



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: WEDNESDAY, NOVEMBER 16th, 2016
TIME: 9:30 AM
LOCATION: 43500 MONTEREY AVENUE, 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 November 16th, 2016 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, 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

2. **PERSONNEL**

a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**
(Government Code Section 54957)

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**
• Superintendent/President

3. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**
Section 54956.9 (d)(2/3/4) Specify number of potential cases: 4

4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 020, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034, 611 211 013, 611 211 014, 611 211 019, 757 062 003, 687 510 043, 687 510 044, 687 510 045, 687 510 049, 687 510 050

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

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

Closed session report (if any)

V. **PUBLIC UPDATES**

Certificates of Appreciation for Chris Escobedo and Jose Rodriguez for serving on the Citizens Bond Oversight Committee.

VI. **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.

VII. **INTRODUCTION OF STAFF**

VIII. **APPROVE THE MINUTES OF:**

Minutes from: July 20, 2016, August 17, 2016 and September 16, 2016.

IX. REPORTS

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. ACADEMIC SENATE
- D. C.O.D.F.A.
- E. C.O.D.A.A.
- F. C.S.E.A.
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

X. 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. Annual Organizational Meeting

B. HUMAN RESOURCES

- 1. Personnel Items
- 2. 2017-2018 Holiday Schedule
- 3. New Job Description - Leadership

C. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #4
- 5. Out-of-State Travel
- 6. Gift/Donation to the District
- 7. Budget Transfers
- 8. Notice of Completion – Measure B Bond Project
- 9. Change Order – Measure B Bond Project

D. STUDENT LEARNING

- 1. Proposed Addendum 2 to 2016-2017 College of the Desert Catalog
- 2. Approval of Courses approved by Curriculum Committee

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Board Policy Review – 1st Reading
 - a. BP 5140 – Disabled Students Programs and Services
 - b. BP 5500 – Standards of Student Conduct

C. PRESIDENT

1. College Mission Update

D. HUMAN RESOURCES

1. Initial Proposal, Public Hearing, and Acknowledgement of Proposal from College of the Desert Adjunct Association to Desert Community College District

E. ADMINISTRATIVE SERVICES

1. 2015-2016 College of the Desert Foundation Audit Report
2. 2015-2016 District and Measure B Financial and Performance Audit Reports
3. Budget Revisions

XII. INFORMATION ITEMS

A. STUDENT SUCCESS

1. Review of Administrative Procedures

B. STUDENT LEARNING

1. Review of Administrative Procedures

XIII. STUDY SESSION

1. EDGE Program
2. ACT – Assessment & Care Team
3. Accreditation Update
4. Public Safety Academy

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONTINUED if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/18/2016

AREA: Board of Trustees

ITEM #: 1

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TITLE: ANNUAL ORGANIZATIONAL MEETING DATE

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. The Annual Organizational Meeting, 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 2-16, 2016.

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 16, 2016, in the Cravens Student Services Center Multi-Purpose room.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 11/7/2016 Chair & Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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

A recommendation is made that the Board of Trustees approves/ratifies the following list of Personnel Items:

Name	Position	Department	Effective
Appointments			
Classified			
Efrain Guzman-Perez	ISA-MESA (.49 FTE)	MESA	11/7/2016
Brittany Miller	ISA-TASC (.49 FTE)	Academic Skills Ctr.	10/31/2016
Colleen Tahbo	Nursing Prog. Asst.	Nursing	10/24/2016
Extension of Assignment			
Leadership			
Patricia Espinosa	Interim Director, Upward Bound	Upward Bound	1/1/2017-6/30/2017
Retirements/Separations/Leave of Absence			
Classified			
Terri DeLaRosa (S)	Custodian	M&O	5/26/2016
Elvia Sanchez (LOA)	Outreach Specialist	EDGE	10/31/2016
Temporary Assignment			
Substitute (Recruitment or Leave)			
Laura Herrera	Sr. Office Asst, Bilingual (L)	PaCE	7/11/2016-12/2/2016
Maria Magana	Temporary A & R Tech (L)	Admissions & Records	10/3/2016-7/3/2017
Lawrence J. Montez	IT Systems Specialist (R)	Information Technology	10/10/2016-1/18/2017
Short-Term			
Angela Walton	Exec. Admin. Asst.	President's Office	10/28/2016
Marisol Gerardo	Library Specialist	Library	10/3/2016-6/30/2017
Temporary Employment Agreements (Current Employee Y/N)			
Mark Almy	Y Private Music Lessons	Social Sciences/Arts	9/5/2016-12/8/2016
David Anderson	N ASL Interpreter	DSPS	1/4/2017-5/26/2017
Anthony Arizaga	Y Musician for Little Shop of Horrors	Social Sciences & Arts	10/18/2016-10/30/2016

