

# Agenda

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE:** TUESDAY, NOVEMBER 13, 2012  
**TIME:** 9:00 A.M.  
**LOCATION:** 43500 MONTEREY AVE., PALM DESERT, CA  
CRAVENS MULTI-PURPOSE ROOM

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

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

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

**II. AGENDA:**

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

**B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of November 13, 2012, with any additions, corrections, or deletions.**

**III. OPEN SESSION      *9:00 a.m. to 11:45 a.m. & 1:00 to completion***

**IV. 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.**

**V. APPROVE THE MINUTES OF:**

Regular meeting of October 19, 2012. (Details on [COD Website](#))

## **VI. REPORTS**

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

## **VII. ADMINISTRATIVE REPORTS**

- 1. Superintendent/President: Dr. Joel Kinnamon
  - a. Athletics Update
  - b. Proposition 30 Update
- 2. Vice President Business Affairs: Dr. Edwin Deas
  - a. GreenPark: Update on SCE Lease

## **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. Resignations – Classified
- 2. Volunteers
- 3. Employment Group C Appointments

### **B. FISCAL SERVICES**

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Payroll #4
- 4. Gifts/Donations to the District
- 5. Out-of-State Travel
- 6. Renewal of Consultant Agreement with EISPRO
- 7. Change Order #1 – East Valley Septic System Project at the Mecca/Thermal Campus – Tri-Star Contracting II, Inc.
- 8. Change Order #1 – Non-Potable Water System Cross-Over Project – Kincaid Industries
- 9. Change Order #15-002 – MSTC Building Project – Arrowhead Mechanical
- 10. Change Order #07-002 – MSTC Building Project – Roof Construction

11. Change Order #04-001 – MSTC Building Project – Clark Pacific
12. Change Order #06-001 – MSTC Building Project – Marina Landscape
13. Change Order #02-001 – MSTC Building Project – FM & Sons

**IX. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Annual Organization Meeting Date

**C. PRESIDENT**

1. Resolution 111312-1: In Support of “Regional Plan for College and Career Readiness”

**D. HUMAN RESOURCES**

1. Employment Group A Appointments – Classified
2. Retirement – Leadership
3. Approval of the 2013-2014 Holiday Schedule

**E. FISCAL SERVICES**

1. Budget Transfers
2. 2011-2012 College of the Desert Foundation Audit Report
3. Notice of Completion – East Valley Septic System Project at the Mecca/Thermal Campus – Tri-Star Contracting II, Inc.
4. Change Order #09-002 – MSTC Building Project – Sierra Lathing Company
5. Change Order #14-001 – MSTC Building Project – Kincaid Industries

**F. ACADEMIC AFFAIRS**

1. Approval of Curriculum Modifications for 2013-14
2. Approval of the 2013-2014 Academic Calendar

- X. CLOSED SESSION 11:45 a.m. to 1:00 p.m.** Closed session may extend past the designated time, but should the business considered in closed session require additional time the board shall reserve the time after the public meeting to continue discussion.

1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Stan Dupree
2. **CONFERENCE WITH LEGAL ANTICIPATED LITIGATION: Section 54956.9 (b)(c)** Specify number of potential cases: 7

**\*\*Please note: The Board of Trustees will convene to closed session at 11:45 a.m. and at the end of the public meeting if needed.**

**XI. SUGGESTIONS FOR FUTURE AGENDAS**

**XII. BOARD COMMENTS**

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

**XIV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Human Resources

**ITEM #: 1**

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**TITLE: RESIGNATIONS – CLASSIFIED**

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**BACKGROUND:**

Ms. Michelle Bondora, Part-Time Secretary, Economic Workforce Development, has resigned from her position effective 10/24/12.

Ms. Chloette Samsam, Part-Time Instructional Support Assistant/Math, School of Arts & Sciences, has resigned from her position effective 10/5/12.

**FISCAL IMPLICATIONS:**

Positions are funded through restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the resignations as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Human Resources

**ITEM #: 2**

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**TITLE: VOLUNTEERS**

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**BACKGROUND:**

Listing of approved volunteers as follows:

Holli Ahlstrom – Business Work Experience/Kiosk  
Johannes Lukas Bolze – Business Work Experience/Kiosk  
Rafael Mireles – Business Work Experience/Kiosk  
Mingjia Zhu – Business Work Experience/Kiosk  
Carlos Perez – Public Safety Academy  
Mayra Velez Gutierrez – Child Development Center  
Barbara Downs – Art Department

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

Board of Trustees ratifies volunteers as presented.

