

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, OCTOBER 17, 2014
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, www.collegeofthedesert.edu. This is a non-interactive format allowing viewers to hear the discussion and view the Board of Trustees during the meeting. Archived video of some prior meetings is also available. The minutes of the meetings of the Board of Trustees are the official record of the actions of the Board.

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE - ROLL CALL

II. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a 2/3 vote of the Board, or (if less than 2/3 of the members are present, a unanimous vote of those present), that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified.

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of October 17, 2014, with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 a.m. to 10:15 a.m. and 12:00 p.m. to 1:30 p.m. and/or following the open session if additional time is needed.

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

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

Mission Statement

College of the Desert provides excellent educational programs and services that contribute to the success of our students and the vitality of the communities we serve.

2. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

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

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. PERSONNEL

a. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: 1. Executive Director, Foundation – Contract Renewal

b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

- Superintendent/President

IV. OPEN SESSION 10:30 a.m.

Closed session report (if any)

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

1. Reading of Proclamations

VI. INTRODUCTION OF NEW FULL-TIME STAFF

VII. APPROVE THE MINUTES OF:

Regular meeting of September 19, 2014. ([Details on COD Website](#))

VIII. REPORTS

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

- F. C.O.D.A.A.
- G. C.S.E.A.
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

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

A. BOARD OF TRUSTEES

- 1. Proclamation: International Education Week – Laura Silva De Arruda
- 2. Proclamation: Phi Theta Kappa Week – Jeff Wolfe
- 3. Proclamation: National Native American Heritage Month
- 4. Upward Bound 50th Anniversary

B. HUMAN RESOURCES

- 1. Employment Group C Appointments
- 2. Employment Group A Appointments
- 3. Volunteers
- 4. Extension of Assignment
- 5. Resignation
- 6. Working Out of Class

C. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll
- 5. Out-of-State/Country Travel
- 6. Amendments to Contracts – Measure B Bond Projects
- 7. Change Orders – Measure B Bond Projects
- 8. 2014-2015 CCFS-311Q / Quarterly Financial Status Report
- 9. Budget Transfers

X. ACTION AGENDA

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

B. PRESIDENT

1. Renewal Term for the Senior Citizens Organization, College Support Organization, Taxpayers' Association and Business Representatives and Appointment for the Student Representative on the Citizens' Bond Oversight Committee
2. Master Agreement By and Between College of the Desert Foundation and Desert Community College District

C. HUMAN RESOURCES

1. Delayed Paperwork – Over 60 Days

D. ADMINISTRATIVE SERVICES

1. 2013-2014 College of the Desert Foundation Audit Report
2. Certification of Signatures
3. 2013-2014 CCFS-311 / Annual Financial and Budget Report

XI. STUDY SESSION

1. Facilities Update

XII. INFORMATION

1. Revised Administrative Procedures 6100 Delegation of Authority and 6150 Designation of Authorized Signatures

XIII. CLOSED SESSION (Continuation if needed)

XIV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/17/2014

AREA: Board of Trustees

ITEM #: 1

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**TITLE: PROCLAMATION: INTERNATIONAL
EDUCATION WEEK NOVEMBER 17-21, 2014**

BACKGROUND:

Recognizing that one of the strengths of College of the Desert is the diversity of its students, faculty, and staff, the college is committed to fostering an environment of tolerance and respect for all people. International education programs are critical to developing mutual understanding and respect and enhance the learning opportunities for all students.

FISCAL IMPLICATIONS:

No cost to the District.

RECOMMENDATION:

Board of Trustees approves the Proclamation as presented.

Administration Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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PROCLAMATION

INTERNATIONAL EDUCATION WEEK

Whereas, the first International Education Week (IEW) was first held in 2000 and was a joint initiative of the U.S. Departments of State and Education; and

Whereas, today, IEW is celebrated in more than 100 countries worldwide and is an opportunity to celebrate the benefits of international education and exchange worldwide;

Whereas, exchanges are critical to developing mutual understanding and respect, building leadership abroad, fostering an appreciation for the U.S., and investing in the future relationship between Americans and people around the world, and

Now Therefore be it proclaimed, that the Desert Community College District Board of Trustees, faculty, staff, and students recognize and appreciate the many benefits of international education; and

Be it further proclaimed, that the Board of Trustees of the Desert Community College District is pleased to acknowledge the week of November 17-21, 2014 as International Education Week.

