



# 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 19, 2014**  
**TIME: 9:30 A.M.**  
**LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA**  
**CRAVENS MULTI-PURPOSE ROOM**

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

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

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

**II. SWEARING IN OF TRUSTEES**

1. Becky Broughton
2. Aurora Wilson

**III. ORGANIZATION FOR 2015**

**A. APPOINTMENT 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

**IV. 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 19, 2014, with any additions, corrections, or deletions.**

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

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

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

2. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:** Section 54956.9 (d)(2/3/4) Specify number of potential cases: 6

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

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

a. **HUMAN RESOURCES** – Leadership Contracts

b. **PUBLIC EMPLOYEE APPOINTMENT**

(Government Code Section 54957)

Title: 1. Director of Financial Aid

2. Executive Director of Educational Technology

c. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

• Superintendent/President

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

Closed session report (if any)

**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. BOND FINANCING UPDATE (10:30) – Adam Bauer, Fieldman, Rolapp & Associates**

**IX. INTRODUCTION OF NEW FULL-TIME STAFF**

**X. APPROVE THE MINUTES OF:**

Regular meeting of November 20, 2014. ([Details on COD Website](#))

**XI. REPORTS**

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

**XII. 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. Employment Group C Appointments
- 2. Employment Group A Appointments
- 3. Working Out of Class
- 4. Extension of Assignment
- 5. Resignation/Retirement
- 6. Approval of Agreement between the Desert Community College District (DCCD) and the College of the Desert Adjunct Association (DCCD)
- 7. Early Retirement Incentive Program

8. Approval of Vice President Human Resources & Labor Relations Job Description

**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. Gifts/Donations to the District
6. Amendments to Contracts – Measure B Bond Projects
7. Change Orders – Measure B Bond Projects
8. Notice of Completion – Measure B Bond Projects
9. Budget Transfers

**C. STUDENT SUCCESS AND STUDENT LEARNING**

1. Approval of Curriculum Modifications for Fall 2015

**XIII. ACTION AGENDA**

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

**B. HUMAN RESOURCES**

**C. ADMINISTRATIVE SERVICES**

1. Public Hearing Regarding Energy Conservation Contract
2. Adoption of Resolution #121914-1 Energy Conservation Project and Authorization to Enter Energy Services Agreement with Jackson Electric
3. Certification of Signatures
4. 2013-2014 Audit Reports
5. Receive Actuarial Study of Retiree Health Liabilities

**D. STUDENT SUCCESS & STUDENT LEARNING**

1. Approval of the 2014-15 College of the Desert Catalog Addendum

**XIV. STUDY SESSION**

Annual review of the 2014 Scorecard – Dr. Daniel Martinez, Director,  
Institutional Research

**XV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**BACKGROUND:**

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

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

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

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

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

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

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 2**

**AREA:** Human Resources

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: EMPLOYMENT GROUP A APPOINTMENTS**

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**BACKGROUND:**

**Classified**

1. Carolyn Johnson has been appointed to a vacant, part-time position as Student Center Assistant effective 11/10/14. Placement at Range 7, step 1 on the Classified Salary Schedule.
2. Rebecca Martinez has been appointed to a vacant, part-time position as CalWORKS Assistant, effective 11/17/14. Placement at Range 8, step 1 on the Classified Salary Schedule.

**Educational Administrator**

3. Danielle Kroll has been appointed to a vacant position as Director, Library & Learning Resources, effective 11/3/14. Placement at Range IX, step 7 on the Leadership Salary Schedule.

**FISCAL IMPLICATIONS:**

1. This position is funded by restricted funds.
2. This position is funded by restricted funds.
3. This position is funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies/approves appointments as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 3**

**AREA:** Human Resources

**TITLE: WORKING OUT-OF-CLASS**

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

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**BACKGROUND:**

1. Jennifer Julian has temporarily assumed more senior duties of IEP and IEA programs until the Sr. Program Specialist position is filled.
2. Matthew Housewright has been acting as a Lead on day shift while the supervisor was out on medical leave and then retirement.

