Secretary, Title V HIS & Edge	IEESP	7/1/2015
Classified: Continuation/Extension of Assignment			
Janet Castillo	IT Technician	IT	7/1/2015
Claudia Flores	CDC Specialist	CDC	8/1/2015 – 8/14/2015
Sandi Lydeen	Senior Office Assistant	Work Experience	8/17/2015 – 5/27/2016
Ricardo Rocha	Testing Services Technician	Assessment Center	8/19/2015 – 8/25/2015
Classified: Increased Hours			
Tessie Cervantes	Bilingual Secretary	MTC	8/3/2015 to 8/10/2015
Steven Sanchez	Custodian	M & O	5/29/2015
Classified: Temporary/Substitute			
Vanessa Alvarez	Financial Aid Specialist	Financial Aid	7/20/2015 - 10/23/2015
Christine Barnes	Custodian	M & O	7/1/2015 - 3/25/2016
Maria Magana	Secretary	Counseling	7/21/2015 - 8/3/2015
Maria Magana	A & R Specialist	A & R	8/4/2015 – 8/6/2015
Rachel Paramo	Custodian	M & O	7/1/2015 - 3/25/2016
Faculty: Professional Advancement			
Sara Butler	Doctor of Philosophy	School Arts/Sciences	Awarded 6/12/2015

Leadership: Extension of Assignment			
Gene Durand	Interim Employee & Labor Relations Mgr.	Human Resources	8/15/2015 – 12/31/2015
Elizabeth Goold	Asst. Director Clinical Services	Student Health	7/1/2015 - 6/30/2016
Resignations			
Thomas Armstrong	Instructional Lab Tech & Adjunct PE	Kinesiology & Athletics	6/15/2015
Eduardo Corral	Grants Technician	Fiscal Services	8/6/2015
Anna Davies	Exec. VP SS & SL	SS & SL	6/30/2015
Dawn Johnson	Secretary	ACES	8/6/2015
Eduardo Vasquez	TRiO Counselor	TRiO SS (EVC)	7/22/2015
Temporary Employment Agreements w/ Faculty/Staff:			
Alison AirhartBolze	Lead Teacher Intensive Engl Acad	IEA	8/31/2015 – 12/18/2015
Albert Cadena	Fire Academy Assistant	ASBU	8/27/2015 – 12/17/2015
Carlos Calixto	Assistant Men's Soccer Coach	Athletics	7/1/2015 - 12/31/2015
Jose Castillo	Head Men's Soccer Coach	Athletics	7/1/2015 - 12/31/2015
Marion Champion	Head Volleyball Coach	Athletics	7/1/2015 – 12/31/2015
Karen Cheney	Teaching Intensive English Acad.	IEA	8/31/2015 – 12/18/2015
Barbara DeLaughter	Teaching Intensive English Acad.	IEA	8/31/2015 – 12/18/2015
Garrett Estrin	Head Women's Soccer Coach	Athletics	7/1/2015 - 12/31/2015
Carl Farmer	Project Prototype Grant	CVSD	7/1/2015 – 9/30/2015
Ben Fitzpatrick	Head Cross Country Coach	Athletics	7/1/2015 - 12/31/2015
Nellie Garcia	Assistant Cross Country Coach	Athletics	7/1/2015 - 12/31/2015
Dana Graham	Assistant Volleyball Coach	Athletics	7/1/2015 – 12/31/2015
Brian Green	Recruit Training Officer Module III	ASBU	8/18/2015 – 12/17/2015
Donna Greene	Distance Ed Sub-Committee Member	Information Technology	Summer 2015
William Grotenrath	Athletic Strength Coach-Football	Athletics	7/1/2015 - 12/31/2015
William (Travis) Hanes	Distance Ed Sub-Committee Member	Information Technology	Summer 2015
Walter Holloway	Fire Academy Coordinator	ASBU	8/27/2015 – 12/17/2015
Sally Kalapakoff	Instructor-Math 70 Boot Camp	Title V HSI	8/1/2015 - 8/30/2015
Kurt Leuschner	Community/Contract Education	PaCE	9/1/2015 – 6/30/2016
Jacque Litto	Teaching Intensive English Acad	IEA	8/31/2015 – 12/18/2015
Felix Marhuenda-Donate	EDGE Instructor	Title V HSI	7/9/2015 - 8/15/2015
Clayton Mayes	Department Chair	ASBU	8/27/2015 - 5/27/2016
Levi T. Miller	Basic Peace Officer Training Coordinator	ASBU	8/18/2015 – 12/17/2015
Matthew Musselman	EDGE Substitute Instructor	Title V HSI	7/6/2015 - 8/15/2015
Gary Sabella	Head Women's Golf Coach	Athletics	7/1/2015 - 12/31/2015
Jon Skramstad	Assistant Volleyball Coach	Athletics	7/1/2015 – 12/31/2015
Jack Steptoe	Head Football Coach	Athletics	7/1/2015 - 12/31/2015