Board of Trustees

Becky Broughton

Michael O'Neill

Mary Jane Sanchez-Fulton

Bonnie Stefan

Aurora Wilson

President

Joel L. Kinnamon

Student Trustee

Eleanor Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/17/2014

AREA: Board of Trustees

ITEM #: 2

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TITLE: PROCLAMATION: PHI THETA KAPPA WEEK

BACKGROUND:

The American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges in 1929. The purpose is to celebrate both the College of the Desert's inaugural honor society chartering of Beta Rho Iota Chapter and the Phi Theta Kappa internationally proclaimed week in recognition of our high honor students.

Phi Theta Kappa Week was officially September 22-26, 2014. The College of the Desert Phi Theta Kappa Chapter will celebrate its week on October 27-31, 2014.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

Board of Trustees approve the proclamation as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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PROCLAMATION

PHI THETA KAPPA WEEK

Whereas, Phi Theta Kappa was founded in 1918 as an honor society for students at two-year colleges; and

Whereas, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges in 1929; and

Whereas, participation in Phi Theta Kappa has grown to over 2,000,000 members in over 1250 Chapters worldwide; and

Whereas, the Beta Rho Iota Chapter of Phi Theta Kappa at College of the Desert is in its inaugural stages and already has well over 500 members; and

Whereas, the week of September 22-26, 2014 is recognized nationally as Phi Theta Kappa Week,

Now therefore be it proclaimed, that the Board of Trustees of Desert Community College District is pleased to recognize October 27-31, 2014 as Phi Theta Kappa Week at College of the Desert.

Board of Trustees

Becky Broughton

Michael O'Neill

Mary Jane Sanchez-Fulton

Bonnie Stefan

Aurora Wilson

President

Joel L. Kinnamon

Student Trustee

Eleanor Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/17/2014

AREA: Board of Trustees

ITEM #: 3

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**TITLE: PROCLAMATION: NATIONAL NATIVE
AMERICAN HERITAGE MONTH**

BACKGROUND:

What started at the turn of the last century as an effort to gain a day of recognition for the significant contributions the first Americans made to the establishment and growth of this nation, has resulted in a whole month being designated for that purpose. The Desert Community College District acknowledges the month of November as National Native American Heritage Month.

FISCAL IMPLICATIONS:

No cost to the District.

RECOMMENDATION:

Approve the Proclamation as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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PROCLAMATION

National Native American Heritage Month

Whereas, our Nation is inextricably linked to the histories of the Native Americans who first inhabited this great land; and

Whereas, their history speaks to us through the names of our cities, lakes, and rivers, the food on our tables, the magnificent ruins of ancient communities, and

Whereas, they have great pride in their cultural, spiritual, linguistic and kinship bonds;

Now Therefore be it proclaimed, that the Desert Community College District Board of Trustees, faculty, staff, and students recognize and appreciate the many lasting contributions of Native Americans; and

Be it further proclaimed, that the Board of Trustees of the Desert Community College District is pleased to acknowledge the month of November as National Native American Heritage Month.

Board of Trustees

Michael O'Neill

Becky Broughton

Mary Jane Sanchez-Fulton

Bonnie Stefan

Aurora Wilson

President

Joel L. Kinnamon

Student Trustee

Eleanor Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 4**

AREA: Board of Trustees

**TITLE: PROCLAMATION: UPWARD BOUND
50TH ANNIVERSARY**

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

BACKGROUND:

The Upward Bound program began in 1964 under President Lyndon B. Johnson's War on Poverty initiative. Upward Bound at College of the Desert was established in 1995 and supports over 80 first-generation, low-income local high school students with access to colleges or universities of their choosing. The purpose is to celebrate the Upward Bound program's 50th Anniversary in recognition of the successful efforts the programs have made toward providing college access to underserved students.

