



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: FRIDAY, DECEMBER 15th, 2017
TIME: 9:30 A.M.
LOCATION: 43-500 MONTEREY AVENUE
PALM DESERT, CALIFORNIA
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. ORGANIZATION FOR 2018

A. ELECTION OF GOVERNING BOARD OFFICERS

- 1.) Chairperson
- 2.) Vice-Chairperson
- 3.) Clerk
- 4.) Secretary
- 5.) Representative/Citizens' Bond Oversight Committee
- 6.) Representative/County Committee
- 7.) Desert Financing Corporation
- 8.) Representative/COD Foundation Board of Directors
- 9.) Parliamentarian

III. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of December 15th, 2017 with any additions, corrections, or deletions.

IV. 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 CODFA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

2. PERSONNEL

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
Superintendent/President

B. DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT:
(Government Code Section 54957)

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

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, 502-190-017, 502-190-018, 508-100-024, 611-211-013, 611-211-014, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 687-040-035, 759-060-024, 611-221-001
Agency Negotiator or Designee: Dr. Joel L. Kinnamon

V. OPEN SESSION (10:30 a.m.)
Closed session report (if any).

VI. PUBLIC UPDATES

VII. 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

VIII. INTRODUCTION OF STAFF

IX. APPROVAL OF MINUTES - Minutes from November 15th, 2017.

X. REPORTS

1. ASCOD
2. C.S.E.A.
3. C.O.D.A.A.
4. C.O.D.F.A.
5. ACADEMIC SENATE
6. COLLEGE OF THE DESERT FOUNDATION
7. GOVERNING BOARD
8. SUPERINTENDENT/PRESIDENT

XI. 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. PRESIDENT

1. Guided Pathways Self-Assessment

B. HUMAN RESOURCES

1. Personnel Items
2. New Job Descriptions – Classified

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
5. Out-of-State Travel
6. Gift/Donations to the District
7. Amendment to Contracts – Measure B Bond Projects
8. Budget Transfers
9. Declare Property as Surplus

D. STUDENT SUCCESS

1. 2017-19 Integrated Plan: Basic Skills Initiative, Student Equity, and Student Success and Support Program

E. STUDENT LEARNING

1. Courses and Programs Approved by Curriculum Committee AY 2017-2018
2. Proposed Addendum 3 to 2017-2018 College of the Desert Catalog

XII. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Board Policy Review – 2nd Reading
 - BP 2340 Agendas
 - BP 2345 Public Participation at Board Meetings
 - BP 2350 Speakers Addressing the Board
2. Board Member Travel

C. PRESIDENT

1. Member-At-Large East Valley Representative on the Citizens' Bond Oversight Committee

D. HUMAN RESOURCES

1. Approval of Tentative Agreements Between the Desert Community College District and the Desert Community College Faculty Association (CCA/CTA/NEA)
2. Approval of Tentative Agreements Between the Desert Community College District and the California School Employees' Association and its Chapter #407
3. Approval of Salary Adjustment and Health and Welfare Benefit Between the Desert Community College District and the Leadership Employee Group

E. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. 2016-2017 College of the Desert Foundation Audit Report
Report Tentatively Scheduled for 1:45 PM
Location: Cravens Student Services Center, Multi-Purpose Room
3. Certification of Signatures
4. Resolution #121517-1 Authorized Signatures

XIII. STUDY SESSION

1. Annual Security Report – Tim Nakamura, Director, Public Safety Department & Emergency Preparedness
2. Facilities Update – Mac McGinnis, Program Manager, Maas Companies

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONTINUED if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 1**

AREA: President

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TITLE: GUIDED PATHWAYS SELF-ASSESSMENT

BACKGROUND:

Guided Pathways, a California Community Colleges Chancellor’s Office initiative, creates a highly structured approach to student success that:

- Provides all students with a set of clear course-taking patterns that promotes better enrollment decisions and prepares students for future success; and
- Integrates support services in ways that make it easier for students to get the help they need during every step of their community college experience.

In order to participate in Guided Pathways, colleges complete a self-assessment evaluating where they stand in relationship to the components of the Guided Pathways framework. Colleges then submit that assessment to the Chancellor’s Office. Funding is then made available to colleges to initiate the planning and design work for implementing their own approaches to the Guided Pathways Framework.

The Self-Assessment was completed by a team of faculty and administrators who attended a workshop in San Diego, and that group convened to draft a first response to the assessment. A second meeting was held with additional membership, which resulted in the attached self-assessment. The Academic Senate reviewed this work and approved in on November 30, 2017. It was shared with the College Planning Council on December 8, 2017 for approval.

