



# Agenda

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

## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE: FRIDAY, MARCH 16<sup>th</sup>, 2018**

**TIME: 9:30 AM**

**LOCATION: COACHELLA VALLEY ECONOMIC PARTNERSHIP  
ROOM 143 | BOARD ROOM  
3111 E TAHQUITZ WAY  
PALM SPRINGS, CA 92262**

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

### **II. COMMENTS FROM THE PUBLIC**

Persons who wish to speak to the board 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 not already on the agenda 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. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.

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.

### **III. AGENDA**

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

**B. CONFIRMATION OF AGENDA** Approve the agenda of the Regular Meeting of March 16<sup>th</sup>, 2018 with any additions, corrections, or deletions.

**IV. CLOSED SESSION** 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, and/or following the open session if additional time is needed. Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

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

**2. PERSONNEL**

**A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

Superintendent/President

**B. DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT:**

(Government Code Section 54957)

**3. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:**  
(Per Government Code § 54956.9 (a)) – DESERT COMMUNITY COLLEGE DISTRICT v. YTC INVESTMENTS, LLC, et al. San Bernardino County Case No. CIVDS1700496.

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

**5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669-330-047, 508-100-024, 611-211-013, 611-211-014, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 687-040-035, 759-060-024, 611-221-001

**Agency Negotiator or Designee:** Dr. Joel L. Kinnamon

**V. OPEN SESSION** (10:30 AM)  
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. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.

**VIII. INTRODUCTION OF STAFF**

**IX. APPROVAL OF MINUTES** - Minutes from January 19<sup>th</sup>, 2018 and February 9<sup>th</sup>, 2018.

**X. REPORTS**

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

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

**A. BOARD OF TRUSTEES**

1. Proclamation – National Library Week
2. Board Policy Review – 1<sup>st</sup> Reading
  - BP 1100.1 Desert Community College District locations
  - BP 4040 Library and Learning Support Services

**B. HUMAN RESOURCES**

1. Personnel Items
2. New Job Descriptions – Classified

**C. ADMINISTRATIVE SERVICES**

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

**D. STUDENT LEARNING**

1. Courses and Programs Approved by Curriculum Committee AY 2017-2018

**XII. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Board Member Travel

**C. PRESIDENT**

1. Post Sabbatical Leave Verbal Reports
  - Wendy Ansley, Associate Professor, Kinesiology
  - Ed Reed, Associate Professor, Speech

**D. HUMAN RESOURCES**

1. Presentation of the Initial Proposal from the California School Employees Association (CSEA), Chapter 407, to the Desert Community College District (DCCD)

**E. ADMINISTRATIVE SERVICES**

1. Budget Revisions
2. Resolution #031618-1 Temporary Loan

**XIII. INFORMATION AGENDA**

**A. PRESIDENT**

1. Administrative Procedure Review AP 4040 Library and Learning Support Services

**XIV. STUDY SESSION**

1. Board Self Evaluation Instrument
2. California Community College Trustees Elections

**XV. FUTURE AGENDA ITEMS**

**XVI. CLOSED SESSION (CONTINUED if needed)**

**XVII. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: PROCLAMATION – NATIONAL LIBRARY WEEK**

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**BACKGROUND:**

National Library Week will be observed April 8<sup>th</sup>-14<sup>th</sup>, 2018 with the theme, “Libraries Lead.”

According to the 61<sup>st</sup> Edition of the Library and Book Trade Almanac, the College of the Desert is one of 1,139 community college libraries or one of 3,703 academic libraries in the United States, which will be celebrating, with many programs. Libraries are more than warehouses for books. Libraries are about connecting people with ideas, resources and technology. The College of the Desert librarians are proud to collaborate with faculty to provide instruction to students in information literacy and retrieval.

First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association and libraries across the country each April. The Board of Trustees at the College of the Desert celebrates libraries of all types in conjunction with the American Library Association. We salute staff that is dedicated in providing free access, information, and empowering our students with resources.

[Details on COD Website](#)

**FISCAL IMPLICATION:**

No cost to the District.

**RECOMMENDATION:**

The Board of Trustees proclaim the week of April 8<sup>th</sup>-14<sup>th</sup>, “National Library Week.”