FISCAL IMPLICATIONS:

No cost to the District.

RECOMMENDATION:

Board of Directors approves the Proclamation as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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PROCLAMATION

Upward Bound 50th Anniversary

Whereas, the Upward Bound program first began in 1964 as a key element of President Lyndon B. Johnson's War on Poverty;

Whereas, Upward Bound began as an experimental program in the Office of Economic Opportunity in 1964 enrolling 2,061 participants at 17 programs and currently serves more than 80,000 students in 964 programs nationwide;

Whereas, Upward Bound was the country's first federal program to prepare low-income, first-generation students for college;

Whereas, the Upward Bound program is celebrating 50 years of helping high school students go from poverty to the middle class through higher education;

Now, therefore, be it proclaimed, that the Desert Community College District Board of Trustees, faculty, staff, and students recognize and appreciate the many benefits Upward Bound;

And be it further proclaimed, that the Board of Trustees of the Desert Community College District is pleased to acknowledge the 50th Anniversary of the Upward Bound program.

Board of Trustees

Becky Broughton

Michael O'Neill

Mary Jane Sanchez-Fulton

Bonnie Stefan

Aurora Wilson

President

Joel L. Kinnamon

Student Trustee

Eleanor Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 1**

AREA: Human Resources

TITLE: EMPLOYMENT GROUP C APPOINTMENTS

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

BACKGROUND:

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

Classified/Substitute/Temporary employees - [Details on COD website](#)

Faculty salary/stipends – [Details on COD website](#)

Adjunct salary/stipends - [Details on COD website](#)

Student Workers/Tutors - [Details on COD website](#)

Contract/Non-affiliated - [Details on COD website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 2**

AREA: Human Resources

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

TITLE: EMPLOYMENT GROUP A APPOINTMENTS

BACKGROUND:

Leadership

1. Jon Caffery has been appointed to a gran-funded position effective 9/2/14 through 3/31/15.
2. Glenn King's reclassification was approved at the June 19, 2014 Board of Trustees meeting. This amendment corrects the step to 10 effective 5/23/14.
3. Florante Roa's reclassification was approved at the June 19, 2014 Board of Trustees meeting. This amendment corrects the step to 10 effective 5/23/14.

Classified

4. Amanda Wasson has been appointed to an On-Call Security position, effective 9/5/14. Placement at Column 7, Step A on the Classified Salary Schedule.
5. Kristin Onofrio has been appointed to a vacant position of Administrative Assistant, Kinesiology & Athletics, effective 9/29/14. Placement at Column 12, Step 1 of the Classified Salary Schedule.
6. Patricia Espinosa has been appointed to a full-time position of Administrative Assistant, Admissions and Records, effective 9/15/14. Placement at column 12, Step C/3 on the Classified Salary Schedule.
7. Jairo Reynoso has been appointed to a full-time position as Senior Groundskeeper, Maintenance & Operations, effective 10/6/14. Placement at Column 11, Step 1 on the Classified Salary Schedule.

Faculty

8. Ana Stockwell has been appointed to a full-time position of Counselor, effective 7/1/14. Placement at Column III, Step 8 on the Certificated Salary Schedule.
9. Frank Ramirez has been appointed to a full-time position of Counselor, effective 10/13/14. Placement at Column III, Step 3 on the Certificated Salary Schedule.

FISCAL IMPLICATIONS:

Leadership position number 1 is a grant-funded position.
Positions numbered 2 through 9 are funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies/approves appointments as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 3**

AREA: Human Resources

TITLE: VOLUNTEERS

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

BACKGROUND:

Fred Sholler - Athletics
Kenneth Mason - Athletics
Ana Jacinto - Child Development Center
Andrew Sheriff - Music
Eric Fernandez - PSA work experience
Kay Stewart - Music
Detlev Rothe – Athletics

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees ratifies the volunteers as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 4**

AREA: Human Resources

TITLE: EXTENSIONS OF ASSIGNMENT - CLASSIFIED

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

BACKGROUND:

1. To provide an extension of assignment for Kory Taylor, Bursar Technician, from 29.5 hours to 34.0 hours effective 9/5/14 through 9/30/14 until this position is filled.

