

# 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, SEPTEMBER 21, 2012

**TIME:** 9:30 A.M.

**LOCATION: COACHELLA VALLEY ECONOMIC PARTNERSHIP  
3111 EAST TAHQUITZ CANYON WAY  
PALM SPRINGS, CA 92262**

*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 September 21, 2012, with any additions, corrections, or deletions.

**III. CLOSED SESSION** 9:30a.m. – 10:00 a.m. and 12:00p.m. to 1:15p.m. Closed session may extend past the designated time, but should the business considered in closed session require additional time the board shall reserve the 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: Stan Dupree

**2. CONFERENCE WITH LEGAL ANTICIPATED LITIGATION: Section 54956.9 (b)(c)** Specify number of potential cases: 5

**\*\*Please note: Closed session will continue at 12:00 p.m. to 1:15 p.m. and at the end of the public meeting if needed.**

**IV. OPEN SESSION 10:15 to 12:00 p.m. & 1:30 to completion**

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 August 17, 2012. (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. FACULTY ASSOCIATION
- F. C.O.D.A.A.
- G. CSEA
- H. GOVERNING BOARD

**VIII. ADMINISTRATIVE REPORTS**

- 1. Superintendent/President: Dr. Joel Kinnamon
- 2. Vice President Business Affairs: Dr. Edwin Deas  
1:30 Presentation on West Valley Campus

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

**A. HUMAN RESOURCES**

- 1. Extension of Assignment – Classified

2. Working Out-of-Class-Confidentials
3. Volunteers
4. Initial Proposal from the CTA to the DCCD – First Reading
5. Resignation – P/T Faculty-Counselor
6. Employment Group C Appointments
7. Change in Assignment – Classified
8. Layoff - Classified

**B. FISCAL SERVICES**

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Agreement for Specific Legal Services with Atkinson, Andelson, Loya, Ruud & Romo
3. Warrants
4. Payroll #2
5. Change Order #011-Nexus-001 – Classroom Building Project – Nexus
6. Change Order #012-Continental Flooring-001 – Classroom Building Project – Continental Flooring, Inc.
7. Change Order #015-Arrowhead-001 – Classroom Building Project – Arrowhead Mechanical
8. Change Order #018-KAR-001 – Classroom Building Project – KAR Construction
9. Change Order #019-Western Audio Visual-001 – Classroom Building Project – Western Audio Visual
10. Out-of-State Travel

**X. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Revised Board Policy 2310 Regular meetings of the Board – Second Reading
2. Proclamation: National Disabilities Awareness Month

**C. PRESIDENT**

1. Resolution: 092112-1 in Support of Proposition 30: Schools and Local Public Safety Protection Act.
2. Resolution: 092112-2 Opposition to Proposition 32: Prohibition on Political Contributions by Payroll Deduction and on Contributions to Candidates
3. Renewal Term for the Business Representative and the Member-At-Large West Valley Representative on the Citizens' Bond Oversight Committee

**D. HUMAN RESOURCES**

1. Employment Group A Appointments – Classified

2. Delayed Paper Work (Over 60 Days)
3. 45-Day Layoff Notice – Classified
4. Reclassifications – Classified
5. Revised Job Description - Classified

**E. FISCAL SERVICES**

1. Public hearing 2012-2013 Final Budget
2. Fiscal Year 2012-2013 Final Budget
3. Report of Workers' Compensation Self-Insurance
4. Public Hearing Concerning the Intent to Award an Energy Service Contract and Enter into a Lease Purchase Agreement
5. Solar Project at Palm Desert Campus
6. Notice of Intent to Award Contract for an Energy Service Contract
7. Notice of Intent to Award Contract for the Demolition of Three Water Wells Project

**XI. ITEMS OF INFORMATION**

1. Administrative Procedure 2310: Regular meetings of the Board
2. Desert Community College District's Amendments to the Conflict-of-Interest Code

**XII. STUDY SESSION – 1:30 p.m.**

1. West Valley Campus Presentation

**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: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 1**

**TITLE: EXTENSION OF ASSIGNMENT - CLASSIFIED**

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**BACKGROUND:**

To provide an extension of assignment for Bobbie Weigel, Part-Time Security, Security Department, from 7/10/12 to 8/12/12.

**FISCAL IMPLICATIONS:**

Position is fully funded from unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the extension of assignment as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 2**

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**TITLE: WORKING OUT-OF-CLASS - CONFIDENTIALS**

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**BACKGROUND:**

Ms. Marisol Reyes and Mr. Diaman Amsler, Human Resources Generalists, Office of Human Resources, have been working out-of-class as they have been doing recruiting duties while employee is on leave. Ms. Reyes is on the Leadership salary schedule at Range III, Step 7, and will receive Range V, Step 2, and Mr. Amsler is on the Leadership salary schedule at Range III, Step 6, and will receive Range V, Step 1, effective 8/13/12.