<b>Administrator Initiating Item:</b> Stan Dupree
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<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/10/2011</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Human Resources

**ITEM #: 3**

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**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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**BACKGROUND:**

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

Classified/Temporary/Substitute employees in an aggregate amount of \$2,542.00 (Details on [COD website](#))

Faculty stipend in aggregate amount of \$38,594.00 (Details on [COD website](#)).

Adjunct salary/stipend in aggregate amount of \$22,940.00 (Details on [COD website](#)).

Student Workers/Tutors in the aggregate amount of \$130,224.00 (Details on [COD website](#)).

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/10/2011</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 1**

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

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**BACKGROUND:**

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

Purchase Orders in excess of \$25,000

In the aggregated amount of \$368,946.21 as presented. (Details on [COD Website](#))

Open Purchase Orders

In the aggregated amount of \$50,800.00 as presented. (Details on [COD Website](#))

Contracts in excess of \$25,000

In the aggregated amount of \$5,314,719.00 as presented. (Details on [COD Website](#))

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

In the aggregated amount of \$6,307,884.18 as presented. (Details on [COD Website](#)) **Note that the report includes all purchase orders and contracts including those reported above.**

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 2**

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**TITLE: WARRANTS**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies the warrants in the amount of \$3,546,285.98 as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 3**

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**TITLE: PAYROLL #4**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies Payroll #4 in the amount of \$2,877,357.03 as follows:

Certificated:	\$1,855,044.23
Classified:	<u>\$1,022,312.80</u>
	\$2,877,357.03

<b>Administrator Initiating Item:</b> Edwin Deas
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<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 4**

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**TITLE: GIFTS/DONATIONS TO THE DISTRICT**

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**BACKGROUND:**

- One mixing board, one year of service for IBS/Backbone, software that runs on Apple Macintosh, two iMac Computers, microphone and desk stand donated to the School of Arts and Sciences by Mr. John Tesh and Ms. Connie Selleca. Items to be utilized by the KCOD Program and students at COD in the Radio Production Class.

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 5**

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

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**BACKGROUND:**

1. Academic Affairs – Ms. Diane Gagnon, Early Childhood Education Specialist in the Child Development Center, attended the More than a Playground: A Symposium and Arts Installation Exploring Early Childhood Education in Museums and Beyond at the Nevada Museum of Art in Reno, NV, November 1-4, 2012.

This symposium provides the opportunity to learn new and innovative ways to incorporate art and object-centered teaching and process thinking into experiences for early learners.

*Fiscal Implications:* Costs estimated at \$776.08 and will be funded by a restricted source (Staff Development Funds).

2. Academic Affairs – Ms. Rena Maddox, Early Childhood Education Specialist in the Child Development Center, attended the More than a Playground: A Symposium and Arts Installation Exploring Early Childhood Education in Museums and Beyond at the Nevada Museum of Art in Reno, NV, November 1-4, 2012.

This symposium provides the opportunity to learn new and innovative ways to incorporate art and object-centered teaching and process thinking into experiences for early learners.

*Fiscal Implications:* Costs estimated at \$784.18 and will be funded by a restricted source (Staff Development Funds).

3. Business Affairs – Ms. Janet Assof, Financial Analyst, to attend the 2012 Federal Student Aid (FSA) Fall Conference in Orlando, FL, November 27-30, 2012.

The FSA annual conference is designed to provide the most up-to-date information on Title IV programs and the evolving federal policies and procedures affecting their customers and partners. Topics ranging from the technologies associated with their information systems to improved practices for supporting aid applicants and recipients. The main focus will be topics related to changes in Title IV policies and programs impacting schools participating in the federal student programs. The FSA Conference is the largest financial aid conference offered to the financial aid community.

*Fiscal Implications:* Costs estimated at \$1,277.50 and will be funded by a restricted source (Auxiliary).