<b>Administrator Initiating Item:</b> Joel L. Kinnamon	<b>Cabinet Review &amp; Approval: 3/6/2018</b> <b>Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 2**

**AREA:** Board of Trustees

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

**TITLE: BOARD POLICY REVIEW – 1<sup>st</sup> READING**

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**BACKGROUND:**

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

BP 1100.1 Desert Community College District Locations - [Details on COD Website](#)

BP 4040 Library and Learning Support Services - [Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the board policies for a first reading.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 3/6/2018 Chair and Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 1**

**AREA:** Human Resources

**TITLE:** PERSONNEL ITEMS

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

**DEFINITIONS OF PERSONNEL ITEMS:**

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

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

Name	Position	Department	Effective
<b>Appointments</b>			
<b>Classified</b>			
Isidro Hernandez	Laboratory Technician – Culinary Arts	Applied Sciences and Business	2/5/18
Beatriz Sarabia-Payan	Instructional Support Assistant	Communication and Humanities	3/5/18
Jessica Van Beers	Enrollment Services Specialist – Bilingual	Education Centers	2/12/18
<b>Leadership</b>			
Beth Allan-Bentley	Career and Technical Education Project Director	Applied Sciences and Business	2/26/18-6/30/20
<b>Increase in Hours</b>			
Andrea Calderon	Gallery Assistant	Marks Art Center	2/9/18-2/16/18
Sandra Lydeen	Senior Office Assistant	Applied Sciences and Business	1/4/18-1/4/18
Jessica Van Beers	Part-Time Bilingual Secretary	TRiO Education Talent Search	2/5/18-2/15/18
Lynda Vent	Secretary	Applied Sciences and Business	1/15/18-12/19/18

<b>Reclassification</b>			
Kathleen Dugger	Counseling Program Specialist	Counseling	7/1/17
<b>Resignation</b>			
Cassandra White-Elliott	Adjunct Writing Liaison	Tutoring and Academic Skills Center (TASC)	2/12/18
<b>Working Out of Class</b>			
Job Gonzalez	Senior Print Shop Technician	Fiscal Services	3/1/18-3/31/18
<b>Temporary Assignment</b>			
<b>Substitute</b>			
Rosario Aceves	Secretary	Education Centers	2/7/18-2/15/18
Yanet Alvarado	Custodian	Maintenance and Operations	1/24/18 – 2/15/18
Karla Beltran Rios	Custodian	Maintenance and Operations	1/24/18-2/15/18
Alba Chaidez	Custodian	Maintenance and Operations	1/23/18-2/15/18
David DeSpain	Administrative Assistant	Enrollment Services	2/26/18-3/9/18
Eric Duran	Custodian	Maintenance and Operations	1/29/18-2/15/18
Roxanna Garcia	Library Specialist	Library and Learning Services	1/29/18-2/2/18
Marisol Gerardo	Library Specialist	Library and Learning Services	1/29/18-5/25/18
Susan Pratt	Library Specialist	Library and Learning Services	1/30/18-2/15/18
Guadalupe Rocio Quintana Salazar	Secretary – Bilingual	Upward Bound	2/8/18-2/28/18
Carmen Quiros	Administrative Assistant – Bilingual	Education Centers	2/5/18-4/6/18
<b>Temporary Employment Agreements (Current Employee Y/N)</b>			
<b>Department Chair</b>			
Gary Bergstrom	Department Chair	Communication and Humanities	1/25/18-5/25/18
Sarah Fry	Department Chair	Nursing	1/25/18-5/25/18
Rick Rawnsley	Department Chair	Communication and Humanities	1/25/18-5/25/18
<b>Temporary Employment Agreements</b>			
Alison Airhart	Y	Spring 2018 English as Second Language Level II Lead	Communication and Humanities 1/29/18-5/25/18
Carmen Alleman	Y	Music 99 Private Lessons for Music Majors (Clarinet)	Social Sciences and Art 5/2/18-5/6/18
Anthony Arizaga	Y	Music 99 Private Lessons for Music Majors (Guitar)	Social Sciences and Art 2/2/18-5/14/18



