



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: FRIDAY, DECEMBER 18, 2015
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTIPURPOSE 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 December 18, 2015 with any additions, corrections, or deletions.

III. ORGANIZATION FOR 2016

A. ELECTION OF OFFICERS

- 1) Chairperson
- 2) Vice-Chairperson
- 3) Clerk
- 4) Secretary
- 5) Representative/COD Foundation Board of Directors
- 6) Representative/County Committee

- 7) Liaison to Auxiliary Boards
- 8) Representative/Citizens' Bond Oversight Committee
- 9) Parliamentarian
- 10) Desert Financing Corporation

B. SWEARING-IN OF OFFICERS

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 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

CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020, 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, 641 261 020 0, 687 199 001, 687 199 002, 687 212 009, 687 212 010, 687 212 011, 687 212 022, 687 212 023, 687 212 024, 687 212 027

Agency Negotiator or Designee: Dr. Joel 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. APPROVE THE MINUTES OF:

Regular meeting of November 18, 2015 ([Details on COD Website](#))

X. 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

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. HUMAN RESOURCES

- 1. Personnel Items
- 2. MOU’s Between DCCD & CSEA: New & Revised Job Descriptions

B. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll
- 5. Out-of-State Travel
- 6. Amendment to a Contract – Measure B Bond Project
- 7. Budget Transfers
- 8. Gifts/Donations to the District

C. STUDENT SUCCESS & STUDENT LEARNING

1. Courses and Programs Approved by Curriculum Committee

XII. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. 5-Year Review of Various Board Policies – 1st Reading
2. Board Member Travel

C. ADMINISTRATIVE SERVICES

1. Resolution #121815-1 Authorized Signatures
2. Certification of Signatures
3. Designation of Off-Site Location
4. Declare Property as Surplus for Disposal

D. STUDENT SUCCESS & STUDENT LEARNING

1. Student Equity Plan

XIII. INFORMATION ITEMS

1. Review of Administrative Procedure 2015 – Student Members
2. Academic Senate Resolutions

XIV. STUDY SESSION

- Central Campus Redevelopment Project & Hilb Exterior Elevation Presentation, Mac McGinnis, Mac McGinnis, VP, MAAS Companies, Program, Manager, Bond Management Offices, and Wendy Robison and Steve Flanagan, Architects, LPA

XV. FUTURE AGENDA ITEMS

XVI. CLOSED SESSION (CONT'D if needed)

XVII. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
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 the following list of Personnel Items:

Name	Position	Department	Effective
Appointments: Classified			
Jorge Rodriguez	Grants Technician	Fiscal Services	12/7/2015
Appointments: Faculty			
Veronica Daut	Temporary FT Counselor DSPS	DSPS	1/1/2016-6/30/2016
Appointments: Leadership			
Gene Durand	Director, Human Resources	Human Resources	12/21/2015
Classified: Change in Assignment			
Geof Imeson	Security Officer	Security	11/9/2015- 12/11/2015
Classified: Continuation/Extension of Assignment			
Stephany Tellez	Information Services Specialist	IEESP	12/1/2015 – 12/31/2015
Classified: Increased Hours			
Steven Sanchez	PT Custodian	M & O	11/3/2015- 12/18/2015
Daniel Zamora	PT Custodian	M & O	11/3/2015- 12/18/2015
Classified: Temporary/Substitute			
Vanessa Alvarez	Sr. Financial Aid Specialist	Financial Aid	11/9/2015- 2/16/2016
Christine Barnes	PT Custodian	M & O	Through 4/15/2016
Judy Howard	Financial Aid Specialist	Financial Aid	11/13/2015- 12/15/2015
Beatriz Sarabia-Payan	Instructional Lab Tech- Language Lab	TASC	11/16/2015- 12/17/2015
Cecelia Woodward	Business Services Tech/Operator	Fiscal Services	11/19/2015- 1/15/2016
Classified: Working out of Class			
Rosemarie Acosta	A&R Technician	A & R	9/23/2015
Jocelyn Vargas	Sr. Program Specialist (PT)	A & R	12/3/2015- 12/23/2015
Jocelyn Vargas	Sr. Program Specialist (PT)	A & R	1/4/2016-3/23/2016
Resignations/Terminations			

