

# Agenda

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE:** FRIDAY, AUGUST 22, 2014  
**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](http://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 22, 2014, with any additions, corrections, or deletions.

**III. CLOSED SESSION: 9:35 a.m. to 10:15 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: Mr. Stan Dupree

**2. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**

**Section 54956.9 (d)(2/3/4)** Specify number of potential cases: 6

**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

Agency Negotiator or Designee: Dr. Joel Kinnamon

**4. PERSONNEL**

**a. PUBLIC EMPLOYEE APPOINTMENT**

(Government Code Section 54957)

Title:

1. Executive Assistant to President and Board of Trustees
2. Executive Administrative Assistant (Classified)
3. Acting Executive Director, Human Resources & Labor Relations

**b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

- Superintendent/President
- Executive Director, Foundation – Contract Renewal

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

Closed session report (if any)

**V. 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.**

**VI. APPROVE THE MINUTES OF:**

Regular meeting of July 17, 2014. ([Details on COD Website](#))

**VII. REPORTS**

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- D. ACADEMIC SENATE
- E. C.O.D.F.A.
- F. C.O.D.A.A.
- G. C.S.E.A.

- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

**VIII. 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. Employment Group C Appointments
- 2. Employment Group A Appointments
- 3. Resignations
- 4. Stipend Agreements
- 5. Extension of Assignment
- 6. Professional Advancement – Faculty
- 7. Classified – 60-day Layoff Notice
- 8. New Job Descriptions

**C. ADMINISTRATIVE SERVICES**

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

**D. STUDENT SUCCESS AND STUDENT LEARNING**

- 1. Designation of Off-Site Locations

**IX. INTRODUCTION OF NEW FULL-TIME STAFF (1:30)**

**X. ACTION AGENDA**

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

**B. HUMAN RESOURCES**

1. Delayed Paperwork (over 60 days)

**XI. STUDY SESSION**

1. Enrollment Plan for 2014-2015
2. Facilities/Programs
3. Educational Centers
4. Palm Desert Campus

**XII. CLOSED SESSION (Continuation if needed)**

**XIII. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 1**

**AREA:** Board of Trustees

**TITLE: PROCLAMATION – NATIONAL HISPANIC  
HERITAGE MONTH**

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

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**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, 2014 as National Hispanic Heritage Month.

<b>Administrator Initiating Item: Becky Broughton</b>
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<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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

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**BACKGROUND:**

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

Classified/Substitute/Temporary employees in an aggregate amount of \$ 22,243.00.  
([Details on COD website](#))

Faculty stipend in aggregate amount of \$ 12,640.00. ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$ 41,780.00. ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$ 227,191.72. ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$183,225.17. ([Details on COD website](#))

**FISCAL IMPLICATIONS:**

All positions are fully funded as noted on details in the College of the Desert Website.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Joel L. Kinnamon	<b>Cabinet Review &amp; Approval: 8/11/2014</b> <b>Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 2**

**AREA:** Human Resources

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| <input checked="" type="checkbox"/> <b>CONSENT</b> |
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**TITLE: EMPLOYMENT GROUP A APPOINTMENTS**

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**BACKGROUND:**

**Classified**

Gabriela Ortega has been appointed to a vacant position of A & R Specialist, effective July 28, 2014. Placement on Range 11, Step D of the Classified Salary Schedule.

Marisela Rosales has been appointed to a vacant position of A & R Specialist, effective July 14, 2014. Placement on Range 11, Step D on the Classified Salary Schedule.

Alma Gloria has been appointed to a vacant position of Payroll Specialist, effective July 21, 2014. Placement on Range 12, Step A of the Classified Salary Schedule.

Tessie Cervantes has been appointed to a vacant position of A & R Technician, effective July 28, 2014. Placement on Range 11, Step B of the Classified Salary Schedule.

**Faculty**

Courtney Doussett has been appointed to a full-time faculty position effective August 27, 2014. Placement on Range VI, Step 3 on the Certificated Salary Schedule.

