

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 16, 2011
TIME: 1:00 P.M.
LOCATION: DESERT ENERGY ENTERPRISE CENTER
3301 MICRO PLACE
PALM SPRINGS, CA

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.

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

II. ROLL CALL – TRUSTEES BROUGHTON, HAYDEN, MARMAN, O’NEILL, STEFAN AND STUDENT TRUSTEE BONNER

III. 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 16, 2011, with any additions, corrections, or deletions.

IV. PUBLIC COMMENTS (Agenda Items): PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE “REQUEST TO ADDRESS THE BOARD” FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY AGENDA 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.

V. APPROVE THE MINUTES OF:

1. The Regular meetings of August 19, 2011.

VI. REPORTS

- A. GOVERNING BOARD
- B. ASCOD
- C. COLLEGE OF THE DESERT FOUNDATION
- D. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- E. ACADEMIC SENATE
- F. FACULTY ASSOCIATION
- G. C.O.D.A.A.
- H. CSEA

VII. ADMINISTRATIVE REPORTS

- A. President
 - Introduction of New Faculty and Staff
- B. Vice President Business Affairs – Dr. Edwin Deas
 - Presentation by LPA, Inc. – Athletics Project
 - Presentation by HGA Architects – Career and Technical Education (CTE) Project
 - Presentation by HMC Architects – Child Development Center (CDC) Project
 - Presentation by Perkins & Will – Administration Building Project
- C. Vice President Academic Affairs – Farley Herzek
- D. Interim Vice President Student Affairs – Adrian Gonzales

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. HUMAN RESOURCES

- 1. Employment Group B Appointments
- 2. Employment Group C Appointments
- 3. Leave of Absence
- 4. Resignation

B. FISCAL SERVICES

- 1. Contracts
- 2. Warrants
- 3. Payroll #2
- 4. Gift/Donation to the District
- 5. Out-of-State Travel

IX. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Public Hearing for Redistricting Desert Community College District
2. Redistricting Desert Community College District – Redrawing Boundaries
3. Redistricting Desert Community College District – Changing Election Methodology
4. Board member travel

C. PRESIDENT

1. Proclamation: National Disabilities Awareness Month
2. Student Representative on the Citizens’ Oversight Committee Meeting

D. HUMAN RESOURCES

1. Employment Group A Appointments
2. Employment Group C – Over 60 Days
3. 45-Day Layoff Notice

E. FISCAL SERVICES

1. Public Hearing 2011-2012 Final Budget
2. Fiscal Year 2011-2012 Final Budget
3. Public Hearing Concerning Proposed Energy Service Contract
4. Resolution #091611-1 – Energy Service Contract
5. Title to Property and Right to Exemption from Municipal Entitlements

X. ITEMS OF INFORMATION

XI. SUGGESTIONS FOR FUTURE AGENDAS

XII. BOARD COMMENTS

XIII. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
CRAVENS MULTI-PURPOSE ROOM
FRIDAY, AUGUST 19, 2011
MINUTES**

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Vice-Chair Stefan called the meeting to order at 9:30 a.m. and asked Trustee Michael O'Neill to lead the Pledge of Allegiance.

II. ROLL CALL

Present: Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan, Aaron Bonner
Present via teleconference: Charles Hayden

III. CONFIRMATION OF AGENDA

Motion to approve by John Marman, second by Michael O'Neill.

Discussion: None

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

No: None

Final Resolution: Motion carried.

IV. PUBLIC COMMENTS

Aries Jaramillo, former Student Trustee, read the proclamation for National Hispanic Heritage month.

There were no requests to address the Board.

V. APPROVE THE MINUTES

Trustee Marman asked that a sentence be removed as it was inaccurate on page 14: "Going from 5-3 days is the result of our auditors, who said we were running about an \$800,000 deficit and must reduce the receivables." There were no further corrections to the minutes of the regular meeting of July 21, 2011 and they stand approved as amended. Trustees Broughton & O'Neill liked the format of the minutes and expressed their appreciation of a job well done.

VI. REPORTS

A. GOVERNING BOARD

Student Trustee Bonner acknowledged the students in the audience and thanked them for attending. He reported on his activities and/or attended:

- Attended the Community College League of California's student trustee workshop and thanked the CCLC for the opportunity. The workshop featured team building exercises, the difference between the ASCOD President's role vs the student trustee, how to have a balance between representing the students but be mindful of decisions that will impact the district
- Attended the ASCOD retreat - looks forward to an exciting new year. It is his hope to encourage more student participation and to continue the leadership roles of the previous ASCOD representatives. ASCOD's commitment to student success remains the same.

Trustee Broughton reported on her activities and/or attended:

- She is looking forward to working with the student trustee
- Attended the demolition of the old bus station in Indio. She said the city is quite excited about COD locating there and they are going out of their way to welcome COD.
- 2+2 meeting with Indio City Council
- East Valley friends and alumni - focusing on college vocational night
- Along with Trustee O'Neill, met with Dr. Deas regarding the contract information brought to the board. The new process is easier and more accessible.
- She is looking forward to FLEX and a great year

Trustee Marman reported on his activities and/or attended:

- Meetings on 911 ceremonies in park
- Met with President Patton and student services personnel regarding student payment deadlines and other information. He appreciated the time spent with him.

Trustee O'Neill reported on his activities and/or attended:

- Along with Trustee Broughton, met with Dr. Deas regarding board policy on contracts. This was the first task force of the Board and he felt it was very effective and a great deal was accomplished.
- Health and welfare committee meeting. He offered his congratulations to everyone that participated. He was impressed with the work they had done and maintained what we have with a few changes. He thanked Robert Blizinski and Wade Ellis for their leadership.
- Attended the agenda review meeting. He likes the new format and both he and the Vice Chair agreed to pilot it this meeting. He thought it more functional and a big improvement
- He saw a Channel 3 news piece about our tech program and commented on the outstanding job that was done and the enthusiasm of the instructor. It was very motivating and great public relations. He asked if it was possible to get a copy of the clip.

Trustee Hayden is at Red Rock Community College. They were kind enough to allow him to use a room there in order to teleconference to the meeting. He introduced Bill Dial, Director of Human Resources, who gave an overview of Red Rock Community College. Mr. Hayden thanked Red Rock for their hospitality.

Trustee Stefan reported on her activities and/or attended:

- Attended the 2 + 2 meeting with Indio
- She was in Las Vegas last week and visited the University of Las Vegas, who has an extensive solar facility, generating 700,000 KW energy. She is looking forward to our West Valley Campus generating energy.
- Attended the agenda review meeting and is pleased with the new policy on contracts being approved today. It is important to have the procedure in place with back up.
- She starts school on Monday - has to retrain in reading - starts work on Thursday.
- Her bank had given her a folder on fundraising ideas. She distributed copies to the Foundation, Alumni Association and Adrian Gonzales.

B. ASCOD

Simon Myers was present and gave a brief report.

C. FACULTY ASSOCIATION

Gary Bergstrom was present and gave a brief report.

D. C.O.D.A.A.

Stan Dupree was present and gave a brief report.

E. CSEA

Lauro Jimenez was present and gave a brief report.

F. COLLEGE OF THE DESERT ALUMNI ASSOCIATION

Gene Marchu was present and gave a brief report.

G. COLLEGE OF THE DESERT FOUNDATION

Colleen McBride was present and gave a brief report.

H. ACADEMIC SENATE

Zerryl Becker was present and gave a brief report.

RECESS: The Board took a 10 minute recess at 11:00 a.m.

VII. CONSENT AGENDA

Motion to approve by Aaron Bonner, second by Michael O'Neill.

Discussion: None

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

A. BUSINESS AFFAIRS – Human Resources

1. Classified – Appointments
2. Classified – Military Leave
3. Classified – Resignation
4. Classified – Working Out-Of-Class
5. Faculty – Appointments
6. Hourly Personnel – Student Workers, Tutors, Temporary & Substitute Employees
7. Employment Agreements
8. Classified – Reclassification of Position
9. Faculty – Extension of Assignment
10. Classified – New Job Description
11. Classified – Extension of Assignment

B. BUSINESS AFFAIRS – Fiscal Services and Facilities Services

1. Approval of Contracts
2. Payroll #1
3. To Approve Out-of-State Travel
4. Approval of Warrant Lists

IX. ACTION AGENDA

BOARD OF TRUSTEES

Proclamation: National Hispanic Heritage Month

Motion to approve by Charles Hayden, second by John Marman

Discussion: None

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

Revised Board Policy 2310: Regular Meetings of the Board

Motion to approve by Becky Broughton, second by Michael O'Neill.

Discussion: None

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

2012 Board of Trustee Meeting Dates

Motion to approve by Aaron Bonner, second by Becky Broughton.

Discussion: After additional review of the dates approved last month Mr. O'Neill thought the Friday evening meetings would have a major impact on staff and he suggests moving those two meetings to the Thursday before; April 20 to April 19 and September 21 to September 20 and since both are normal dinner times he suggests having food. Trustee Broughton cannot meet the 3rd Thursday of September. Trustee Marman suggests the meeting in September could be kept on Friday but move it to the morning at the normal time of 9:30.

The later meeting would start at 4:00 with closed session and the regular meeting starting at 5:00.

Trustee O'Neill amended the motion with no objection from the original makers to change the April 20 date to April 19 starting at 4:00 p.m. with closed session first and the Friday, September 21 date will not change but will now start at 9:30 a.m. in the West Valley. Second by Becky Broughton. Trustee Broughton would like the board to re-evaluate the East and West valley meeting times when planning for 2013 as she thinks it important to try to have these meetings later in the day.

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

4. Resolution 081911-1 in Support of the Efforts of the University of California, Riverside for a School of Medicine

Motion to approve by Michael O'Neill, second by John Marman

Discussion: none

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

Revision of BP 6300 Fiscal Management

Motion to approve by Michael O'Neill, second by Becky Broughton.

Discussion: Dr. Deas worked with Trustees Broughton and O'Neill to address the members areas of concern regarding how contract information is reported to them. The policy is being revised to support the details of the procedure, provided for information later in the meeting. He extended his thanks to the 2 board members for the good work they did. They looked at 5 guiding principles. The first is compliance and the group discovered inadvertently we have been out of compliance for a number of years as it has not been approving or ratifying purchase orders, unless they had a contract attached to them. The second is transparency and in wanting to maintain transparency they were very conscious in making the changes proposed, that they not diminish that transparency. The next two speak to how the board operates in efficiency and effectiveness. Trustee O'Neill's area of major concern was contracts ending before the board approves them

and this policy/procedure addresses that concern. Trustee Broughton said they tried for a process that was implementable as everything cannot come before the board. Now they have an opportunity to know why it happened. Trustee Stefan commented the procedure is very clearly written. Dr. Deas invited questions pertaining to the procedure prior to approving the policy.

There were none and the vote was taken.

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

PRESIDENT

Revised Administrative Procedure 2340: Agendas

Motion to revise by Michael O'Neill, second by Aaron Bonner

Discussion: none

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

C. BUSINESS AFFAIRS – Fiscal Services and Facilities Services

Notice of Completion – Infrastructure Phase II Project – MJS Construction Inc.

Motion to approve by Becky Broughton, second by John Marman

Discussion: none

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

2. Quarterly Financial Report 2010-2011

Motion to approve by Becky Broughton, second by Charles Hayden

Discussion: Trustee O'Neill asked why there no mention about the budget crisis at the end of this document. Wade Ellis, Director of Fiscal Services, said if we are not below the 5% we don't have to report it.

Roll call vote: 6 ayes, 0 nay, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

D. ACADEMIC AFFAIRS –Instruction

Approval of Articulation Agreements

Motion to approve by Aaron Bonner, second by Michael O'Neill

Discussion: Trustee Broughton asked why do we have an articulation agreement with Hemet?

Mr. Herzek, Vice President Academic Affairs, said it is the only high school that has NATEF certification. They use our facilities because they have certification but are not a NATEF facility.

Mr. Herzek said this is a tremendous step forward. About 10 years ago, with changes in Title V, all articulation agreements between high schools and community college districts and ROP's were deemed null and void. When students went to transfer to four year universities and they had credit through articulation that became very questionable. So instead of dealing with the issue a decision was made at the state level to cancel all agreements. These are better than what was in place before because these are now based on credit by exam. Students who complete the course work in these ROP programs are eligible to take a credit by exam at COD and if they meet the criteria and pass that exam they will instantly get the credit.

Mr. Herzek was asked to explain ROP. These are the Regional Occupation Programs and are usually run by the County or local school districts. The ROP programs are open to all citizens age 16 and above and at a very low or no cost, provide career and technical education training. Trustee O'Neill asked if we have the exams in place or forthcoming. Mr. Herzek will check but believes they are in place. It is a COD-generated exam developed in collaboration with the regional occupation folks and COD. The next step with these agreements will take place next year when we will work on changing a policy that we outline in our college catalog. Right now a student has to complete 12 resident units at COD before being eligible to sit for a credit by exam. The district has the ability to waive that for high school students who are involved in the articulation program. Trustee Broughton asked Mr. Herzek to update the Board after students go through the process. Trustee Marman asked if we were also working with local schools and we are.

Roll call vote: 6 ayes, 0 nays, 0 absent, 0 abstain

Yes: Becky Broughton, John Marman, Charles Hayden, Michael O'Neill, Bonnie Stefan, Aaron Bonner

Final Resolution: Motion carries

X. ITEMS OF INFORMATION

Administrative Procedure 6300(a): Board Approval or Ratification of Purchase Orders, Contracts, and Warrants.

Trustee Marman asked if we enter into a multi-year contract are we following up during the contract year. Dr. Deas reported it is standard procedure to check all invoices against the original purchase order and contract.

XI. SUGGESTIONS FOR FUTURE AGENDAS

Aaron Bonner – none

Becky Broughton – requested an overview of our certificate programs - like alternate energy.

John Marman – regarding the bond measure he would like us to take a second look at areas that are planned for building, in relation to what will be here in the future. Areas like child care, which is a very expensive program and also athletics. Dr. Deas confirmed the facility master plan, which is bond funded, is validated by the Educational Master Plan as it currently exists.

Michael O’Neill – would like to have Dean Goetz, Bookstore manager, present in regards to the legislation that could impact us if we don’t have student textbook available, regarding liability.

Charles Hayden – none

Bonnie Stefan – would like an update on the CalPASS program

XII. BOARD COMMENTS

Aaron Bonner acknowledged the ASCOD President for his great leadership during the transitional retreat. He thanked Aries Jaramillo, former Student Trustee for presenting the Proclamation today.

Becky Broughton- none

Charles Hayden - thanked Red Rock Community College for their support and participation in today’s meeting.

John Marman – none

Michael O’Neill – asked when will the think tanks start? President Patton will give an update during today’s study session

Bonnie Stefan - none

XIII. STUDY SESSION

ADMINISTRATIVE REPORTS

Trustee Hayden was not present for the study session portion of the meeting.