Jessica VanBeers	Sr. Prog Specialist, NonCredit	A & R	12/29/2015
Bobbie Weigel	Security Office (R)	Security	11/2/2015
Temporary Employment Agreements w/ Faculty/Staff:			
Kim Dozier	Facilitation of @One Course	Distance Education	10/1/2015-11/8/2015
Donna Greene	Facilitation of @One Course	Distance Education	1/1/2016-2/7/2016
Kathy Hudgins	Nursing Workshop	Nursing	12/5/2015-12/6/2015
Laurilie Jackson	Media Relations-Press Releases/etc	Public Information Office	11/16/2015-6/30-2016
Irene Larsen	Nursing Workshop	Nursing	12/5/2015-12/6/2015
Kendra Mason	Athletic Trainer-On Call	Athletics	11/6/2015 – 11/7/2015
Cynthia Reber	Remediation Counseling-LVN Program	Nursing	9/1/2015-6/30/2016
Ronald “Skip” Parry	Game Management Assistant	Athletics	11/6/2015
Vincent Sassone	Filmmaking Workshop Series	PaCE	1/1/2016-6/30/2016
Ken Thomas	Men’s Head Tennis Coach	Athletics	12/1/2015-6/30/2015
Temporary Employment Agreements: Contract Workers			
Tim Adams	Asst. Men’s Baseball Coach	Athletics	11/2/2015-6/30/2016
Brian Eilders	Asst. Men’s Golf Coach	Athletics	12/1/2015-6/30/2015
Rachel Gubman	CDC Accreditation Consultant	Child Development Ctr.	11/15/2015-12/15/15
Saul Martinez	Upward Bound Instructor	Upward Bound	11/21/2015-12/20/2015

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 2**

AREA: Human Resources

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**TITLE: APPROVAL OF MEMORANDUMS OF UNDERSTANDING (MOU's)
BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 407
(CSEA)**

BACKGROUND:

On November 2, November 19, and November 20, 2015 Memorandums of Understanding were reached between Desert Community College District and California School Employees Association per the attached new or revised job description:

- New job description for Webmaster/SharePoint Administrator
- New job description for International Education Program Specialist
- Revised job description for Child Development Food Services Technician & Substitute extension

[Details on COD Website](#)

FISCAL IMPLICATION:

Associated costs will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the MOU's as presented, pending ratification by CSEA.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
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 **November 30, 2015** as follows:

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

In the aggregated amount of \$98,110.60 as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

No contracts to report.

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

In the aggregated amount of \$474,189.04, as presented. **Note that the report includes all purchase orders and contracts including those reported above.** [Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/7/2015 Chair and Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
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 \$1,652,337.02, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/7/2015 Chair and Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
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 & Approval: 12/7/2015 Chair and Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
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 \$3,459,632.33, as follows:

Certificated:	\$2,178,927.63
Classified:	<u>\$1,280,704.70</u>
	\$3,459,632.33

Administrator Initiating Item: Lisa Howell
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Cabinet Review & Approval: 12/7/2015 Chair and Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
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/country 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 requests for the individuals listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/7/2015 Chair and Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 6**

AREA: Administrative Services

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TITLE: AMENDMENT TO A CONTRACT – MEASURE B BOND PROJECT

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:

This amendment is an extension of time only and comes at no additional cost to the District.

RECOMMENDATION:

Board of Trustees approves the amendment to the contract listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/7/2015 Chair and Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
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 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: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 8**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Miscellaneous automotive tools and equipment donated to the School of Applied Science and Business by Milestone Research Organization, San Diego, CA. These items will be utilized by students for automotive lab activities.
- Federal Communications Commission Licenses and Authorizations in the operation of the AM broadcast station KPTR, 1450 kHz, Palm Springs, California, donated to the College by R & R Radio Corporation. The assets being conveyed by donor to the District are a charitable contribution for which no consideration is being paid by the District.

FISCAL IMPLICATIONS:

None.

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: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 1**

AREA: Student Success & Student Learning

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

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BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve new courses and programs for Fall 2016.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 12/7/15 Chair and Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/18/2015

AREA: Board of Trustees

ITEM #: 1

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**TITLE: 5-YEAR REVIEW OF VARIOUS BOARD POLICIES
1st READING**

BACKGROUND:

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested revisions or updates to various policies and procedures.

The following policies have been reviewed and approved by the President's Executive Cabinet.

[Details on COD Website](#)

- BP 2200 Board Duties and Responsibilities (includes a CCLC update)
- BP 2220 Committees to the Board
- BP 2305 Annual Organizational Meeting
- BP 2311 Reports at Board Meetings
- BP 2315 Closed Sessions
- BP 2320 Special and Emergency Meetings
- BP 2340 Agendas
- BP 2345 Public Participation at Board Meetings
- BP 2432 CEO Succession
- BP 2435 Evaluation of Superintendent/President (includes a CCLC update)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the revised policies as presented and accept as first reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 2**

AREA: Board of Trustees

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TITLE: BOARD MEMBER TRAVEL

BACKGROUND:

The League's Annual Legislative Conference provides a unique opportunity to connect with other advocates and learn the latest news on higher education in California. Attendees will also learn about new members of legislative committees, legislative proposals affecting colleges and student learning, and advocacy strategies for the current legislative year.