FISCAL IMPLICATIONS:

This position is fully funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies the extension of assignment as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 5**

AREA: Human Resources

TITLE: RESIGNATIONS

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

BACKGROUND:

Ivy Torres has resigned from her position as CalWORKS Assistant effective 9/18/14. Ms. Torres has been employed by the college since January 2014.

Stephanie Paramore has resigned from her position as Upward Bound Coordinator/Counselor effective 10/10/14. Ms. Paramore has been employed by the college since January 2008.

FISCAL IMPLICATION:

Positions are fully funded from restricted funds.

RECOMMENDATION:

Board of Trustees approves resignations as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 6**

AREA: Human Resources

<input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
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TITLE: WORKING OUT OF CLASS

BACKGROUND:

Gene Wagner has been working out-of-class as a Lead Security Officer while Interim Director of Security was out on bereavement leave and Lead Security Officer attended a conference.

Terri Fleck has been working out-of-class performing administrative assistant duties until the end of the fall term (12/19/14).

FISCAL IMPLICATION:

Positions are fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the working out of class as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 1**

AREA: Administrative Services

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **September 30, 2014** as follows:

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

In the aggregated amount of \$383,089.05, as presented. [Details on COD Website](#)

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

No open purchase orders to report.

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

In the aggregated amount of \$1,273,091.69 as presented. **Note that the report includes all purchase orders and contracts including those reported above.** [Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 2**

AREA: Administrative Services

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| <input checked="" type="checkbox"/> CONSENT |
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TITLE: WARRANTS

BACKGROUND:

Board action is required to ratify District warrants under AP 6300(a). Details of all warrants are posted on the [COD Website](#).

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$2,455,209.02 as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 3**

AREA: Administrative Services

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

<input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
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BACKGROUND:

Each month the Fiscal Services Office submits *contracts/agreements and/or amendments for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an agreement.

In the case of contracting with professional firms, the District often goes through a process of prequalification based on status, work history, suitability for the work required, and fees. Contracts are subsequently awarded from within the prequalified group of firms. Such is the case with the listed contracts that are part of the Bond Program.

[*Details on the COD Website](#)

FISCAL IMPLICATIONS:

The contracts are put through an approval process which includes verification of funds available in the budget.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the contracts/agreements and amendments as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 4**

AREA: Administrative Services

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

TITLE: PAYROLL #3

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 #3 in the amount of \$2,994,238.87 as follows:

Certificated:	\$1,923,337.66
Classified:	<u>\$1,070,901.21</u>
	\$2,994,238.87

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 5**

AREA: Administrative Services

<input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Student Success and Student Learning – Ms. Jennifer Julian, International Education Program, to attend the National Association of Foreign Student Advisors (NAFSA): Association of International Educators Region XII Conference in Portland, OR, on November 2-7, 2014.

The regional NAFSA conference allows for a variety of training opportunities for international education professionals, including programming, recruitment and US Dept. of Homeland Security updates. Jennifer will also attend a specific F-1 immigration training workshop while at the conference.

Fiscal Implications: Costs estimated at \$2,442.10 and will be funded by a restricted fund (International Education Program).

2. Student Success and Student Learning – Mr. Jose Simo, Counselor, to attend the 2014 College Board Forum in Las Vegas, NV, on October 27-29, 2014.

The Forum—the annual conference of the College Board—offers an unparalleled opportunity to discuss important issues affecting education today and tomorrow. Educators from schools and colleges across the nation and around the world gather for professional enrichment and to share ideas with a wide range of peers from superintendents, teachers, and counselors, to presidents, faculty, and admissions and financial aid officers.

Each year, Forum features over 100 breakout sessions in Administration, Admissions and Enrollment, Counseling, Financial and Scholarships, and Teaching and Learning.