Signatures by the President of the Governing Board, Chief Executive Officer, Academic Senate President, Chief Student Services Officer, and Chief Instructional Officer are required at the close of the document to signify “a commitment to adopt a guided pathways framework.”

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

College of the Desert’s allocation is 1,213,331.00 over the course of five years. The funding can be rolled over.

The disbursement schedule is:

- Year 1, 25% 303,083
- Year 2, 30% 363,699
- Year 3, 25% 303,083

Year 4, 10% 121,233

Year 5, 10% 121,233

RECOMMENDATION:

Board of Trustees accepts the Self-Assessment for the Guided Pathways.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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DEFINITIONS OF PERSONNEL ITEMS:

- **Appointments:** Assignment to a position.
- **Extension of Assignment:** Extension of a leadership contract.
- **Professional Advancement:** Faculty salary advancement based on completed educational coursework that was pre-approved by the Professional Advancement Committee.
- **Reclassification:** The President’s recommendation to the Board of Trustees based on a committee’s recommendation regarding current employee(s) job duties. The reclassification process is outlined in the CSEA Collective Bargaining Agreement and includes completing several forms, receiving supervisor input, research, interviews, and committee meetings.
- **Resignation:** Separation from an assigned District position.
- **Working Out of Class:** Assignment that is above the employee’s current job description.
- **Temporary Assignment:** Limited assignment to cover for a recruitment or absence.
- **Temporary Employment Agreement:** Limited contract based on special needs of the District.

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

Name	Position	Department	Effective
Appointments			
Classified			
Luis Estrada	Manager, Maintenance and Operations	Maintenance and Operations	12/4/17
Tina Gonzalez	Administrative Assistant	Social Sciences and Arts	12/4/17
Carolina Heine	Transfer and Career Center Specialist	Counseling	11/16/17
Stephen Hernandez	Tool Room Attendant	Automotive	12/11/17
Bruno Romanello	Child Development Center Food Technician	Child Development Center	11/28/17
Amy Simmons	Catalog and Curriculum Specialist	Student Learning	12/4/17
Faculty			
Janet Miller	Temporary Full-Time Theatre Arts	Theatre	1/25/18-5/25/18
Resignation			
Abraham Reisin	Custodian	Maintenance and Operations	11/7/17

Leanna Stickel	Part Time Faculty – ESLN	Communication and Humanities	12/21/17	
Temporary Assignment				
Substitute				
Rosario Aceves	Secretary	Mecca Administration Office	2/7/18–2/15/18	
Rosario Aceves	Secretary	Indio Administration Office	11/13/17–11/17/17	
Karla Beltran Rios	Custodian	Maintenance and Operations	11/3/17-12/1/17	
Racquel Crisp	Financial Aid Specialist	Financial Aid	11/16/17-12/1/17	
Eric Duran	Custodian	Maintenance and Operations	10/30/17-12/1/17	
Brenda Ortiz	Secretary	TRiO Veterans	10/26/17-2/2/18	
Temporary Employment Agreements (Current Employee Y/N)				
David Anderson	Y	American Sign Language Interpreter	Disabled Student Programs and Services	1/2/18-5/25/18
Dalas Aviles	Y	American Sign Language Interpreter	Disabled Student Programs and Services	1/2/18-5/25/18
Megan Ericks	Y	American Sign Language Interpreter	Disabled Student Programs and Services	1/2/18-5/25/18
Elaine Harris	Y	CASAS Training Fall 2017	Communication and Humanities	10/23/17-12/15/17
Kevin Lyons	Y	KCOD Program Coordinator	Social Sciences and Arts	11/6/17-5/25/18
Charles Mason	Y	American Sign Language Interpreter	Disabled Student Programs and Services	1/2/18-5/25/18
Elizabeth McKinley	Y	American Sign Language Interpreter	Disabled Student Programs and Services	1/2/18-5/25/18
Hana Qaqi	N	Assistant Women’s Basketball Coach	Kinesiology and Athletics	11/7/17-6/30/18
Alexa Sawa	Y	Mentoring Two NSF S-STEM Scholarship Grant Recipients	Mathematics and Science	11/1/17-5/27/18
Renate Senters	Y	Fall 2017 ESLN Level V Lead	Communication and Humanities	11/2/17-12/15/17
Tina Sirimarco	Y	American Sign Language Interpreter	Disabled Student Programs and Services	1/2/18-5/25/18
Daria Smith	Y	American Sign Language Interpreter	Disabled Student Programs and Services	1/2/18-5/25/18
Pamela Stegeman	Y	Facilitate Two 8-Hour Workshops for SunLine Transit Agency	Partnership and Community Education	1/1/18-6/30/18