**FISCAL IMPLICATIONS:**

These positions are fully funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies working out-of-class as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 3**

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**TITLE: VOLUNTEER**

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**BACKGROUND:**

Listing of approved volunteer as follows:

Charles M. Detwiler - Assistant Football Coach/Athletics  
Wendell Inghram – Business Work Experience/Kiosk  
Scott Armstrong – Work Experience/Nursery  
Yumi Kanda – Business Work Experience/Kiosk  
Alfred Rendon – Business Work Experience/Kiosk

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

Board of Trustees ratifies volunteers as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 4**

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**TITLE: INITIAL PROPOSAL FROM THE DESERT COMMUNITY COLLEGE FACULTY ASSOCIATION (CCA/CTA/NEA) TO THE DESERT COMMUNITY COLLEGE DISTRICT – 2012 SUCCESSOR AGREEMENT – FIRST READING**

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**PROPOSAL:**

To conduct a first reading, requested by the Desert Community College Faculty Association (CCA/CTA/NEA), to re-open the following sections for the collective bargaining agreement of the Desert Community College Faculty Association to be negotiated fall 2012, effective 7/1/13:

**Article 8, Compensation:** To negotiate salary increases for unit members commensurate with the District's ability to pay.

**Article 10, Health and Welfare Benefits:** To negotiate District Health and Welfare contribution increases for unit members commensurate with the District's ability to pay. To bring certain language into consistency with a 16-week academic calendar.

**Article 11, Leaves:** To negotiate the ability to earn additional non-STRS creditable sick leave for additional work completed by unit members for the District.

**Appendix E, Sabbatical Leaves:** To negotiate a guarantee to a minimum of two sabbaticals granted each academic year.

**Appendix I, Load Banking:** To amend this appendix to allow all unit members to load bank 15 SIUs.

**Appendix J, Released/Reassigned Time and Stipends:** To negotiate a new Clinical Nursing Stipend.

**New Appendix, SERP:** To negotiate a Supplemental Early Retirement Plan.

**New Appendix, Fee Waiver:** To negotiate a waiver of course fees for classes taken at COD for dependents and spouses of Unit Members.

**BACKGROUND:**



Currently the Board of Trustees and the Desert Community College Faculty Association have an agreement pursuant to Government Code Section 3540 et. seq, which provides for annual re-openers. It is appropriate to conduct a first reading regarding this re-opener at this time.

**FISCAL IMPLICATIONS:**

Budgetary implications are unknown at this time.

**RECOMMENDATION:**

Board of Trustees approves the initial reading of the above proposal as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 5**

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**TITLE: RESIGNATION – P/T FACULTY-COUNSELOR**

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**BACKGROUND:**

Mr. Oscar Fonseca, Adjunct Upward Bound Counselor, has resigned from his position effective 9/8/12.

**FISCAL IMPLICATIONS:**

Position is funded through restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the resignation as presented.

<b>Administrator Initiating Item:</b>	<b>Cabinet Review &amp; Approval: 9/10/2012</b>
Edwin Deas	<b>Chair &amp; Vice Chair Review: 9/13/2012</b>

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 6**

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**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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**BACKGROUND:**

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

Classified term-specific in an aggregate amount of \$4,685.00. ([Details on COD website](#))

Faculty stipend in aggregate amount of \$109,704.00. ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$164,250.83 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$248,987.00. ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$379,776.00. ([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: 9/10/2012 Chair & Vice Chair Review: 9/13/2012
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 7**

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**TITLE: CHANGE IN ASSIGNMENT - CLASSIFIED**

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**BACKGROUND:**

1. To provide a change in assignment hours for Angila Romious, Research Analyst-Student Affairs, Title V/HSI, from 24 to 25.5 hours effective 8/27/12.
2. To provide a change in assignment months/hours for Socorro Garcia, Bilingual Secretary, Upward Bound, Student Affairs, from 11 months to 12 months and from 19.5 hours to 25 hours effective 9/1/12.
3. To provide a change in assignment for employee #0043013 who transferred to an ISA/DSPS position after exercising her bumping rights due to a layoff which was approved by the Board in July 2012. This was effective 8/27/12. This is in accordance with the CSEA Bargaining Agreement Article XVIII, Section 18.4.

**FISCAL IMPLICATIONS:**

All positions fully funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the appointments as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/10/2012 Chair & Vice Chair Review: 9/13/2012
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 8**

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**TITLE: LAYOFF - CLASSIFIED**

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**BACKGROUND:**

As a consequence from the Board approved layoff in July, employee # 0041798 has been laid off due to another senior employee exercising their bumping rights. This was effective 9/2/12. This is in accordance with the CSEA Bargaining Agreement Article XVIII, Section 18.4. The employee will be placed on the 39-month rehire listing.