President Patton updated the members on the recalculation of FTES. Last June the Chancellor’s Office had indicated there were college’s using Datatel software and had miscalculated FTES based on catalog hours instead of actual class hours. We brought a consultant in from the chancellor’s office and for the last 2 months we have been going through each year manually recalculating FTES. There is no firm figure as yet, but it is averaging between 2.4 and 2.8 percentage variance for 3 years. For 5 years we have no risk at all; 2003-2004, 2007-2008, 2008-2009, 2009-2010 and 2010-2011. For 2004-2005 through 2006-2007 we were overpaid between \$800,000 to \$1.6M. The Chancellor’s office will give us 3-5 years to repay the overpayment.

Mr. Herzek explained the FTES miscalculation further. The areas of issue were with our weekly and daily census classes. There were no issues with positive attendance classes, as they are based on the actual attendance of the students. When we moved from a previous system in 03-04 year we customized our ability to appropriately count FTES. FTES is based on student contact hours, which is very different from clock hours, which is different than catalog hours. Student contact hours requires us to provide students with a 10 minute break per hour, which turns 1 clock hour into a 50 minute scheduled hour. The calculating of FTES needed to be on the hours actually scheduled in our published schedule of classes. When we moved to the Datatel system it provided us another option to calculate FTES. Datatel is a product used worldwide. During the implementation of Datatel it was thought to use catalog hours times the number of students in a class divided by 525. We shifted to catalog hours as we thought when we schedule classes we schedule classes more than catalog hours. The variance was insignificant because we scheduled more in some instances, as well as less in some instances. It was also thought at that time it was less prone to error because it was a less complex calculation.

Trustee Marman asked if it was the Datatel system or the way we thought we could do it. President Patton explained it was the way we thought we could do it. The Datatel schools we were in contact with all agreed it was the way to do the calculations. It wasn't a failure on Datatel's part.

Student Trustee Bonner asked the significance of the number 525. Mr. Herzek said it is the number given to all colleges by the Chancellor's office and it based upon students enrolled in 15 hours, in 5 days of instruction and also enrolled in a total of 15 units. President Patton said it is the primary number used to calculate full-time equivalent students (FTES) and it's the number of hours the student would accumulate carrying a full load for one semester.

Edwin Deas, Vice President, Business Affairs, reported we are moving into a very busy phase of the facilities program and most months there will be a presentation to the board. Steve Renew, Director, Facilities, explained we are in the schematic design phase. Design details will be brought back to the board next month. Mr. Renew introduced Thea Van Loggerenberg from PMSM Architects. Ms. Van Loggerenberg reviewed a power point on the Monterey Entrance re-design.

Redistricting

Dr. Deas introduced Kimi Shigetani from the Community College League and she introduced Paul Mitchell and Nick Warshaw of Redistricting Partners, and Elaine Reodica and Stacy Berger from the CCLC. A copy of the Power Point and the CVRA Analysis were distributed. Mr. Mitchell reviewed the Power Point with the members. Four redistricting options were offered. Discussion followed on the pros and cons of the various options.

There was consensus among trustees present that Option D is preferred as it provides continuity/contiguous areas. This plan uses the school district boundaries as a guide. It represents the greatest departure from the existing lines and increases minority voting potential. The members asked for a timeline and next steps.

Mr. Mitchell laid out the next steps in the process:

- Mr. Mitchell will provide electronic and paper maps that drill down into option D to provide more detailed information as to the boundaries and where they will fall.
- Through the PIO, we will communicate to the public that the Board will make a decision at its September meeting and is leaning toward Option D. The information will go out/ be displayed in the CSSC as soon as possible and comments will be solicited up to and including the September meeting.
- Decision on Option D will be an agenda item for September.
- A public hearing will be held at the September meeting then a decision will be made.
- That decision will be conveyed to Paul who will convey it to the County Registrar.

The district lines must be redrawn but it is the Board's decision as to whether to move to District elections vs. at-large elections. Discussion followed. Mr. Mitchell thought district voting was an excellent choice, as he felt the District's vulnerability to a California Voting Rights Act (CVRA) lawsuit is very high, because of the fact there are dense populations of minority groups and because of the racially-polarized voting in the area.

Trustee Broughton believes most trustees would see the big picture and vote for the good of the college, but with district voting there is the potential for a trustee to focus on their area only and not see the big picture. Trustee Marman thought if trustees were elected by district the constituents of that district know you better. Trustee O'Neill reminded the members when Copper Mountain was a part of College of the Desert there was a representative from Copper Mountain that was focused on their area and their agenda only. The members agreed it is difficult to control this.

Trustee O'Neill asked what are the next steps regarding the district elections. Mr. Mitchell suggested the following timeline:

District rather than at-large elections

- Item will be an agenda item for the September meeting.
- Input will be received in the public hearing.
- Decision will be made.
- Decision will be conveyed to Mr. Mitchell.
- The legislative change allowing the Board of Governors to approve such local decisions rather than have them approved in a costly county election is anticipated in September.
- Mr. Mitchell will inform County of Riverside of COD's intention to rely on the legislative change.
- Assuming the legislation succeeds, Paul will present COD's decision to the Board of Governors in January 2012 for approval.
- Should the legislation fail, arrangements will be made for the COD decision to be placed on the next available County ballot.

Dr. Edwin Deas, Vice President Business Affairs

Dr. Deas reported that during the summer we focused on certain tasks for the study groups but didn't over-emphasize the fiscal situation, as it wasn't part of the mandate for summer study groups. They were given no financial information until the end.

The financial position is very volatile. There are constant changes with the state budget. There is an outside chance there could be a mid-year cut. We received new information at a budget workshop this week. We saw very careful calculations of the mid-year cutbacks with specific dollars assigned to College of the Desert. We have factored in the mid-year cuts and we are looking at 11-12 as our base year, and looking out 4 years. It also means that 10-11 is not completed as yet. We have delayed hiring, which saves money. Many of these "little" things translate into a better year-end balance than we had budgeted. There was very focused work done earlier this year to come up with \$2M for 11-12 and that plan is operationalized. He reviewed a slide which showed five year budget projections 11-12 through 15-16.

Dr. Deas also reviewed the slide outlining the summer study group setting targets for budget action plans. There had been discussion as to whether we should give each think tank a target. It was decided not to do so as we want them to focus on an institutional target. Trustee O'Neill asked if we were only looking at reductions or also at ways to increase revenue? Dr. Deas said one think tank is focusing on revenue generation.

Farley Herzek, Vice President Academic Affairs

Mr. Herzek updated the members on the fee-based move of our ESL program, literacy level 1 and 2. We were at 355 total students enrolled and now, as of Tuesday night we have 424 students enrolled, with a class size average of 26.5 in 16 sections of classes. The threshold, break-even point was approximately 25 students per section class. There was concern at the last board meeting regarding the Indio site enrollments. These are 11 and 12 for both sections. We know we will get a rush next week and the numbers will increase further. These classes will run regardless of whether the numbers increase. We were offering 23 sections of these classes per semester, with 192 hours of instruction. The ESLN classes at 192 hours, cost approximately \$7000 per class. This has saved the District approximately \$330,000 out of the general fund.

Mr. Herzek referenced the report given earlier by Stan Dupree, C.O.D.A.A. representative regarding changes at the Faculty Resource Center (FRC). This change is due to the great efforts by the Dean of Library and Learning Resources, Carl Phillips working with the Adjunct Faculty. We reduced costs in the FRC by \$80-\$90,000 per year.

Mr. Herzek also reported our science faculty, working with Cal State San Bernardino faculty, secured a STEM (Science, Technology, Engineering, Math) grant, with our share being approximately \$600,000. These funds will be used to provide internship programs for our students at NASA.

Mr. Herzek reviewed a Power Point with the members on the summer think tanks. The summer groups were a good first step to prepare the think tanks to hit the ground running in the fall.

Adrian Gonzales, Interim Vice President, Student Affairs, reviewed a Power Point on the fee payment deadline.

Trustee Broughton is interested in an update on the assessment for program and degree student learning outcomes. President Patton reported that one of the recommendations from the accreditation team we must have our SLO and assessment process fully in place by October 2012. Mr. Herzek thought by the end of this fall semester we will be at 66% that have gone through the full cycle. We will need to be at 100% by Fall 2012 to meet the accreditation recommendation.

ADJOURN

Motion to adjourn by Becky Broughton. Meeting adjourned at 3:38 p.m.

By: Michael O'Neill, Clerk

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Human Resources

ITEM #: 1

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

TITLE: EMPLOYMENT GROUP B APPOINTMENTS

BACKGROUND:

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

Temporary Faculty

<u>Position</u>	<u>Appointee</u>	<u>Term</u>	<u>Salary Placement</u>	<u>Funding Source</u>
Temp F/T Nursing Instr.	Diana Weaver	8/24/11-5/25/12	VI/1 – Certificate	Unrestricted
Temp F/T Art Instructor	Lauren Evans	8/24/11-5/25/12	III/3 – Certificated	Unrestricted

FISCAL IMPLICATIONS:

Positions fully funded as noted above.

RECOMMENDATION:

Board of Trustees ratifies the appointments as presented.

Administrator Initiating Item:	Cabinet Review & Approval: 9/2/2011
Edwin Deas	Chair & Vice Chair Review: 9/9/2011

Personnel Action Form

Employment Classification: Temporary

Personnel Action: Appointment

Effective Date: 8/24/2011

Personnel Data

First Name	Last Name
Lauren	Evans

Current Position Info (Leave blank if new employee)

Position	Department	Months	Hours	FTE
Adjunct Faculty - Art	School of Arts & Sciences	00	00	0.00

New or Changed Position Info

Position	Department	Months	Hours	FTE
FT Temporary Art Instructor	School of Arts & Sciences	10	00	1.0
Start Date	End Date (Contract or Temp)			
Click here to enter a date.	Click here to enter a date.			

Faculty Employee: No Yes

Tenure Status: Choose an item.

Number of Days: 175

Payroll Info

Column/Range	Step	Hourly	Daily	Annual
III	3		\$000.00	\$00000.00
Mon Hours	Tues Hours	Wed Hours	Thurs Hours	Fri Hours
0	0	0	0	0
Sat	Sun	Account Code		Percentage
0	0	11 - 810 - 0000 - 0 - 1002 - 0000 - 1110		100 %
Total Hours	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %
00	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %

Prepared By : A. Corral

Comments: Click here to enter text.

Division/Department Administrator

Date

Vice President

Date

Executive Director, Human Resources

Date

HR USE ONLY:

Social Security Number	Benefit Start	Benefit End	Board Approval Date



COLLEGE OF THE DESERT

43-500 Monterey Avenue
Palm Desert, CA 92260

Personnel Action Form

Employment Classification: Temporary

Personnel Action: Appointment

Effective Date: 8/24/2011

Personnel Data

First Name	Last Name
Diana	Weaver

Current Position Info (Leave blank if new employee)

Position	Department	Months	Hours	FTE
Adjunct Faculty	Nursing	00	00	0.00

New or Changed Position Info

Position	Department	Months	Hours	FTE
Temporary F/T Nursing Instructor	School of Health Sciences & Education	10	00	1.0
Start Date	End Date (Contract or Temp)			
8/24/2011	5/25/2012			

Faculty Employee: No Yes

Tenure Status: Choose an item.


Number of Days: 0

Payroll Info

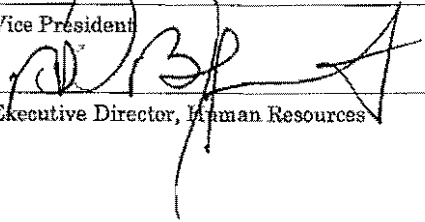
Column/Range	Step	Hourly	Daily	Annual
VI	1	\$00.00		\$64,500
Mon Hours	Tues Hours	Wed Hours	Thurs Hours	Fri Hours
0	0	0	0	0
Sat	Sun	Account Code		Percentage
0	0	11 - 720 - 0000 - 0 - 1230 - 2000 - 1110		100.00 %
Total Hours	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %
00	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %

Prepared By : Anita Corral

Comments: Click here to enter text.


 Division/Department Administrator

8-24-11
Date


 Vice President
 Executive Director, Human Resources

8/25/11
Date

Date

HR USE ONLY:

Social Security Number	Benefit Start	Benefit End	Board Approval Date

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Human Resources

ITEM #: 2

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

TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

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

Term-specific Classified and Classified Substitute in an aggregate amount of \$17,067.45

Faculty stipend in aggregate amount of \$3,500.00

Adjunct in an aggregate amount of \$1,919,418,00

Contract/Non-affiliated in the aggregated amount of \$41,652.00

Student Worker in the aggregate amount of \$159,800.00

Professional Advancement in the aggregated amount of \$7,892.00

FISCAL IMPLICATIONS:

All positions fully funded as noted on details in the Board portal.

RECOMMENDATION:

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

Administrator Initiating Item:	Cabinet Review & Approval: 9/2/2011
Edwin Deas	Chair & Vice Chair Review: 9/9/2011

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Human Resources

ITEM #: 3

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

TITLE: LEAVE OF ABSENCE

BACKGROUND:

Ms. Roula Roe has taken a one-month leave of absence from July 15, 2011 to August 14, 2011.

FISCAL IMPLICATIONS:

Position is fully funded from unrestricted funds (General Fund).

RECOMMENDATION:

Board of Trustees ratifies leave of absence as presented.

Administrator Initiating Item:	Cabinet Review & Approval: 9/2/2011
Edwin Deas	Chair & Vice Chair Review: 9/9/2011

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Human Resources

ITEM #: 4

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

TITLE: RESIGNATION

BACKGROUND:

Ms. Carrie Corey has resigned from her position of Part-Time Secretary/TRIO/SSS/DSPS effective August 28, 2011.

FISCAL IMPLICATIONS:

Position is fully funded from restricted funds (Student Support Services DSPS grant).

RECOMMENDATION:

Board of Trustees ratifies the resignation as presented.

Administrator Initiating Item:	Cabinet Review & Approval: 9/2/2011
Edwin Deas	Chair & Vice Chair Review: 9/9/2011

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 1

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

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period August 1-31, 2011 as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$1,548,186.00, as attached.

Contracts in excess of \$25,000

In the aggregated amount of \$290,000.00, as attached.

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

In the aggregated amount of \$3,220,881.02 (details on [COD Website](#)).

FISCAL IMPLICATIONS:

All purchase orders and contracts are appropriately funded from unrestricted or restricted sources, as confirmed during the process of preparation of the documentation.