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review & Approval: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 2**

AREA: Human Resources

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TITLE: NEW JOB DESCRIPTIONS - CLASSIFIED

BACKGROUND:

The District met with California School Employees Association (CSEA) and signed Tentative Agreements for two job descriptions. The Agreement is subject to the CSEA approval process. The job descriptions were created to meet the staffing needs of the District.

The District is requesting the Board approve the job descriptions for the positions listed below:

- [Administrative Assistant - Bilingual](#) - Details on COD Website
- [Counseling Program Specialist](#) - Details on COD Website
- [Lead Laboratory Specialist/Science](#)- Details on COD Website

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approve the job descriptions as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
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 27, 2017 – November 26, 2017 as follows:

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

In the aggregated amount of \$637,748.21, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$766,820.00, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$2,247,255.58, 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: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 2**

AREA: Administrative Services

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TITLE: WARRANTS

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 \$3,023,679.90 as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
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: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #5

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 #5 in the amount of \$4,424,602.59, as follows:

Certificated:	\$2,836,847.23
Classified:	<u>\$1,587,755.36</u>
	\$4,424,602.59

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
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 individuals listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 6**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

Toyota Solara 2003 donated to the School of Applied Sciences & Business by Ms. Pam Chapman, La Quinta, CA. This item will be utilized by students in the automotive program.

Robinair AC Machine, Robinair RR/R13U AC Machine, Kent Moore AC Machine, 4.2L V8 Engine, 2.5L I5 Engine, 2.0L TDI Lowers, and a HELLA Beamsetter donated to the School of Applied Sciences & Business by Volkswagen of America Training Center, Eastvale, CA. These items will be utilized by students in the automotive program.

Teleprompter and software donated to the School of Social Sciences & Arts by Ms. Patti Gribow, Palm Desert, CA. These items will be utilized students in the radio/television program.

Easel, sculpture stand, 32 books on ceramics, Shimpo potter's wheel with right-handed and left-handed settings, bat pins, 23 Masonite bats, two splash guards, 12" Amaco banding wheel, L&L kiln with Dyna-Trol control panel, kiln shelves, kiln posts and a five pound bag of kiln wash donated to the School of Social Sciences & Arts by Mr. Carson Scott, Palm Springs, CA. These items will be utilized by students in the art program.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees accepts donations 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: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 7**

AREA: Administrative Services

<input checked="" type="checkbox"/> CONSENT
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TITLE: AMENDMENT TO CONTRACTS – MEASURE B BOND PROJECTS

BACKGROUND:

Each month the Bond Office submits amendments to Measure B Bond contracts 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 amendment.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Projects are funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves the amendments to the contracts listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 8**

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: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 9**

AREA: Administrative Services

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<input type="checkbox"/> ACTION
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TITLE: DECLARE PROPERTY AS SURPLUS

BACKGROUND:

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. After a thorough inspection of the item listed, it's been concluded that the item is valued less than \$5,000.00 and is either nonoperational, has been replaced or the item is no longer suitable for District use. The listed item is to be declared surplus and disposed of by way of a private sale, or a donation or at a metal recycling center in accordance with Education Code Section 81452 (a) and Administrative Procedure 6550/Disposal of Property.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District. Revenue received from private sale or recycling center will go back into the program's budget.

RECOMMENDATION:

Board of Trustees declares item surplus and disposed of by way of a private sale, or a donation or at a metal recycling center.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 1**

AREA: Student Success

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<input type="checkbox"/> ACTION
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TITLE: 2017-19 INTEGRATED PLAN: BASIC SKILLS INITIATIVE, STUDENT EQUITY, AND STUDENT SUCCESS AND SUPPORT PROGRAM

BACKGROUND:

The California Community Colleges Chancellor’s Office has instituted a two-year integrated plan for the Basic Skills Initiative, Student Equity, and the Student Success and Support Program. The first cycle runs from 2017 to 2019.

College of the Desert’s integrated plan has been reviewed and approved by the Matriculation/Student Success and Support Program Advisory Committee, the Equity Committee, Academic Senate, and College Planning Council.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees approve the 2017-19 integrated plan.