Dan Benke	Y	Supervise HVAC Work Experience Students	Applied Sciences and Business	2/1/18-3/31/18
Cindy Brogan	Y	Music 99 Private Lessons for Music Majors (Violin)	Social Sciences and Art	2/2/18-5/14/18
Kelly Corbin	Y	Music 99 Private Lessons for Music Majors (Saxophone)	Social Sciences and Art	2/2/18-5/14/18
Randall Creighton	Y	Music 99 Private Lessons for Music Majors (Piano)	Social Sciences and Art	2/2/18-5/14/18
Patrick Farrell	Y	Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Anthony Fesmire	Y	Music 99 Private Lessons for Music Majors (Guitar)	Social Sciences and Art	2/2/18-5/14/18
Angela Glatfelter	Y	Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Jeffrey Gunn	Y	Facilitate Eight Hour Workshop for SunLine Transit Agency	Partnership and Community Education (PaCE)	4/1/18-6/30/18
Elaine Harris	Y	Comprehensive Adult Student Assessment System (CASAS) – Collect and Process Data During Spring Term	Communication and Humanities	2/26/18-5/25/18
Matt Howe	Y	Music 99 Private Lessons for Music Majors (Drums)	Social Sciences and Art	2/2/18-5/14/18
Matt Ingleson	Y	Music 99 Private Lessons for Music Majors (Trumpet)	Social Sciences and Art	2/2/18-5/14/18
Lori Pollard Johnson	Y	Professional Learning Community Liaison	Communication and Humanities	1/29/18-5/25/18
Gabriella Kay	Y	Spring 2018 English as Second Language Level IV Lead	Communication and Humanities	1/29/18-5/25/18
Kenneth Larmon	Y	Spring 2018 English as Second Language Level Lead - Foundations	Communication and Humanities	1/29/18-5/25/18
Kevin Lyons	Y	Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Kevin Lyons	Y	KCOD Program Coordinator	Social Sciences and Art	5/27/18-12/17/18
Theresa Lyuando	Y	Professional Learning Community Liaison	Communication and Humanities	1/29/18-5/25/18
Sheryl O'Donnell	Y	Spring 2018 English as Second Language Level III Lead	Communication and Humanities	1/29/18-5/25/18
Jorge Perez	Y	Math Instruction for Upward Bound Spring 2018	Upward Bound	1/27/18-4/14/18
Douglas Redman	Y	Facilitation of Sixteen Hours of Concentrated Natural Gas Cylinder Inspection Training	Partnership and Community Education (PaCE)	3/28/18-6/30/18

Renate Senters	Y	Spring 2018 English as Second Language Level V Lead	Communication and Humanities	1/29/18-5/25/18
Scott Smith	Y	Conduct Orchestra "In the Heights" Public Performances	Social Sciences and Art	5/2/18-5/6/18
Jeff Stupin	Y	Music 99 Private Lessons for Music Majors (Tuba)	Social Sciences and Art	2/2/18-5/14/18
Mary Stupin	Y	Auditions and Part Placement, Sectionals	Social Sciences and Art	3/4/18-5/16/18
Fred Vescial	Y	Spring 2018 English as Second Language Level I Lead	Communication and Humanities	1/29/18-5/25/18
Rebecca Vineyard	Y	Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Whitney Wegman	Y	Work Experience	Applied Sciences and Business	1/29/18-5/25/18
<b>Volunteers</b>				
Samuel D. Corrigan		Varsity Sports	Athletics and Kinesiology	2/21/18
Adrian Vera		Music Theater Performances	Social Sciences and Art	2/6/18
Polette Zavala		Theatre Makeup	Social Sciences and Art	2/27/18

<b>Administrator Initiating Item:</b> Mary Anne Gularte	<b>Cabinet Review &amp; Approval: 3/6/2018</b> <b>Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 2**

**AREA:** Human Resources

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

**TITLE: JOB DESCRIPTIONS - CLASSIFIED**

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**BACKGROUND:**

The District met with California School Employees Association (CSEA) and signed Tentative Agreements for three job descriptions. The Agreements are subject to the CSEA approval process. The job descriptions were created within the guidelines of the reclassification process and to meet the staffing needs of the District.

The District requests the Board approve the new job descriptions for the positions listed below:

- Business Systems Analyst - [Details on COD Website](#)
- Media Support and Training Specialist - [Details on COD Website](#)
- User Support and Training Specialist - [Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These positions are budgeted.

**RECOMMENDATION:**

Board of Trustees approve the new job descriptions as presented.

<b>Administrator Initiating Item: Mary Anne Gularte</b>	<b>Cabinet Review &amp; Approval: 3/6/2018 Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 1**

**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: 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 January 19, 2018 – February 22, 2018 as follows:

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

In the aggregated amount of \$896,039.40, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$1,742,193.00, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$3,289,132.09, 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: John Ramont</b>	<b>Cabinet Review and Approval: 3/6/2018 Chair and Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
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 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 \$4,444,411.23 as presented.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review and Approval: 3/6/2018 Chair and Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 3**

**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: 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 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: John Ramont</b>	<b>Cabinet Review and Approval: 3/6/2018 Chair and Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 4**

**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: PAYROLL #8**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

Amounts reflected in the payroll include on-time payments and cost-of-living adjustments as included in the bargaining agreements.