**FISCAL IMPLICATIONS:**

All positions funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies/approves appointments as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 3**

**AREA:** Human Resources

**TITLE: RESIGNATIONS**

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

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**BACKGROUND:**

Pamela Rosas has resigned from her position of Child Development Specialist effective September 2, 2014. Ms. Rosas has been employed by the college since August 2012.

Anthony Stretz has resigned from his position of Interim Director Maintenance & Operations effective July 21, 2014.

**FISCAL IMPLICATION:**

Position is fully funded from restricted funds.

**RECOMMENDATION:**

Board of Trustees approves resignation as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 4**

**AREA:** Human Resources

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| <input checked="" type="checkbox"/> <b>CONSENT</b> |
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**TITLE: STIPEND AGREEMENTS - LEADERSHIP**

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**BACKGROUND:**

**Leadership**

Scott Cooper, Director of Education Centers, has been appointed, on a temporary basis, the additional responsibilities of: Supervision of TRIO Programs (DSPS, ACES, Upward Bound), Student Life & Health Services, Mini-Corps, EOPS/CARE, Behavioral Assessment and Intervention Team.

**FISCAL IMPLICATIONS:**

A stipend in the amount of \$1,000.00 per month, funded by unrestricted funds.

**RECOMMENDATION:**

Approval of the stipend as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 5**

**AREA:** Human Resources

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

**TITLE: EXTENSION OF ASSIGNMENT**

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**BACKGROUND:**

To provide a temporary extension of assignment for Elizabeth Goold, Assistant Director, Clinical Services, Health Services, Student Success & Student Learning, from 10 months to 11 months for the 2014-2015 academic year to cover the needs of the students attending summer sessions. Ms. Goold is at Range VIII, Step 8 on the Leadership Salary Schedule.

**FISCAL IMPLICATIONS:**

Position is funded from restricted funds.

**RECOMMENDATION:**

Board of Trustees approves the temporary extension as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 6**

**AREA:** Human Resources

**TITLE: PROFESSIONAL ADVANCEMENT - FACULTY**

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**BACKGROUND:**

Mr. Jose Simo, Counseling, has advanced in completing units beyond a Master's Degree. Placement is at Range VI, Step 12 of the Certificated Salary Schedule.

Mr. Frederick Sangiorgio, Counseling, has completed the remaining six credits needed to total 15 credits for advancement. Placement is at Range IV, Step 10 of the Certificated Salary Schedule.

Dr. Anna Reber-Frantz, Nursing, has completed her PhD at Western University of Health Sciences. Placement is at Range VII, Step 11 of the Certificated Salary Schedule.

**FISCAL IMPLICATIONS:**

All positions are funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees approved the professional advancement as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 7**

**AREA:** Human Resources

**TITLE: FACULTY-GRANT FUNDED  
60-DAY LAYOFF NOTICE**

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

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**BACKGROUND:**

WHEREAS, Education Code sections 88001, 88014, 88015, 88017, 88117, and 88127 authorized the College to layoff classified employees for lack of work and lack of funds upon 60 days prior notice; and

WHEREAS, it is the determination of the Board of Trustees that it is in the district's best interest, due to lack of work and/or lack of funds, that certain services now being provided by the district must be reduced;

NOW, THEREFORE, BE IT RESOLVED that the following position be discontinued:

**1 Temporary Energy Systems Instructor**

BE IT FURTHER RESOLVED that the College President/Superintendent be and hereby is authorized and directed to give notices of termination of employment to the affected employee(s) of this district pursuant to district rules and regulations, any applicable collective bargaining agreement and applicable provisions of the Education Code not later than sixty (60) days prior to the effective date of such reduction or discountenance as set forth above.

BE IT FURTHER RESOLVED that the College President/Superintendent be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

**FISCAL IMPLICATIONS:**

This position are fully funded through restricted funds and it is uncertain whether new funding will be offered.