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> <b>Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 6**

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**TITLE: RENEWAL OF CONSULTANT AGREEMENT WITH  
EISPRO**

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**BACKGROUND:**

This renewal Consultant Agreement\* with EISPRO is to continue with their professional services and consultation to assist the District in the master planning, implementation and on-going management of the capital construction program for the Measure B Bond Program.

\*Details on [COD Website](#)

**FISCAL IMPLICATIONS:**

The fee structure for the work conducted under this Agreement shall be in accordance with the Fee Schedule presented in Exhibit A\* and is funded by proceeds from the Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves the renewal of the Consultant Agreement with EISPRO.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 7**

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**TITLE: CHANGE ORDER #1 – EAST VALLEY SEPTIC  
SYSTEM PROJECT AT THE MECCA/THERMAL  
CAMPUS – TRI-STAR CONTRACTING II, INC.**

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**BACKGROUND:**

Change Order #1 is a credit in the amount of <\$28,110.00> for unused allowance. This Change Order amends the contract total from \$259,798.00 to \$231,688.00.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #1 to the contract with Tri-Star Contracting II, Inc. for the East Valley Septic System Project in the credit amount of <\$28,110.00>; amending the contract to \$231,688.00.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 8**

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**TITLE: CHANGE ORDER #1 – NON-POTABLE WATER  
SYSTEM CROSS-OVER PROJECT – KINCAID  
INDUSTRIES**

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**BACKGROUND:**

Change Order #1 is in the amount of \$5,312.00 for additional work to repair a leak on the existing reclaimed water system east of the Alumni Centre. This Change Order amends the contract total from \$491,650.00 to \$496,962.00 and remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #1 to the contract with Kincaid Industries for the Non-Potable Water System Cross-over Project in the amount of \$5,312.00; amending the contract to \$496,962.00.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 9**

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

**TITLE: CHANGE ORDER #15-002 – MSTC BUILDING  
PROJECT – ARROWHEAD MECHANICAL**

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**BACKGROUND:**

Change Order #15-002 is in the amount of \$12,046.00 for additional work for revised UG sleeve material, changed sound attenuators; data center revisions and back charge for air handler attachment. This Change Order amends the contract total from \$1,461,968.16 to \$1,474,014.16 and remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #15-002 to the contract with Arrowhead Mechanical for the MSTC Building Project in the amount of \$12,046.00; amending the contract to \$1,474,014.16.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 11/5/2012 Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 10**

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

**TITLE: CHANGE ORDER #07-002 – MSTC BUILDING  
PROJECT – ROOF CONSTRUCTION**

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**BACKGROUND:**

Change Order #07-002 is in the amount of \$18,437.00 for additional work to add roof duct supports, back charge for schedule sequence and re-mobilization, and penthouse doghouse roof. This Change Order amends the contract total from \$581,462.00 to \$599,899.00 and remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #7-002 to the contract with Roof Construction for the MSTC Building Project in the amount of \$18,437.00; amending the contract to \$599,899.00.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 11/5/2012 Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 11**

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

**TITLE: CHANGE ORDER #04-001 – MSTC BUILDING  
PROJECT - CLARK PACIFIC**

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**BACKGROUND:**

Change Order #04-001 is in the amount of \$49,622.00 for additional work to add waterproofing splice, panel clip length, east enclosure back charge, north wing back charge, and precast paver schedule extension. This Change Order amends the contract total from \$2,330,000.00 to \$2,379,622.00 and remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #04-001 to the contract with Clark Pacific for the MSTC Building Project in the amount of \$49,622.00; amending the contract to \$2,379,622.00.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 12**

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**TITLE: CHANGE ORDER #06-001 – MSTC BUILDING  
PROJECT– MARINA LANDSCAPE**

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**BACKGROUND:**

Change Order #06-001 is in the amount of \$19,869.00 for additional work to add site improvements. This Change Order amends the contract total from \$314,345.00 to \$334,214.00 and remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #06-001 to the contract with Marina Landscape for the MSTC Building Project in the amount of \$19,869.00; amending the contract to \$334,214.00.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 11/5/2012 Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 13**

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**TITLE: CHANGE ORDER #02-001 – MSTC BUILDING  
PROJECT - FM & SONS**