**RECOMMENDATION:**

Board of Trustees ratifies Payroll #8 in the amount of \$3,632,759.91, as follows:

Certificated:	\$2,009,735.91
Classified:	<u>\$1,623,024.00</u>
	\$3,632,759.91

<b>Administrator Initiating Item:</b> <b>John Ramont</b>	<b>Cabinet Review and Approval: 3/6/2018</b> <b>Chair and Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 5**

**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: OUT-OF-STATE/COUNTRY TRAVEL**

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**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/country.

[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 request for the individuals listed on the attachment.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review and Approval: 3/6/2018 Chair and Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
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: GIFTS/DONATIONS TO THE DISTRICT**

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**BACKGROUND:**

Assorted photography equipment donated to the School of Social Sciences and Arts by Ms. Nickole Evans-Buck of Kent, WA. These items will be utilized by students in the Photography Program.

Assorted photography equipment donated to the School of Social Sciences and Arts by Mr. Richard Parry-Jones of Santa Rosa, CA. These items will be utilized by students in the Photography Program.

A Minolta 35mm black and white camera donated to the School of Social Sciences and Arts by Mr. Mark Quinto of Rialto, CA. This item will be utilized by students in the Photography Program.

A 2009 Nissan Altima Hybrid automobile donated to the School of Applied Sciences and Business by Timothy and Patricia Beringer of Indio, CA. This item will be utilized by students in the Automotive Program.

A 1998 Buick Park Avenue automobile donated to the School of Applied Sciences and Business by Peter and Susan Acker of Seattle, WA. This item will be utilized by students in the Automotive Program.

Assorted surveying equipment donated to the School of Applied Sciences and Business by Olson Engineering of Indio, CA. These items will be utilized by students in the Turf and Horticulture Program.

A Ryan GA-60 Turf Power Aerifere donated to the School of Applied Sciences and Business by Mr. Mike Kocour of Palm Desert, CA. This item will be utilized for turf aerification of sports fields.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> <b>John Ramont</b>	<b>Cabinet Review &amp; Approval: 3/6/2018</b> <b>Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 7**

**AREA:** Administrative Services

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

**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 COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 3/6/2018 Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 8**

**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: DECLARE PROPERTY AS SURPLUS**

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 3/6/2018 Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 9**

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

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**BACKGROUND:**

The contract with Daniel’s Electrical Construction Company, Inc. for General Contracting - Electrical and Low Voltage for the Temporary Palm Springs Campus Project is complete as of February 22, 2018 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

The contract with McKernan, Inc. for General Contracting – Door & Window Hardware for the Temporary Palm Springs Campus Project is complete as of February 22, 2018 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 were funded by proceeds from Measure B Bond.

**RECOMMENDATION:**

Board of Trustees accepts the Notice of Completions as presented.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 3/6/2018 Chair and Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 10**

**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: AMENDMENT 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 COD Website](#)

**FISCAL IMPLICATIONS:**

Projects are funded by proceeds from Measure B Bonds and Redevelopment Funds.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 3/6/2018 Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 11**

**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: CHANGE ORDER – MEASURE B BOND PROJECT**

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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/or Redevelopment Funds and remain within budget.

**RECOMMENDATION:**

Board of Trustees approves the Change Order listed on the attachment.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 3/6/2018 Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 1**

**AREA:** Student Learning

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

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

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 3/6/2018 Chair and Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: BOARD MEMBER TRAVEL**

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**BACKGROUND:**

Community College League of California 2018 Annual Trustees Conference

Trustees are leaders when they promote and sustain their colleges' missions to assure student learning and make a difference for their communities. Trustees are responsible for anticipating and responding to new challenges related to environmental and architectural sustainability, leadership turnover, accountability, and changing communities. Effective governing boards ensure that their colleges continue to provide high quality education and service. Effective government boards are created by dedicated, knowledgeable trustees and chief executives. Your participation in the 2018 Trustees Conference will strengthen the skills and knowledge required to lead your colleges and be accountable to your communities. Conference speakers and sessions will explore student success, fiscal responsibility, educational trends and effective trusteeship.

The 2018 Annual Trustees Conference will be held at the Hyatt Regency in Valencia, CA from May 4<sup>th</sup> – 6<sup>th</sup>, 2018. All cancellations must be in writing and submitted to the Office of the President by April 11<sup>th</sup>, 2018. No refunds are available if cancellations are received after April 11<sup>th</sup>, 2018. There will be a \$50 cancellation fee for all cancellations. Hotel cancellation must be received (72) hours prior to the scheduled date of arrival.