RECOMMENDATION:

Board of Trustees ratifies or approves, as appropriate, purchase orders and contracts as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
---	--

View Purchase Orders

DISTRICT 01 - DESERT COMMUNITY COLLEGE DISTRICT

NOTE: Generated from Galaxy screen on 09/06/2011 1:17 PM

PURCHASE ORDERS MATCHING SEARCH CRITERIA

P.O. Number	P.O. Type	P.O. Status	P.O. Amount	Vendor Number	Vendor Name	Worksite	Remaining Balance
B0000913	O	A	\$35,750.00	32124	STEVEN ROBERTS, M.D., INC.	500	29,250.00
B0000937	O	A	\$32,472.00	38617	UNIVERSAL PROTECTION SERVICE	SEC	32,472.00
P0014794	N	F	\$25,820.00	30357	THE WORKS FLOOR & WALL	215	0
P0015002	N	A	\$113,846.00	36945	BLACKBOARD INC.	102	113,846.00
P0015021	N	F	\$29,350.00	36926	ATEN CONSTRUCTION INC.	205	0
P0015101	N	F	\$68,119.00	20954	STUDENT INSURANCE	500	0
P0015103	N	A	\$40,628.00	25131	COMPUTERLAND INC	102	40,628.00
P0015167	N	F	\$1,000,000.00	28968	CITY OF PALM DESERT	210	0
P0015170	N	F	\$202,201.00	20390	DCCDAS	210	0
			\$1,548,186.00				



DESERT COMMUNITY COLLEGE DISTRICT
 43-500 MONTEREY AVENUE, PALM DESERT, CA 92260

Open Purchase Order #: B-0000913

“REPRINT”

Fiscal Year: 2011-2012

Date: 08/01/2011

Purchase Order number must appear on all packages and documents.

Vendor: 32124 STEVEN ROBERTS, M.D., INC. 50-855 WASHINGTON ST., PMB 175 LA QUINTA, CA 92253 Phone: Fax:		Buyer: MARLENE REYNOLDS Phone: Fax: Payment Terms: NET30 Terms & Conditions: AVAILABLE UPON REQUEST FOB: DESTINATION FREIGHT PREPAID - VENDOR PAYS Delivery Location: SHS/S Bentzen Delivery Location:	
Deliver on or Before: 8/30/2012 Ship To: WAREHOUSE 43-500 MONTEREY AVE PALM DESERT, CA 92260 Fax:		Bill To: ACCOUNTS PAYABLE 43-500 MONTEREY AVENUE PALM DESERT, CA 92260 Fax: 760-341-6678	
Originators: SHARON BENTZEN (R0006124)			
Item Name		Total	
1. ORIGINAL 12-501-0107-0-6440-0000-5100		35,750.00	
Note: Open purchase order for supplies and/or services beginning July 1, 2011 up to and including June 30, 2012.			
NOT TO EXCEED \$ 35,750.00			
Authorized Purchasers: sharon bentzen, adrian gonzalez			
		Total Line Items:	35,750.00
		Discount:	.00
		Sub-Total:	35,750.00
		Tax:	.00
		Freight:	.00
		Order Total:	35,750.00

Authorized Signature

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DESERT COMMUNITY COLLEGE DISTRICT
 43-500 MONTEREY AVENUE, PALM DESERT, CA 92260

Purchase Order #: P-0014794

"REPRINT"

Fiscal Year: 2011-2012

Date: 08/01/2011

Purchase Order number must appear on all packages and documents.

Vendor: 30357 THE WORKS FLOOR & WALL 979 S. GENE AUTRY TRAIL PALM SPRINGS, CA 92264 Phone: 760-770-5778 Fax: 760-770-5715		Buyer: MARLENE REYNOLDS Phone: Fax: Payment Terms: NET30 Terms & Conditions: AVAILABLE UPON REQUEST FOB: DESTINATION FREIGHT PREPAID - VENDOR PAYS Delivery Location: M&O/Snyder Delivery Location:			
Deliver on or Before: 8/16/2011 Ship To: WAREHOUSE 43-500 MONTEREY AVE PALM DESERT, CA 92260 Fax:		Bill To: ACCOUNTS PAYABLE 43-500 MONTEREY AVENUE PALM DESERT, CA 92260 Fax: 760-341-8878			
Originators: KEVIN SNYDER (R0006179)					
	Qty	U/M	Item Name	Unit Cost	Total
1.	1.00	EACH	TILE	25,820.000000	25,820.00
Description: Tile replacement at CMH restrooms 41-600-0600-0-0500-0000-5640					
				Total Line Items:	25,820.00
				Discount:	.00
				Sub-Total:	25,820.00
				Tax:	.00
				Freight:	.00
				Order Total:	25,820.00

Authorized Signature

20014794



DESERT COMMUNITY COLLEGE DISTRICT
 43-500 MONTEREY AVENUE, PALM DESERT, CA 92260

Purchase Order #: P-0015002

"REPRINT"

Fiscal Year: 2011-2012

Date: 02/11/2011

Purchase Order number must appear on all packages and documents.

Vendor: 36945 BLACKBOARD INC. PO BOX 200154 PITTSBURGH, PA 15261-0154 Phone: Fax:		Buyer: MARLENE REYNOLDS Phone: Fax: Payment Terms: Terms & Conditions: AVAILABLE UPON REQUEST FOB Delivery Location: Info Systems/Isaac Delivery Location:		
Deliver on or Before: 02/26/2011 Ship To: WAREHOUSE 43-500 MONTEREY AVE PALM DESERT, CA 92260 Fax:		Bill To: ACCOUNTS PAYABLE 43-500 MONTEREY AVENUE PALM DESERT, CA 92260 Fax: 760-341-8678		
Originators: PEARL CHAPMAN (R0000339)				
Qty	U/M	Item Name	Unit Cost	Total
1.	1.00	EACH BLACKBOARD RENEWAL	113,846.000000	113,846.00
Description: First Yr Renewal 7/14/11-7/13/12 of 2yr agreement 12-000 0105-D-0000-0000-5890				
			Total Line Items:	113,846.00
			Discount:	.00
			Sub-Total:	113,846.00
			Tax:	.00
			Freight:	.00
			Order Total:	113,846.00

Authorized Signature

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DESERT COMMUNITY COLLEGE DISTRICT
 43-500 MONTEREY AVENUE, PALM DESERT, CA 92260

Purchase Order #: P-0015021

REPRINT

Fiscal Year: 2011-2012
 Date: 03/15/2011

Purchase Order number must appear on all packages and documents.

Vendor: 36926 ATEN CONSTRUCTION INC. 29523 BRIGHT SPOT ROAD HIGHLAND, CA 92346 Phone: 909-864-5329 Fax: 909-864-5379	Buyer: MARLENE REYNOLDS Phone: Fax: Payment Terms: NET30 Terms & Conditions: AVAILABLE UPON REQUEST FOB: DESTINATION FREIGHT PREPAID - VENDOR PAYS Delivery Location: Bond/Demo C. Annex/Beyor Delivery Location:
Deliver on or Before: 8/30/2011 Ship To: WAREHOUSE 43-500 MONTEREY AVE PALM DESERT, CA 92260 Fax:	Bill To: ACCOUNTS PAYABLE 43-500 MONTEREY AVENUE PALM DESERT, CA 92260 Fax: 760-341-8678

Originators: WADE ELLIS (R0006433)

	Qty	U/M	Item Name	Unit Cost	Total
1.	1.00	EACH	PROFESSIONAL SERVICES Description: Remove (5) trailers at Central Annex, including ramps and all contents 41-280-0283-0-0801-0009-6120	25,000.000000	25,000.00
2.	1.00	EACH	PROFESSIONAL SERVICES Description: Same work as Line Nbr. 0001 41-280-0283-0-0801-0009-5620	4,350.000000	4,350.00
				Total Line Items:	29,350.00
				Discount:	.00
				Sub-Total:	29,350.00
				Tax:	.00
				Freight:	.00
				Order Total:	29,350.00

Authorized Signature

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DESERT COMMUNITY COLLEGE DISTRICT
 43-500 MONTEREY AVENUE, PALM DESERT, CA 92260

Purchase Order #: P-0015101

REPRINT

Fiscal Year: 2011-2012

Date: 08/18/2011

Purchase Order number must appear on all packages and documents.

Vendor: 20954 STUDENT INSURANCE 11661 SAN VICENTE BLVD, SUITE 200 LOS ANGELES, CA 90049-0033 Phone: Fax:		Buyer: Phone: Fax: Payment Terms: NET30 Terms & Conditions: AVAILABLE UPON REQUEST FOB: DESTINATION FREIGHT PREPAID - VENDOR PAYS Delivery Location: SHS/Allletics-S Bentzen Delivery Location:		
Deliver on or Before: 9/2/2011 Ship To: WAREHOUSE 43-500 MONTEREY AVE PALM DESERT, CA 92260 Fax:		Bil To: ACCOUNTS PAYABLE 43-500 MONTEREY AVENUE PALM DESERT, CA 92260 Fax: 760-341-8078		
Originator: SHARON BENTZEN (R0006398)				
Qty	U/M	Item Name	Unit Cost	Total
1.	1.00	EACH INSURANCE PREMIUM	68,119.000000	68,119.00
Description: First Installment for Student Insurance 2011-2012 11-837-0000-0-6960 0000-5400 12-501-0107-0-6440-0000-5400				
			Total Line Items:	68,119.00
			Discount:	.00
			Sub-Total:	68,119.00
			Tax:	.00
			Freight:	.00
			Order Total:	68,119.00

Authorized Signature

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DESERT COMMUNITY COLLEGE DISTRICT
 43-500 MONTEREY AVENUE, PALM DESERT, CA 92260

Purchase Order #: P-0015103

"REPRINT"

Fiscal Year: 2011-2012

Date: 08/18/2011

Purchase Order number must appear on all packages and documents.

Vendor: 25131 COMPUTERLAND INC 482 W. SAN CARLOS STREET SAN JOSE, CA 95110 Phone: 408-519-3200 Fax: 408-519-3260		Buyer: MARLENE REYNOLDS Phone: Fax: Payment Terms: NET30 Terms & Conditions: AVAILABLE UPON REQUEST FOB: DESTINATION FREIGHT PREPND - VENDOR PAYS Delivery Location: Info Sys/isaac Delivery Location:		
Deliver on or Before: 9/2/2011 Ship To: WAREHOUSE 43-500 MONTEREY AVE PALM DESERT, CA 92260 Fax:		Bill To: ACCOUNTS PAYABLE 43-500 MONTEREY AVENUE PALM DESERT, CA 92260 Fax: 760-341-8678		
Originators: PEARL CHAPMAN (R0006553)				
Qty	U/M	Item Name	Unit Cost	Total
1.	1.00	EACH MS CAMPUS AGREEMENT 2011	40,628.000000	40,628.00
Description: FCCC Microsoft Campus Agrmnt 2011 (Year 1 of 3) 11-102-0000-0-6780-0000-5648				
			Total Line Items:	40,628.00
			Discount:	.00
			Sub-Total:	40,628.00
			Tax:	.00
			Freight:	.00
			Order Total:	40,628.00

Authorized Signature

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DESERT COMMUNITY COLLEGE DISTRICT
 43-500 MONTEREY AVENUE, PALM DESERT, CA 92260

Purchase Order #: P-0015167

****REPRINT****

Fiscal Year: 2011-2012

Date: 08/24/2011

Purchase Order number must appear on all packages and documents.

Vendor: 28968 CITY OF PALM DESERT 73 510 FRED WARING DR PALM DESERT, CA 92260 Phone: _____ Fax: _____		Buyer: MARLENE REYNOLDS Phone: _____ Fax: _____ Payment Terms: NET30 Terms & Conditions: AVAILABLE UPON REQUEST FOB: DESTINATION FREIGHT PREPAID - VENDOR PAYS Delivery Location: Fiscal Services/Ellis Delivery Location: _____		
Deliver on or Before: 9/8/2011 Ship To: WAREHOUSE 43-500 MONTEREY AVE PALM DESERT, CA 92260 Fax: _____		Bill To: ACCOUNTS PAYABLE 43-500 MONTEREY AVENUE PALM DESERT, CA 92260 Fax: 760-341-8678		
Originator: MARLENE REYNOLDS (R0006647)				
Qty	U/M	Item Name	Unit Cost	Total
1.	1 00	EACH PAYMENT	1,000,000.000000	1,000,000.00
Description: Funding for the Use Agreement for Palm Desert Aquatic Center per signed agreement 41-600-0600-0-0835-0000-5620				
			Total Line Items:	1,000,000.00
			Discount:	.00
			Sub-Total:	1,000,000.00
			Tax:	.00
			Freight:	.00
			Order Total:	1,000,000.00

 Authorized Signature

20015167

View Contracts

DISTRICT 01 - DESERT COMMUNITY COLLEGE DISTRICT

NOTE: Generated from Galaxy screen on 09/06/2011 1:15 PM

CONTRACTS MATCHING SEARCH CRITERIA

Contract Nbr.	Contract Status	Contract Amt.	Vendor Nbr.	Vendor Name	Worksite	Multi. Yr.	From Date	To Date	Remaining Balance
C0000410	A	\$290,000.00	39210	SO CAL & ASSOCIATES PLUMBING INC.	210	N	8/4/2011	11/30/2011	290,000.00



DESERT COMMUNITY COLLEGE DISTRICT
 43-500 MONTEREY AVENUE, PALM DESERT, CA 92260

Contract #: C-0000410

"REPRINT"

Date: 03/23/2011

Contract number must appear on all packages and documents.

Vendor: 39210 SO CAL & ASSOCIATES PLUMBING INC. PO BOX 955 YUCCA VALLEY, CA 92286 Phone: 760-369-4104 Fax:		Buyer: MARLENE REYNOLDS Phone: Fax: Payment Terms: NET30 Terms & Conditions: AVAILABLE UPON REQUEST FOB: DESTINATION FREIGHT PREPAID - VENDOR PAYS Routing: :	
Deliver on or Before: Ship To: WAREHOUSE 43-500 MONTEREY AVE PALM DESERT, CA 92260 Fax:		Bill To: ACCOUNTS PAYABLE 43-500 MONTEREY AVENUE PALM DESERT, CA 92260 Fax: 760-341-8678	
Originators:			
	Item Name	Total	
1.	CONSTRUCTION Description: CONSTRUCTION B# 281--7100-0218PW - NON-POTABLE WATER SYSTEM CROSS-OVER - FISCAL YEAR 2012 41-281-0283-0-7100-0218-6120	290,000.00	
		Total Line Items:	290,000.00
		Discount:	.00
		Sub-Total:	290,000.00
		Tax:	.00
		Freight:	.00
		Order Total:	290,000.00

 Authorized Signature

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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 2

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

TITLE: WARRANTS

BACKGROUND:

Board action is required to ratify District warrants under AP 6300(a). Details 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 \$3,869,547.44.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 3

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

TITLE: PAYROLL #2

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 \$2,311,596.51 as follows:

Certificated:	\$1,436,567.34
Classified:	<u>\$ 875,029.17</u>
	\$2,311,596.51

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 4

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

TITLE: GIFT/DONATION TO THE DISTRICT

BACKGROUND:

Assorted tools with chest donated to the School of Applied Sciences and Business by Mr. Larry Peterson of Edgewood, WA. These items will be used by students in the landscape equipment class.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 5

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

TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Academic Affairs – Mr. Peter Davis, Statewide Director ATT & Energy Initiative, is to attend The Robo Business Leadership Conference in Boston, MA, November 1-4, 2011.