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**BACKGROUND:**

Change Order #02-001 is a credit in the amount of <\$31,198.00> for work not performed. This Change Order amends the contract total from \$360,000.00 to \$328,802.00.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustee approves Change Order #02-001 to the contract with FM & Sons for the MSTC Building Project in the credit amount of <\$31,198.00>; amending the contract to \$328,802.00.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Board of Trustees

**ITEM #: 1**

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**TITLE: ANNUAL ORGANIZATION MEETING DATE**

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**BACKGROUND:**

In accordance with the Education Code, the governing board of each college district shall hold an Annual Organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member, elected at that election, takes office. In years in which no such regular election for governing board members is conducted, shall be held during the same 15-day period on the calendar. This year the dates are December 7-21, 2012.

Unless otherwise provided by rule of the governing board, the day and time of the Annual Organizational meeting shall be selected by the Board at its regular meeting held in November and shall notify the County Superintendent of Schools of the day and time selected. The Clerk of the board shall, within 15 days prior to the date of the Annual Organizational meeting, notify in writing all members (and members-elect) of the date and time selected.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

The Board Chair recommends that the Annual Organizational meeting for the Board of Trustees of the Desert Community College District be set for Friday, December 14, 2012, in the Cravens Student Services Center Multi-Purpose room.

<b>Administrator Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 11/5/2012 Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** President

**ITEM #: 1**

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

**TITLE: RESOLUTION 111312-1: IN SUPPORT OF “REGIONAL PLAN FOR COLLEGE AND CAREER READINESS”**

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**BACKGROUND:**

The Coachella Valley Regional Plan for College and Career Readiness documents how business and education will collaborate to create regional career pathways strategies, college and career readiness strategies, assign responsibilities for key components and develop an agreed upon sustainability plan for pipeline efforts.

The plan has been jointly authored under the direction of the Coachella Valley Economic Partnership (CVEP) Board of Directors through the board’s Workforce Excellence Oversight Committee with direct input from over 75 stakeholders, including CVUSD, DSUSD, PSUSD, Riverside County Office of Education, College of the Desert, Riverside County EDA/Workforce Investment Board and industry leaders from across the Coachella Valley.

Development of the plan was launched in November 2011 by CVEP’s Workforce Excellence Oversight Committee under the leadership of former College of the Desert President, Jerry Patton.

There are currently 15 California Partnership Academies (CPA) in Coachella Valley high schools, serving approximately 2,500 of the region’s 20,000 high school students. This plan sets a target of a minimum of 30% of area high school students being enrolled in career or interest-themed academy, pathway or similar programs in five years.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve the Resolution as presented.

<b>Administrator Initiating Item:</b> <b>Joel Kinnamon</b>	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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DESERT COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE DESERT  
RESOLUTION # 111312-1

In Support of “Regional Plan for College and Career Readiness”

**WHEREAS**, a large number of students in the Coachella Valley graduate from high school not prepared for college and/or a career; and

**WHEREAS**, providing support services and a clear pathway in the transition from high school to college increases students chances at success; and

**WHEREAS**, a quality education program focused on college and career readiness is a gateway for many Coachella Valley students to a high quality career and college education; and

**WHEREAS**, the future economy of the region depends on an educated workforce; and

**WHEREAS**, the Coachella Valley Economic Partnership (CVEP) has initiated a partnership with the education community and the development of a plan to stimulate an increase in the number of students prepared for jobs in the Coachella Valley; and

**WHEREAS**, the Regional Plan for College and Career Readiness has the potential to add millions of dollars of new economic benefit to the region; and

**WHEREAS**, College of the Desert has collaborated with all three of the region’s school districts (PSUSD, DSUSD and CVUSD), other college and county partners to complete an in-depth review of the plan and provided input for a final draft; and

**WHEREAS**, the plan sets five year goals in four areas; 1) transforming teaching and learning, 2) creating and supporting career academies in high schools, 3) linking business and education and 4) improving college and career readiness including scholarships and financial aid strategies; and

**NOW THEREFORE BE IT RESOLVED** that College of the Desert, in collaboration with the Coachella Valley Economic Partnership, PSUSD, DSUSD, CVUSD, CSUSB and Riverside County Department of Education, hereby agree to implement the Regional Plan for College and Career Readiness for a period of five years.