**FISCAL IMPLICATIONS:**

Position is funded through restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the layoff as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/10/2012 Chair & Vice Chair Review: 9/13/2012
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 1**

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **August 1-31, 2012** as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$3,334,973.15 as presented. (Details on [COD Website](#))

Contracts in excess of \$25,000

In the aggregated amount of \$1,084,637.00 as presented. (Details on [COD Website](#))

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

In the aggregated amount of \$5,255,028.78 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.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 2**

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**TITLE: AGREEMENT FOR SPECIFIC LEGAL SERVICES  
WITH ATKINSON, ANDELSON, LOYA, RUUD & ROMO**

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**BACKGROUND:**

The District wishes to engage the services of \*Atkinson, Andelson, Loya, Ruud & Romo, a Professional Law Corporation, to provide legal support to the District in negotiating an engineering, procurement, and construction contract with a company selected by the District for the solar project.

\*Details on [COD Website](#)

**FISCAL IMPLICATIONS:**

Expenditures met from Bond Program, as legally permitted.

**RECOMMENDATION:**

Board of Trustees approves the attached agreement for specific legal services from Atkinson, Andelson, Loya, Ruud & Romo, a Professional Law Corporation, as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 3**

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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 \$5,663,202.78 as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 4**

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**TITLE: PAYROLL #2**

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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 #2 in the amount of \$2,266,139.77 as follows:

Certificated:	\$1,386,887.76
Classified:	<u>\$ 879,252.01</u>
	\$2,266,139.77

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 5**

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**TITLE: CHANGE ORDER #011-NEXUS-001  
CLASSROOM BUILDING PROJECT  
NEXUS**

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**BACKGROUND:**

Change Order #011-Nexus-001 is a credit in the amount of <\$75,000.00> for unused allowance. This Change Order amends the contract total from \$261,847.19 to \$186,847.19.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #011-Nexus-001 to the contract with Nexus for the Classroom Building Project in the credit amount of <\$75,000.00>; amending the contract to \$186,847.19.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 9/10/2012 Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 6**

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**TITLE: CHANGE ORDER #012-CONTINENTAL FLOORING-001  
CLASSROOM BUILDING PROJECT  
CONTINENTAL FLOORING, INC.**

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**BACKGROUND:**

Change Order #012-Continental Flooring-001 is a credit in the amount of <\$155,515.00> for unused allowance. This Change Order amends the contract total from \$313,126.00 to \$157,611.00.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #012-Continental Flooring-001 to the contract with Continental Flooring, Inc. for the Classroom Building Project in the credit amount of <\$155,515.00>; amending the contract to \$157,611.00.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 9/10/2012 Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 7**

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**TITLE: CHANGE ORDER #015-ARROWHEAD-001  
CLASSROOM BUILDING PROJECT  
ARROWHEAD MECHANICAL**

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**BACKGROUND:**

Change Order #015-Arrowhead-001 is in the amount of \$118,968.16 in order to provide for a more efficient and usable data center, delete all overhead return ductwork in room 137; to provide appropriate support for penthouse air ducts, change indicated support to HSS steel; due to heat generated by battery back-up in room 139, provide and install ductless split system; and a deduction from contract in fiscal year 2011. This Change Order amends the contract total from \$1,343,000.00 to \$1,461,968.16 and remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #015-Arrowhead-001 to the contract with Arrowhead Mechanical for the Classroom Building Project in the amount of \$118,968.16 amending the contract to \$1,461,968.16.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 9/10/2012 Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 8**

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**TITLE: CHANGE ORDER #018-KAR-001  
CLASSROOM BUILDING PROJECT  
KAR CONSTRUCTION**

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**BACKGROUND:**

Change Order #018-KAR Construction-001 is in the amount of \$51,988.00 in order to provide and install added Corten wall footing at south side of CMU enclosure; to provide adequate construction of Corten wall footing and steel plate; due to existing hot and cold water underground utilities, modify light pole base; in order to provide for a more stable ADA pathway at the northwest courtyard, place concrete pathway in lieu of decomposed granite; overtime premium cost for 5/18/12 and 5/22/12, as agreed to and directed; and architect color selection and finish of east side stairs due to missing designation on site plans. This Change Order amends the contract total from \$1,020,309.00 to \$1,072,297.00 and remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #018-KAR-001 to the contract with KAR Construction for the Classroom Building Project in the amount of \$51,988.00 amending the contract to \$1,072,297.00.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 9**

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

**TITLE: CHANGE ORDER #019-WESTERN AUDIO VISUAL-001  
CLASSROOM BUILDING PROJECT  
WESTERN AUDIO VISUAL**

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**BACKGROUND:**

Change Order #019-Western Audio Visual-001 is a credit in the amount of <\$67,782.00> for unused allowance. This Change Order amends the contract total from \$404,001.48 to \$336,219.48.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #019-Western Audio Visual-001 to the contract with Western Audio Visual for the Classroom Building Project in the credit amount of <\$67,782.00>; amending the contract to \$336,219.48.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 9/10/2012 Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 10**

<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 Services – Dr. Annebelle Nery, Dean of Enrollment Services, and Gail Booth, Sr. Financial Aid Specialist, to attend the Department of Education 2012 Federal Student Aid Conference in Orlando, FL, November 27 – 30, 2012.