Mr. Davis will attend this leadership conference to stay current with the robotics business and technology as part of his duties and responsibilities.

2. Academic Affairs – Ms. Chris Jones-Cage, Associate Professor in Psychology, is to attend the Annual National Institute on the Teaching of Psychology and also present two Participant Idea Exchanges in St. Pete Beach, FL, January 3-6, 2012.

Ms. Jones-Cage will attend this training conference and present two Participant Idea Exchanges as well as expand her knowledge of the teaching of psychology. Ms. Jones-Cage will benefit by networking and sharing teaching techniques and concerns with other educators from around the country. The conference will also increase her knowledge of the current trends in teaching modalities and concerns shared by psychology faculty. Ms. Jones-Cage will lead a Participant Idea Exchange at the conference entitled “Challenges of Teaching Undergraduate Abnormal Psychology” and co-author another Participant Idea Exchange on teaching online courses with colleague Dr. Cynthia Prehar.

3. President’s Office – Dr. Anabelle Nery, Dean of Enrollment Services, Ms. Jessica Enders, Project Director for HSI Title V Grant, Ms. Cynthia Vasquez, Counselor for HSI Title V Grant, Mr. Tony DiSalvo, Dean, School of Communication and Humanities, and Ms. Sarah Lara-Toney, Resource Development Coordinator, are to attend the Hispanic Association of Colleges and Universities (HACU) 25th Annual Conference in San Antonio, TX, October 29 – 31, 2011.

The HACU national conference will provide a forum for sharing information and ideas to enhance Hispanic educational success; discussing national and international issues of interest to Hispanic Serving Institutions (HSIs); establishing or strengthening partnerships; developing collegial networks among faculty, students, administrators, and federal and corporate representatives; highlighting the best and most promising collaborative practices in higher education and providing networking and development of student career opportunities. HACU provides a student leadership track that provides information and workshops on career, internship, research and advanced education opportunities, community service and legislative activities.

4. President's Office – Mr. Christopher Farmer, Interim Tutoring Center, is to attend the Supplemental Instruction (SI) Supervisor Training at the University of Missouri, in Kansas City, MO, September 25 – 27, 2011.

The International Center for Supplemental Instruction offers six SI trainings annually in Kansas City, Missouri. Training covers the following topics: procedures for selecting SI courses and SI leaders; roles of supervisors and leaders as well as benefits; evaluation and funding of the program; training and supervision of SI leaders; theoretical frameworks underlying the SI model; and effective learning strategies and SI session activities. Attendees will also participate in SI simulations. Those who complete the SI training will receive reproducible SI Supervisor and SI Leader manuals and a certificate of completion.

5. Student Services – Ms. Gail Booth and Ms. Nadia Becerra, Sr. Financial Aid Specialists, are to attend the Department of Education 2011 Federal Student Aid Conference in Las Vegas, NV, November 29 – December 2, 2011.

Ms. Booth and Ms. Becerra will attend this training conference to stay current with the Department of Education software programs and processing changes that they use to do their job as our Electronic Data Exchange experts. Also they will be able to gain knowledge of the latest changes by the Department of Education in regulations and updates to financial aid policies.

FISCAL IMPLICATIONS:

1. Costs estimated at \$2,980.00 and funded by a restricted source (CA Community Colleges Economic and Workforce Development Program Grant).
2. Costs estimated at \$1,307.00. \$800 will be funded out of a restricted source (Faculty Development Funds) and the balance will be borne by Ms. Jones-Cage.
3. Costs estimated at \$11,028.30 (\$2,205.66 each) and funded by a restricted source (Title V HSI Grant).
4. Costs estimated at \$1,600.00 and funded by a restricted source (Title V HSI Grant).
5. Costs estimated at \$1,950.00 (\$950.00 each) and funded by a restricted source (Board Financial Assistance Program provided by the Chancellor's Office).

RECOMMENDATION:

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

<p>Administrator Initiating Item:</p> <p style="text-align: center;">Edwin Deas</p>	<p>Cabinet Review & Approval: 9/2/2011</p> <p>Chair & Vice Chair Review: 9/9/2011</p>
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Board of Trustees

ITEM #: 1

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

**TITLE: PUBLIC HEARING FOR REDISTRICTING DESERT
COMMUNITY COLLEGE DISTRICT**

BACKGROUND:

The Board of Trustees will consider redrawing of the boundaries of the five (5) Districts that make up the Desert Community College District and will also consider changing from At-Large Elections to Elections by District. All interested parties may appear and comment on the redrawing of the boundaries and changing from At-Large Elections to Elections by District.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

It is recommended that the Board of Trustees holds a public hearing prior to considering redrawing of the boundaries of the five (5) Districts that make up the Desert Community College District and considering changing from At-Large Elections to Elections by District.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Board of Trustees

ITEM #: 2

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

**TITLE: REDISTRICTING DESERT COMMUNITY COLLEGE
DISTRICT – REDRAWING BOUNDARIES**

BACKGROUND:

Under Education Code Section 5019.5 and consequent to the decennial federal census, the District has considered the need to redraw the boundaries of the five (5) Districts that make up the Desert Community College District in order to comply with the Federal Voting Rights Act.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

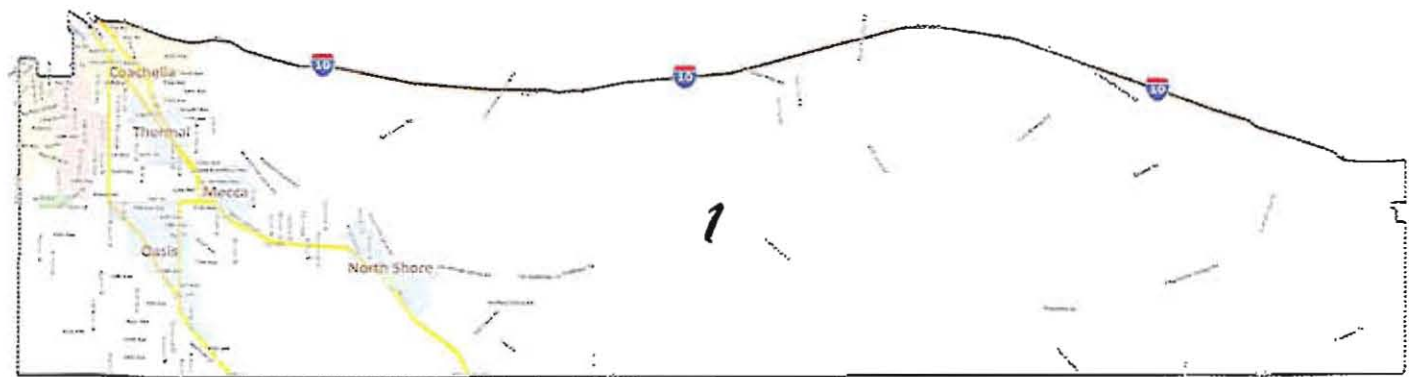
Board of Trustees approves redrawing the boundaries of each of the five (5) Districts as detailed in the attached plans.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
---	--

Desert Community College District: 1



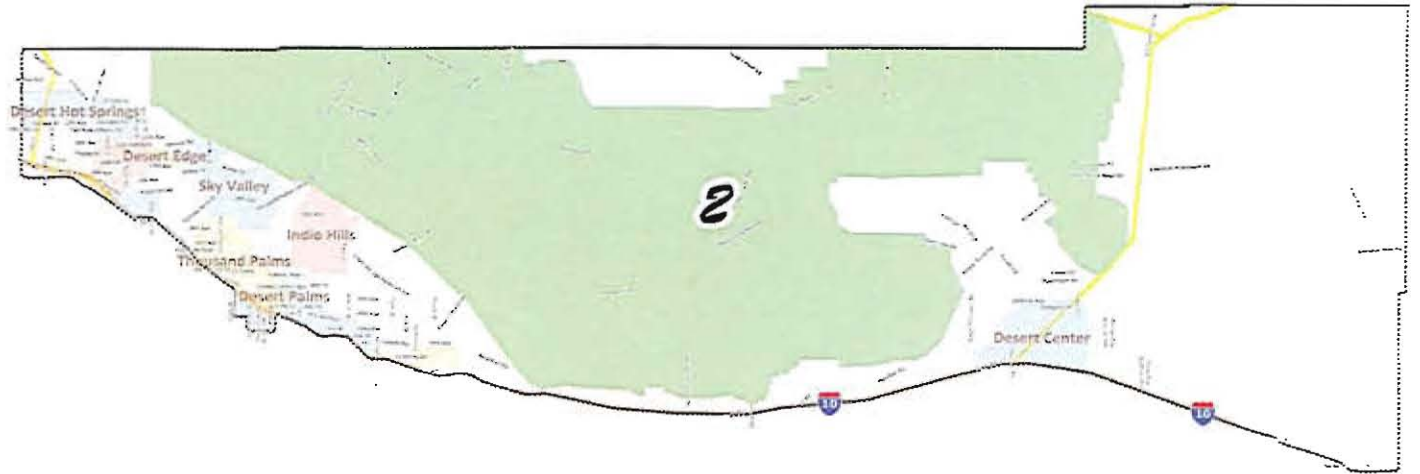
Field	Value
District	1
Population	84,139
Deviation	-333
% Deviation	-0%
Black	634
% Black	1%
Asian	695
% Asian	1%
Hispanic Origin	75,760
% Hispanic Origin	90%
AP_Hispanic or Latino	67%
% PDI-V11_Latino	72%
1_Voted_10G_LATINO	62%
1_Voted_10P_LATINO	49%



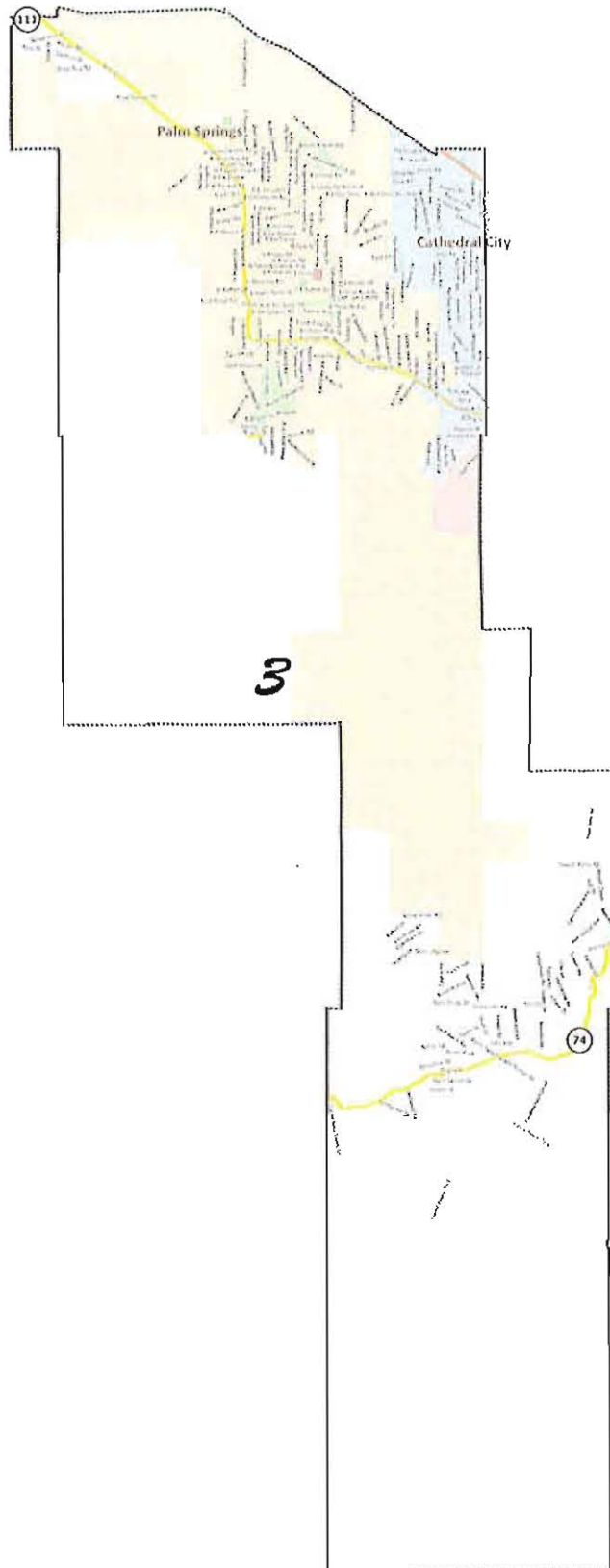
Desert Community College District: 2



Field	Value
District	2
Population	84,714
Deviation	242
% Deviation	0%
Black	3,272
% Black	4%
Asian	2,056
% Asian	2%
Hispanic Origin	36,850
% Hispanic Origin	43%
AP_Hispanic or Latino	23%
% PDI-V11_Latino	22%
1_Voted_10G_LATINO	14%
1_Voted_10P_LATINO	8%