**RECOMMENDATION:**

Board of Trustees approves the 60-day layoff notice for the above positions.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 8**

**AREA:** Human Resources

**TITLE: NEW JOB DESCRIPTIONS**

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

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**BACKGROUND:**

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

**Leadership:**

1. Director Institutional Grants
2. Executive Director, Educational Technology (\*Not available at this time)

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

**FISCAL IMPLICATIONS:**

1. This position is funded by restricted funds
2. This position is funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves the new job description.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 1**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **July 31, 2014** as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$786,161.10, as presented.

Open Purchase Orders

In the aggregated amount of \$1,968,537.00, as presented.

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

In the aggregated amount of \$4,234,655.48 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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 8/11/2014</b> <b>Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 2**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: WARRANTS**

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**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 \$5,117,188.91 as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 3**

**AREA:** Administrative Services

**TITLE: PAYROLL #1**

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

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**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 #1 in the amount of \$1,917,966.47 as follows:

Certificated:	\$1,002,115.09
Classified:	<u>\$ 915,851.38</u>
	\$1,917,966.47

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: GIFT/DONATION TO THE DISTRICT**

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**BACKGROUND:**

- A 2000 Oldsmobile Bravada vehicle donated to the School of Applied Sciences and Business by Mr. Ken Eklund, Palm Desert, CA. This vehicle will be utilized by students in the automotive lab.

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District's budget.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 5**

**AREA:** Administrative Services

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

**TITLE: OUT-OF-STATE TRAVEL**

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**BACKGROUND:**

1. Student Success & Student Learning – Ms. Amanda Phillips, Director of Counseling, to attend the HACU 28<sup>th</sup> Annual Conference in Denver, CO, on October 4-6, 2014.

The HACU conference will offer workshops and plenary sessions under the theme, “Championing Hispanic Higher Education: Investing in America’s Future.

*Fiscal Implications:* Costs estimated at \$2,700.00 and will be funded by a restricted source (Title V HSI Grant).

2. Student Success and Student Learning – Dr. Daniel Martinez, Director of Institutional Research, Institutional Effectiveness, Educational Services and Planning, to attend the Center for Analysis of Postsecondary Ed. and Employment (CAPSEE) 2014 Conference in Washington, D.C., on September 18-19, 2014.

The CAPSEE 2014 Conference will convene higher education researchers, leaders, and policymakers to discuss the latest research on economic returns to a range of college pathways, and how research can be used to inform policy and practice related to performance funding, college affordability, and alignment of higher education and workforce needs. Conference topics will include: state-level labor market outcomes for certificates and degrees; the impact of the federal grants and loans on earnings and employment; challenges in using labor market outcome data in performance funding systems; and how post-college earnings data can be used to help students make better program and career choices.

*Fiscal Implications:* Costs estimated at \$1,500.00 and will be funded by an unrestricted source (Leadership Development Funds).

3. Student Success and Student Learning – Ms. Tessa Rohl, Research Analyst, Institutional Effectiveness, Educational Services and Planning, to attend the Center for Analysis of Postsecondary Ed. and Employment (CAPSEE) 2014 Conference in Washington, D.C., on September 18-19, 2014.

The CAPSEE 2014 Conference will convene higher education researchers, leaders, and policymakers to discuss the latest research on economic returns to a range of college pathways,

and how research can be used to inform policy and practice related to performance funding, college affordability, and alignment of higher education and workforce needs. Conference topics will include: state-level labor market outcomes for certificates and degrees; the impact of the federal grants and loans on earnings and employment; challenges in using labor market outcome data in performance funding systems; and how post-college earnings data can be used to help students make better program and career choices.

*Fiscal Implications:* Costs estimated at \$1,700.00 and will be funded by an unrestricted source (Institutional Research Budget).

4. Student Success & Student Learning: Men's Soccer Team to travel to Arizona for a soccer match versus Yavapai College on September 12, 2014.