The Federal Student Aid annual conference is designed to provide the most up-to-date information on Title IV programs and the evolving federal policies and procedures. The conference will also cover topics ranging from the technologies associated with the Department of Education’s information systems for improved practices for supporting aid applicants and recipients. This year’s conference program will focus on topics related to changes in Title IV policies and programs impacting schools participating in the federal student aid programs.

*Fiscal Implications:* Costs estimated at \$2,400.00 each and will be funded by a restricted source (Board Financial Assistance Program Funds).

2. Academic Affairs – Mr. John Jaramillo, Dean, School of Applied Sciences and Business, to attend the Career Tech VISION 2012 Conference in Atlanta, GA, November 27 – December 1, 2012.

This conference is designed to be an integral component of the overall professional learning plan. The format of VISION has been created to meet individual professional growth needs and align with institutional strategic improvement plans. The conference provides opportunities for colleagues to showcase their model programs, share lessons learned, and look to the future by experiencing a wide array of new ideas.

*Fiscal Implications:* Costs estimated at \$1,980.00 and will be funded by a restricted source (Perkins Funds).

3. Academic Affairs – Mr. Carl Farmer, Director, MESA, to attend the National Science Foundation’s S-STEM (Scholarship in Science, Technology, Engineering, Mathematics) Projects meeting (October 14-16) and the HACU Annual Conference (October 20-22), both in Washington, DC.

The S-STEM Projects meeting will bring together 400 leaders and team members of NSF funded projects from across the United States and is designed to facilitate interaction between experienced project teams and newer project teams to learn and share strategies from each other.

HACU's Annual Conference provides a unique forum for the sharing of information and ideas for the best and most promising practices in the education of Hispanics.

*Fiscal Implications: Costs estimated at \$2,998.00 for both conferences. NSF will reimburse \$800.00 for travel expenses and cover hotel accommodations and meals. The remainder of costs will be paid by MESA Grant.*

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 9/10/2012 Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

Meeting Date: 09/21/2012

**AREA:** Board of Trustees

**ITEM #: 1**

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

**TITLE: REVISION OF BOARD POLICY 2310: REGULAR MEETINGS OF THE BOARD – SECOND READING**

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**BACKGROUND:**

This policy was revised in August 2011 to include provisions relative to teleconferencing. A member requested further discussion on the matter.

Two members were appointed at the July 2012 meeting to review and revise as needed. Those members, in consultation with the Superintendent/President, reviewed recommendations made by the attorney representing the Board, and revised the policy as presented.

\*Details on [COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve the revised policy as presented.

<b>Administrator Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 9/10/2012 Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Board of Trustees

**ITEM #: 2**

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

**TITLE: PROCLAMATION: NATIONAL DISABILITIES AWARENESS MONTH**

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**BACKGROUND:**

The purpose of Disabilities Awareness Month is to enlighten all Americans to the abilities of the individual and the inclusion of the needs of all its citizens in issues of equity, access, education, and employment.

**FISCAL IMPLICATIONS:**

No cost to the District.

**RECOMMENDATIONS:**

It is recommended the Board of Trustees approve the Proclamation as presented.

<b>Administrator Initiating Item:</b> Bonnie Stefan	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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## **PROCLAMATION**

### **NATIONAL DISABILITIES AWARENESS MONTH**

*WHEREAS, in July 1991, President Bush signed into law the Americans with Disabilities Act to promote and protect the rights of American Citizens with disabilities, establishing a national mandate to end discrimination; and*

*WHEREAS, this civil rights law applies to the 50 million Americans with disabilities, comprising the largest single minority group in the United States; and*

*WHEREAS, disability is more often an attitude than a lifestyle; and*

*WHEREAS, eligibility to the grouping as disabled is inclusive and transcends issues of race, ethnicity, age, gender, and economic status; all are eligible; and*

*WHEREAS, contributions made to society, civilization, and the whole of human experience by individuals with disabilities should be acknowledged and celebrated for the benefit and the betterment of all; and*

*WHEREAS, the purpose of National Disabilities Awareness Month is the enlightenment of all Americans to the abilities of the individual and the inclusion of the needs of all its citizens in issues of equity, access, education and employment; and*

***BE IT FURTHER RESOLVED** that Desert Community College District declares and affirms the month of October as National Disabilities Awareness Month and celebrates the lives and contributions made by individuals with disabilities to promote enlightenment of individual abilities.*

*Board of Trustees  
Becky Broughton  
Charles H. Hayden  
John Marman  
Michael O'Neill  
Bonnie Stefan*

*Student Trustee  
Andrew Campbell*

*President  
Joel L. Kinnamon*

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 8/17/2012**

**AREA:** Superintendent/President

**ITEM #: 1**

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

**TITLE: RESOLUTION 092112-1: IN SUPPORT OF PROPOSITION 30-SCHOOLS AND LOCAL PUBLIC SAFETY PROTECTION ACT**

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**BACKGROUND:**

This proposition will provide increased funding to the University of California, California State University, and California Community College systems, helping to protect quality and student access, and stabilize California public higher education as an engine of economic growth and opportunity.