Tyrone Thomas	Department Chair-Non-Credit	Comm & Humanities	8/26/2015 – 12/31/2015
Arielle White	Distance Ed Sub-Committee Member	Information Technology	Summer 2015
Temporary Employment Agreements: Contract Workers			
Juan Aleman, Jr.	Assistant Men's Soccer Coach	Athletics	7/1/2015 - 12/31/2015
Christine Barnes	Temporary Custodian	M & O	7/1/2015 - 3/25/2016
Marcus Black	Assistant Football Coach	Athletics	7/1/2015 - 12/31/2015
Tim Boice	DMV Handbook Training	PaCE	7/20/2015 - 10/30/2015
Manuel Gomez	Assistant for Robotics Camp	PaCE	7/14/2015 - 8/7/2015
Jacoby Hammon	Assistant Football Coach	Athletics	7/1/2015 - 12/31/2015
Ben Knapp	Football Associate Head Coach	Athletics	7/1/2015 - 12/31/2015
Michael Knapp	Assistant Football Coach	Athletics	7/1/2015 - 12/31/2015
Joe LiCalsi	Assistant for Robotics Camp	PaCE	7/13/2015 - 8/7/2015
Saul Martinez	Chaperone for UB Residential Prog.	Upward Bound	7/28/2015 - 8/1/2015
Guillermo Mendoza	AB 86 Project Manager	Comm/Humanities	9/1/2015 - 10/31/2015
Singor Mobley	Assistant Football Coach	Athletics	7/1/2015 - 12/31/2015
Gerry Morrow	Teaching Intensive English Acad.	IEA	8/31/2015 - 12/18/2015
Chris Nelson	Training to Management	TASC	7/7/2015 – 8/21/2015
Daniel Nickerson	Teaching Intensive English Acad.	IEA	8/31/2015 - 12/18/2015
Rachel Paramo	Temporary Custodian	M & O	7/1/2015 - 3/25/2016
Jorge Polanco	Assistant Women's Soccer Coach	Athletics	7/1/2015 - 12/31/2015
Sedrick Reagor	Assistant Football Coach	Athletics	7/1/2015 - 12/31/2015
Joshua Rodriguez	Teaching Intensive English Acad.	IEA	8/31/2015 - 12/18/2015
Ray Rogers	Assistant Women's Golf Coach	Athletics	7/1/2015 - 12/31/2015
Marcia Schutzman	ASL Interpreter	DSPS	7/13/2015 - 8/21/2015
Samantha Stephens	Chaperone for UB Residential Prog.	Upward Bound	7/28/2015 – 8/1/2015
Bente Underwood	Teaching Intensive English Acad.	IEA	8/31/2015 – 12/18/2015
Eduardo Vasquez	Chaperone for UB Residential Prog.	Upward Bound	7/28/2015 – 8/1/2015
Volunteers			
Al Burstiner	Automotive Technology	ASBU	7/14/2015
Mary Helen Estrin	Athletics	Athletics	8/12/2015
Detlev Roth	Athletics	Athletics	7/23/2015
Richard Waltch	Electrical Auto	Automotive	8/3/2015

Appointments: Adjunct Faculty		
These adjunct instructors are subject to appointment for one semester or less, with less than full load.		
Abril	Mari	CIS
Acosta	Rosa	ARCH