**FISCAL IMPLICATIONS:**

Cost of full conference registration per person is \$730 and covers all workshop and/or conference costs. Hotel rate is \$159 per night plus tax.

**RECOMMENDATION:**

The Board of Trustees approve (2) Trustees to attend the Community College League of California 2018 Annual Trustees Conference taking place in Valencia, CA on May 4<sup>th</sup> – 6<sup>th</sup>, 2018.

<b>Administrator Initiating Item:</b> <b>Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 3/6/2018</b> <b>Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 1**

**AREA:** President

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

**TITLE: POST-SABBATICAL LEAVE VERBAL REPORTS**

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**BACKGROUND:**

- **Ed Reed, Associate Professor, Speech**

Received sabbatical approval from the Board of Trustees on March 18<sup>th</sup>, 2016.

**Purpose of Sabbatical**

To complete courses of study that will enable him to develop more effective strategies for teaching Latino students, African-American students, and students from other culturally diverse backgrounds.

- **Wendy Ansley, Associate Professor, Kinesiology**

Received sabbatical approval from the Board of Trustees on May 15<sup>th</sup>, 2016.

**Purpose of Sabbatical**

The development of the certificate required Wendy Ansley to complete an intensive 200 hour Yoga Professional Instructor Training educational course affiliated with Yoga Alliance. The intensive training was offered in Southern California with a group of Yoga experts and master teachers in Yoga Alliance.

The development of the certificate required extensive curriculum, and program development along with establishing a program and college partnership with Yoga Alliance.

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the post-sabbatical leave report as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 3/6/2018 Chair and Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 1**

**AREA:** Human Resources

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

**TITLE: PRESENTATION OF THE INITIAL PROPOSAL FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER 407, TO THE DESERT COMMUNITY COLLEGE DISTRICT (DCCD)**

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**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 California School Employees Association, Chapter 407, initial proposal to the Desert Community College District is agendized as a public document.\* At the Board of Trustees’ meeting on April 20, 2018, there will be a public hearing on the California School Employees 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 California School Employees Association’s proposal, at the Board of Trustees’ meeting on April 20, 2018, representatives from the California School Employees Association and the Desert Community College District will meet and negotiate regarding the 2018 Successors Agreement.

1. *Article 6 – Classification and Reclassification*
2. *Article 7 – Compensation*
3. *Article 8 – Compensation in Addition to Salary*
4. *Article 9 – Health and Welfare Benefits*
5. *Article 10 – Retirement Benefits*
6. *Article 11 – Hours*
7. *Article 14 – Holidays*
8. *Article 15 – Transfers*
9. *Article 19 – Discipline*
10. *Article 25 – Term*
11. *Global Proposal*

[\\*See Attached](#)

**FISCAL IMPLICATIONS:**

Budgetary implications are unknown at this time.

**RECOMMENDATION:**

Agendize the Public Hearing for the April 20, 2018 Board of Trustees meeting.

<b>Administrator Initiating Item: Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 3/6/2017 Chair and Vice Chair Review: 3/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: BUDGET REVISIONS**

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**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 #072017-1 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 20, 2017.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Budget revisions as presented.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 3/6/2018 Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #031618-1 TEMPORARY LOAN**

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**BACKGROUND:**

The District's finances are separated into various "funds" for proper accounting and reporting purposes. There are occasions when a fund may not have sufficient cash on hand to meet its particular obligations. The resolution for a temporary loan provides the District with the authorization to temporarily shift cash into the deficient fund. Previously the Board has approved resolutions that provided for a transfer between specific funds; this resolution excludes the need to anticipate in advance which fund may experience a negative cash flow.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs associated with the resolution and subsequent action.

**RECOMMENDATION:**

Board of Trustee adopts attached Resolution #031618-1 authorizing a transfer up to \$10,000,000.00 from other existing funds available for cash flow purposes.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 3/6/2018 Chair &amp; Vice Chair Review: 3/7/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/16/2018  
ITEM #: 1**

**AREA:** President

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

**TITLE: ADMINISTRATIVE PROCEDURE REVIEW**

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**BACKGROUND:**

The following administrative procedure has been reviewed and approved by the President's Executive Cabinet and College Planning Council:

- AP 4040 Library and Learning Support Services

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees receives the administrative procedure as presented.

<b>Administrator Initiating Item:</b> <b>Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 3/6/2018</b> <b>Chair and Vice Chair Review: 3/7/2018</b>
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