“Our theme of ‘Membership – Partnership’ reflects the College Board’s renewed emphasis on collaboration. We are committed to working with you to increase rigor and achieve equity and excellence in education.”

Fiscal Implications: Costs estimated at \$1,700.00 and will be funded by a restricted source (Title V HSI Grant).

3. Student Success and Student Learning – Mr. Fred Sangiorgio, Counselor, to attend the 2014 College Board Forum in Las Vegas, NV, on October 27-29, 2014.

The Forum—the annual conference of the College Board—offers an unparalleled opportunity to discuss important issues affecting education today and tomorrow. Educators from schools and colleges across the nation and around the world gather for professional enrichment and to share ideas with a wide range of peers from superintendents, teachers, and counselors, to presidents, faculty, and admissions and financial aid officers.

Each year, Forum features over 100 breakout sessions in Administration, Admissions and Enrollment, Counseling, Financial and Scholarships, and Teaching and Learning.

“Our theme of ‘Membership – Partnership’ reflects the College Board’s renewed emphasis on collaboration. We are committed to working with you to increase rigor and achieve equity and excellence in education.”

Fiscal Implications: Costs estimated at \$1,700.00 and will be funded by a restricted source (Title V HSI Grant).

4. Student Success and Student Learning – Mr. Gary Bergstrom, Professor, School of Communication and Humanities, to attend the Learning and the Brain, Focused, Organized Minds Conference in Boston, MA, on November 20-22, 2014.

The Learning and the Brain; Focused, Organized Minds Conference provides the opportunity to discover classroom strategies and new cognitive technologies to improve student focus, planning and executive function skills. Participants will gain knowledge about the brain science of attention, apply strategies to increase focus and reduce distractions, and implement teaching methods to boost executive function and thinking.

Fiscal Implications: Costs estimated at \$2,170.00 and will be funded by two restricted sources (Faculty Development and BSI Funds).

5. Student Success and Student Learning – Ms. Donna Green, Associate Professor, School of Health Sciences and Education, to present at the National Association for the Education of Young Children annual National Conference, Dallas, TX, on November 5-8, 2014.

Professor Green will be presenting to other Higher Education Faculty on techniques to enhance critical thinking skills via partnership with the college librarian. NAEYC national conferences bring together early childhood educators -- teachers, program administrators, students, researchers and teacher educators -- to explore the latest research and learn from one another

Fiscal Implications: Costs estimated at \$1,725.44 and will be funded by two restricted sources (Faculty Development and Perkins Funds).

6. Student Success and Student Learning – Ms. Ifthika “Shine” Nissar, Adjunct Faculty, School of Health Sciences and Education, to attend the Inclusive Classroom Profile (ICP) Assessment Certification Training at the Frank Porter Graham (FPG) Child Development Center, University of North Carolina (UNC) Chapel Hill, October 6-10, 2014.

Ms. Shine Nissar will be obtaining interrater reliability and certification training on assessing inclusive practices of early childhood education/ preschool programs in including children with special needs. The FPG Child Development Center at UNC Chapel Hill has earned a world acclaimed reputation for research practices on assessment tools in the profession of early childhood education. Shine has been teaching ECE 033 – Inclusion of Children with Special Needs and ECE 035 – Strategies for Working with Children with Special Needs for the last 10 years.

Applications to attend this certification are limited to only a few participants. Shine is delighted to be chosen to attend. Shine will be sharing the knowledge from this latest research based assessment tool with her students, colleagues and professionals in the community to enhance the lives of preschool children with special needs.