This match was scheduled in reciprocation for Yavapai traveling to COD in 2013. This trip will be a benefit to our student-athletes in many ways, but most importantly enhancing their College of the Desert experience from both a cultural and competitive excellence standpoint. For many of the players it will be their first trip out-of-state, and for some it will be their first ever trip out of the Coachella Valley. They will be exposed to competition at the highest level, as Yavapai is a perennial National Top-5 program. The coaching staff believes that this trip will provide for a terrific team bonding experience, will be culturally enriching, and will set the bar for competitive greatness for our student-athletes.

*Fiscal Implications:* Costs estimated at \$1,660.00. The host college will pay for all hotel expenses and the balance will be paid out of the Men's Soccer Team's fundraising account.

5. Student Success & Student Learning: Ms. Stephanie Paramore, Coordinator for Upward Bound of the TRIO-SSS Program, to attend the Council for Opportunity in Education 33<sup>rd</sup> Annual Conference in Washington, D.C., on September 07 – 10, 2014.

The Council for Opportunity in Education is a nonprofit organization dedicated to furthering the expansion of college opportunities for low-income, first-generation students and students with disabilities throughout the United States. The conference will address some of the following TRIO Services: Assistance in choosing a college; tutoring; personal and financial counseling; career counseling; assistance in applying to college; workplace and college visits; special instruction in reading, writing, study skills, and mathematics; assistance in applying for financial aid; and academic assistance in high school or assistance to reenter high school or college.

*Fiscal Implications:* Costs estimated at \$4,000.00 and will be funded by a restricted source (TRIO-SSS Upward Bound Budget).

6. Student Success & Student Learning: Ms. Laurie Mann, Program Coordinator of the TRIO DSPP SSS Program, to attend the Council for Opportunity Education 33<sup>rd</sup> Annual Conference in Washington, D.C., on September 7-10, 2014.

The Council for Opportunity in Education (COE) is a nonprofit organization, established in 1981, dedicated to furthering the expansion of college opportunities for low-income, first-

generation students, veterans and students with disabilities throughout the United States. Its membership includes more than 1,000 colleges and agencies. Through its numerous membership services, the Council works in conjunction with colleges, universities, and agencies that host TRIO programs to specifically help low-income students enter college and graduate. 790,000 low-income students and students with disabilities each year receive college access and retention services through our member colleges and agencies.

The conference theme *Achieving College Success Through Vision & Action* includes speakers, workshops, and exhibits addressing some of the TRiO services to include: assistance in choosing a college, tutoring, personal & financial counseling, career counseling, college visits; as well as TRiO Program updates. As a new program coordinator, this information would be relevant and valuable.

*Fiscal Implications:* Costs estimated at \$3,500.00 and will be funded by a restricted source (TRIO-DSPS SSS Program Budget).

7. Student Success & Student Learning: Ms. Tula Marin, Coordinator/Counselor of the TRIO SSS-EVC program, to attend the Council for Opportunity in Education 33rd Annual Conference in Washington, DC on September 7-10, 2014.

Council for Opportunity in Education (COE) is a nonprofit organization, established in 1981, dedicated to furthering the expansion of college opportunities for low-income, first-generation students, veterans and students with disabilities throughout the United States. Its membership includes more than 1,000 colleges and agencies. Through its numerous membership services, the Council works in conjunction with colleges, universities, and agencies that host TRIO programs to specifically help low-income students enter college and graduate. 790,000 low-income students and students with disabilities each year receive college access and retention services through our member colleges and agencies.

The Conference will address various TRIO services including: choosing universities and application procedures, financial aid, career planning, tutoring services, job readiness, and special instruction in Math, English, and study skills. As a new Coordinator/Counselor, attending the Council for Opportunity in Education Annual Conference will be beneficial to our program and will help us provide the best resources for our students.

*Fiscal Implications:* Costs estimated at \$3,500.00 and will be funded by a restricted source (TRIO-SSS EVC Program Budget).

8. Student Success & Student Learning: Mr. Scott Cooper, Director of Educational Centers and Supervisor for Special Programs, to attend the Council for Opportunity in Education 33rd Annual Conference in Washington, D.C., on September 7-10, 2014.