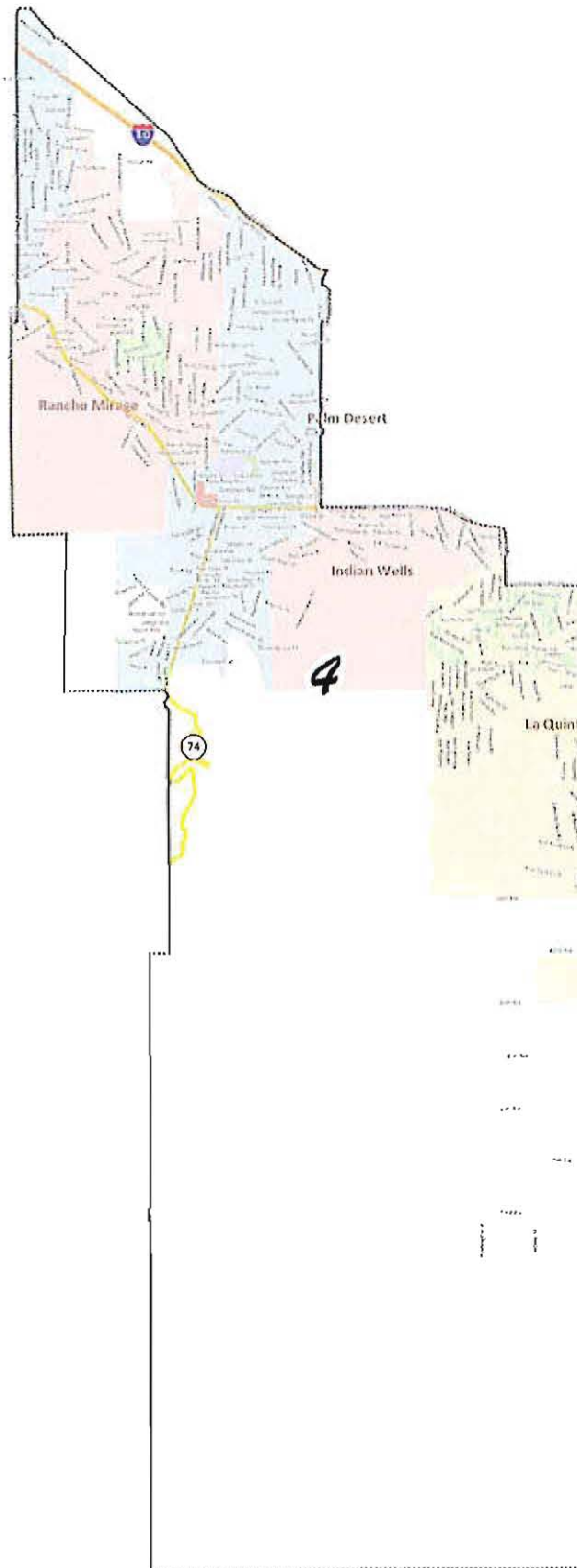


Desert Community College District District: 3



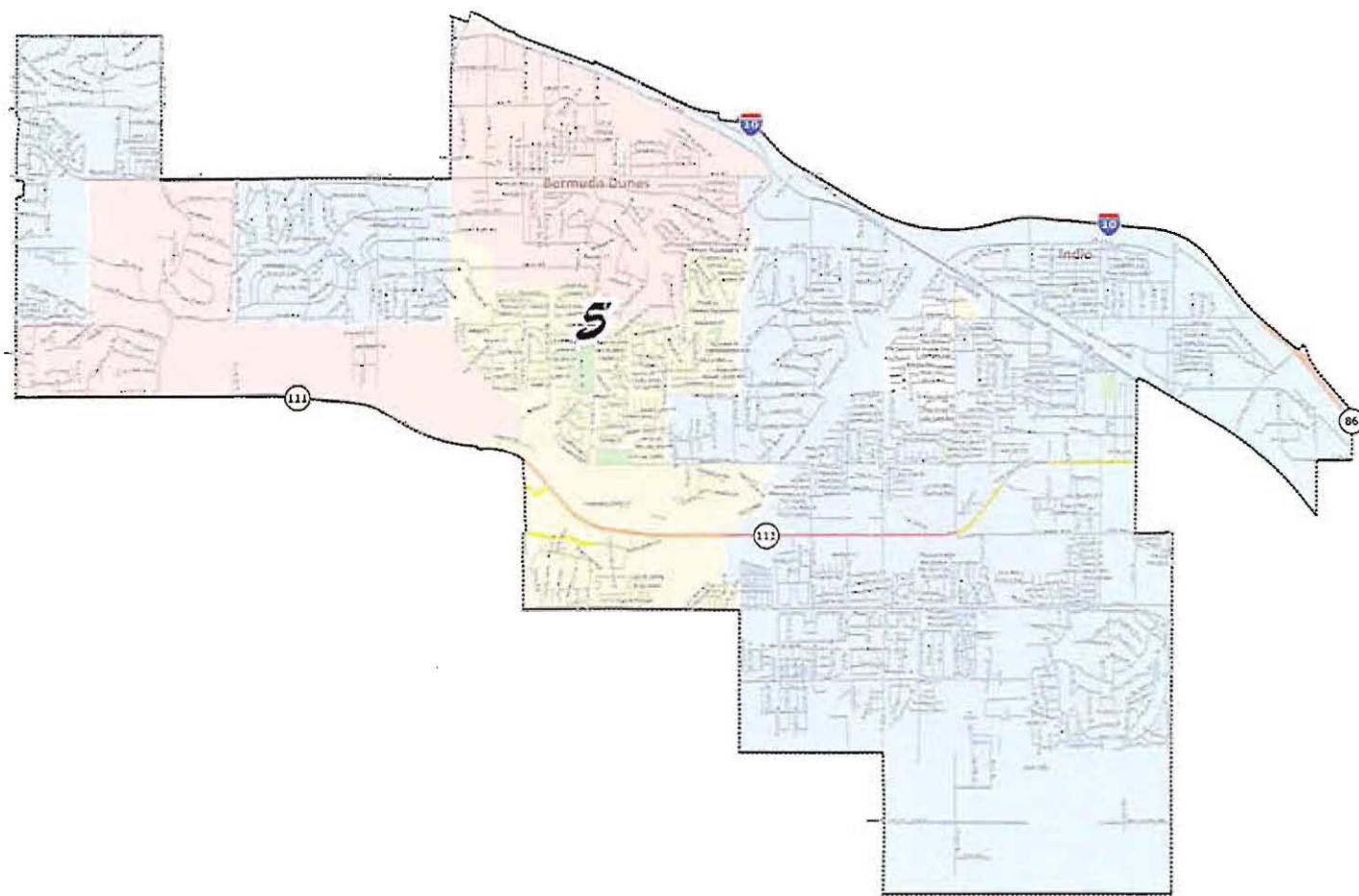
Field	Value
District	3
Population	86,439
Deviation	1,967
% Deviation	2%
Black	3,146
% Black	4%
Asian	3,928
% Asian	5%
Hispanic Origin	26,806
% Hispanic Origin	43%
SP_Hispanic or Latino	21%
% PDI-V11_Latino	20%
1_Voted_10Q_LATINO	13%
1_Voted_10P_LATINO	9%

Desert Community College District
 District: 4



Field	Value
District	4
Population	85,527
Deviation	1,055
% Deviation	1%
Black	1,478
% Black	2%
Asian	2,812
% Asian	3%
Hispanic Origin	23,345
% Hispanic Origin	27%
SP_Hispanic or Latino	16%
% PDI-V11_Latino	13%
I_Voted_10G_LATINO	8%
I_Voted_10P_LATINO	5%

Desert Community College District: 5



Field	Value
District	5
Population	81,541
Deviation	-2,931
% Deviation	-3%
Black	1,917
% Black	2%
Asian	2,124
% Asian	3%
Hispanic Origin	45,267
% Hispanic Origin	56%
AP_Hispanic or Latino	40%
% PDI-V11_Latino	35%
1_Voted_10G_LATINO	25%
1_Voted_10P_LATINO	18%

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Board of Trustees

ITEM #: 3

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

**TITLE: REDISTRICTING DESERT COMMUNITY COLLEGE
DISTRICT – CHANGING ELECTION METHODOLOGY**

BACKGROUND:

Under Education Code Section 5019.5 and consequent to the decennial federal census, the District has considered the need to change from At-Large Elections to Elections by District in order to comply with the California Voting Rights Act.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves Election by District.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
---	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Board of Trustees

ITEM #: 4

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

TITLE: BOARD TRAVEL

BACKGROUND:

Per AP 2735 “Travel expenses for attendance at meetings of these and other organizations will be approved by the Board of Trustees at a regularly scheduled meeting.”

Board of Trustees – Mr. Charles Hayden is to attend the Community College League of California’s Annual Convention and Partner Conferences in San Jose, CA from November 17-19.

This annual conference provides attendees valuable tools and solutions to enhance the mission of student success, equity and access.

FISCAL IMPLICATIONS:

Costs estimated at \$2100.00 and funded by General Funds.

RECOMMENDATION:

Board of Trustees approves travel as presented.

Administrator Initiating Item:	Cabinet Review & Approval: 9/2/2011
Edwin Deas	Chair & Vice Chair Review: 9/9/2011

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: President

ITEM #: 1

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

TITLE:

PROCLAMATION: NATIONAL DISABILITIES AWARENESS MONTH

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.

Administrator Initiating Item: Jerry Patton
--

Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
--

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

Aaron Bonner

President

Jerry R. Patton

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: President

ITEM #: 2

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

**TITLE: STUDENT REPRESENTATIVE ON CITIZENS' BOND
OVERSIGHT COMMITTEE**

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, and one student from College of the Desert. Mr. Daniel To (Student Representative) term ends September 2011. The next Student Representative is:

Cheri Nadell as the Student Representative for the vacant position on the Citizens' Bond Oversight Committee.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees appoints Cheri Nadell as Student Representative for the vacant position on the Citizens' Bond Oversight Committee.

Administrator Initiating Item: Edwin Deas
--

Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Human Resources

ITEM #: 1

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

TITLE: EMPLOYMENT GROUP A APPOINTMENTS

BACKGROUND:

1. Ms. Gail Booth has been appointed to a new position of Lead Financial Aid Specialist. The appointment, effective August 15, 2011, is ongoing. Placement on Range 14 of the Classified salary schedule is at Step H.
2. Mr. Matthew Housewright has been appointed to a new position of Skilled Maintenance Worker, Electrical, Plumbing, Mechanical, & Carpentry. The appointment, effective September 1, 2011 is ongoing. Placement on Range 14 of the Classified salary schedule is at Step H.
3. Mr. Alfonso Cumplido has been appointed to a new position of Part-Time Outreach Specialist/Financial Aid. The appointment, effective September 6, 2011, is for five years according to the grant funding. Placement on Range 9 of the Classified salary schedule is at Step A.
4. Ms. Guadalupe Cabrera has been appointed to a new position of Part-Time Outreach Specialist/Financial Aid. The appointment, effective September 6, 2011, is for five years according to the grant funding. Placement on Range 9 of the Classified salary schedule is at Step A.

FISCAL IMPLICATIONS:

1. Position is fully funded from unrestricted funds (General Fund).
2. Position is fully funded from unrestricted funds (General Fund).
3. Position is funded from the Title V, HSI grant which is scheduled to run until 2015.
4. Position is funded from the Title V, HSI grant which is scheduled to run until 2015.

RECOMMENDATION:

Board of Trustees ratifies the appointments as presented.

Administrator Initiating Item:	Cabinet Review & Approval: 9/2/2011
Edwin Deas	Chair & Vice Chair Review: 9/9/2011

Personnel Action Form

Employment Classification: Full-time Classified

Personnel Action: Appointment

Effective Date: 8/15/2011

Personnel Data

First Name	Last Name
Gall	Booth

Current Position Info (Leave blank if new employee)

Position	Department	Months	Hours	FTF
Sr. Financial Aid Specialist	Financial Aid	12	40	1.0

New or Changed Position Info

Position	Department	Months	Hours	FTF
Lead Financial Aid Specialist	Financial Aid	12	40	1.0
Start Date	End Date (Contract or Temp)			
8/15/2011	Click here to enter a date.			

Faculty Employee: No Yes Tenure Status: Choose an item. Number of Days: 0

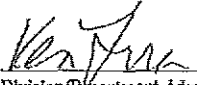
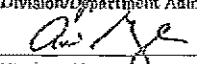

Payroll Info

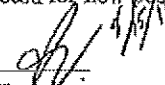
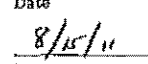
Column/Range	Step	Hourly	Daily	Annual
14	H		\$000.00	
Mon Hours	Tues Hours	Wed Hours	Thurs Hours	Fri Hours
0	0	0	0	0
Sat	Sun	Account/Code		Percentage
0	0	11 - 625 - 0000 - 0 - 6460 - 0000 - 2110		100 %
Total Hours	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %
40	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %

Prepared By : Anita Corral

Comments: Interviewed and

selected for new position - internal posting to Sr. Financial Aid Specialists only.


 Division/Department Administrator

 Vice President

 Executive Director, Human Resources


 Date
 8/15/11

 Date
 8/15/11

RECEIVED
Office of Human Resources

AUG 17 2011

College of the Desert

HR USE ONLY:

Social Security Number	Benefit Start	Benefit End	Board Approval Date
			Sep 20 11



48-600 Monterey Avenue
Palm Desert, CA 92260

Personnel Action Form

Employment Classification: Full-time Classified

Personnel Action: *APPOINTMENT*

Effective Date: *9/1/2011*

Personnel Data

First Name	Last Name
Matthew	Housewright

Current Position Info (Leave blank if new employee)

Position	Department	Months	Hours	FTE
Maintenance Worker	Facilities services	12	40	1.00

New or Changed Position Info

Position	Department	Months	Hours	FTE
Skilled Maintenance Worker, Electrical, Plumbing, Mechanical, Carpentry	Facilities Services	12	40	1.00
Start Date	End Date (Contract or Temp)			
Click here to enter a date.	Click here to enter a date.			

Faculty Employee: No Yes

Tenure Status: Choose an item.

Number of Days: 0

Payroll Info

Column/Range	Step	Hourly	Daily	Annual
14	Step <i>H</i>		\$000.00	\$00000.00
Mon Hours	Tues Hours	Wed Hours	Thurs Hours	Fri Hours
8	8	8	8	8
Sat	Sun	Account Code		Percentage
0	0	11 - 215 - 0000 - 0 - 6500 - 0000 - 2115		100% 0.00 %
Total Hours				0.00 %
40	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %

Prepared By : Kevin Snyder

Comments: Click here to enter text.

[Signature]
Division/Department Administrator

[Signature]
Vice President

[Signature]
Executive Director, Human Resources

8-17-2011
Date

08/18/11
Date

8/22/11
Date

HR USE ONLY:

Social Security Number	Benefit Start	Benefit End	Board Approval Date
			<i>Sep 28 11</i>



43-500 Monterey Avenue
Palm Desert, CA 92260

Personnel Action Form

Employment Classification: Part-time Classified

Personnel Action: Appointment

Effective Date: 9/6/2011

Personnel Data

First Name	Last Name
Alfonso	Cumplido

Current Position Info (Leave blank if new employee)

Position	Department	Months	Hours	FTE
Click here to enter text.	Click here to enter text.	00	00	0.00

New or Changed Position Info

Position	Department	Months	Hours	FTE
Outreach Specialist/Financial Aid	Financial Aid	09	29.5	75
Start Date	End Date (Contract or Temp)			
Click here to enter a date.	Click here to enter a date.			

Faculty Employee: No Yes

Tenure Status: Choose an item.

Number of Days: 0

Payroll Info

Column/Range	Step	Hourly	Daily	Annual
9	A	\$16.84	\$000.00	\$00000.00
Mon: Hours	Tues: Hours	Wed: Hours	Thurs: Hours	Fri: Hours
0	8	8	8	5.5
Sat:	Sun:	Account Code		Percentage
0	0	12 - 508 - 0101 - 0 - 6400 - 0000 - 2110		100 %
Total Hours	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %
00	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %

Prepared By : Barbara Creson

Comments: Click here to enter text.

Division/Department Administrator

Vice President

Executive Director, Human Resources

Date

Date

Date

HR USE ONLY:

Social Security Number	Benefit Start	Benefit End	Board Approval Date



49-500 Monterey Avenue
Palm Desert, CA 92260

Personnel Action Form

Employment Classification: Part-time Classified

Personnel Action: Appointment

Effective Date: 9/6/2011

Personnel Data

First Name	Last Name
Guadalupe	Cabrera

Current Position Info (Leave blank if new employee)

Position	Department	Months	Hours	FTE
Click here to enter text.	Click here to enter text.	00	00	0.00

New or Changed Position Info

Position	Department	Months	Hours	FTE
Outreach Specialist/Financial Aid	Financial Aid	9	29.5	75
Start Date	End Date (Contract or Temp)			
9/6/2011	Click here to enter a date.			