**PASSED AND ADOPTED** BY THE Governing Board of the Desert Community College District this 13<sup>th</sup> day of November, 2012.

I, Joel L. Kinnamon, Ed.D., Secretary of the Governing Board of the Desert Community College District, State of California, do hereby certify that the foregoing resolution was duly adopted by the said Board at a regular meeting held November 13, 2012.

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Secretary, Board of Trustees or  
Authorized Agent of the Board



**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Human Resources

**ITEM #: 1**

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

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

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**BACKGROUND:**

1. Ms. Juliana Choueiry has been appointed to a vacated position of Part-Time Lab Specialist/Science, School of Arts & Sciences, 19.5 hours per week, 10-months, effective 11/5/12. Placement on Range 13 of the Classified salary schedule is at Step A.
2. Mr. Martin Pelayo has been appointed to a vacated position of Part-Time Campus Maintenance & Security/Mecca-Thermal, School of Library & Learning Resources, 12 months, effective 10/29/12. Placement on Range 9 of the Classified salary schedule is at Step A.
3. Ms. Jocelyn Vargas has been appointed to a vacated Part-Time Outreach Specialist-Financial Aid, Title V HSI, 9 months, effective 11/5/12. Placement on Range 9 of the Classified salary schedule is at Step A.

\*Details on [COD website](#)

**FISCAL IMPLICATIONS:**

Position #1 and #2 are fully funded by unrestricted funds. Position #3 is fully funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the appointments as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Human Resources

**ITEM #: 2**

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

**TITLE: RETIREMENT - LEADERSHIP**

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**BACKGROUND:**

Mr. Juan Lujan will retire from his position of Director, Education Centers, effective December 30, 2012.

**FISCAL IMPLICATIONS:**

Position is funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves the retirement as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Human Resources

**ITEM #: 3**

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

**TITLE: APPROVAL OF THE 2013-2014 HOLIDAY SCHEDULE**

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**BACKGROUND:**

To provide a 2013-2014 College of the Desert list of holidays for the College Calendar for the 2013-2014 fiscal years as attached.

**FISCAL IMPLICATIONS:**

All legal holidays are designated in accordance with Education Code Sections 88205 and 79020.

**RECOMMENDATION:**

Board of Trustees approves the 2013-2014 Holiday Schedule as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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### 2013 – 2014 Holiday Schedule

			<u>Legal</u>	<u>Local</u>
July 4, 2013	Thursday	Independence Day	1	
September 2, 2013	Monday	Labor Day	1	
November 11, 2013	Monday	Veteran’s Day	1	
November 28, 2013	Thursday	Thanksgiving	1	
November 29, 2013	Friday	Local Holiday		1
December 24, 2013	Tuesday	Winter Break Holiday		1
December 25, 2013	Wednesday	Christmas Day	1	
December 26, 2013	Thursday	In Lieu of Admission Day	1	
December 27, 2013	Friday	Native American Day		1
December 30, 2013	Monday	Mandatory Vacation Day		
December 31, 2013	Tuesday	Mandatory Vacation Day		
January 1, 2014	Wednesday	New Year’s Day	1	
January 20, 2014	Monday	Martin Luther King Day	1	
February 14, 2014	Friday	Lincoln Day (Observed)	1	
February 17, 2014	Monday	Washington Day (Observed)	1	
April 18, 2014	Friday	Spring Holiday		1
May 26, 2014	Monday	Memorial Day	<u>1</u>	
			11	4

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 1**

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

**TITLE: BUDGET TRANSFERS**

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**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.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 2**

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

**TITLE: 2011-2012 COLLEGE OF THE DESERT FOUNDATION  
AUDIT REPORT**

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**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 2011-2012 audit report from Brabo & Carlsen, LLP for the College of the Desert Foundation.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 3**

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

**TITLE: NOTICE OF COMPLETION – EAST VALLEY SEPTIC  
SYSTEM PROJECT AT THE MECCA/THERMAL  
CAMPUS – TRI-STAR CONTRACTING II, INC.**

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**BACKGROUND:**

This contract is complete as of October 3, 2012 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code. The contractor for this portion of the work is Tri-Star Contracting II, Inc.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustee accepts the contract with Tri-Star Contracting II, Inc. for the East Valley Septic System Project as complete as of October 3, 2012.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 4**

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

**TITLE: CHANGE ORDER #09-002 – MSTC BUILDING  
PROJECT – SIERRA LATHING COMPANY**

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**BACKGROUND:**

Change Order #09-002 is in the amount of \$15,839.00 for additional work for overtime premium costs and added plaster trim. This Change Order amends the contract total from \$1,527,543.00 to \$1,543,382.00.