Council for Opportunity in Education (COE) is a nonprofit organization, established in 1981, dedicated to furthering the expansion of college opportunities for low-income, first-generation students, veterans and students with disabilities throughout the United States. Its membership includes more than 1,000 colleges and agencies. Through its numerous membership services, the

Council works in conjunction with colleges, universities, and agencies that host TRIO programs to specifically help low-income students enter college and graduate. 790,000 low-income students and students with disabilities each year receive college access and retention services through our member colleges and agencies.

All three TRIO SSS programs are entering the 5th year in the grant writing cycle. As supervisor for Special Programs, this conference will provide critical updates on Prior Experience points as relevant to a successful grant application. As scoring has changed, this conference is the best opportunity to meet with Federal Program Officers and COE, the TRIO advocacy organization, to be in the best position for a successful application for another 5 year cycle.

*Fiscal Implications:* Costs estimated at \$3,500.00 and will be funded by a restricted source (Student Support Programs and Services Budget).

9. Student Success & Student Learning: Mr. John Jaramillo, Dean of School of Applied Sciences and Business, to attend Best Practices and Innovations Conference at Cape Cod, MA, on September 17-20, 2014.

Leaders in career and technical education from around the country will bring the newest best practices and innovations in Common Core Standards/academic integration, CTE's role in educational reform, business and education partnerships, credentials/certifications/assessments, college- and career-readiness standards, and performance-based, student-centered instruction and assessment. By attending, I will share in this Best Practices exchange of ideas and success.

CTE is a dynamic educational area. Maintaining relevance is a key to program improvement. CTE industry partnerships and high school to college transition are key parts of all CTE activities and success indicators. Participation in this showcase of national Best Practices will give Dr. Jaramillo tangible products to bring back to our college, industry and K12 partners. The common core approach to learning at the K12 is a fundamental shift in pedagogy. This conference will provide many real world practices as many states are ahead of California in the implementation.

*Fiscal Implications:* Costs estimated at \$1,849.20 and will be funded by a restricted source (Perkins Funds).

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 8/11/2014</b> <b>Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 6**

**AREA:** Administrative Services

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

**TITLE: APPROVAL OF CONTRACTS/AGREEMENTS  
AND AMENDMENTS**

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**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.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 7**

**AREA:** Administrative Services

**TITLE: AMENDMENTS TO CONTRACTS – MEASURE B  
BOND PROJECTS**

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

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**BACKGROUND:**

*Amendments to Agreements between College of the Desert and:*

**C-0000648 – Southern California Soils & Testing, Inc. – Applied Sciences Project**

Amendment No. 1 for Soils, Material Testing & Inspection Services amends the original scope of work to include additional testing and inspection services for the Applied Sciences Building. This amendment increases the contract in an amount not to exceed \$20,000.00. This amends the original contract amount from \$147,945.00 to a revised amount not to exceed \$167,945.00.

**C-0000419 – HMC Architects – Applied Sciences Project**

Amendment No. 2 for FF&E (Furniture, Fixtures & Equipment) Services amends the original scope of work to include additional consulting services. This amendment is an increase to the contract in an amount not to exceed \$16,650.00. This amends the original contract amount from \$43,835.00 to a revised amount not to exceed \$60,485.00.

**C-0000527 – ProWest Constructors, Inc. – Athletic Facilities Project**

Amendment No. 1 extends the original contract end date to November 30, 2014. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

**C-0000413 – HMC Architects – Athletic Facilities Project**

Amendment No. 1 for FF&E Services amends the original scope of work to include additional FF&E services. This amendment is an increase in the amount not to exceed \$8,300.00. This amends the original contract amount from \$68,475.00 to a revised amount not to exceed \$76,775.00.

**C-0000379 – LPA, Inc. – Athletic Facilities Project**

Amendment No. 10 for Design Consultant Services amends the original scope of work to include additional services for design of fire access lane. This amendment is an increase in an amount not to exceed \$5,775.00. This amends the original contract amount from \$1,248,921.00 to a revised amount not to exceed \$1,254,696.00.