This year's conference will be held at the Sheraton Grand in Sacramento on January 31 – February 1, 2016.

FISCAL IMPLICATIONS:

Cost of full conference per person is \$495 and covers all workshop and/or conference costs. Hotel rate is \$160 per night plus tax, and flight costs will range between \$330 - \$600.

RECOMMENDATION:

Board of Trustees approves the Board Chair and Board Vice Chair attending this conference.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 1**

AREA: Administrative Services

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TITLE: RESOLUTION #121815-1 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 #121815-1 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 2**

AREA: Administrative Services

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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 18, 2015. 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
Michael O’Neill – Governing Board Member
Mary Jane Sanchez-Fulton – Governing Board Member
Bonnie Stefan – 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 Diane Wirth – 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: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 3**

AREA: Administrative Services

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TITLE: DESIGNATION OF OFF-SITE LOCATION

BACKGROUND:

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations. Starting in the Spring Semester 2016, College of the Desert will begin using the following off-site location:

- Palm Springs Community Day School located at 1350 Baristo Road, Palm Springs, CA, 92262.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the Palm Springs Community Day School, 1350 Baristo Road, Palm Springs, CA 92262, as an off-site location.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 4**

AREA: Administrative Services

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TITLE: DECLARE PROPERTY AS SURPLUS FOR DISPOSAL

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 list of items, it's been concluded that the items are nonoperational and are declared surplus and disposed of by way of local scrap yard.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees declares the list of items as surplus and disposed of by way of local scrap yard.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 1**

AREA: Student Success & Student Learning

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TITLE: STUDENT EQUITY PLAN 2015-2016

BACKGROUND:

College of the Desert’s Student Equity Plan builds on the work begun by our Superintendent/President, Dr. Joel Kinnamon, who, in January 2014, released a comprehensive “[Agenda for Advancement of Student Success and College/Community Development.](#)” One of the principal items in this agenda is the development and implementation of a student success plan, which, among other things, aims to improve students’ success in completing coursework, completing degrees and/or transferring to four-year institutions, and preparing to enter the workforce. Our Student Equity Plan is an attempt to realize this Agenda, to address the disproportionate access to higher education in our service areas, and to eliminate the disproportions in success rates of our student populations

The Chancellor’s Office requires full development and approval process for a 2015-16 Student Equity Plan.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

The Board of Trustees approves the Student Equity Plan 2015-16.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/18/2015

AREA: Board of Trustees

ITEM #: 1

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

**TITLE: REVIEW OF ADMINISTRATIVE PROCEDURE 2015
STUDENT MEMBERS**

BACKGROUND:

The following procedure has been reviewed by the President's Executive Cabinet and the College Planning Council. Minor revisions were recommended and approved.

Details on COD Website

- [AP 2015 Student Members](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the procedure for review and information as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 12/7/2015 Chair & Vice Chair Review: 12/8/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 12/18/2015
ITEM #: 2**

AREA: Student Success & Student Learning

TITLE: ACADEMIC SENATE RESOLUTIONS

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

BACKGROUND:

One-Stop Job Center: The Coachella Valley community has recommended the college create a central hub for career resources and services and the College of the Desert Foundation has asked the college to explore whether or not such a resource would be beneficial to student success and furthering the college’s mission. In response to our community’s request, the Academic Senate and College of the Desert Administration worked together to form a Discussion Group with membership from the following stakeholder groups: Students, community members, full-time faculty, adjunct faculty, classified staff, and administration. A robust and transparent dialogue resulted in the Group unanimously recommending a College of the Desert One-Stop Career Center. The College Planning Council voted to endorse the recommendations of the Group in November.

[Details on COD Website](#)

Canvas Adoption: This month, the senate passed a resolution to replace Blackboard with the Canvas Learning Management System. The Online Education Initiative (OEI), a collaborative effort among California Community College (CCC)s. The OEI Partnership, sponsored by the Chancellor’s Office, has chosen Canvas as the recommended platform for delivering online classes and will be covering the costs for four years and then offering Canvas at a discounted rate thereafter. Canvas was selected for the CCC’s after an extensive review by the Academic Senate CCC, and OEI Pilot schools which included administrators, faculty and students.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 12/7/15 Chair and Vice Chair Review: 12/8/2015
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