Fiscal Implications: Costs estimated at \$3,310.00 and will be funded by two restricted sources (Faculty Development \$800.00 and Perkins Funds \$350.00) and the balance will be paid by Ms. Shine Nissar.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 6**

AREA: Administrative Services

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

**TITLE: AMENDMENT TO CONTRACT – MEASURE B
BOND PROJECTS**

BACKGROUND:

Contract: #C-0000381 with Perkins + Will for the Visual Arts Project: Amendment No. 8 for Architectural Services extends the original contract end date to January 30, 2015. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the amended contract that is listed above for special services.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 7**

AREA: Administrative Services

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

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

BACKGROUND:

1. Change Order #1 to the contract with Borbon, Inc. for the Athletic Facilities Project is in the amount of \$3,872.21 for labor and materials necessary to paint the interior precast concrete walls in the gym as well as various credits for reduction in the scope of work and the return of unused allowance. This change order amends the contract total from \$169,069.00 to \$172,941.21 and remains within the 10% allowed for changes.
2. Change Order #1 to the contract with Daart Engineering Co., Inc. for the Athletic Facilities Project is in the amount of \$4,678.52 for labor and materials necessary to relocate the fire riser, resolve the conflict with the soffit and sprinkler line at the lobby and add an upright sprinkler head in the janitor room. This change order amends the contract total from \$87,950.00 to \$92,628.52 and remains within the 10% allowed for changes.
3. Change Order #1 to the contract with Inland Building Construction Companies, Inc. for the Athletic Facilities Project is in the amount of \$14,532.00 for labor and materials to add doors, frames and hardware to the south wall of the gymnasium. This change order amends the contract total from \$201,800.00 to \$216,332.00 and remains within the 10% allowed for changes.
4. Change Order #1 to the contract with Inland Pacific Tile, Inc. for the Athletic Facilities Project is in a credit amount of <\$1,499.00> for the partial return of unused allowance. This change order amends the contract total from \$69,400.00 to \$67,901.00 and remains within the 10% allowed for changes.
5. Change Order #1 to the contract with Johnson Flooring, Inc. for the Athletic Facilities Project is in a credit amount of <\$9,622.00> for the return of unused allowance. This change order amends the contract total from \$161,588.00 to \$151,966.00 and remains within the 10% allowed for changes.
6. Change Order #1 to the contract with Malibu Pacific Tennis Courts, Inc. for the Athletic Facilities Project is in the amount of \$65,690.34 for labor and materials necessary to construct two (2) additional tennis courts. This change amended the scope of work from the original six (6) courts to a total of eight (8) courts. This change order amends the contract total from \$661,000.00 to \$726,690.34 and remains within the 10% allowed for changes.

7. Change Order #1 to the contract with Nexus IS, Inc. for the Athletic Facilities Project is in a credit amount of <\$7,400.00> for the return of unused allowance. This change order amends the contract total from \$177,269.09 to \$169,869.09 and remains within the 10% allowed for changes.

8. Change Order #1 to the contract with Queen City Glass Co. for the Athletic Facilities Project is in a credit amount of <\$23,596.00> for the return of unused allowance. This change order amends the contract total from \$621,924.00 to \$598,328.00 and remains within the 10% allowed for changes.

9. Change Order #1 to the contract with Risher Sutherland, Inc. for the Athletic Facilities Project is in a credit amount of <\$1,133.00> for the return of unused allowance. This change order amends the contract total from \$195,950.00 to \$194,817.00 and remains within the 10% allowed for changes.

10. Change Order #1 to the contract with Western Audio Visual for the East Valley Campus - Indio Project is in a credit amount of <\$36,504.06> for the return of unused allowance. This change order amends the contract total from \$423,551.04 to \$387,046.98 and remains within the 10% allowed for changes.

11. Change Order #2 to the contract with Columbia Steel, Inc. for the Athletic Facilities Project is in a credit amount of <\$1,847.00> for the return of unused allowance. This change order amends the contract total from \$151,111.00 to \$149,264.00 and remains within the 10% allowed for changes.

12. Change Order #2 to the contract with Westcon Construction Group, Inc. for the Athletic Facilities Project is in the amount of \$11,604.33 for labor and materials necessary to complete additional AC paving as well as miscellaneous site concrete repairs. This change order amends the contract total from \$507,961.17 to \$519,565.50 and remains within the 10% allowed for changes.