Should the measure fail to pass, the University of California, California State University and California Community College systems will lose more than a billion dollars a year, resulting in further erosion of needed services to students, steep tuition increases, course reductions, cuts to academic programs, hiring freezes and layoffs, and ultimately reduced educational opportunity.

**RECOMMENDATION:**

Approve the resolution as presented.

<b>Administrator Initiating Item:</b> <b>Joel Kinnamon</b>	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE DESERT  
RESOLUTION # 092112-1**

**Resolution in Support to Proposition 30:  
Schools and Local Public Safety Protection Act**

**WHEREAS**, community colleges have taken extensive cuts to funding over recent years, while trying to educate the largest high school graduating classes in California history and need funding to provide the programs and services necessary to increase the number of successful degree and certificate holders; and

**WHEREAS**, community colleges have been forced to turn away as many as 130,000 potential students in a single year due to the need to reduce course sections, generally from 5-15 percent annually per district; and

**WHEREAS**, community colleges have carried an estimated 252,000 students over the last five years (2007/2008 to 2011/2012) for whom they have not received any apportionment, categorical, or student support funding; and

**WHEREAS**, community colleges operated with \$809 Million (12%) less in unrestricted apportionment funding 2011/2012 than in 2008/2009, including cuts to both apportionment and categorical funding; and

**WHEREAS**, per student funding in community colleges has been reduced from \$5,659 in 2007/2008 to \$5,115 in 2011/2012, a loss of 9.6% over this five-year period, while the unfunded cost-of-living (2008/2009 to 2012/2013) has increased by a compounded 16.3%; and

**WHEREAS**, the Legislature has increased fees from \$600 annually in 2008/2009 to \$1,380 for the 2012/2013 school year, while the majority of community college students have incomes so low that they are eligible for the Board of Governors' (BOG) Fee Waiver; and

**WHEREAS**, California community colleges are essential for providing higher education opportunity for over two million Californians annually; and

**WHEREAS**, California community colleges are essential for providing students with the skills to be economically successful in the California economy; and

**WHEREAS**, Proposition 30 would temporarily increase the state sales tax by 0.25% and the marginal personal income tax rate for individuals earning over \$250,000 and households earning over \$500,000 and dedicate the funds to K-12 schools and community colleges; and

**WHEREAS**, Proposition 30 will avoid the elimination of funding for an additional 85,000 students by providing \$548.5 Million in 2012/2013; and

**WHEREAS**, Proposition 30 will enable California's community colleges to restore essential student service programs that were cut by up to 60% over the last three years.

**THEREFORE**, the Board of Trustees of the Desert Community College District supports Proposition 30, The School and Local Public Safety Protection Act, which has the official title, "Temporary Taxes to Fund Education. Guaranteed Local Public Safety Funding," on the November 2012 ballot.

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Secretary, Board of Trustees or  
Authorized Agent of the Board

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Superintendent/President

**ITEM #: 2**

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

**TITLE: RESOLUTION 092112-2: OPPOSITION TO PROPOSITION 32:  
PROHIBITION ON POLITICAL CONTRIBUTIONS BY PAYROLL DEDUCTION AND  
ON CONTRIBUTIONS TO CANDIDATES**

---

**BACKGROUND:**

Proposition 32 would prohibit political contributions from corporations and unions but not from partnerships, including private equity firms and wealthy individuals. It would create a hardship for unions by prohibiting the use of payroll deductions for political activities unless employees “opt in” annually in writing without a comparable requirement for corporate shareholders

It would also interfere with the ability for supporters of community colleges to communicate with voters about the impact of general obligation bonds and parcel taxes.

**RECOMMENDATION:**

Adopt the resolution as presented.

<b>Administrator Initiating Item: Joel Kinnamon</b>
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<b>Cabinet Review &amp; Approval: 9/10/2012 Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE DESERT  
RESOLUTION # 092112-2**

**Resolution in Opposition to Proposition 32:  
Prohibition on Political Contributions by Payroll Deduction and on Contributions to Candidates**

**WHEREAS**, Proposition 32 would prohibit political contributions from corporations and unions but not from partnerships, including private equity firms, and wealthy individuals;

**WHEREAS**, Proposition 32 creates a hardship for unions by prohibiting the use of payroll deduction for political activities unless employees “opt in” annually in writing without a comparable requirement for corporate shareholders;

**WHEREAS**, the proponents claim that this measure would officially ban contributions to candidate-controlled committees by corporations and labor unions, but in reality would affect middle class workers and labor unions far more than corporations and wealthy individuals;

**WHEREAS**, this measure would allow other political expenditures, including corporate expenditures from available resources not limited by the payroll deduction prohibition;

**WHEREAS**, Proposition 32 would encourage the proliferation of unaccountable “independent expenditures” that interfere with the orderly discourse between political candidates;