Faculty Employee: No

Yes

Tenure Status: Choose an Item.

Number of Days: 0

Payroll Info

Column/Range	Step	Hourly	Daily	Annual
9	A	\$16.84	\$000.00	\$00000.00
Mon: Hours	Tue: Hours	Wed: Hours	Thurs: Hours	Fri: Hours
0	8	8	8	5.5
Sat	Sun	Account Code		Percentage
0	0	12 - 503 -- 0101 - 0 - 6400 - 0000 - 2110		100 %
Total Hours				0.00 %
00	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %

Prepared By: Barbara Creson

Comments: Click here to enter text.

Division/Department Administrator

 Vice President

 Executive Director, Human Resources

Date: 8/23/11
 Date: 8/24/11
 Date:

HR USE ONLY:

Social Security Number	Benefit Start	Benefit End	Board Approval Date

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Human Resources

ITEM #: 2

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

TITLE: EMPLOYMENT GROUP C APPOINTMENTS – OVER 60 DAYS

BACKGROUND:

1. Ms. Gail Booth has been working out-of-class from 5/25/11 – 8/12/11 until she was selected for the position of Lead Financial Aid Specialist. The new position had to be negotiated with CSEA and that is why the delay in reporting to the Board.
2. Ms. Rosalyn Weissmann had been working out-of-class as she was re-calculating FTES for Vice President/Academic Affairs office from 5/1/11 – 8/31/11. The assignment began within the scope of the job description but, as the magnitude grew and the length of the assignment extended, out of class recognition was dictated.

FISCAL IMPLICATIONS:

1. Position is fully funded from unrestricted funds (General Fund).
2. Position is fully funded from unrestricted funds (General Fund).

RECOMMENDATION:

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

Administrator Initiating Item:	Cabinet Review & Approval: 9/2/2011
Edwin Deas	Chair & Vice Chair Review: 9/9/2011

Personnel Action Form

Employment Classification: Full-time Classified

Personnel Action: Choose an item.

Effective Date: 5/25/2011

Personnel Data

First Name	Last Name
Gail	Booth

Current Position Info (Leave blank if new employee)

Position	Department	Months	Hours	FTE
Sr. Financial Aid Specialist	Financial Aid	12	40	1.0

New or Changed Position Info

Position	Department	Months	Hours	FTE
				0.0
Start Date	End Date (Contractor/Temp)			
Click here to enter a date.	Click here to enter a date.			

Faculty Employee: No Yes Tenure Status: Choose an item.

Number of Days: 0

Payroll Info

Column/Range	Step	Hourly	Daily	Annual
14	H		\$000.00	\$59,919
Mon Hours	Tues Hours	Wed Hours	Thurs Hours	Fri Hours
0	0	0	0	0
Sat	Sun	Account Code		Percentage
0	0	11 - 525 - 0000 - 0 - 6460 - 0000 - 2110		100 %
Total Hours	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %
40	00 - 000 - 0000 - 0 - 0000 - 0000 - 0000			0.00 %

Prepared By : Anita Corral

Comments: Ms. Booth was working out-of-class from 5/25/11 - 8/12/11 until she was selected for the position of Lead Financial Aid Specialist. This would give her an additional 5% increase in salary during that time.

Division/Department Administrator

Date

Vice President

Date

Executive Director, Human Resources

Date

HR USE ONLY:

Social Security Number	Benefit Start	Benefit End	Board Approval Date



48-500 Monterey Avenue
Palm Desert, CA 92260

Personnel Action Form

Employment Classification: Full-time Classified

Personnel Action: *WORKING OUT-OF-CLASS*

Effective Date: 5/1/2011

Personnel Data

First Name Rosalyn	Last Name Weissmann
-----------------------	------------------------

Current Position Info (Leave blank if new employee)

Position	Department	Months	Hours	FTE
Schedule Publications Specialist	Academic Affairs	12	40	1.0

New or Changed Position Info

Position	Department	Months	Hours	FTE
Click here to enter text.	Click here to enter text.	00	00	0.00
Start Date	End Date/Contract Term			
5/1/2011	8/31/2011			

Faculty Employee: No Yes Tenure Status: Choose an item.

Number of Days: 0

Payroll Info

Column/Range	Step	Hourly	Daily	Annual
17	I		\$000.00	\$00000.00
Mon Hours	Tues Hours	Wed Hours	Thurs Hours	Fri Hours
0	0	0	0	0
Sat	Sun	Account Code		Percentage
0	0	00-000-0000-0-0000-0000-0000		0.00%
Total Hours	00-000-0000-0-0000-0000-0000			0.00%
00	00-000-0000-0-0000-0000-0000			0.00%

Prepared By: Anita Corral

Comments: Employee is working

out of class as she is re-calculating FTEPS for Vice President/Academic Affairs office, 5% increase during this time 5/1/11 - 8/31/11 only. She will remain at a 16 I.

Division/Department Administrator

Date

Vice President

Date

Executive Director, Human Resources

Date

[Handwritten signatures and initials]

HR USE ONLY:

Benefit Start	Benefit End	Board Approval Date
		Sep 2011

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Human Resources

ITEM #: 3

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

TITLE: 45-DAY LAYOFF NOTICE

BACKGROUND:

The following classified position will be discontinued effective October 31, 2011 due to reorganization:

Public Relations Technician

FISCAL IMPLICATIONS:

Position is fully funded from unrestricted funds (General Fund).

RECOMMENDATION:

Board of Trustees approves the 45-Day Layoff Notice as presented.

Administrator Initiating Item:	Cabinet Review & Approval: 9/2/2011
Edwin Deas	Chair & Vice Chair Review: 9/9/2011

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 1

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

TITLE: PUBLIC HEARING 2011-2012 FINAL BUDGET

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.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 2

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

TITLE: FISCAL YEAR 2011-2012 FINAL BUDGET

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 2011/12
- 2) Restricted Budgets for Fiscal Year 2011/12
- 3) Description of the changes made in the Unrestricted General Fund for Fiscal Year 2011/12 as compared to the final budget for Fiscal Year 2010/11
- 4) Five-Year Pro Forma Budget Statement FY2011/12 thru FY2015/16

FISCAL IMPLICATIONS:

Identified in the attached budget.

RECOMMENDATION:

Board of Trustees adopts the Final Budget for Fiscal Year 2011/2012.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
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**DESERT COMMUNITY COLLEGE DISTRICT
2011 - 2012 FINAL BUDGET
GENERAL FUND UNRESTRICTED**

	2010-11 Final Budget	2010-11 Actual	2011-12 Final Budget	Changes Between Budget Yrs.	Notes
REVENUES					
Base Revenues	38,045,591	36,538,224	35,116,556	(2,929,035)	A
Federal Revenue	33,280	-	-	(33,280)	B
State Income	1,269,000	1,711,670	1,314,000	45,000	C
Local Income	1,618,015	1,835,395	1,640,862	22,847	D
Total Revenue	40,965,886	40,085,289	38,071,418	(2,894,468)	
Expenditures					
Full-Time Teaching Salaries	8,233,410	8,595,849	8,695,962	462,552	1
Adjunct Teaching Salaries	4,816,970	4,641,615	3,742,223	(1,074,747)	2
Other Academic Salaries	2,193,591	1,785,725	1,969,905	(223,686)	3
Administration Salaries (1)	3,906,716	3,804,847	3,732,722	(173,994)	4
Classified Salaries, Aides	1,260,391	1,002,720	1,063,283	(197,108)	5
Classified Salaries, Other	6,265,747	5,430,556	5,523,288	(742,459)	5
Employee Benefits	7,314,955	7,418,980	7,225,317	(89,638)	6
Supplies & Materials	471,913	337,827	422,690	(49,223)	7
Contracts & Services	5,247,553	4,914,477	5,496,380	248,827	8
Sub-Total Operating Expense	39,711,246	37,932,596	37,871,770	(1,839,476)	
Capital Outlay	291,669	226,978	264,553	(27,116)	9
Sub-Total Operating Exp. & Capital Outlay	40,002,915	38,159,574	38,136,323	(1,866,592)	
Excess Revenue over (Expenditures)	962,971	1,925,715	(84,905)	(1,027,876)	
Transfers within General Fund	840,524	884,853	1,103,434	262,910	
Transfers to Fund 6X	704,294	704,294	810,945	106,651	
Total Expenditures	41,547,733	39,748,721	40,060,702	(1,497,031)	
Excess Total Expenditures over Total Revenues	(581,847)	336,568	(1,979,284)		
General Fund - Beginning Balance					
7.5% Required Reserve	2,077,387		3,003,803		
Reserve for Future Liabilities	5,969,228		5,379,380		
Board Election Hold Back	-		-		
	8,046,616	8,046,615	8,383,183		
General Fund - Ending Balance (Reserve)	7,464,768	8,383,183	6,403,899		

(1) Mgmt., Classified Supv. & Confidential

**DESERT COMMUNITY COLLEGE DISTRICT
2010-11 FINAL BUDGET
Unrestricted General Fund Income Estimates**

	2010-11 Budget Detail	2010-11 Actual	2011-12 Budget Detail	Changes	Notes
BASE REVENUES					
Calculated Base Revenue	37,231,591		35,116,556		
FTES Growth Adjustment	814,000		-		
Annual COLA	-		-		
Adjusted BASE REVENUE	38,045,591	36,538,224	35,116,556	(2,929,035)	A
FEDERAL REVENUE					
	33,280	-	-	(33,280)	B
STATE INCOME					
P. T. Faculty Equity Pay	172,000	171,674	172,000		
Lottery	1,062,000	1,098,397	1,100,000		
Other State Fees	-	219,176	-		
Mandated Costs	-	177,701	-		
Student Enrollment Fee (2%)	30,000	42,793	40,000		
Other	5,000	1,929	2,000		
Total Other Revenue	1,269,000	1,711,670	1,314,000	45,000	C
LOCAL REVENUES					
Rentals and Leases	17,800	23,368	23,000		
Interest	98,000	54,765	55,000		
Nonresident/Foreign Tuition	1,202,415	1,529,322	1,334,862		
Parking Fines	157,000	137,622	138,000		
Misc. Local Income	142,800	90,318	90,000		
Total Local Revenues	1,618,015	1,835,395	1,640,862	22,847	D
TOTAL REVENUES	40,965,886	40,085,289	38,071,418		
BEGINNING BALANCE	8,046,615		8,383,183		
TOTAL RESOURCES	49,012,501		46,454,601	(2,557,900)	E
Less: Expenditures (includes transfers)	41,297,733		40,050,702		
	-		-		
	41,297,733		40,050,702	1,247,031	F
7.5% Required Reserve	2,064,887		3,003,803		
Less: Other Reserves	5,399,881		3,400,096		
TOTAL Contingency/Ending Balance	7,464,768		6,403,899	(1,060,869)	

CHANGES FROM 10-11 BUDGET in 11-12 FINAL BUDGET

INCOME

A	Base Revenue changes	(2,929,035)
B	Federal Funding From ARRA	(33,280)
C	State Income changes	45,000
D	Local Income changes	22,847

EXPENSE

1	Faculty Steps	229,837
	Retirements/Recruitment-net	232,715
2	Class Schedule Changes Estimate/ Recruitment	(1,074,747)
3	Reduction in other noninstructional salaries	(223,686)
4	Administration Steps	63,306
	Retirements/Recruitment-net	(237,300)
5	Classified Steps	175,260
	Retired	(424,935)
	Layoffs	(259,656)
	Student Workers	(76,000)
	Other changes in M&O-A&R-Library-Math-Net	(354,236)
6	Faculty 403B Estimate	90,000
	H & W changes - net	(179,638)
7	Safety reduction	(5,771)
	Copy Center reduction	(29,000)
	Communication	(5,500)
	Miscellaneous - net	(8,952)
8	Increase Contracts Expenses:	
	Board Election	80,000
	Legal Costs	49,625
	Reduction in expenses:	
	Travel - President & Trustees	(9,215)
	Off site leases	(63,540)
	Increase bad debts	10,000
	Increase M&O supplies	15,900
	Increase in utilities	43,200
	Increase in property/liability insurance	72,525
	Miscellaneous Increases-net	50,332
9	Capital Outlay reduce back to 2010 level	(27,116)

**DESERT COMMUNITY COLLEGE DISTRICT
2011-2012 FINAL RESTRICTED BUDGETS**

	Beg. Balance	Estimated Income	TOTAL Resources	Salaries & Benefits	Supplies & Materials	Contracts & Services	Capital Outlay	Other Outgo	Transfers Adjust	TOTAL Outgo	[\$\$ Transfers Fund 11]
FUND 12 - 0101 - GENERAL FUND RESTRICTED											
President:											
Resource Interest & Misc	541,648	-	541,648	-	35,000	459,201	30,000	17,447	-	541,648	-
Backfill	-	-	-	-	-	-	-	195,370	54,630	250,000	(250,000)
President	24,723	-	24,723	-	-	24,723	-	-	-	24,723	-
TTIP Technology	58,524	-	58,524	-	10,000	10,000	38,524	-	-	58,524	-
Administrative Services:											
Staff Diversity/Affirm. Action	10,960	5,575	16,535	-	4,435	9,878	2,222	-	-	16,535	-
Staff Development	271,283	-	271,283	-	25,750	245,533	-	-	-	271,283	-
Health Ins. Reserve - Classified	20,748	-	20,748	-	-	20,748	-	-	-	20,748	-
State Block Grant	66,859	-	66,859	-	-	-	66,859	-	-	66,859	-
Hazardous Substance/Maint	6,428	-	6,428	-	-	2,186	4,242	-	-	6,428	-
Administrative Allowance	50,630	17,660	68,290	6,630	61,660	-	-	-	-	68,290	-
Academic Affairs:											
Library	(15,355)	30,000	14,645	-	14,645	-	-	-	-	14,645	-
Gain	31,357	20,000	51,357	51,357	-	-	-	-	-	51,357	-
Basic Skills	299,132	254,192	553,324	186,030	850	366,444	-	-	-	553,324	-
Boone Endowment	3,064	-	3,064	-	220	-	2,844	-	-	3,064	-
Career Technical Equipment	258,914	-	258,914	-	-	-	258,914	-	-	258,914	-
Perkins IV	-	254,314	254,314	48,918	72,741	68,458	46,480	17,717	-	254,314	-
TANF	-	34,483	34,483	24,511	1,429	2,000	1,500	5,043	-	34,483	-
CalWORKs	-	125,389	125,389	107,734	-	-	-	17,655	-	125,389	-
Student Services:											
Title V - COD	-	704,696	704,696	244,946	5,980	453,770	-	-	-	704,696	-
Title V - Cal State	-	383,624	383,624	-	-	383,624	-	-	-	383,624	-
Title V Grant HIS	-	986,953	986,953	682,531	79,379	180,043	45,000	-	-	986,953	-
Student Activities/ASCOD	17,909	3,244	21,153	4,098	8,905	1,150	15,000	-	(8,000)	21,153	-
Veterans Program	892	2,000	2,892	-	617	2,275	-	-	-	2,892	-
Financial Aid	-	10,533	10,533	-	3,000	3,336	10,000	-	-	16,336	(5,803)
Financial Aid Administration	-	234,709	234,709	208,946	10,000	12,420	3,343	-	-	234,709	-
Transfer/Articulation	573	-	573	-	573	-	-	-	-	573	-
Articulation(CAN)	430	573	1,003	-	-	1,003	-	-	-	1,003	-
Matriculation - Credit	-	229,239	229,239	208,710	15,529	3,000	2,000	-	-	229,239	-
Matriculation - Non Credit	-	94,551	94,551	93,888	663	-	-	-	-	94,551	-
Disabled Student Prog. & Svs.	-	394,507	394,507	433,337	4,500	5,100	-	-	(48,430)	394,507	-
DSPS Workability	-	260,055	260,055	233,993	7,700	19,562	5,000	-	(6,200)	260,055	-
DSPS - ACES Direct	-	328,485	328,485	216,301	54,088	32,596	25,500	-	-	328,485	-
DSPS - ACES Indirect	(7,024)	19,976	12,952	-	3,556	9,396	-	-	-	12,952	-