13. Change Order #3 to the contract with California Facilities Specialists, Inc. for the Athletic Facilities Project is in the amount of \$10,770.00 for labor and materials to install four (4) removable bleacher pads as well as added labor due to the owner furnished Daktronics scoreboard changes. This change order amends the contract total from \$271,109.62 to \$281,879.62 and remains within the 10% allowed for changes.

14. Change Order #5 to the contract with Southern California West Coast Electric, Inc. for the Athletic Facilities Project is in the amount of \$24,893.32 for labor and materials necessary to add power and EMS connection to dampers, add power packs for security to doors D1 and D4, add occupancy sensors at team locker room, replace two exit light fixtures with SW exit light fixtures, relocate high bay gym fixtures and rectify and balance of costs to reroute irrigation and golf range power. This change order amends the contract total from \$1,248,870.97 to \$1,273,764.29 and remains within the 10% allowed for changes.

15. Change Order #8 to the contract with Oakview Constructors, Inc. for the Child Development Center Project is in the amount of \$16,036.00 for labor and material costs plus extended general conditions due to project overruns caused by various unforeseen conditions, RFIs and revision finishes. This change order amends the contract total from \$4,481,357.22 to \$4,497,393.22 and remains within the 10% allowed for changes.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the Change Orders listed above.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 8**

AREA: Administrative Services

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

**TITLE: 2014-2015 CCFS-311Q/QUARTERLY FINANCIAL
STATUS REPORT**

BACKGROUND:

The 2014-2015 CCFS-311Q / Quarterly Financial Status Report* for the first quarter ending September 30, 2014 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

The information contained in this report includes budget and financial activity for the first quarter ending September 30, 2014. There have been no changes to the Adopted Budget and therefore the budget remains as presented at adoption on September 19, 2014.

[*Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the District's first Quarterly Financial Status Report for 2014-2015.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 9**

AREA: Administrative Services

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

TITLE: BUDGET TRANSFERS

BACKGROUND:

Throughout the year, budget transfers* are used for modification of a school budget to properly cover expenditures in the appropriate line item accounts. Board approval is required for the transfer of funds. Per Title 5, transfers from the reserve for contingencies (object 7900) must be approved by a two-thirds vote while other transfers only need approval by a majority vote.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the budget transfers presented by simple majority vote.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 1**

AREA: President

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

TITLE: RENEWAL TERM FOR THE SENIOR CITIZEN ORGANIZATION, COLLEGE SUPPORT ORGANIZATION, TAXPAYERS' ASSOCIATION AND BUSINESS REPRESENTATIVES AND APPOINTMENT FOR THE STUDENT REPRESENTATIVE ON THE 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 consists of at least seven members from specified groups or organizations. The memberships must have one member each from a business organization, a senior citizen organization, a community college support organization, a bona fide taxpayer organization, Member-At-Large East Valley, Member-At-Large West Valley, and one student from College of the Desert. Mr. Kenneth Eklund (Senior Citizen Organization Representative appointed to the committee on March 16, 2012), Mr. Larry Spicer (College Support Organization Representative appointed to the committee on August 17, 2012), Mr. Chris Escobedo (Taxpayers' Association Representative appointed March 16, 2012) and Mr. Lawrence Cohen (Business Representative appointed to the committee on September 17, 2010 and September 21, 2012) term ended September 2014. According to the committee's updated bylaws, a member may serve a total of six years; three two-year consecutive terms. The committee has approved the renewal of Mr. Kenneth Eklund, Mr. Larry Spicer, Mr. Chris Escobedo and Mr. Lawrence Cohen's term for two years.