Administrator Initiating Item: Annebelle Nery	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 1**

AREA: Student Learning

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**TITLE: COURSES AND PROGRAMS APPROVED BY CURRICULUM COMMITTEE
AY 2017-2018**

BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2018.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees approve the new courses and programs for Fall 2018.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 2**

AREA: Student Learning

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**TITLE: PROPOSED ADDENDUM 3 TO 2017-2018 COLLEGE OF THE DESERT
CATALOG**

BACKGROUND:

Board action is required to approve Addendum 3 to the 2017-2018 College of the Desert Catalog.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Approve Addendum 3 to the 2017-2018 College of the Desert Catalog.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 1**

AREA: Board of Trustees

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TITLE: BOARD POLICY REVIEW – 2nd READING

BACKGROUND:

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

- BP 2340 Agendas
- BP 2345 Public Participation at Board Meetings
- BP 2350 Speakers Addressing the Board

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the board policies for a second and final reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 2**

AREA: Board of Trustees

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

TITLE: BOARD MEMBER TRAVEL

BACKGROUND:

1. **2018 Community College Futures Assembly** recognizes and promotes effective college programs from institutions across the nation. Bellwether Award finalist presentations offer participants the opportunity to share their programs with attendees and to learn from colleagues to consider which programs are most appropriate to replicate at their own college. The 2018 Assembly's theme is Focusing on the Adult Learner.

College of the Desert is a finalist for two Bellwether Awards:

- Breaking Down the Basic Skills Barrier: Creating Pathways through the Basic Skills Sequence to Support Student Success, Equity, and Completion in the Instructional Programs and Services Category
- Moving Towards Excellence and Student Success: Using Simple, Data Driven Technology Tools to Enhance Shared Governance within a Culture of Inquiry and a Transparent Integrated Planning and Resources Allocation Model in the Planning, Governance, and Finance Category

The 2018 Community College Futures Assembly will be held at the Hilton Lake Buena Vista, Florida from January 27th – 30th, 2018. All cancellations must be in writing and submitted to the Office of the President by January 4th, 2018. No refunds will be available if cancellation is received after January 4th, 2018. Cancellations received prior to January 4th, 2018 will be assessed a \$250 cancellation fee. Hotel cancellation must be received (72) hours prior to the scheduled date of arrival.

2. **CCLC Effective Trusteeship Workshop** is the single best overview of responsibilities required for board members of California's community colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee. There will be ample opportunity to discuss your questions. The *2018 Trustee Handbook* will be released at the workshop, along with other important resources. The Effective Trusteeship and Board Chair Workshops are scheduled in conjunction with the Annual Legislative Conference.

The Effective Trusteeship Workshop will be held at the Sheraton Grand Hotel in Sacramento, CA from January 26th – 29th, 2018. All cancellations must be in writing and submitted to the Office of the President by January 4th, 2018. No refunds will be available if cancellation is received after January 4th, 2018. Cancellations received prior to January

4th, 2018 will be assessed a \$150 cancellation fee. Hotel cancellation must be received (72) hours prior to the scheduled date of arrival.

FISCAL IMPLICATIONS:

1. **2018 Community College Futures Assembly** - Cost of full conference registration per person is \$600 and covers all workshop and/or conference costs. Hotel rate is \$219 per night plus tax, and flight costs will range between \$450 - \$700.
2. **CCLC Effective Trusteeship Workshop** - Cost of full conference registration per person is \$465 and covers all workshop and/or conference costs. Hotel rate is \$287 per night plus tax, and flight costs will range between \$500 - \$700.

RECOMMENDATION:

1. The Board of Trustees approve (2) Trustees to attend the 2018 Community College Futures Assembly taking place in Lake Buena Vista, Florida on January 27th – 30th, 2018.
2. The Board of Trustees approve (2) Trustees to attend the CCLC Effective Trusteeship Workshop taking place in Sacramento, CA on January 26th – 29th, 2018.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 1**

AREA: President

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

**TITLE: MEMBER-AT-LARGE EAST VALLEY 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 and Measure CC on November 8, 2016 for \$577.9 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. Steven Bayard (Member-At-Large East Valley Representative) two-year term ended September 2017. According to the committee's bylaws, a member may serve a total of six years. The committee has reappointed Mr. Steven Bayard term for two years.