Name		Position	Department	Effective
Megan Ericks	N	ASL Interpreter	DSPS	12/19/2016-5/26/2017
Sarah Fry	Y	Student onboarding at hospital/facilities	Nursing	8/30/2016-10/31/2016
Donna Greene	Y	Literacy Grant Coordinator	Child Development Ctr.	8/15/2016-6/15/2017
Danny Holt	Y	Private Music Lessons	Social Sciences/Arts	9/5/2016-12/8/2016
Jacob Kevari	Y	CTE Program Review	ASBU	11/1/2016-2/1/2017
Lisa Kinsey	Y	Student onboarding at hospital/facilities	Nursing	8/30/2016-10/31/2016
Jessica Manuel	Y	Facilitation of @One Course	Information Technology	9/19/2016-10/15/2016
Charles Mason	N	ASL Interpreter	DSPS	1/4/2017-5/26/2017
Elizabeth McKinley	N	ASL Interpreter	DSPS	12/19/2016-5/26/2017
Singor Mobley	N	Asst. Football Coach	Athletics	7/1/2016-6/30/2017
Denise Morse	N	ASL Interpreter	DSPS	1/4/2017-5/26/2017
Matthew Musselman	Y	Math 70 Review	EDGE	10/22/2016-11/16/2016
Anna Reber-Frantz	Y	Student onboarding at hospital/facilities	Nursing	8/30/2016-10/31/2016
Reid Sagara	Y	Winter EDGE Program	EDGE	12/1/2016-2/3/2017
Marcie Schutzman	N	ASL Interpreter	DSPS	1/4/2017-5/26/2017
Daria Smith	Y	ASL Interpreter	DSPS	1/4/2017-5/26/2017
Temporary Non-Continuous/Substitute				
Ana Quintana	(S)	Financial Aid Specialist	Financial Aid	6/1/2016-11/8/2016

Volunteers	
William Hall	Construction Mgmt
Alex Scoboda	Plant Science Lab
Craig Zeigler	Athletics

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 2**

AREA: Human Resources

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TITLE: APPROVAL OF THE 2017-2018 HOLIDAY SCHEDULE

BACKGROUND:

To provide a 2017-2018 College of the Desert list of holidays for the College Calendar for the 2016-2017 fiscal years as indicated on next page.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the 2017-2018 Holiday Schedule as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 3**

AREA: Human Resources

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TITLE: NEW JOB DESCRIPTION - LEADERSHIP

BACKGROUND:

To approve the new job description for the position listed below:

Manager, Career and College Access Pathways

[Details on COD Website](#)

FISCAL IMPLICATIONS:

This position is categorically funded.

RECOMMENDATION:

Board of Trustees approves the job description as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
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 **October 31, 2016** as follows:

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

In the aggregated amount of \$536,219.54, as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

No items to report.

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

In the aggregated amount of \$1,149,131.05, 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 and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 2**

AREA: Administrative Services

TITLE: WARRANTS

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

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$3,187,599.15, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/16/2016

ITEM #: 3

AREA: Administrative Services

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TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS

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 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 and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #4

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 \$3,987,053.92, as follows:

Certificated:	\$2,585,482.36
Classified:	<u>\$1,401,571.56</u>
	\$3,987,053.92

Administrator Initiating Item: Lisa Howell
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Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state travel expenses; and according to the California Education Code Section 87032, the Board of Trustees must formally approve out-of-state travel.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Travel expenses will be paid from Restricted and Unrestricted budget accounts.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 6**

AREA: Administrative Services

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TITLE: GIFT/DONATION TO THE DISTRICT

BACKGROUND:

A 41” x 51” framed portrait of Mrs. “Mike” Pollock to hang in the Pollock Theatre donated to the School of Social Sciences & Arts by Alan Rogers Stoneman and Ilona von Ronay of Cathedral City, CA. Portrait is in honor of the Pollock legacy and their generosity to College of the Desert’s theater department.

FISCAL IMPLICATIONS:

Any related costs would be paid from the school’s program budget.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/7/2016 Chair & Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 7**

AREA: Administrative Services

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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: 11/7/2016 Chair & Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 8**

AREA: Administrative Services

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

BACKGROUND:

The contract with ATEN Construction for the Visual Arts Canopy Project is complete as of October 14, 2016 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees accepts the Notice of Completion as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 9**

AREA: Administrative Services

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

BACKGROUND:

Each month the Bond Office submits Proposed Change Orders for Board Approval. All capital construction projects require the execution of a Change Order to change the design requirements and/or scope of construction which, in turn, requires an adjustment of the Contract Amount or Contract Time. All Change Orders must be reviewed and approved by the Board of Trustees for consent.

