



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, FEBRUARY 10TH, 2017
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of February 10th, 2017 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, and/or following the open session if additional time is needed.

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

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

2. **PERSONNEL**

A. DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT

(Government Code Section 54957)

B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

- Superintendent/President

3. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**
Section 54956.9 (d)(2/3/4) Specify number of potential cases: 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, 502-190-017, 502-190-020, 611-211-013, 611-211-014, 611-211-019, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 759-060-024

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

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

Closed session report (if any)

V. **PUBLIC UPDATES**

VI. **PUBLIC COMMENTS:** PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE “REQUEST TO ADDRESS THE BOARD” FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD.

VII. **INTRODUCTION OF STAFF**

VIII. **APPROVE THE MINUTES OF:**

Minutes from November 16th and December 16th.

IX. **REPORTS**

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. ACADEMIC SENATE

- D. C.O.D.F.A.
- E. C.O.D.A.A.
- F. C.S.E.A.
- G. GOVERNING BOARD
- H. SUPERINTENDENT/PRESIDENT

X. CONSENT AGENDA: All items on the Consent Agenda will be considered for approval by a single vote without discussion. Any Board member may request that an item be pulled from the Consent Agenda to be discussed and considered separately in the Action Agenda.

A. BOARD OF TRUSTEES

- 1. Proclamation – National Athletic Training Month
- 2. Proclamation – Women’s History Month

B. HUMAN RESOURCES

- 1. Personnel Items
- 2. New Job Description: Dean, Counseling Services

C. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #7
- 5. Out-of-State/Country Travel
- 6. Budget Transfers
- 7. Amendment to Contract – Measure B Bond Project
- 8. Change Orders – Measure B Bond Project
- 9. 2016-2017 CCFS-311Q/Quarterly Financial Status Report
- 10. Gifts/Donations to the District

D. STUDENT LEARNING

- 1. Updated Program Narratives
- 2. Approval of 2016-2017 College of the Desert Catalog Addendum 4

XI. ACTION AGENDA

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

B. HUMAN RESOURCES

1. Initial Proposal, Public Hearing, and Acknowledgement of Proposal from the College of the Desert Faculty Association (CODFA) to the Desert Community College District (DCCD)
2. Tenure Track Contract Approval
3. Granting of Tenure - Faculty

C. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Declare Property as Surplus
3. Board Policy 6350 Debt Management – 2nd Reading

XII. INFORMATION ITEMS

A. BOARD OF TRUSTEES

1. Administrative Procedure 2735 & Board Policy 2735; Board Member Travel

XIII. STUDY SESSION

1. General Obligation Refunding Bonds Finance Plan Presentation by Adam Bauer, Fieldman, Rolapp & Associates
2. President's Annual Report
3. Board Self-Evaluation Instrument

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONTINUED if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 1**

AREA: Board of Trustees

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TITLE: PROCLAMATION – NATIONAL ATHLETIC TRAINING MONTH

BACKGROUND:

National Athletic Training Month is held every March in order to spread awareness about the important work of athletic trainers.

The 2017 slogan is “Your protection is our priority.”

[Details on COD Website](#)

FISCAL IMPLICATION:

None.

RECOMMENDATION:

The Board of Trustees proclaim the month of March as “National Athletic Training Month”.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 2**

AREA: Board of Trustees

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TITLE: PROCLAMATION – WOMEN’S HISTORY MONTH

BACKGROUND:

Women’s History Month is an annual declared month worldwide that highlights the contributions of women to events in history and contemporary society. It is celebrated during March in the United States.

[Details on COD Website](#)

FISCAL IMPLICATION:

None.

RECOMMENDATION:

The Board of Trustees proclaim the month of March as “Women’s History Month”.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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

Name	Position	Department	Effective
Appointments			
Classified			
Carolyn Johnson	Instructional Support Assistant/Desert Hot Springs	Academic Skills Center	1/23/2017
Faculty			
Jeffrey Azer	Culinary Arts	Applied Science & Business	1/26/2017
Jermaine Cathcart	Sociology	Arts & Social Sciences	1/26/2017
Jeffrey Gunn	Temp FT, Sociology	Arts & Social Sciences	1/30/17
Laurilie Jackson	Radio/TV	Arts & Social Sciences	1/26/2017
Donna Troy Wangler	Temp FT, Math	Math & Science	1/26/2017-5/26/2017
Mariana Zepeda	Temp FT Counselor, International Education Program	International Education Program	1/26/2017-5/26/2017
Leadership			
Carol Lasquade	Interim Director, EOPS, CARE & CalWORKS & Foster Youth	Student Success	12/19/2016-5/26/2017