**C-0000379 – LPA, Inc. – Athletic Facilities Project**

Amendment No. 11 for Design Consultant Services amends the original scope of work to include additional services for tennis court design changes. This amendment is an increase in an amount not to exceed \$12,375.00. This amends the original contract amount from \$1,254,696.00 to a revised amount not to exceed \$1,267,071.00.

**C-0000597 – MSA Consulting, Inc. – Child Development Center Project**

Amendment No. 1 for SWPP (Storm Water Pollution Prevention) Plan & Monitoring Services extends the original contract end date to June 30, 2014. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

**C-0000382 – Farnsworth Group, Inc. – East Valley Campus – Indio Project**

Amendment No. 2 for LEED Certification Commissioning Services extends the original contract end date to August 31, 2014. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

**C-0000716 – JBA Consulting Engineers – East Valley Campus – Mecca/Thermal Project**

Amendment No. 1 for Professional Services extends the contract end date to October 31, 2014. This amendment comes at no additional cost to the District.

**C-0000521 – Gilbane – Visual Arts Project**

Amendment No. 2 for Construction Management Services amends the original scope of work to include extending Construction Management Services to April 1, 2014. This amendment is an increase in an amount not to exceed \$34,361.00. This amends the original contract amount from \$447,993.00 to a revised amount not to exceed \$482,354.00.

**RECOMMENDATION:**

Board of Trustees approves the amended contracts that are listed above for special services.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 8/11/2014</b> <b>Chair &amp; Vice Chair Review: 8/13/2014</b>
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Corrected Copy

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 8**

**AREA:** Administrative Services

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

**CONSENT**  
 **ACTION**  
 **INFORMATION**

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**BACKGROUND:**

1. Change Order #1 to the contract with Inland Building Construction Companies, Inc. for the Athletic Facilities Project is in the amount of \$10,590.00 for additional labor to lightly sandblast three (3) new retaining walls and two (2) new stairs. This change order amends the contract total from \$1,054,700.00 to \$1,065,290.00 and remains within the 10% allowed for changes.
2. Change Order #1 to the contract with Columbia Steel, Inc. for the Athletic Facilities Project is in the amount of \$9,111.00 for additional labor and materials for furnishing and stalling 24 drilled support plates and 36 slotted support plates as required for six (6) relocated/revised front folding basketball backboard assemblies. This change order amends the contract total from \$142,000.00 to \$151,111.00 and remains within the 10% allowed for changes.
3. Change Order #2 to the contract with California Facility Specialists, Inc. for the Athletic Facilities Project is in the amount of \$8,989.62 for the labor and materials for the second revision of the side courts and moving the backboards to the new location, labor and materials for the first revision of the back folding backboards and a credit for the scoreboard that was changed to wner furnished OFCI (Owner Furnished Contractor Installed). This change order amends the contract total from ~~\$82,847.93~~ to ~~\$72,847.93~~ **\$262,120.00 to \$271,109.62** and remains within the 10% allowed for changes.
4. Change Order #3 to the contract with Sign Excellence for the Wayfinding and Signage Project is in a credit amount of <\$4,382.48> for the return of unused allowance. This change order amends the contract total from \$290,912.12 to \$286,529.64 and remains within the 10% allowed for changes.
5. Change Order #1 to the contract with aTen Construction for the Stagecraft Shop Project is in the amount of \$16,732.42 for back charges to JTS Modular for underground plumbing relocations and the use of aTen direct labor on the concrete slab pour, structural footing and steel modifications to correct the canopy roof transition, relocation of the sidewalk between Stagecraft and Theater Too, and parking lot ADA corrections for noncompliant path of travel. This change order amends the contract total from \$534,510.00 to \$551,242.00 and remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustees approves the Change Orders listed above.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 8/11/2014</b> <b>Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 9**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