**FISCAL IMPLICATIONS:**

1. This position is funded with restricted funds.
2. This position is funded with unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the working out-of-class as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 4**

**AREA:** Human Resources

**TITLE: EXTENSION OF ASSIGNMENT - CLASSIFIED**

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

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**BACKGROUND:**

To provide a temporary extension of assignment for Tessie Cervantes, Patricia Espinosa, Angie Juarez, Kerri Phillips, Gabriela Rico-Ortega, Marisela Rosales, and Blanca Zazueta.

**FISCAL IMPLICATIONS:**

These positions are fully funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the extension of assignment as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 5**

**AREA:** Human Resources

**TITLE: RESIGNATION/RETIREMENT**

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

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**BACKGROUND:**

Ms. Julie Carlson has resigned her position as Executive Administrative Assistant, Classified, effective 11/26/14.

Mr. Christopher Madigan will retire from his position as Director, Public Safety Academy effective 6/30/15.

**FISCAL IMPLICATIONS:**

These positions are funded with unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the resignation and retirement as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 6**

**AREA:** Human Resources

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

**TITLE: APPROVAL OF AGREEMENT BETWEEN THE  
DESERT COMMUNITY COLLEGE DISTRICT (DCCD) AND THE  
COLLEGE OF THE DESERT ADJUNCT ASSOCIATION (CODAA)**

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**BACKGROUND:**

On August 7, 2014, a Tentative Settlement Agreement was reached between Desert Community College District and College of the Desert Adjunct Association. This term of this agreement is July 1, 2014 through June 30, 2017. Included in the settlement agreement was the request for the parties to work together to clean up outdated contract language. This process has been completed and mutually agreed upon and the contract is now presented to the Board of Trustees for ratification.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

The Agreement will be covered by the current budget.

**RECOMMENDATION:**

Board of Trustees ratifies the Agreement as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 7**

**AREA:** Human Resources

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**TITLE: EARLY RETIREMENT INCENTIVE PROGRAM**

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**BACKGROUND:**

The District is considering providing an early retirement incentive to its employees who meet certain criteria (primarily age and years in service at the college). The District has not made a final determination regarding whether to provide the incentive. That decision will be made after we know the number of people who would accept the incentive and we have made our final cost/benefit analysis. Once the district has determined which employees are eligible, a letter will be sent out to those eligible employees. This letter will contain the basic information related to the incentive.

**FISCAL IMPLICATIONS:**

To be determined.

**RECOMMENDATION:**

Board of Trustees approves the continued exploration of this program.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 8**

**AREA:** Human Resources

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: NEW JOB DESCRIPTION: VICE PRESIDENT  
HUMAN RESOURCES & LABOR RELATIONS**

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**BACKGROUND:**

The Vice President, Human Resources and Employee Relations is a Classified Administrator designated by the Board of Trustees of the Desert Community College District. The Vice President is charged by the Board of Trustees with satisfactory implementation of Board policy and district or college procedures as applicable to the position. Under the direction of the Superintendent/President, the Vice President is responsible for management and operation of all human resources and employee relations functions of the college and for developing and recommending policy, goals, and objectives for human resources.

The Vice President, Human Resources and Employee Relations is responsible for leadership, planning, organizing, directing, supervising, and evaluating the activities of the Office of Human Resources; collective bargaining and contract administration for classified and academic employees; liaison with legal and regulatory agencies; supports staff development campus-wide, wellness activities, and tolerance and cultural awareness efforts, retirement preparation and other activities related to a comprehensive Human Resources Office; and training.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

This position is funded by unrestricted funds.

**RECOMMENDATION:**

Approve the new job description as presented.

<b>Administrator Initiating Item:</b> <b>Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 12/8/2014</b> <b>Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 1**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

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

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

In the aggregated amount of \$350,941.77 as presented. [Details on COD Website](#)

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

There are no items to report this month.

C. Contracts in excess of \$25,000

In the aggregated amount of \$153,500.00 as presented. [Details on COD Website](#)

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

In the aggregated amount of \$1,159,364.99 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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 12/8/2014</b> <b>Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: WARRANTS**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees ratifies the warrants in the amount of \$2,148,160.57 as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 3**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

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

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

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 12/8/2014</b> <b>Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #5**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies Payroll #5 in the amount of \$3,362,209.02 as follows:

Certificated:	\$2,211,667.58
Classified:	<u>\$1,150,541.44</u>
	\$3,362,209.02

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014</b> <b>Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 5**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

- 20 hardback books of various artists donated to the School of Arts and Sciences by Ms. Marge Shada, Palm Desert, CA. These books will be utilized by art students.
- Art books and catalogues donated to the School of Arts and Sciences by the Clinton Hill/Allen Tran Foundation, Rancho Mirage, CA. These books and catalogues will be utilized by students and faculty.
- 50 bags of Peat Moss soil conditioner donated to the School of Applied Sciences and Business by Headstart Nursery, Mecca, CA. This item will be utilized for amending the garden soils.