**WHEREAS**, this measure is the third effort to restrict union funds for support of candidates and issues since the first two efforts (Proposition 226 in 1998 and Proposition 75 in 2005) failed at the ballot box;

**WHEREAS**, Proposition 32 “is a wolf in sheep's clothing,” designed to fool voters into approving a corporate power grab that will lead to even more corporate influence over California’s political system because it contains a giant loophole to allow for unlimited corporate spending on campaigns while building significant barriers for working class voters to engage in political activity;

**WHEREAS**, this measure is opposed by the League of Women Voters and California Common Cause, both champions of reasonable campaign finance reform;

**WHEREAS**, Proposition 32 would interfere with the ability for supporters of community colleges to communicate with voters about the impact of general obligation bonds and parcel taxes;

**THEREFORE**, the Board of Trustees of the Desert Community College District opposes Proposition 32, an initiative statute with the official title of “Political Contributions by Payroll Deduction; Contributions to Candidates,” on the November 6, 2012 General Election ballot.

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Secretary, Board of Trustees or  
Authorized Agent of the Board

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Superintendent/President

**ITEM #: 3**

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

**TITLE: RENEWAL TERM FOR THE BUSINESS  
REPRESENTATIVE AND THE MEMBER-AT-LARGE WEST VALLEY  
REPRESENTATIVE ON THE CITIZENS' BOND OVERSIGHT COMMITTEE**

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**BACKGROUND:**

The Desert Community College District was successful in passing its Measure B Bond Measure on March 2, 2004 for \$346.5 million. Pursuant to ECS 15278, and Proposition 39 restrictions, the District is required to appoint an Oversight Committee whose primary purpose is to inform the public at least annually in written report concerning the expenditure of bond proceeds.

The Oversight Committee must consist of at least seven members from specified groups or organizations. The memberships must have one member each from a business organization, a senior citizen organization, a community college support organization, a bona fide taxpayer organization, Member-At-Large East Valley, Member-At-Large West Valley, and one student from College of the Desert. Mr. Lawrence M. Cohen's (Business Representative appointed to the committee on September 17, 2010) two-year term ends September 2012 and Mr. William H. Waldron (Member-At-Large West Valley appointed to the committee on September 17, 2010) two-year term ends September 2012. The committee has selected Mr. Cohen and Mr. Waldron to renew their term for two more years. According to the committee's bylaws, a member may serve two consecutive terms.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees accepts the renewal of Mr. Lawrence M. Cohen's term for two more years as the Business Representative and Mr. William H. Waldron's term for two more years as the Member-At-Large West Valley Representative on the Citizens' Bond Oversight Committee.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 9/10/2012 Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 1**

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

**TITLE: EMPLOYMENT GROUP A APPOINTMENTS - CLASSIFIED**

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**BACKGROUND:**

1. Ms. Pamela Rosas has been appointed to a vacated position of Child Development Specialist, Child Development Center, 40 hours/week, 9-months, effective 8/20/12. Placement on Range 9 of the Classified salary schedule is at Step A.
2. Ms. Vanessa Martinez has been appointed to a vacant position of Secretary, TRIO-DSPS, 19.5 hours/week, 12 months, effective 8/20/12. Placement on Range 7 of the Classified salary schedule is at Step A.

\*Details on [COD website](#)

**FISCAL IMPLICATIONS:**

1. Position is funded by restricted funds.
2. Position is funded by restricted funds.

**RECOMMENDATIONS:**

Board of Trustees ratifies the appointments as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/10/2012 Chair & Vice Chair Review: 9/13/2012
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 2**

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

**TITLE: DELAYED PAPER WORK - OVER 60 DAYS**

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**BACKGROUND:**

The paper work to process the below was delayed (over 60 days) as it was lost and had to be re-processed. (See [COD website](#))

1. Ms. Damaris Zatarain, ISA/Math, School of Arts & Sciences, has been extended in her assignment from 6/11/12 to 8/2/12.
2. Mr. Michael Shore, ISA/Math, School of Arts & Sciences, has been extended in his assignment from 6/11/12 to 8/2/12.
3. Ms. Parvathy Padmanabhan, ISA/Math, School of Arts & Sciences, has been extended in his assignment from 6/11/12 to 8/2/12.
4. Ms. Cindy Janssen, adjunct faculty, stipend for Basic Skills Initiative, from 5/7/12 – 7/31/12.

**FISCAL IMPLICATIONS:**

All positions are funded by restricted funds.

**RECOMMENDATIONS:**

Board of Trustees ratifies the appointments as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 3**

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

**TITLE: 45-DAY LAYOFF NOTICE - CLASSIFIED**

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**BACKGROUND:**

That the Board of Trustees approves the following classified position be discontinued effective November 5, 2012:

1. Secretary, Health Services, Student Affairs, full-time, 10 months
2. Library Specialist Technical Services, Library, full-time, 9 months

**FISCAL IMPLICATIONS:**

1. Position was funded by restricted funds, now deemed insufficient to support position.
2. Position was previously funded by unrestricted funds, now deleted from budget.