Acree	Steve	ENG
Ahmed	Laura	ENG
Airhart-Bolze	Alison	ESLN
Almy	Mark	MUS
Alou Hicks	Mercedes	CH
Alvarez	Rebecca	SOC
Alvarez	Martin	CM
Anderson	David	AUTO
Andrews	Eve-Marie	COUN
Anglim	Keegan	MUS
Arizaga	Anthony	MUS
Avalos	Maria	ECE
Avila	Krystal	CalWorks
Azar	Jacob	BUAC
Baez	Milagros	SOC
Baker	Stella	Library
Barahona	Elia	ESLN
Barajas	Agxibel	BUMA
Barrows	Cameron	NR
Barrows	Katherine	NR
Bartels	Karen	MATH
Barth	Richard	N
Bashore	David	SP
Bayer	Carol	HSAD
Bennett	Devin	KINE
Best	Robin	CIS
Bingham	Gregory	HIST
Black	Amber	SOC
Booth	Leesa	N
Brakebill	James	EMT
Bravo	Abigail	N
Britten	Patricia	HSAD
Brooks	Wendy	PSY
Bruneau	Timothy	MUS
Bryan	William	BUAC
Buxton	Pamela	VN
Bystrzycki	Wendy	FR
Cadena	Albert	FIRE
Cain	Ryan	BPOT
Calderon	Valerie	KINE
Calvert	Jill	N
Camargo	Ethan	CIS
Campbell	Cathy	HS
Castillo	Monica	ECE
Castillo	Jose	VSM

Champion	Marion	VSW
Chavez - Rodriguez	Monica	ECE
Cheney	Karen	RDG
Chess	Jessica	RDG
Ciraulo	Salvadore	SP
Clark	Leatrice	HS/KINE
Clements	Loretta	CIS
Clemons Jr.	Wayne	EMT
Clerc	Antoine	HIST/PS
Cofer	Matt	ENG
Cole	Tamara	ARCH/DRA
Colon	Edward	BPOT
Combs	Walter	BPOT
Conger	Todd	KINE
Connors	James	TRIO- SSS
Connolly	John	PH
Conway	Caroline	NR
Cook	Colleen	Library
Corbin	Kelly	MUS
Cosgrove	Kenneth	HIST/PS
Covington	Jeffrey	BPOT
Cozmuta	Mihaela	ECE
Craig	Donovan	ESLN
Crawford	Joel	BPOT
Cuneo	Nicole	RED
Curry	Victoria	COUN
Curtiss	Patricia	KINE
Cushner	Michael	HSAD/PSY
Davis	Annette	ENG
Dealba Yount	Claudia	JPN
Debalski	Thomas	ENG
Delahanty	Suzanne	ARCH
Dillinger	John	Accounting
Donowho	Courtney	BPOT
Dostal	Karen	MATH
Drucker	Philip	BUMA
Eads	Roy	ACR
Eldridge	Rachael	ENG
Elliott	Georgiana	PSY/PSY
Engleman	Anne	VN
Estrin	Garrett	VSW
Fagin	Edwin	ECON
Fessinger	Herbert	CIS
Finn	Michele	Library
Fitzpatrick	Benjamin	KINE/VSM

Fleischmann	Michael	MUS
Fliss	Karen	SP
Ford	Heather	BUMA
Foreman	Ida	ART
Fox	Gregory	BI
Frates	Jerald	AJ/NR
Fratini	Amber	COUN
Fuchs	Steven	BUMA
Fuhr	Bradley	RTV
Gaete	Sarah	HS
Garcia	Dulce	SPAN
Garcia	Nellie	KINE
Garcia	Artel	SPAN
Gladych	Michael	MC/RTV
Goddard	Ardith	ESLN
Goehring	Curtis	A
Goldman	Jared	Counseling
Gonzalez	Jose	BUAC/CIS
Greely	Sarah	NR
Green	Lawrence	AUTO
Green	Brian	BPOT
Grimm	Fred	SOC
Grofer	Edward	J/SP
Grotenrath	William	KINE
Guzman	Jose	PHIL
Hanes	William	HIST
Hatrak	Yvette	ENG
Hayashi	Mio	EMT
Heiskell	Lawrence	BPOT
Henry	James	AGPS
Henry	Stanley	AJ
Hensley	Connie	BPOT
Hernandez	Maximino	ENG
Herrington	Stephanie	ECE/PSY
Hertsgaard	Rebecca	PHIL
Hicks	Jeffrey	BPOT
Hollinger	Alan	AGEH
Holloway	Walt	FIRE
Holman	Leonard	PHIL
Holmes	Robert	BUMA
Holmquist	Julie	CIS
Holt	Daniel	MUS
Howard	Jeanne	PSY
Huber	Eric	BPOT
Hull	Mark	HS