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bonds. This Change Order, together with an earlier Change Order for \$166,543.00, can be accommodated within the overall project budget.

**RECOMMENDATION:**

Board of Trustee approves Change Order #9-002 to the contract with Sierra Lathing Company for the MSTC Building Project in the amount of \$15,839.00; amending the contract to \$1,376,839.00.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Fiscal Services

**ITEM #: 5**

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

**TITLE: CHANGE ORDER #14-001 – MSTC BUILDING  
PROJECT – KINCAID INDUSTRIES**

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**BACKGROUND:**

Change Order #14-001 is in the amount of \$102,585.00 for additional work to add site improvements: canopy soffit Y drains, relocation of underground plumbing lines, thermostatic mixing valves, fire rating, overflow outlets, auxiliary drains and back charge for replacement of damaged water heaters. This Change Order amends the contract total from \$838,000.00 to \$940,585.00.

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bonds. This Change Order can be accommodated within the overall project budget.

**RECOMMENDATION:**

Board of Trustee approves Change Order #14-001 to the contract with Kincaid Industries for the MSTC Building Project in the amount of \$102,585.00; amending the contract to \$940,585.00.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Academic Affairs

**ITEM #: 1**

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

**TITLE: APPROVAL OF CURRICULUM MODIFICATIONS  
FOR FALL 2013**

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**BACKGROUND:**

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2013. (Details on the [COD website](#))

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

The Board of Trustees approves the curriculum modifications for Fall 2013.

<b>Administrator Initiating Item:</b> Joel Kinnamon	<b>Cabinet Review &amp; Approval: 11/5/2012</b> <b>Chair &amp; Vice Chair Review: 11/8/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/13/2012**

**AREA:** Academic Affairs

**ITEM #: 2**

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

**TITLE: APPROVAL OF THE 2013-2014  
COLLEGE OF THE DESERT ACADEMIC CALENDAR**

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**BACKGROUND:**

Board action is required to approve the Academic Calendar.

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the 2013-2014 Academic Calendar.

<b>Administrator Initiating Item: Joel Kinnamon</b>	<b>Cabinet Review &amp; Approval: 11/5/2012 Chair &amp; Vice Chair Review: 11/8/2012</b>
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# ACADEMIC CALENDAR 2013-2014

## Fall 2013

Flex days	Thursday - Friday, August 22, 23
<b>First day of classes</b>	<b>Monday, August 26</b>
Labor Day - HOLIDAY	Monday, September 2
Veteran's Day – HOLIDAY	Monday, November 11
Thanksgiving - HOLIDAY	Thursday - Friday, November 28, 29
Final Exams	Tuesday - Monday, December 10 - 16
Fall semester ends	Monday, December 16

\*\*\*\*\*

Semester Break - December 17, 2012 – January 23, 2014  
 Christmas Day - HOLIDAY – December 25, 2013  
 New Year's Day - HOLIDAY – January 1, 2014

\*\*\*\*\*

## Spring 2014

Flex days	Wednesday - Thursday, January 22, 23
<b>First day of classes</b>	<b>Friday, January 24</b>
Lincoln's Birthday – HOLIDAY, Observed	Friday, February 14
Washington's Birthday - HOLIDAY, Observed	Monday, February 17
Spring Break	Monday - Friday, March 24 – 28
Spring Holiday	Friday, April 18
Final Exams	Saturday-Friday, May 17 - 23
Graduation Ceremonies, Spring Semester Ends	Friday, May 23

Fall	92 Instructional days
	<u>  2</u> Flex days
	94

Spring	92 Instructional days
	<u>  2</u> Flex days
	94

188 days