1. The contract with Western Audio Visual, Inc. for the Child Development Center – Audio Visual System is complete as of June 12, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with Nexus IS, Inc. for the Child Development Center – Network Transmission System (NTS) is complete as of June 12, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
3. The contract with Western Audio Visual, Inc. for the East Valley Campus – Indio – Audio Visual System is complete as of April 25, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
4. The contract with Pro Craft Construction, Inc. for the Visual Arts Building – Plumbing and Site Utilities is complete as of May 1, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
5. The contract with Vintage Associates, Inc. for the Visual Arts Building – Landscaping & Irrigation is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
6. The contract with Prieto Construction Company, Inc. for the Visual Arts Building - Specialties is complete as of June 30, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
7. The contract with Prieto Construction Company, Inc. for the Visual Arts Building – Metal Studs, Drywall, Insulation, Ceilings is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

8. The contract with Nexus IS, Inc. for the Visual Arts Building – Network Transmission System (NTS) is complete as of May 1, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

9. The contract with Kretschmar & Smith, Inc. for the Visual Arts Building - Masonry is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

10. The contract with Inland Building Construction Companies, Inc. for the Visual Arts Building – Structural Concrete is complete as of May 1, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

**FISCAL IMPLICATIONS:**

Projects funded by proceeds from Measure B Bond Funds.

**RECOMMENDATION:**

Board of Trustees accepts the contracts that are listed above for a specific Measure B Bond Project as complete.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 8/11/2014</b> <b>Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 10**

**AREA:** Administrative Services

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

**TITLE: RENEWAL OF MEASURE B BOND PROGRAM  
MANAGEMENT AGREEMENT**

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**BACKGROUND:**

This Agreement is for contract management services for the capital construction program associated with the Measure B Bond Projects. The existing agreement with EIS Professionals terminates on August 31, 2014. EIS Professionals is a subsidiary company of MAAS Companies and has requested the new agreement be executed with MASS Companies. No change in services or personnel are associated with the change in company name. The term of this contract shall be for the period September 1, 2014 thru August 30, 2017 with two one year renewal options.

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

**FISCAL IMPLICATIONS:**

The fees are based on the contractor's current hourly fee schedule, fixed fee compensation and reimbursable expenses. This agreement is funded from Measure B Bond Proceeds.

**RECOMMENDATION:**

Board of Trustees approves the agreement with MAAS Companies as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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Amended Item

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 1**

**AREA:** Student Success & Student Learning

**TITLE: DESIGNATION OF OFF-SITE LOCATIONS**

**CONSENT**  
 **ACTION**  
 **INFORMATION**

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**BACKGROUND:**

Starting in the 2014 Fall Semester, College of the Desert will begin using the off-site locations:

- Palm Desert High School for some of our classes. We anticipate that we will continue to do so for the following years.
- My Fitness Studio located at 45151 Oasis Street, Indio, for Yoga classes we are offering for Fall 2014 semester.
- **Desert Springs Healthcare and Rehabilitation Center, located at 82262 Valencia Ave., Indio, for CAN students. This facility has been approved by the California Department of Public Health as a clinical site for our CAN students.**

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations.

**FISCAL IMPLICATIONS:**

- None for the classes at Palm Desert High School.
- For the yoga classes in Indio, payment of \$1,200 shall be paid from Kinesiology district funds.
- **None for the classes at Desert Springs Healthcare and Rehabilitation Center.**

**RECOMMENDATION:**

The President recommends that the Board of Trustees approves the off-site locations as presented.

<b>Administrator Initiating Item:</b> Anna Davies	<b>Cabinet Review &amp; Approval: 8/11/2014</b> <b>Chair &amp; Vice Chair Review: 8/13/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/22/2014  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: DELAYED PAPER WORK (OVER 60 DAYS)**

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

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**BACKGROUND:**

The paperwork for these temporary assignments was delayed due to a staffing vacancy in Languages and Communications Division.

The total costs associated with these contracts is \$3,000.00.

\*[Details on COD website](#)

**FISCAL IMPLICATIONS:**

All positions are funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the stipend agreements as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 8/11/2014 Chair &amp; Vice Chair Review: 8/13/2014</b>
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