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District's budget.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell
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<b>Cabinet Review &amp; Approval: 12/8/2014</b> <b>Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/12/2014  
ITEM #: 6**

**AREA:** Administrative Services

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

**TITLE: AMENDMENTS TO CONTRACTS – MEASURE B  
BOND PROJECTS**

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**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 the COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/9/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 7**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: CHANGE ORDERS – MEASURE B BOND  
PROJECTS**

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**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.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 8**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

1. The contract with Risher Sutherland, Inc. dba United Contractors for the Athletic Facilities Project – Flashing and Sheet Metal is complete as of October 13, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with Pro Installations, Inc. dba ProSpectra Contract Flooring for the Athletic Facilities Project – Polished Concrete is complete as of October 13, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
3. The contract with Pacific Western Communications, Inc. for the Athletic Facilities Project – Structured Cabling is complete as of October 13, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
4. The contract with Johnson Flooring, Inc. for the Athletic Facilities Project – Sprung Wood Flooring is complete as of October 13, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
5. The contract with Inland Pacific Tile, Inc. for the Athletic Facilities Project – Tile is complete as of October 13, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
6. The contract with Coutts Heating & Cooling, Inc. for the East Valley Campus – Indio Project – Mechanical Systems is complete as of October 30, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

**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.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 9**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: BUDGET TRANSFERS**

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**BACKGROUND:**

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

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014**

**Item #: 1**

**AREA:** Student Success & Student Learning

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| <input type="checkbox"/> <b>ACTION</b>             |
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**TITLE: APPROVAL OF CURRICULUM  
MODIFICATIONS FOR FALL 2015**

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**BACKGROUND:**

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2015. ([Details on COD website](#))

**FISCAL IMPLICATIONS:**

There is no cost to the District

**RECOMMENDATION:**

The Board of Trustees approves the curriculum modifications for Fall 2015.

<b>Administrator Initiating Item:</b> Anna Davies	<b>Cabinet Review &amp; Approval: 12/8/14</b> <b>Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 1**

**AREA:** Administrative Services

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**TITLE: PUBLIC HEARING REGARDING ENERGY  
CONSERVATION CONTRACT**

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**BACKGROUND:**

The Board of Trustees will consider adopting a resolution addressing electrical utility cost savings the District will realize by the development, construction and operation of one (1) “energy conservation measure” and the authorization for District staff to negotiate the terms of the Energy Conservation Contract. The energy conservation measure includes the installation of a Lighting Retrofits and Lighting Controls Upgrades project, which includes the removal and replacement of existing high pressure sodium lighting in walkways and parking lots and installing lighting control systems to fluorescent fixtures which are mounted on the District’s PV carports on the College of the Desert Campus.

**FISCAL IMPLICATIONS:**

Identified in Administrative Services Action Item #2.

**RECOMMENDATION:**

Board of Trustee holds a public hearing concerning the adoption of Resolution 121914-1 Energy Conservation Project and Authorization to Enter into Energy Services Agreement with Jackson Electric.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 2**

**AREA:** Administrative Services

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**TITLE: ADOPTION OF RESOLUTION #121914-1 - ENERGY  
CONSERVATION PROJECT AND AUTHORIZATION TO ENTER ENERGY  
SERVICES AGREEMENT WITH JACKSON ELECTRIC**

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**BACKGROUND:**

On November 6, 2012, Proposition 39 was passed by the voters that will provide energy efficient project funds for California K-12 and community colleges for a period of five years. Desert Community College District has been awarded Proposition 39 funds in addition to qualifying for possible energy rebates through the California Community Colleges Investor Owned Utilities (CCC/IOU) program. An LED retrofit and Lighting Controls project was submitted to the CCC/IOU to qualify for Year 2 Proposition 39 funding. This project was identified as an energy efficient project and reviewed in partnership with the CCC/IOU, Southern California Edison and the Gas Company to deem the project eligible. The CCC/IOU reviewed the District's application. Proposition 39 funds in the amount of \$210,393 have been allocated and received by the District for the project. Other current estimated energy saving rebates from utilities is approximately \$68,965.47. As a condition of receiving the Proposition 39 funds, the project must be completed by June 30, 2015 and will need to comply with all state mandates for procurement, expenditure reporting and auditing requirements.