Upward Bound	-	389,473	389,473	271,123	29,928	45,922	4,000	38,500	-	389,473	-
EVC Support Services - ACES	-	319,371	319,371	252,962	30,754	25,625	7,430	2,600	-	319,371	-
Student Support Grant - ACES	-	367,795	367,795	267,528	20,580	39,687	25,000	15,000	-	367,795	-
Internship Program	-	30,700	30,700	18,390	993	7,855	-	3,462	-	30,700	-
International Education	75,000	-	75,000	391,804	14,200	158,200	2,800	215,000	28,000	810,004	(735,004)
Intensive English Academy	20,000	168,800	188,800	87,000	10,400	45,306	1,500	20,000	-	164,206	24,594
International Education Internship	-	30,700	30,700	18,390	993	7,855	-	3,462	-	30,700	-
Equal Opportunity Program	-	297,714	297,714	201,801	4,500	3,750	-	87,663	-	297,714	-
EOPS - CARE	-	67,512	67,512	-	1,893	243	-	65,376	-	67,512	-
Academic Affairs:											
Applied Science	27,054	-	27,054	-	1,322	5,457	20,275	-	-	27,054	-
Career Opportunities/Expl. In Sci.	-	83,800	83,800	13,394	-	15,906	-	54,500	-	83,800	-
Business Industry Collaborative	(331)	9,601	9,270	-	9,270	-	-	-	-	9,270	-
CA Early Childhood Mentor	150	2,000	2,150	-	1,000	1,150	-	-	-	2,150	-
Child Development Consortium	-	4,410	4,410	-	-	-	-	4,410	-	4,410	-
Nursing NSNA	14,246	-	14,246	-	-	-	-	14,246	-	14,246	-
Child Development Center	(191)	98,090	97,899	-	13,425	76,358	8,116	-	-	97,899	-
Entrepreneurship & Career	-	14,264	14,264	11,260	1,350	1,105	-	549	-	14,264	-
Science/Mathematics	6,583	-	6,583	-	4,583	-	2,000	-	-	6,583	-
Quality STEM	-	75,000	75,000	61,323	8,957	4,720	-	-	-	75,000	-
Math Open Doors Grant	4,231	-	4,231	4,231	-	-	-	-	-	4,231	-
MESA - State Grant	-	66,361	66,361	36,117	15,467	8,035	-	6,742	-	66,361	-
CA Math/Science Partnership	1,757	-	1,757	1,757	-	-	-	-	-	1,757	-
STEMS Majors Scholarships	-	427,395	427,395	16,112	-	-	-	411,283	-	427,395	-
Fine Arts Productions	2,777	84,626	87,403	9,633	14,306	52,500	-	10,964	-	87,403	-
Walter N. Marks Center	-	3,000	3,000	89,473	8,500	21,996	-	-	-	119,969	(116,969)
Communication Division	6,209	-	6,209	-	6,209	-	-	-	-	6,209	-
ABE Workforce Investment Act	-	216,231	216,231	158,991	19,365	9,000	-	28,875	-	216,231	-
Adult Basic Education - tests	19,363	30,000	49,363	-	18,750	700	2,500	27,413	-	49,363	-
Economic Develop/Community Education											
CTD Grants	20,400	-	20,400	3,378	1,700	7,731	1,000	6,591	-	20,400	-
DEEC Lease/Operations	121,103	18,500	139,603	-	-	121,232	-	18,371	-	139,603	-
SD AQMD-ARRA	-	42,350	42,350	-	2,000	17,305	800	22,245	-	42,350	-
Tech-Prep	-	56,000	56,000	50,258	1,200	4,542	-	-	-	56,000	-
Econ. Dev. & Workforce Dev.	-	225,000	225,000	119,110	10,896	28,585	1,500	64,909	-	225,000	-
ATTEc	-	600,000	600,000	100,055	24,000	277,266	20,000	178,679	-	600,000	-
Chancellor's Office	-	8,033	8,033	-	-	8,033	-	-	-	8,033	-
Riverside Minin Grant	2	-	2	-	2	-	-	-	-	2	-
Econ. Dev. Adv. Transp.Tech.	-	172,500	172,500	145,942	1,107	9,357	9,459	6,635	-	172,500	-
Econ. Dev. Adv. Transp.Tech.	(11,401)	205,000	193,599	187,273	2,452	5,890	1,500	(3,516)	-	193,599	-
Contract Education	(45,652)	195,173	149,521	47,890	8,735	75,499	-	19,397	-	149,521	-
Community Education	20,012	-	20,012	-	-	-	20,012	-	-	20,012	-
CALCTP	-	27,212	27,212	-	2,906	23,259	-	1,047	-	27,212	-

ESLN	8,100	200,000	208,100	-	8,100	200,000	-	-	-	208,100	-
TOTAL FUND 12 - 0101	1,931,107	8,931,369	10,862,476	5,317,125	719,063	3,626,515	685,320	1,577,635	20,000	11,945,658	(1,083,182)
FUND 12 - 0102 - STATE EQUIPMENT											
State Income	293,044	-	293,044	-	62,955	135,343	94,746	-	-	293,044	-
FUND 12 - 0103 - RESTRICTED DONATIONS											
Donations for Student Employmt.	-	135,000	135,000	135,000	-	-	-	-	-	135,000	-
FUND 12 - 0104 - DONATIONS - Foundation											
Donations	311,506	70,000	381,506	139,787	18,506	218,213	5,000	-	-	381,506	-
FUND 12 - 0105 - PARKING FEES											
Parking Permit Revenue	33,830	329,400	363,230	294,318	49,328	9,836	30,000	-	-	383,482	(20,252)
FUND 12 - 0106 - RESTRICTED LOTTERY											
Lottery Revenue - Restricted	448,397	173,000	621,397	-	324,594	296,803	-	-	-	621,397	-
FUND 12 - 0107 - STUDENT HEALTH FEES											
Student Health Fees	354,184	340,000	694,184	322,787	10,000	111,580	20,000	229,817	-	694,184	-
FUND 12 - 0108 - WORK STUDY											
Federal Income	-	145,000	145,000	145,000	-	-	-	-	-	145,000	-
FUND 12 - 0700 - ARRA											
Child Development Center	-	3,000	3,000	-	3,000	-	-	-	-	3,000	-
CEWTP-ARRA	-	116,195	116,195	32,053	4,473	48,731	-	30,938	-	116,195	-
TOTAL FUND 12	3,372,068	10,242,964	13,615,032	6,386,070	1,191,919	4,447,021	835,066	1,838,390	20,000	14,718,466	(1,103,434)

FUND 21 - Bond Interest and Redemption Fund

Local Income	21,749,280	14,246,756	35,996,036	-	-	-	-	35,996,036	-	35,996,036	-
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FUND 33 - CHILD DEVELOPMENT FUNDS

Grants	212,876	952,373	1,165,249	852,722	55,827	41,824	2,000	212,876	-	1,165,249	-
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FUND 41 - CAPITAL OUTLAY

	239,902,149										
State Revenue		-									
Interest		5,400,000									
Local Revenue		9,560,000	254,862,149	366,923	273,975	6,038,206	245,487,179	2,695,866	-	254,862,149	-

FUND 61 - INSURANCE RESERVE

	602,075	-	602,075	-	-	602,075	-	-	-	602,075	-
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FUND 69 - RETIREE LIABILITY RESERVE

	4,862,413	-	4,862,413	615,000	-	-	-	5,058,358	-	5,673,358	(810,945)
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FUND 72 - STUDENT REPRESENTATION FEE

	36,775	13,871	50,646	-	4,867	38,779	7,000	-	-	50,646	-
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FUND 73 - STUDENT CENTER FEE TRUST FUND

	12,807	12,610	25,417	25,507	4,202	-	2,000	13,708	(20,000)	25,417	-
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TOTAL RESTRICTED FUNDS	<u>270,750,443</u>	<u>40,428,574</u>	<u>311,179,017</u>	<u>8,246,222</u>	<u>1,530,790</u>	<u>11,167,905</u>	<u>246,333,245</u>	<u>45,815,234</u>	<u>-</u>	<u>313,093,396</u>	<u>(1,914,379)</u>
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College of the Desert
Five-year Budget Projections - FY2011/12 thru FY2015/16
version 1.3-State budget with mid-year cuts 09-12-11

PLEASE NOTE: SUBJECT TO CHANGE

Approved Budget	FY2011/12	Budget Projections	FY2012/13	FY2013/14	FY2014/15	FY2015/16
Opening Fund Balance	\$8,383,183	Opening Fund Balance	\$6,403,899	\$3,584,828	-\$34,243	-\$4,453,314
		Prior Year Revenues	\$38,071,418	\$38,280,750	\$38,280,750	\$38,280,750
		COLA	\$0	\$0	\$0	0
		Growth Revenue increase	\$0	\$0	\$0	0
		State Funding Cuts	\$0	\$0	\$0	0
		Tuition Revenue increase	\$209,332	\$0	\$0	0
		Other Revenues Increases	\$0	\$0	\$0	0
Total Revenues	\$38,071,418	Total Revenues	\$38,280,750	\$38,280,750	\$38,280,750	\$38,280,750
Expenditures	\$38,163,323	Prior Year Expenditures	\$40,050,702	\$41,099,821	\$41,899,821	\$42,699,821
		Projected Cost Drivers--see below for details	\$1,049,119	\$800,000	\$800,000	800,000
Transfers out of General Fund	\$1,914,379					
Total Expenditures	\$40,050,702	Total Expenditures	\$41,099,821	\$41,899,821	\$42,699,821	\$43,499,821
Excess of Revenues over Expenditures	-\$1,979,284	Excess of Revenues over Expenditures	-\$2,819,071	-\$3,619,071	-\$4,419,071	-\$5,219,071
Closing Fund Balance	\$6,403,899	Closing Fund Balance WITHOUT ANY ACTION PLAN	\$3,584,828	-\$34,243	-\$4,453,314	-\$9,672,385
		Action Plans				
		Prior Year Action Plans	\$0	\$0	\$5,810,598	\$11,743,441
		Tentative Action Plans Already Identified including Prior Years' Required Action Plans	\$0	\$0	\$5,810,598	\$11,743,441
		New Required Action Plans each year to maintain Closing Fund Balance of at least 7.5% of Revenues (or can be termed Projected Budget Shortfall)	\$0	\$2,905,299	\$1,513,772	\$800,000
		Closing Fund Balance AFTER ACTION PLANS	\$3,584,828	\$2,871,056	\$2,871,056	\$2,871,056

College of the Desert
Five-year Budget Projections - FY2011/12 thru FY2015/16
version 1.3-State budget with mid-year cuts 09-12-11

PLEASE NOTE: SUBJECT TO CHANGE

Approved Budget	FY2011/12	Budget Projections	FY2012/13	FY2013/14	FY2014/15	FY2015/16
		Projected Cost Drivers details				
		Steps	\$450,000	\$450,000	\$450,000	\$450,000
		Utilities increases	\$100,000	\$100,000	\$100,000	\$100,000
		Academic Supplies	\$249,119	\$0	\$0	0
		Projected Programs and Services cost increases	\$250,000	\$250,000	\$250,000	\$250,000
		Total Cost Drivers	\$1,049,119	\$800,000	\$800,000	\$800,000

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 3

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

**TITLE: PUBLIC HEARING CONCERNING PROPOSED
ENERGY SERVICE CONTRACT**

BACKGROUND:

As per California Code of Regulations, Chapter 3.2, Section 4217 et seq., Desert Community College District Board of Trustees will consider an Energy Service Contract with Los Angeles Air Conditioning, Inc. All interested parties may appear and comment on the proposed Energy Service Contract.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees holds a public hearing concerning a proposed Energy Service Contract with Los Angeles Air Conditioning, Inc.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 4

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

**TITLE: RESOLUTION #091611-1 – ENERGY SERVICE
CONTRACT**

BACKGROUND:

The District engaged an Engineering firm (BSE Engineering Inc.) to conduct surveys of the existing facilities and other improvements on the Palm Desert Campus for the purpose of identifying Energy Conservation Measures and Conservation Services which when implemented will reduce the energy usage and energy costs (the terms “Conservation Measures” and “Conservation Costs” are used and defined in Government Code Section 4217.11).

Southern California Edison, the District’s electricity provider, indicated that these projects qualify for Incentives from the California Community Colleges (CCC) and Investor-Owned Utility (IOU) Partnership. The application for this incentive has been submitted on behalf of the District, and approved by the CCC/IOU.

Under California Government Code Section 4217.12 the District may enter into an energy service contract on terms that the governing body determines are in the best interest of the public agency, if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, and that the governing body finds that the anticipated cost of implementing the measures under the contract will be less than the anticipated marginal cost to the agency for thermal, electrical, or other energy that would have been consumed in the absence of those purchases. BSE has provided to the District calculations indicating that the projected savings realized over the expected life of this implementation exceeds the cost of project.

The District implemented an informal proposal process permissible under the code to procure the Conservation Services necessary to furnish and install the Conservation Measures identified by the Energy Consultant and received a proposal from Los Angeles Air Conditioning, Inc. in the amount of \$2,644,495.00. This contractor has performed similar work for the District for more than ten years, both in a competitive bidding process and previous 4217 projects. The contractor’s proposals have been competitive and clear and his work of the highest quality. In two previous projects the contractor returned unspent funds to the District in kind for additional services, even though the contract did not require it. Pricing for equipment, prevailing wage labor, overhead and profit have been disclosed to the District for market basket comparison.

FISCAL IMPLICATIONS:

The project cost is funded by Measure B Bond funds within the allocation assigned to Infrastructure Improvements. Energy Efficiency Improvements are specifically expressed as a part of Measure B. The proposed cost for these Energy Conservation Measures is \$2,644,495.00.