**RECOMMENDATIONS:**

WHEREAS, it is the determination of the Board of Trustees that it is in the best interests of this District that the classified position be discontinued;

BE IT FURTHER RESOLVED that the Superintendent/President is directed to give notice of layoff to applicable classified employee in accordance with §88015, 88017, 88117 and 88127 of the *Education Code*. Such notice shall be given not less than 45 days prior to the effective date of the layoff, and the affected employee shall be informed of their displacement rights, if any, and reemployment rights.

BE IT FURTHER RESOLVED that the College Superintendent/President be authorized and directed to take any other actions necessary to effectuate the intent of this resolution including the implementation of personnel changes brought about by “bumping rights” of the relevant employees.

Board of Trustees approves the 45-day layoff notice as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 4**

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

**TITLE: RECLASSIFICATIONS - CLASSIFIED**

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**BACKGROUND:**

All of the following reclassifications have been approved by the Reclassification Committee and the CSEA Bargaining Unit.

1. To provide a reclassification for the position of Assessment & Testing Services Specialist, Range 11, to Range 14 on the Classified Salary Schedule. Job description is attached with changes to reflect increase in educational requirement and duties associated with coordinating the assessment validation process, data mining, and report writing.
2. To provide a reclassification for the position of Schedule Publication Specialist, Range 16, to a new title of Scheduling Specialist and modifying the job description to reflect increase in educational requirement and current job duties.
3. To provide a reclassification for the position of Accounting Specialist, Range 13, to a new title of Lead Bursar Specialist and modifying the job description to increase educational requirements, experience and current duties associated with the Bursar's Office. Subsequently, after discussions between Human Resources and CSEA, the reclassification and a corresponding salary increase were approved from Range 13 to Range 15 on the Classified Salary Schedule.

See [COD website](#) for revised job description.

**FISCAL IMPLICATIONS:**

1. Position is funded through restricted funds.
2. Position is funded through unrestricted funds.
3. Position is funded through unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves the reclassifications as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Human Resources

**ITEM #: 5**

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

**TITLE: REVISED JOB DESCRIPTION - CLASSIFIED**

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**BACKGROUND:**

To approve the attached revised classified job description whereby the title was the only change. The position title of Tech Prep Specialist was changed to CTE Transitions Specialist.

(See [COD website](#) for job description)

**FISCAL IMPLICATIONS:**

Position is funded through restricted funds.

**RECOMMENDATION:**

Board of Trustees approves the revised job description as presented.

HSI

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 1**

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

**TITLE: PUBLIC HEARING 2012-2013 FINAL BUDGET**

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**BACKGROUND:**

As per California Code of Regulations Section 58191, the Final Budget is considered in a public hearing prior to its adoption.

**FISCAL IMPLICATIONS:**

Identified in the budget attached to Fiscal Services action item #2.

**RECOMMENDATION:**

Board of Trustees holds a public hearing prior to the adoption of the Final Budget.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #:** 2

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

**TITLE: FISCAL YEAR 2012-2013 FINAL BUDGET**

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**BACKGROUND:**

The attached budget is based on the most recent information provided by State. The administration, faculty and staff are continuing the review process regarding budgeting and other fiscal information as it impacts the mission of the college.

Attached you will find:

- 1) General Fund Unrestricted Final Budget for Fiscal Year 2012/13
- 2) Restricted Budgets for Fiscal Year 2012/13
- 3) Description of the changes made in the Unrestricted General Fund for Fiscal Year 2012/13 as compared to the final budget for Fiscal Year 2011/12
- 4) Multiple Year Budget Plan Fiscal Years 2012/13 – 2016/17

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

**FISCAL IMPLICATIONS:**

Identified in the attached budget.

**RECOMMENDATION:**

Board of Trustees adopts the Final Budget for Fiscal Year 2012/2013.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #:** 3

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

**TITLE: REPORT OF WORKERS' COMPENSATION  
SELF-INSURANCE**

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**BACKGROUND:**

Labor Code Section 3702 (Assembly Bill 2771) requires Boards of Trustees to be advised within 90 days of submitting the annual self-insurer's report of the liabilities reported and that the funding is in compliance with Government Accounting Standards Board Publication No. 10 (G.A.S.B.).

The liabilities report contains information on the time period of FY2011-12 and will be available at the meeting.

Details on [COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees receives the report of the Workers' Compensation Self-Insurance Program.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 4**

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

**TITLE: PUBLIC HEARING CONCERNING THE INTENT TO  
AWARD AN ENERGY SERVICE CONTRACT AND  
ENTER INTO A LEASE PURCHASE AGREEMENT**

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**BACKGROUND:**

As per California Code of Regulations, Chapter 3.2, Section 4217 et seq., Desert Community College District Board of Trustees is holding a public hearing in connection with its intent to: 1. Award a contract for the design, construction, maintenance and operations of solar electric systems (Solar Systems) to be constructed at the College of the Desert campus, located in Palm Desert; and 2. Enter into a lease purchase agreement and other financing documents providing for the issuance of Qualified Energy Conservation Bonds, the net proceeds of which partially finance the acquisition cost of the Solar System. The District will consider an analysis of the expected economic benefit to be projected to be derived from the Solar Systems over a 25-year period and consider comments from the public.