**ANALYSIS:**

A further condition of receiving funding from Proposition 39 is that the District is required to undertake a procurement method that complies with the Proposition 39 guidelines for implementation of projects. The District is in compliance with the Proposition 39 guidelines by undertaking a two-step process for solicitation of proposals from vendors. The district has undertaken a Request for Qualifications and Proposals in compliance with Government Code Sections 4217.10-4217.18.

The District received proposals from 3 firms for the project. A panel of 4 committee members reviewed the proposals and follow up questioning with two firms provided additional details of schedule, scope and pricing. Utilizing a best value criteria and evaluation of providers, understanding of scope and the ability to meet the schedule of completion, it was determined Jackson Electric is the best qualified provider. The evaluation has been completed in compliance with Public Contract Code 20133(c)(1) including compliance with Proposition 39 and Government Code 4217.10 - 4217.18. The RFP, resolution and agreement have been reviewed and approved by legal counsel Public Agency Law Group.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The total cost of the agreement is \$355,300.00. This project is funded by Proposition 39 and District redevelopment funds, with utility rebates expected.

**RECOMMENDATION:**

Board of Trustees adopts adopt Resolution #121914-1 Energy Conservation Project and Authorization to Enter into energy Services Agreement with Jackson Electric.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014</b> <b>Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 3**

**AREA:** Administrative Services

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**TITLE: CERTIFICATION OF SIGNATURES**

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**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 19, 2014. 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:

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

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

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: 2013-2014 AUDIT REPORTS**

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**BACKGROUND:**

Board action is required to accept the reports of the District's auditors, Vavrinek, Trine, Day & Co., LLP, for the 2013-2014 fiscal year for the District and the 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 2013-2014 audit reports for the District and Measure B Bond Financial and Performance audits for study and discussion.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014  
ITEM #: 5**

**AREA:** Administrative Services

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

**TITLE: RECEIVE ACTUARIAL STUDY OF RETIREE  
HEALTH LIABILITIES**

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**BACKGROUND:**

Governmental Accounting Standards Board (GASB) Standards 43 and 45 requires District's to complete an actuarial study every two years to report other post employment benefits (OPEB). The District engaged Total Compensation Systems, Inc. (ICS) to analyze liabilities associated with its current retiree health program as of April 1, 2014 (the valuation date).

This actuarial study is intended to serve the following purposes: 1) To provide information to enable College of the Desert to manage the costs and liabilities associated with its retiree health benefits; 2) To provide information to enable College of the Desert to communicate the financial implications of retiree health benefits to internal financial staff, the Board, employee groups and other affected parties; and 3) To provide information needed to comply with Governmental Accounting Standards Board Accounting Standards 43 and 45 related to "other post employment benefits" (OPEB's).

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

This report does not reflect any cash benefits paid unless the retiree is required to provide proof that the cash benefits are used to reimburse the retiree's cost of health benefits. Costs and liabilities attributable to cash benefits paid to retirees are reportable under Governmental Accounting Standards Board (GASB) Stands 25/27.

**RECOMMENDATION:**

Board of Trustees receives the Actuarial Study of Retiree Health Liabilities as of April 1, 2014.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/8/2014 Chair &amp; Vice Chair Review: 12/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/19/2014**

**AREA:** Student Success & Student Learning

**ITEM #: 1**

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

**TITLE: APPROVAL OF THE 2014-15 COLLEGE OF THE  
DESERT CATALOG ADDENDUM**

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**BACKGROUND:**

Board action is required to approve the addendum to the Catalog. ([Details on COD Website](#))

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve 2014-15 College of the Desert Catalog Addendum

<b>Administrator Initiating Item:</b> Anna Davies
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<b>Cabinet Review &amp; Approval: 12/8/2014</b> <b>Chair &amp; Vice Chair Review: 12/10/2014</b>
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