RECOMMENDATION:

Board of Trustees adopts Resolution #091611-1, as attached, authorizing the award of an Energy Service Contract with Conservation Measures to Los Angeles Air Conditioning in the amount of \$2,644,495.00.

Administrator Initiating Item:
Edwin Deas

Cabinet Review & Approval: 9/2/2011
Chair & Vice Chair Review: 9/9/2011

Government Code Section 4217.10-4217.18

4217.10. To help implement the policy set forth in Section 25008 of the Public Resources Code, and to extend that policy to facilities of local governments, public agencies may develop energy conservation, cogeneration, and alternate energy supply sources at the facilities of public agencies in accordance with this chapter.

4217.11. The following terms, whenever used in this chapter, have the meanings given in this section, except where the context clearly indicates otherwise:

(a) "Alternate energy equipment" means equipment for the production or conversion of energy from alternate sources as its primary fuel source, such as solar, biomass, wind, geothermal, hydroelectricity under 30 megawatts, remote natural gas of less than one billion cubic feet estimated reserves per mile from an existing gas gathering line, natural gas containing 850 or fewer British Thermal Units per standard cubic foot, or any other source of energy, the efficient use of which will reduce the use of fossil or nuclear fuels.

(b) "Cogeneration equipment" means equipment for cogeneration, as defined in Section 216.6 of the Public Utilities Code.

(c) "Conservation measures" means equipment, maintenance, load management techniques and equipment, or other measures to reduce energy use or make for a more efficient use of energy.

(d) "Conservation services" means the electrical, thermal, or other energy savings resulting from conservation measures, which shall be treated as a supply of such energy.

(e) "Energy conservation facility" means alternate energy equipment, cogeneration equipment, or conservation measures located in public buildings or on land owned by public agencies.

(f) "Energy service contract" means a contract entered into by a public agency with any person, pursuant to which the person will provide electrical or thermal energy or conservation services to a public agency from an energy conservation facility.

(g) "Facility financing contract" means a contract entered into by a public agency with any person whereby the person provides financing for an energy conservation facility in exchange for repayment of the financing and all costs and expenses related thereto by the public agency. A facility financing contract may provide for the person with whom the public agency contracts to provide any combination of feasibility studies for, and design and construction of, all or part of the energy conservation facility in addition to the financing and other related services, and may provide for an installment sale purchase, another form of purchase, or amortized lease of the energy conservation facility by the public agency.

(h) "Facility ground lease" means a lease of all, or any portion of, land or a public building owned by, or under lease to, a public agency to a person in conjunction with an energy service contract or a facility financing contract. A facility ground lease may include, in addition to the land on which energy conservation facilities will

be located, easements, rights-of-way, licenses, and rights of access, for the construction, use, or ownership by the person of the facility and all related utility lines not owned or controlled by the interconnecting utility, and offsite improvements related thereto. A facility ground lease may also include the addition or improvement of utility lines and equipment owned by the interconnecting utility which are necessary to permit interconnection between that utility and an energy conservation facility.

(i) "Person" means, but is not limited to, any individual, company, corporation, partnership, limited liability company, public agency, association, proprietorship, trust, joint venture, or other entity or group of entities.

(j) "Public agency" means the state, a county, city and county, city, district, community college district, school district, joint powers authority or other entity designated or created by a political subdivision relating to energy development projects, and any other political subdivision or public corporation in the state.

(k) "Public building" includes any structure, building, facility, or work which a public agency is authorized to construct or use, and automobile parking lots, landscaping, and other facilities, including furnishings and equipment, incidental to the use of any structure, building, facility, or work, and also includes the site thereof, and any easements, rights-of-way appurtenant thereto, or necessary for its full use.

4217.12. (a) Notwithstanding any other provision of law, a public agency may enter into an energy service contract and any necessarily related facility ground lease on terms that its governing body determines are in the best interests of the public agency if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, and if the governing body finds:

(1) That the anticipated cost to the public agency for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the public agency of thermal, electrical, or other energy that would have been consumed by the public agency in the absence of those purchases.

(2) That the difference, if any, between the fair rental value for the real property subject to the facility ground lease and the agreed rent, is anticipated to be offset by below-market energy purchases or other benefits provided under the energy service contract.

(b) State agency heads may make these findings without holding a public hearing.

4217.13. Notwithstanding any other provision of law, a public agency may enter into a facility financing contract and a facility ground lease on terms that its governing body determines are in the best interest of the public agency if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, and if the governing body finds that funds for the repayment of the financing or the cost of design,

construction, and operation of the energy conservation facility, or both, as required by the contract, are projected to be available from revenues resulting from sales of electricity or thermal energy from the facility or from funding that otherwise would have been used for purchase of electrical, thermal, or other energy required by the public agency in the absence of the energy conservation facility, or both. State agency heads may make these findings without holding a public hearing.

4217.14. Notwithstanding any other provision of law, the public agency may enter into contracts for the sale of electricity, electrical generating capacity, or thermal energy produced by the energy conservation facility at such rates and on such terms as are approved by its governing body. Any such contract may provide for a commitment of firm electrical capacity.

4217.15. The public agency may, but is not required to, base the findings required under Sections 4217.12 and 4217.13 on projections for electrical and thermal energy rates from the following sources:

(a) The public utility which provides thermal or electrical energy to the public agency.

(b) The Public Utilities Commission.

(c) The State Energy Resources Conservation and Development Commission.

(d) The projections used by the Department of General Services for evaluating the feasibility of energy conservation facilities at state facilities located within the same public utility service area as the public agency.

4217.16. Prior to awarding or entering into an agreement or lease, the public agency may request proposals from qualified persons. After evaluating the proposals, the public agency may award the contract on the basis of the experience of the contractor, the type of technology employed by the contractor, the cost to the local agency, and any other relevant considerations. The public agency may utilize the pool of qualified energy service companies established pursuant to Section 388 of the Public Utilities Code and the procedures contained in that section in awarding the contract.

4217.17. This chapter does not limit the authority of any public agency to construct energy conservation projects or to enter into other leases or contracts relating to the financing construction, operation, or use of alternate energy type facilities in any manner authorized under existing law. This chapter shall not be construed to abrogate Section 14671.6.

4217.18. The provisions of this chapter shall be construed to

provide the greatest possible flexibility to public agencies in structuring agreements entered into hereunder so that economic benefits may be maximized and financing and other costs associated with the design and construction of alternate energy projects may be minimized. To this end, public agencies and the entities with whom they contract under this chapter should have great latitude in characterizing components of energy conservation facilities as personal or real property and in granting security interests in leasehold interests and components of the alternate energy facilities to project lenders.

DESERT COMMUNITY COLLEGE DISTRICT

**RESOLUTION NO. 091611-1
ENERGY SERVICE CONTRACT
ENERGY CONSERVATION MEASURES;
(Government Code §4217, et seq.)**

WHEREAS, the District engaged BSE Engineering, Inc. (“the Energy Consultant”) to conduct surveys of the existing facilities and other improvements situated on the District’s College of the Desert campus (“the COD Campus”) for the purpose of identifying Conservation Measures and Conservation Services which when implemented will reduce energy usage and energy costs (the terms “Conservation Measures” and “Conservation Services” as used herein are as used and defined in Government Code §4217.11).

WHEREAS, the Energy Consultant identified Conservation Measures and Conservation Services which are incorporated into the California Community Colleges (CCC), and Investor-Owned Utility (IOU) Energy Efficiency Partnership (CCC/IOU Partnership) Incentive Application submitted on behalf of the District.

WHEREAS, the Conservation Measures identified by the Energy Consultant are generally described as: (i) measurement (monitoring) based commissioning of existing campus buildings, including air and water balancing (ii) conversion of existing building connections to old central plant to new central plant and decommissioning of the old central plant (iii) replacement of old chiller in old central plant with energy efficient chiller in new central plant.

WHEREAS, the CCC/IOU Partnership is established under the authority of the California Public Utilities Commission to implement state-wide energy efficiency programs to achieve cost-effective immediate and persistent peak energy and demand savings. To achieve these goals, the CCC/IOU Partnership committed incentive funds to Community College Districts to assist in the Districts to accomplish the energy efficiency objectives of the CCC/IOU Partnership by four (4) key strategies: (i) energy efficiency retrofits, (ii) monitoring based commissioning (MBCx), (iii) energy efficient new construction, and (iv) training and education.

WHEREAS, the Conservation Measures and Conservation Services identified by the Energy Consultant fall within the Energy Efficiency Retrofit component of the CCC/IOU program.

WHEREAS, the CCC/IOU Partnership has approved the Incentive Application.

WHEREAS, California Government Code § 4217.12 provides in relevant part:

“Notwithstanding any other provision of law, a public agency may enter into an energy service contract and any necessarily related facility ground lease on terms that its government body determines are in the best interests of the public agency if the determination is made at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, and if the governing body finds:

- (1) That the anticipated cost to the public agency for thermal or electrical energy or conservation services provided by the energy conservation facility under the contract will be less than the anticipated marginal cost to the public agency of thermal, electrical, or other energy that would have been consumed by the public agency in the absence of those purchases.”

WHEREAS, Government Code § 4217.16 establish a basis for the District’s award of an Energy Service Contract to implement Conservation Measures:

“Prior to awarding or entering into an agreement or lease, the public agency may request proposals from qualified persons. After evaluating the proposals, the public agency may award the contract on the basis of the experience of the contractor, the type of technology employed by the contractor, the cost to the local agency, and any other relevant considerations. The public agency may utilize the pool of qualified energy companies established pursuant to the Section 388 of the Public Utilities Code and the procedures contained in that section in awarding the contract.”

WHEREAS, the District implemented an informal proposal process to procure the Conservation Services necessary to furnish and install the Conservation Measures identified by the Energy Consultant.

WHEREAS, through the informal proposal process, the District received a proposal (“the Conservation Measures Proposal”) submitted by Los Angeles Air Conditioning, Inc. dated August 26, 2011; the Conservation Measures Proposal is incorporated herein by this reference.

WHEREAS, pursuant to the Conservation Measures Proposal, Los Angeles Air Conditioning, Inc. offers to furnish and install all of the Conservation Measures identified by the Energy Consultant and to complete the installation of all Conservation Measures by December 31, 2011 for a proposed price of Two million, six hundred, forty-four thousand, four hundred and ninety-five Dollars (\$2,644,495) (“the Conservation Measures Costs”).

NOW THEREFORE BE IT HEREBY RESOLVED that the Board of Trustees of the Desert Community College District hereby adopts the following Resolutions:

RESOLVED, that the costs to implement the Conservation Measures are less than the anticipated cost of energy that would be used and consumed if the Conservation Measures identified by the Energy Consultant are not implemented.

RESOLVED, the District's payment of the Conservation Measures Costs is anticipated to be available from funds through the Incentive Application and reduction in energy consumption costs resulting from implementation of the Conservation Measures.

FURTHER RESOLVED, that the Conservation Measures Proposal incorporates terms and conditions which are in the best interests of the District; accordingly, the contract for the Conservation Measures is awarded to Los Angeles Air Conditioning, Inc.

FURTHER RESOLVED, that the District's Vice President, Administrative Services and/or such District personnel that may be designated by the District's Vice President, Administrative Services, is/are authorized to develop an agreement incorporating the terms and conditions of the Conservation Measures Proposal for Los Air Conditioning, Inc. to furnish and install the Conservation Measures ("the Contract").

FURTHER RESOLVED, that upon development of the Contract, the District's Vice President, Administrative Services is authorized to execute the Contract and to bind the District to the terms and conditions thereof.

APPROVED AND ADOPTED by the Board of Trustees of the Desert Community College District this 16th day of September 16, 2011 by the following vote:

AYES: _____

NOES: _____

ABSTAIN _____

ABSENT: _____

Secretary/Clerk, Board of Trustees,
Desert Community College District

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 9/16/2011

AREA: Fiscal Services

ITEM #: 5

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

**TITLE: TITLE TO PROPERTY AND RIGHT TO EXEMPTION
FROM MUNICIPAL ENTITLEMENTS**

BACKGROUND:

The City of Indio Redevelopment Agency has transferred title of the property described legally, as attached, to Desert Community College District under the terms of the Disposition and Development Agreement (“the agreement”) entered into by the parties on January 25, 2011. Further to “the agreement”, the District intends to construct a campus, which is presently under design. In accordance with California Code, Section 53094 and further to “the agreement”, the District shall exercise its right to general exemption from municipal entitlements including but not limited to regulations, zoning, specific plan provisions, fees, and approvals in the matter of design and construction of facilities, except as provided for in “the agreement”. Accordingly, the District will accept title to the property.

FISCAL IMPLICATIONS:

Cost of purchase is \$1.00. A contribution of \$200,000.00 will be made toward site development. Both amounts will be funded from the Measure B Bond proceeds.

RECOMMENDATION:

Board of Trustees accepts title to the property as described and exercises the District's right to general exemption from municipal entitlements as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 9/2/2011 Chair & Vice Chair Review: 9/9/2011
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Attachment 1

LEGAL DESCRIPTION

Those certain parcels of land located in the City of Indio, County of Riverside, State of California, more particularly described as follows:

PARCEL 1 (APN 611-211-002)

Lots 7, 8, 9, 10, 11 and 12 of Block J, Map of the Town of Indio, as shown on a Map on file in Book 10, Page 461 of Maps, in the Office of the County Recorder of San Diego County, State of California.

PARCEL 2 (APN 611-211-008)

Lots 18 and 19 of Block J, Map of the Town of Indio, as shown on a Map on file in Book 10, Page 461 of Maps, in the Office of the County Recorder of San Diego County, State of California.

PARCEL 3 (APN 611-211-009)

Lots 20, 21, and 22 of Block J, Map of the Town of Indio, as shown on a Map on file in Book 10, Page 461 of Maps, in the Office of the County Recorder of San Diego County, State of California.

PARCEL 4 (APN 611-211-010)

Lots 23 and 24 of Block J, Map of the Town of Indio, as shown on a Map on file in Book 10, Page 461 of Maps, in the Office of the County Recorder of San Diego County, State of California.

PARCEL 5 (APN 611-211-015)

Lot 6 of Block J, Map of the Town of Indio, as shown on a Map on file in Book 10, Page 461 of Maps, in the Office of the County Recorder of San Diego County, State of California.

EXCEPTING THEREFROM that portion of said Lot 6 conveyed to the City of Indio by Grant Deed recorded July 9, 2004 as Document No. 2004-0534326, Official Records of the County of Riverside, State of California.

The Alley

That certain parcel of land situated in the City of Indio, County of Riverside, State of California, being that portion of an alley, 20 feet in width, located within Lots 6, 7, 8, 9, 10, 11, 12, 18, 19, 20, 21, 22, 23 and 24 of Block J, Map of the Town of Indio, as shown on a Map on file in Book 10, Page 461 of Maps, in the Office of the County Recorder of San Diego County, State of California.

CONTAINING: 6,998 square feet, more or less.