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees accepts reappointment of Mr. Steven Bayard as the Member-At-Large East Valley Representative on the Citizens' Bond Oversight Committee for a two-year term.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 1**

AREA: Human Resources

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<input type="checkbox"/> INFORMATION |
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**TITLE: APPROVAL OF TENTATIVE AGREEMENTS BETWEEN THE DESERT
COMMUNITY COLLEGE DISTRICT AND THE DESERT COMMUNITY
COLLEGE FACULTY ASSOCIATION (CCA/CTA/NEA)**

BACKGROUND:

To approve the Tentative Agreements listed below between the Desert Community College District and the Desert Community College Faculty Association (CCA/CTA/NEA). The Faculty Association has ratified the Tentative Agreements.

- *Article VIII: Compensation*
- *Article X: Health and Welfare Benefits*
- *Article XI: Leaves*
- *Article XII: Hours of Service*
- *Article XIV: Distance Learning*
- *Article XVI: Cooperative Work Experience*
- *Article IXX: Evaluation of Tenured Faculty Members*
- *Article XX: Tenure Review Process*
- *Article XXIX: Agreement Conditions and Duration*
- *New Article: Tuition Reimbursement*
- *Appendix B: Salary Placement and Faculty Professional Development*
- *Appendix G: Load Banking*

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the Tentative Agreements.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 2**

AREA: Human Resources

<input type="checkbox"/> CONSENT
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**TITLE: APPROVAL OF TENTATIVE AGREEMENTS BETWEEN THE DESERT
COMMUNITY COLLEGE DISTRICT AND THE CALIFORNIA SCHOOL
EMPLOYEES' ASSOCIATION AND ITS CHAPTER #407**

BACKGROUND:

To approve the Tentative Agreements listed below between the Desert Community College District and the California School Employees' Association and its Chapter #407:

- *Article VII: Compensation*
- *Article IX: Health and Welfare Benefits*
- *Article XV: Transfers and Vacancies*

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the Tentative Agreements pending CSEA ratification.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 3**

AREA: Human Resources

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

**TITLE: APPROVAL OF SALARY ADJUSTMENT AND HEALTH AND WELFARE
BENEFIT BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT
AND THE LEADERSHIP EMPLOYEE GROUP**

BACKGROUND:

To approve the salary adjustment and increase the health and welfare benefit for the Leadership Employee Group.

- For the 2017-2018 fiscal year, all cells on the current Leadership salary schedule shall be increased by funded COLA (1.56%). Such increase shall be effective retroactively to July 1, 2017 for those Leadership employees who are in paid status as of Board approval date.
- For the 2017-2018 fiscal year only, all Leadership employees who are in paid status as of Board approval date shall receive an off-schedule one-time payment of 2% of each employee's annual base salary (excluding any temporary pay or hour adjustments) after salary schedule adjustment noted above.
- Effective October 1, 2017, the health and welfare benefit cap will increase to \$1,500 per month.
- For the 2017-2018 health benefits year (October 1, 2017 – September 30, 2018) the District health and welfare benefit cap will temporarily increase to \$1,600 per month. Employees enrolled in a plan that costs less than the allocated health and welfare cap will be paid the difference, less applicable taxes, or the employee may designate to a 403b or 457 plan.

FISCAL IMPLICATIONS:

The adjustments will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the salary and benefit adjustments as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 12/5/2017 Chair and Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 1**

AREA: Administrative Services

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| <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 COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2017-2018 budget revisions as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 2**

AREA: Administrative Services

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

TITLE: 2016-2017 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.

Report Tentatively Scheduled for 1:45 PM
Location: Cravens Student Services Center, Multi-Purpose Room

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees receives the 2016-2017 audit report from Vavrinek, Trine, Day & Co., LLP for the College of the Desert Foundation.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 3**

AREA: Administrative Services

<input type="checkbox"/> CONSENT
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<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 is on December 15, 2017. 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. The individuals are as follows:

- Rebecca Broughton – Governing Board Member
- Fred E. Jandt – 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; 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; Virginia Ortega – sign warrant orders, orders for salary payment and sign notices of employment; and Mary Anne Gularte – sign notices of employment.

[Details on 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: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/15/2017
ITEM #: 4**

AREA: Administrative Services

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

TITLE: RESOLUTION #121517-1 AUTHORIZED SIGNATURES

BACKGROUND:

The District receives requests from time to time for an actual resolution designating authorized signatures for the signing of contracts and agreements. The resolution should satisfy the requirement.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #121517-1 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/5/2017 Chair & Vice Chair Review: 12/7/2017
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