Hultgren	Derek	ART
Hummer	Katherine	ESLN
Huntington	Glenn	AGPS
Hurt	Alan	G
Jackson	Laurilie	J/RTV
Jacobson	Mikael	MUS
Jimenez	Albert	BIT
Jingles	Kedra	N
Johnson	Dennis	ART
Johnson	Andrew	Library
Jones	Thomas	BPOT
Kalpakoff	Sally	MATH
Kelley	Paul	AUTO
Kelsey	M	HS
Kilday	Craig	AJ
King	Cynthia	ART
Kingsbury	Michael	BUAC
Kirscht	Donna	BUMA
Kiselstein	Sasha	ENGR/PH
Klein	Maile	DDP
Klinger	Scott	ART
Koedel	George	ACR
Koenig	Brian	G
Konno	Eddy	BI
Lallman	Adrian	AUTO
Larason	Ronald	ENG
Larkin	Stephen	KINE
Larmon	Kenneth	ESLN
Lawrence	Helen	COUN
Lawrence	Troy	BPOT
Legawiec	Bruce	BUAC
Lege	Gerald	MATH
Lessly	Joyce	EOPS
Levitt	Catherine	ECON
Lewenstein	Jay	ENG
Lingle	Neil	AJ/BUMA
Lippmann	Jay	MATH
Llewelyn-Price	Cynthia	Psychological Serv
Locke	David	CART
Lopez Garcia	Jacalyn	ART
Lord	Mary	VN
Luyando	Theresa	ESLN
Luyando	Sonia	ESLN
Maerean	Gabriela	MATH

Manuel	Jessica	ENG
Martello	Matthew	BPOT
Martin	Dana	ART
Martin	Lisa	CalWorks
Martinez	Alicia	ECE
Mason	Charles	ASL
Mason	Kendra	KINE
Matlin	Leann	N
Mayes	Jeffrey	BUMA
Mayock	Matthew	PHIL
McCabe	Michael	AJ
McClain	John	ENG
McElrath	Tim	KINE
McGuire	Cheryl	ABE
McKail	Michael	SOC
McKnight	Sheila	SOC
Meyer	Wally	BPOT/AJ
Middleton	Taryn	AUTO
Miller	Penelope	ART
Miller	Levi	AJ/BPOT
Miller	Darrell	CART
Milliken-Setser	Robyn	SOC
Moore	Henrietta	ENG/NR
Morgan	Elizabeth	NR
Mosley	Sarah	ECE
Moulin	Maria	SPAN
Mouriquand	Leslie	ANTH
Munroe	Carol	ESLN
Murphy	Michael	AUTO
Murphy	Joel	ENG
Nagy	Jenene	ART
Najafi	Sousan	ABE
Nettimi	Balaji	PSY
Nettimi	Jai	VSO
New	Debra	DANC/KINE
O'Connell	Dorothy	BUAC/CIS
O'Donnell	Sheryl	ESLN
Ogbuchiekwe	Edmund	GEOG
Panchoo	Augustine	PSY
Parker	Joseph	NR
Parry	Ronald	KINE/VS
Parsons	David	ENG
Patel	Nicole	ESLN
Patterson	Michael	BUAC
Pellenbarg	Robert	G