Separations			
Matthew Hoeffner	Testing Services Tech	PaCE	1/31/2017
Ruben Martinez	Custodian-Indio Campus	Maintenance & Operations	1/31/2017
Britney Miller	Instructional Support Assistant	TASC	2/23/17
John Williams	Lead Security Officer	Public Safety Department	2/10/17
Mariana Zepeda	Admissions & Records Technician	Admissions & Records	1/25/2017

Temporary Assignment

Extension of Assignment			
Richard Burns	Temp FT Faculty-Geology	Math & Science	1/25/2017-5/26/2017
Steinar Johansen	Temp FT Faculty-Math	Math & Science	12/16/2016-1/25/2017
Increase in Hours			
John Bratton	Instructional Support Assistant	Math & Science	1/4/2017-1/25/2017
Sheila Koenig	Instructional Support Assistant	Math & Science	1/4/2017-1/25/2017
Carolina Martinez	Secretary, Bilingual	Upward Bound	1/17/2017-5/31/2017
Ricardo Rocha	Testing Services Technician	Assessment Center	1/23/2017-1/30/2017
Substitute			
Laura Alvarez-Herrera	Secretary, Bilingual	Mecca Thermal Campus	12/14/2016
Maia Blough	Custodian	Maintenance & Operations	2/1/2017-5/1/2017
Alejandra Lopez	Secretary, Bilingual	Indio	2/3/2016-2/23/2017
Lawrence Montez	IT Technician	Information Technology	1/19/2017-4/27/2017
Genesis Nunez	CDC Specialist	Child Development Center	1/27/2017-2/28/2017
Working Out of Class			
Michael Gayle	System Specialist	Information Technology	1/17/2017
Robert McKay	System Specialist	Information Technology	1/17/2017

Temporary Employment Agreements (Current Employee Y/N)

Keegan Anglim	Y	Music 99 Private Lessons	Social Sciences & Arts	9/5/2016-12/8/2016
David Bashore	Y	Public Speaking Workshop	PaCE	4/1/2017-4/30/2017
Theodore Paul Bauer	N	Assistant Men's Tennis Coach	Athletics	12/18/2016-6/30/2017
Tim Bruneau	Y	Music 99 Private Lessons	Social Sciences & Arts	9/5/2016-12/8/2016
Michael Burke	N	Assistant Baseball Coach	Athletics	12/20/2016-6/30/2017
Mikael Jacobson	Y	Instrumentalist, Little Shop of Horrors	Social Sciences & Arts	10/19/2016-10/30/2016

Jacob Kevari	Y	Program & Code Evaluation	Applied Science & Business	2/2/2017 – 3/1/2017
Saul Martinez	Y	Career Exploration	Upward Bound	1/4/2017-5/13/2017
Janet Miller	N	Director/Choreographer	Social Science/Arts	3/1/2017-4/30/2017
Sarah Mosley	Y	Facilitate “Very Important Director’s Group”	Early Childhood Education	1/30/2017-6/1/2017
Andrew Perez	N	Men’s Golf Coach	Athletics	1/30/2017-6/30/2017
Jorge Perez	Y	Math Instruction	Upward Bound	1/4/2017-5/13/2017
Allen Scott Ventura	Y	Accreditation Standards Chair	Institutional Effectiveness & Planning	1/5/2017-6/30/2017

Department Chairs

Gary Bergstrom	Communication	Communication	1/1/2017-5/26/2017
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Volunteers

Shawn Nicholson	Veterans Department
Martin H. Flores	Veterans Department
Luis Cornejo Miramontes	Veterans Department
Guadalupe Quintana Salazar	Veterans Department

Adjunct Instructors

Spring 2017

Mikhail Asheroff	Physics
Karen Bartels	Math & Geology
Craig Doussett	Health Science
Sharet Garcia	Counselor, Upward Bound
Nikki Giuseffi	English as a Second Language Non-Credit
Alexis Grinbold	Art
Roy Hernandez	Biology
Craig Howard	Agriculture
Nicholas LaPointe	Kinesiology
Suzanne Lawrence	Kinesiology
Josephine Mayo	English as a Second Language Non-Credit
Morgan McIntosh	Kinesiology
Kenneth Meler	Agricultural Business
Torrey Nyborg	Geology
Erin Richardson	Art 2D
Vanessa Rojo	Kinesiology

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/10/2017

ITEM #: 2

AREA: Human Resources

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TITLE: NEW JOB DESCRIPTION - LEADERSHIP

BACKGROUND:

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

- Dean, Counseling Services

[Details on COD Website](#)

FISCAL IMPLICATIONS:

This position is budgeted.