[Details on COD Website](#)

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 on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 1**

AREA: Student Learning

**TITLE: PROPOSED ADDENDUM 2 TO 2016-2017
COLLEGE OF THE DESERT CATALOG**

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

BACKGROUND:

Board action is required to approve Addendum 2 to the 2016-2017 College of the Desert Catalog.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Approve Addendum 2 to the 2016-2017 College of the Desert Catalog.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 2**

AREA: Student Learning

**TITLE: APPROVAL OF COURSES APPROVED
BY CURRICULUM COMMITTEE**

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

BACKGROUND:

The Curriculum Committee approved courses for the College curriculum to be effective for Fall 2017.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approve new courses for Fall 2017.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 1**

AREA: Board of Trustees

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TITLE: BOARD POLICY REVIEW – 1ST READING

BACKGROUND:

The following board policies have been reviewed and approved by the President’s Executive Cabinet and College Planning Council.

BP 5140 Disabled Students Programs and Services
BP 5500 Standards of Student Conduct

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the policies for a first reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 1**

AREA: President

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TITLE: COLLEGE MISSION UPDATE

BACKGROUND:

The updated college mission has been reviewed and approved by the Assessment of Planning & Outcomes Subcommittee, President's Executive Cabinet, and College Planning Council.

The updated mission reads:

College of the Desert provides excellent educational programs in basic skills, career and technical education, certificate, transfer preparation, associate degrees, noncredit and distance education, which are continuously evaluated and improved. Our programs and services contribute to the success, learning and achievement of our diverse students and the vitality of the Desert Community College District, surrounding areas and beyond.

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves the updated college mission.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 11/7/2016 Chair & Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 1**

AREA: Human Resources

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| <input checked="" type="checkbox"/> ACTION |
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**TITLE: INITIAL PROPOSAL, PUBLIC HEARING, AND
ACKNOWLEDGEMENT OF PROPOSAL FROM THE COLLEGE OF THE
DESERT ADJUNCT ASSOCIATION (CODAA) TO THE DESERT
COMMUNITY COLLEGE DISTRICT (DCCD)**

BACKGROUND:

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The College of the Desert Adjunct Association’s initial proposal to the Desert Community College District is agendized as a public document, see below. At the Board of Trustee’s meeting on November 16, 2016, there will be a public hearing on the Adjunct Association’s proposal to the Desert Community College District, and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following acknowledgement of the Adjunct Association’s proposal, representatives from the College of the Desert Adjunct Association and the District will meet and negotiate regarding these proposals.

Article VII: Compensation

Article IX: Hours of Service

Article XVII: Cooperative Work Experience Program (Section 4, change 9 to 10 SIU'smax)

Article XX: Health Benefits

New Article: Faculty Vesting and Priority Assignment

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Recommendation No. 1: It is recommended that the Board of Trustees conduct a public hearing on the College of the Desert Adjunct Association’s Initial Proposal to the Desert Community College District.

Recommendation No. 2: Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to “acknowledge” the Adjunct Association’s proposal.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 11/7/2016 Chair and Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: 2015-2016 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 2015-2016 audit report from Brabo & Carlsen, LLP for the College of the Desert Foundation.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/7/2016 Chair & Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 2**

AREA: Administrative Services

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

**TITLE: 2015-2016 DISTRICT AND MEASURE B
FINANCIAL AND PERFORMANCE AUDIT REPORTS**

BACKGROUND:

Board action is required to accept the reports of the District's auditors, Vavrinek, Trine, Day & Co., LLP, for the 2015-2016 fiscal year for the District, and Measure B Bond Financial and Performance audits.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees accepts the 2015-2016 audit reports for the District and Measure B Bond Financial and Performance audits for study and discussion.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/7/2016 Chair & Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 3**

AREA: Administrative Services

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

TITLE: BUDGET REVISIONS

BACKGROUND:

All Budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Sections 58307 and 58308, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #072016-3 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 20, 2016.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2016-2017 budget revisions as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/7/2016 Chair & Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 1**

AREA: Student Success

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

TITLE: REVIEW OF ADMINISTRATIVE PROCEDURES

BACKGROUND:

The following administrative procedures have been reviewed and approved by the President's Executive Cabinet and College Planning Council.

AP 5140	Disabled Students Programs and Services
AP 5500	Standards of Student Conduct

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the procedures for review and information as presented.

Administrator Initiating Item: Annebelle Nery	Cabinet Review & Approval: 11/7/2016 Chair & Vice Chair Review: 11/9/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 11/16/2016
ITEM #: 1**

AREA: Student Learning

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

TITLE: REVIEW OF ADMINISTRATIVE PROCEDURES

BACKGROUND:

The following administrative procedures have been reviewed and approved by the President's Executive Cabinet and College Planning Council.

AP 4105	Distance Education
AP 4260	Prerequisites and Co-requisites

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the procedures for review and information as presented.

Administrator Initiating Item: Pamela Ralston	Cabinet Review & Approval: 11/7/2016 Chair & Vice Chair Review: 11/9/2016
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