Pelletier	Bruce	FIRE
Pensiero	Robert	AUTO
Poland	Arlette	PHIL
Powell	Lisa	ENG
Powell	James	CIS
Prince	Victoria	ESLN
Prouty	Keith	AUTO/AUTO
Puente	Maria	SPAN
Quattlebaum	Laura	AJ/NR
Radu	Ioan	MATH
Radzikowski	Joe	HIST
Ramirez	Richard	AUTO
Ramos	Bradley	AJ
Redfern	Roberta	PSY
Reilley	Denise	CIS/DDP
Rentle	Barbara	BPOT
Rescigno	Julie	BUAC
Reyes	Julie	EMT
Rice	Sandra	ESLN
Ritchey	Robyn	ARCH/DRA
Rizvanbegovic	Farida	ESLN
Roberts	John	ACR
Roberts	Joseph	BPOT
Robles	Matthew	NR
Rodriguez	Nelky	ESLN
Rodriguez	Crystal	EOPS
Rogers	Anne	RDG
Romero	Jose	BUFI/CIS
Ros	Jordi	RTV
Russell	Bret	FIRE
Russom	Dianne	ECE
Sabella	Gary	VSW
Santucci	Allyson	ABE
Saunders	Daniel	ECON
Schaefer	Christine	Counseling
Schmid	James	AGEH
Schoenfeld	Kelly	N
Seichter	Kerri	CIS/DDP
Shaeps	Lynda	TA
Short	Roy	AGPS
Siciliano	Fiorentino	MATH
Simpson	Rebecca	HIST/PS
Slade	Mary	ANTH
Slusser	Donald	SP
Smith	Stacy	N

Smith	Scott	MUS
Snyder	Thomas	ENG
Sparling	Jennifer	Counseling
Speer	Mark	AUTO
Spencer	Andria	ENG
Stegeman	Pamela	BUHM/BUMA
Steptoe	Jack	KINE/VSM
Stern	Kerry	Library
Stewart	Kay	KINE
Stupin	Mary	MUS
Styles	Duane	ASL
Sulych	Emina	NR
Taft	Leslie	KINE
Tanner	Andrew	BPOT
Tardy	Chloette	MATH
Tatsumi	Cindy	HS
Taylor	Frank	BPOT
Tennesen	Margaret	ART
Thetford	Steven	AJ
Thompson	Matthew	TA
Tierney	Robert	FIRE
Toland	Denise	ENG
Tran Le	Jackie	MATH
Trujillo	Christopher	ABE
Turner	Jerry	PSY
Uhlhorn	Adam	PSY
Uhlhorn	Brianna	ECE/PSY
Underwood	Bente	ESLN
Valenzuela	David	ART
Valpy	Steven	RED
Varga	Julius	AUTO
Veloz	Anna-Marie	ART
Verive	Anthony	ECE
Vineyard	Rebecca	KINE
Viveros	Henry	VSM/VSO
Waddell	James	PHIL
Waddell	Daniel	MUS
Waggoner	Jean	ENG
Walker	Rosanna	ENG
Walsh	Eileen	HIST
Warren	Renisha	Aces
Weber	Candice	NR
Wegman	Whitney	TA
Welker	John	VSO
Whetstone	Gail	N

White-Elliott	Cassandra	ENG
Wickstand	Christine	College Nurse
York	K.	CIS
Zappia	Dominic	HIST
Zionts	Richard	PHIL
Zografos	Peter	N

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 8/10/2015 Chair & Vice Chair Review: 8/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 2**

AREA: Human Resources

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| <input checked="" type="checkbox"/> CONSENT
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<input type="checkbox"/> INFORMATION |
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TITLE: NEW JOB DESCRIPTIONS

BACKGROUND:

To approve the new job descriptions for the positions listed below:

- Director of Tutoring and Academic Skills Center (TASC) and Supplemental Instruction (SI)
- Director, Human Resources
- Vice President, Student Learning
- Vice President, Student Success

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

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approves the new job descriptions as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 8/10/2015 Chair & Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 1**

AREA: Administrative Services

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

**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 **July 31, 2015** as follows:

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

In the aggregated amount of \$3,761,172.30, as presented. [Details on COD Website](#)

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

No open purchase orders to report.