On May 18, 2012, the Board approved the Solar Project at Palm Desert Campus in principle, the application for Qualified Energy Conservation Bonds, a selective tender procurement strategy, and direction that a final funding model be brought back for approval by September 2012 at the latest. On July 19, 2012, the Board approved the internal funding model. A contract has now been negotiated for the design, construction, maintenance, and operations of the solar systems.

On August 17, 2012, the Board approved accessing Qualified Energy Conservation Bonds to finance the WVC-Palm Springs Solar Project, notwithstanding the July 19, 2012 decision to internally fund the Palm Desert Solar Project. The Board is now informed that the financing model for the WVC-Palm Springs Solar Project is not being recommended and that the District has declined access to the Qualified Energy Conservation Bonds.

**FISCAL IMPLICATIONS:**

Identified in the analysis of the expected economic benefit, as presented.

**RECOMMENDATION:**

Board of Trustees holds a public hearing concerning the intent to award an energy service contract and enter into a lease purchase agreement (although the latter will not proceed as now recommended).

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 5**

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

**TITLE: SOLAR PROJECT AT PALM DESERT CAMPUS**

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**BACKGROUND:**

A 3.847 megawatt DC/3.250 megawatt AC solar carport system is being installed in the parking lots parallel to Monterey Avenue and the lot behind the Cravens Student Services Center. A business plan that envisages the utilization of redevelopment funds over approximately five years will finance the design, construction, maintenance, and performance guarantee of the system. The project will provide considerable savings to the General Fund from the energy produced on site.

**FISCAL IMPLICATIONS:**

The capital cost of the system including maintenance and performance guarantee will be completely financed within the business plan previously approved. The project will have no General Fund expenditure ramifications other than considerable savings over a 25-year horizon period.

**RECOMMENDATION:**

Board of Trustees approves the Solar Project at Palm Desert Campus as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 6**

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR  
AN ENERGY SERVICE CONTRACT**

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**BACKGROUND:**

A 3.847 megawatt DC/3.250 megawatt AC solar carport system is being installed in the parking lots parallel to Monterey Avenue and the lot behind the Cravens Student Services Center. A competitive RFP (request for proposals) process has been conducted to identify a contractor to provide design, construction, maintenance and performance guarantee services, collectively referred to as an energy services contract.

**FISCAL IMPLICATIONS:**

The capital cost of the system including maintenance and performance guarantee will be completely financed within the business plan previously approved. The project will have no General Fund expenditure ramifications other than considerable savings over a 25-year horizon period.

**RECOMMENDATION:**

Board of Trustees approves an energy service contract with SunPower Corporation, Systems as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #: 7**

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR  
THE DEMOLITION OF THREE WATER WELLS  
PROJECT**

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**BACKGROUND:**

Bid Package #41-281-7100WC/Demolition of three Water Wells has been out to bid and the bid \*results indicate the lowest qualified bid.

\*Details on [COD Website](#)

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bond.

**RECOMMENDATION:**

Board of Trustees approves notice of intent to award contract for Bid Package #41-281-7100WC/Demolition of Three Water Wells Project to South West Pump & Drilling, Inc. in the amount of \$169,095.00.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Board of Trustees

**ITEM #: 1**

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

**TITLE: REVISION TO ADMINISTRATIVE PROCEDURE 2310: REGULAR  
MEETINGS OF THE BOARD**

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**BACKGROUND:**

The Board of Trustees has revised both Board Policy and Administrative Procedure 2310. The policy is being approved today and the procedure is provided for information.

Details on [COD Website](#)

**RECOMMENDATION:**

Receive the procedure as information.

<b>Administrator Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 9/10/2012 Chair &amp; Vice Chair Review: 9/13/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/21/2012**

**AREA:** Fiscal Services

**ITEM #:** 2

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

**TITLE: DESERT COMMUNITY COLLEGE DISTRICT'S  
AMENDMENTS TO THE CONFLICT-OF-INTEREST  
CODE**

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**BACKGROUND:**

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730), that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached \*Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Desert Community College District (District).

Individuals holding designed positions shall file their statements with the District, which will make the statements available for public inspection and reproduction (Government Code Section 81008). All statements will be retained by the District.

The amendments\* provide for non-substantive revisions to position titles for positions that manage public investments and the inclusion / exclusion of added / deleted positions from the previous report.

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees accepts the Desert Community College District's amendments to the conflict-of-interest code pursuant to Government Code Sections 87300-87302 and 87306 and approved by the Fair Political Practices Commission.

<b>Administrator Initiating Item:</b> <b>Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 9/10/2012</b> <b>Chair &amp; Vice Chair Review: 9/13/2012</b>
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