Ms. Brenda Valdez (Student Representative appointed to the committee on August 17, 2012) term ended September 2014. The Student Representative selected is Ms. Tish Lacy.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees accepts the renewal of Mr. Kenneth Eklund, Mr. Larry Spicer, Mr. Chris Escobedo and Mr. Lawrence Cohen's term for two years and appoints Ms. Tish Lacy as the Student Representative for the vacant position on the Citizens' Bond Oversight Committee for a term of one year.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 2**

AREA: President

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

**TITLE: MASTER AGREEMENT BY AND
BETWEEN COLLEGE OF THE DESERT FOUNDATION
AND DESERT COMMUNITY COLLEGE DISTRICT**

BACKGROUND:

The Master Agreement between Desert Community College District and the College of the Desert Foundation was entered into on April 25th, 2007. The Master Agreement was reviewed by staff and legal counsel to determine if appropriate updates are applicable. The proposed Master Agreement provides greater clarity of organizational structure and addition of miscellaneous contract provisions.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the Master Agreement By and Between College of the Desert Foundation and Desert Community College District.

*Details on COD website

[Master Agreement - Redlined version](#)

[Master Agreement - Clean version](#)

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 1**

AREA: Human Resources

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| <input type="checkbox"/> CONSENT
<input checked="" type="checkbox"/> ACTION
<input type="checkbox"/> INFORMATION |
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TITLE: DELAYED PAPER WORK (OVER 60 DAYS)

BACKGROUND:

Matthew Ruzika was employed in this position for Fall 2013. The position continued through Spring 2014 but a Temporary Employment Agreement was not generated. Mr. Ruzika submitted an invoice and as a result a new Temporary Employment Agreement was generated.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

This positions is funded by restricted funds.

RECOMMENDATION:

Board of Trustees ratifies the delayed paperwork as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: 2013-2014 COLLEGE OF THE DESERT
FOUNDATION AUDIT REPORT**

BACKGROUND:

In accordance with State regulations, the College of the Desert Foundation has undergone the required annual audit*. The report is the result of the auditor's review of finances, financial procedures, accounting controls and compliance with applicable State and Federal requirements. The report is also filed with the required State agencies.

*[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the 2013-2014 audit report from Brabo & Carlsen, LLP for the College of the Desert Foundation.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 2**

AREA: Administrative Services

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

TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

In accordance with the provisions of Education Code Sections 42633 and 85233, a certification of signatures form must be completed following the annual organization meeting of the Board. The annual organization meeting of the Board was on December 13, 2013. The Certification of Signatures form verifies the signatures of members of the governing board and persons authorized to sign orders drawn on the funds of the District and New Employee Authorization Transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. Due to recent changes in personnel, the attached certification of signatures form* has been updated. The individuals are as follows:

Michael O'Neill – Governing Board Member; Rebecca Broughton – Governing Board Member; Bonnie Stefan – Governing Board Member; Mary Jane Sanchez-Fulton – Governing Board Member; Aurora Tenorio-Wilson – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; Anna Davies – sign warrant orders, orders for salary payment and sign notices of employment; Lisa Howell – sign warrant orders, orders for salary payment and sign notices of employment; John Ramont – sign warrant orders, orders for salary payment and sign notices of employment; and Diane Wirth – sign notices of employment.

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

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 3**

AREA: Administrative Services

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

**TITLE: 2013-2014 CCFS-311 / ANNUAL FINANCIAL AND
BUDGET REPORT**

BACKGROUND:

Section 58305 of the California Code of Regulations requires that the final budget for each year as adopted by the Board of Trustees is to be submitted to the Chancellor's Office. The Adopted Budget was approved by the Board of Trustees at the September 19, 2014 meeting.

The CCFS -311 Annual Financial and Budget Report includes information presented in a more detailed format and must be certified prior to submission to the Chancellor's Office. To ensure accuracy, this report is reviewed by our external auditor firm prior to submission. For these reasons, it is presented for consideration and approval at the meeting after the Annual Budget is adopted.

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

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the 2013-2014 Annual CCFS-311 Financial and Budget Report as submitted to the Chancellor's Office.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/17/2014
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: REVISED ADMINISTRATIVE PROCEDURES
6100 DELEGATION OF AUTHORITY AND 6150 DESIGNATION OF
AUTHORIZED SIGNATURES**

BACKGROUND:

These administrative procedures have been revised and reviewed by President's Executive Cabinet.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Receive the revised procedures for information as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/6/2014 Chair & Vice Chair Review: 10/8/2014
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