C. Contracts in excess of \$25,000

In the aggregated amount of \$170,613.75, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$5,760,809.04, 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: 8/10/2015 Chair and Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 2**

AREA: Administrative Services

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

TITLE: WARRANTS

BACKGROUND:

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

[Details 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 \$6,302,074.36, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/10/2015 Chair and Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 3**

AREA: Administrative Services

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

**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 the 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: 8/10/2015 Chair and Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 4**

AREA: Administrative Services

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

TITLE: PAYROLL #1

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 #8 in the amount of \$2,152,029.02 as follows:

Certificated:	\$ 970,890.44
Classified:	<u>\$1,181,138.58</u>
	\$2,152,029.02

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/10/2015 Chair and Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 5**

AREA: Administrative Services

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

TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- A Prothrombin Time/International Normalized Ratio (PT/INR) home test meter machine and a shower chair donated to the School of Health Science and Education by Ms. Joan Franco, Indio, CA. These items will be utilized by students in the nursing program.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/10/2015 Chair & Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 6**

AREA: Administrative Services

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<input type="checkbox"/> ACTION
<input type="checkbox"/> INFORMATION |
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TITLE: OUT-OF-STATE/COUNTRY 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/country travel.

[Details on the 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/country travel requests for the individuals listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/10/2015 Chair and Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 7**

AREA: Administrative Services

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

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

BACKGROUND:

The contract with Sign Excellence for the Wayfinding Phase 2 Project (signage) is complete as of June 23, 2015 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

FISCAL IMPLICATIONS:

These projects are funded by proceeds from Measure B Bonds and remain within budget.

RECOMMENDATION:

Board of Trustees accepts the Notice of Completion as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/10/2015 Chair and Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 8**

AREA: Administrative Services

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

BACKGROUND:

Each month the Bond Office submits Proposed Change Orders for Board Approval. All capital construction projects require the execution of a Change Order to change the design requirements and/or scope of construction which, in turn, requires an adjustment of the Contract Amount or Contract Time. All Change Orders must be reviewed and approved by the Board of Trustees for consent.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the Change Orders listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/10/2015 Chair and Vice Chair Review: 8/12/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 1**

AREA: Student Success & Student Learning

**TITLE: APPROVAL OF THE 2014-15 COLLEGE OF THE
DESERT CATALOG ADDENDUM**

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

BACKGROUND:

Board action is required to approve the addendum to the Catalog.

[Details on COD website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves 2015-16 College of the Desert Catalog Addendum.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/10/2015 Chair & Vice Chair Review: 8/12/15
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/19/2015
ITEM #: 1**

AREA: Administrative Services

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**TITLE: PURCHASE ORDER FOR CONSTRUCTION
EAST VALLEY CAMPUS – MECCA/THERMAL EXPANSION PROJECT
MEASURE B BOND**

BACKGROUND:

Pursuant to Public Contract Code 20118, college districts may participate in outside purchasing agreements if it is determined to be in the best interest of the District. The Biggs Unified School District has stipulated the use of this bid by other districts by virtue of its ‘piggyback’ clause.

Biggs Unified School District advertised for the purchase of High Performance Modular structures. At its December 13, 2011 Board of Trustees meeting, approval was granted to award American Modular Systems as the lowest responsive responsible bidder. The performance period was one year commencing December 13, 2011 and could be renewed on an annual basis for up to five additional one-year periods. Biggs approved subsequent annual extensions including price increases as provided for in the terms and conditions. This bid is currently valid until December 12, 2016.

The proposed Purchase Order in the amount of \$937,088.00 includes the construction and installation of four (4) new modular structures for the East Valley Campus- Mecca Thermal Expansion Project. These modular structures include two (2) classrooms, one (1) interdisciplinary lab and one (1) lab prep room. The contractor for this purchase order is American Modular Systems. All further onsite scopes of work will follow the normal public bid process.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These projects are funded by proceeds from Measure B Bond Funds.

RECOMMENDATION:

Board of Trustees approves the proposed Purchase Order to American Modular Systems for the East Valley Campus – Mecca/Thermal Expansion Project in the amount of \$937,088.00.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/10/2015 Chair and Vice Chair Review: 8/12/2015
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