RECOMMENDATION:

Board of Trustees approves the job description as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
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 **December 26, 2016 – January 25, 2017** as follows:

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

In the aggregated amount of \$412,471.24, as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$50,500.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$798,217.40, 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: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 2**

AREA: Administrative Services

TITLE: WARRANTS

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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 \$2,492,955.31, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/10/2017

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: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #7

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 #7 in the amount of \$4,103,665.29, as follows:

Certificated:	\$2,620,013.21
Classified:	<u>\$1,483,652.08</u>
	\$4,103,665.29

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE/COUNTRY 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/country travel requests for the individuals listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 6**

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: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 7**

AREA: Administrative Services

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TITLE: AMENDMENT TO 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 the COD Website](#)

FISCAL IMPLICATIONS:

Projects are funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 8**

AREA: Administrative Services

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TITLE: CHANGE ORDER – MEASURE B BOND PROJECT

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 Order listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 9**

AREA: Administrative Services

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**TITLE: 2016-2017 CCFS-311Q/QUARTERLY FINANCIAL
STATUS REPORT**

BACKGROUND:

The 2016-2017 CCFS-311Q / Quarterly Financial Status Report for the second quarter ending December 31, 2016 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the District's second Quarterly Financial Status Report for 2016-2017.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 10**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

Mr. Ivoj Kudrnac of Palm Desert, CA, has generously agreed to donate \$725,000.00 to the District for the purchase of a PlanWave Instruments 1-meter PW1000 Telescope and an Astrohaven Dome for the Observatory Project. This donation is in addition to the July 2016 donation of a PlanWave Instruments CDK17 observatory telescope and a cash donation of \$20,000.00 to help fund the observatory.

The PW1000 is a complete 1-meter observatory-class telescope featuring a direct drive altitude-azimuth (Alt-Az) mounting system designed and engineered by PlaneWave. With a diffraction-limited 100mm image circle, the PW1000 is designed to excel at imaging on the largest format CCD cameras available today. Light-weighted optics are made of zero expansion fused silica materials for excellent thermal stability and maximum throughput. The dual Nasmyth ports allow two instruments to be installed simultaneously, and a computer-controlled M3 mirror allows either instrument to be remotely selected in seconds. With direct drive motors, high resolution encoders, zero backlash and no periodic error, the PW1000 sets a new standard in 1-meter class observatory telescopes. The 16-foot Astrohaven Dome includes a powered opening system that allows push button control or computer interface for remote operation.

FISCAL IMPLICATIONS:

There are no costs to the District.

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: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 1**

AREA: Student Learning

TITLE: UPDATED PROGRAM NARRATIVES

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BACKGROUND:

As a consequence of the Strong Workforce Program and our own two-year analysis of labor market information, the CTE programs are updating programs and program narratives. The attached programs are now up-to-date.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees approves updated program narratives.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/10/2017

AREA: Student Learning

ITEM #: 2

**TITLE: APPROVAL OF 2016-2017 COLLEGE OF
THE DESERT CATALOG ADDENDUM 4**

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BACKGROUND:

Board action is required to approve Addendum 4 to the Catalog.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves 2016-2017 College of the Desert Catalog Addendum 4, effective Spring 2017.

Administrator Initiating Item: Pamela Ralston	Cabinet Review & Approval: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 1**

AREA: Human Resources

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**TITLE: INITIAL PROPOSAL, PUBLIC HEARING, AND ACKNOWLEDGEMENT
OF PROPOSAL FROM THE COLLEGE OF THE DESERT FACULTY
ASSOCIATION (CODFA) TO THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD)**

BACKGROUND:

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

The College of the Desert Faculty Association’s initial proposal to the Desert Community College District is agendized as a public document, see below. At the Board of Trustee’s meeting on February 10, 2017, there will be a public hearing on the Faculty Association’s proposal to the Desert Community College District, and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

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

Article 8: Compensation

Article 10: Health and Welfare Benefits

Article 11: Leaves

Article 12: Hours of Service

Article 14: Distance Learning

Appendix B: Salary Placement

Appendix G: Load Banking Policies

New Topics:

- Reduced cost to unit members using Child Care Center
- Reduced tuition for dependents of unit members

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

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

Recommendation No. 2: Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to "acknowledge" the Faculty Association's proposal.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 2**

AREA: Human Resources

TITLE: FACULTY - TENURE REVIEW

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

BACKGROUND:

To approve the recommendations from the Tenure Review process for faculty members:

Second Year Contract

That the following faculty members be recognized as successfully completing their first year in the Tenure Review Process and be granted a second-year contract effective the 2017-2018 academic year:

Name	Position	Department
Maria Avalos	Instructor, Early Childhood Education	School of Health Sciences and Education
Victoria Curry	Counselor, Disabled Students Programs & Services	Student Access and School Relations
Veronica Daut	Counselor, General Counseling	Student Access and School Relations
Sally Kalpakoff	Instructor, Mathematics	School of Arts and Science
Monica Lopez	Counselor, General Counseling	Student Access and School Relations
Angel Meraz	Counselor, Athletics	Student Access and School Relations
Thomas O'Grady	Instructor, American Sign Language	School of Communications and Humanities
Jorge Perez	Instructor, Mathematics	School of Arts and Science
Jose Pablo Romero	Computer Information Systems	School of Applied Sciences and Business
Christine Schaefer	Counselor, General Counseling	Student Access and School Relations
Michael Silveira	Instructor, Biology	School of Arts and Science
Adam Uhlhorn	Counselor, Disabled Students Programs & Services	Student Access and School Relations
Eduardo Vaca	Environmental Horticulture & Turfgrass Management	School of Applied Sciences and Business

Third-Fourth Year Contract

That the following faculty members be recognized as successfully completing their second year in the Tenure Review Process and be granted a third-fourth year contract effective the 2017-2018 academic year:

Name	Position	Department
Eliu Benavides	Instructor, History	School of Arts & Sciences
Amber Black	Instructor, Sociology	School of Arts & Sciences
Carl Christman	Instructor, Speech	School of Communications and Humanities
Oceana Collins	Instructor, History	School of Arts & Sciences
Maria Elena Diaz	Instructor, Speech	School of Communications and Humanities
Ahmed Elshafie	Instructor, Physics	School of Arts and Science
Brian Fotinakes	Instructor, English	School of Communications and Humanities
Ramiro Galicia	Instructor, HVAC	School of Applied Sciences and Business
Robert Guinn	Instructor, Chemistry	School of Arts and Science
Lisa Kinsey	Instructor, Nursing	School of Health Sciences and Education
Christine Melton	Instructor, Chemistry	School of Arts & Science
Corbyn Voyu	Instructor, English	School of Communications and Humanities

FISCAL IMPLICATIONS:

Positions are fully funded.

RECOMMENDATION:

Board of Trustees approves the recommendations from the Tenure Review process as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 3**

AREA: Human Resources

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

TITLE: GRANTING OF TENURE - FACULTY

BACKGROUND:

To formally grant tenure status to the following individuals on July 1, 2017

Name	Position	Department
Courtney Doussett	Instructor, Kinesiology	School of Health Sciences and Education
Alexa Sawa	Instructor, Biology	School of Arts and Science

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves tenure status as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 1**

AREA: Administrative Services

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

TITLE: BUDGET REVISIONS

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 2**

AREA: Administrative Services

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

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 list of items, it's been concluded that the items are valued less than \$5,000.00 and are either nonoperational, have been replaced or the item is no longer suitable for District use. The list of items are 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 items 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 and Approval: 1/31/2017 Chair and Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 3**

AREA: Administrative Services

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

TITLE: BOARD POLICY 6350 DEBT MANAGEMENT – 2nd Reading

BACKGROUND:

Senate Bill 1029 was signed by Governor Brown on September 12, 2016. This Senate Bill requires local agencies, including community colleges, to certify that they have adopted local debt policies and that each contemplated debt issuance is consistent with those adopted policies.

Staff has been working with legal counsel over the past several months to develop a policy that addresses the requirements included in the legislation which are:

- The purposes for which the debt proceeds may be issued;
- The types of debt that may be issued;
- The relationship of the debt to, and integration with, the issuer’s capital improvement program or budget, if applicable;
- Policy goals related to the issuer’s planning goals and objectives; and
- The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt will be directed to the intended use.

First reading of this Policy was presented at the January 19, 2017 Board Meeting.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves the Debt Management Policy for 2nd reading.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/10/2017
ITEM #: 1**

AREA: Board of Trustees

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

**TITLE: REVIEW OF ADMINISTRATIVE PROCEDURE & BOARD POLICY
2735 - BOARD MEMBER TRAVEL**

BACKGROUND:

Review of Administrative Procedure 2735 and Board Policy 2735.

[Details on COD Website](#)

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/31/2017 Chair & Vice Chair Review: 2/2/2017
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