



# 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, MAY 18, 2018**  
**TIME: 9:30 A.M.**  
**LOCATION: 43-500 MONTEREY AVENUE**  
**PALM DESERT, CALIFORNIA**  
**CRAVENS MULTI-PURPOSE ROOM**

**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 May 18<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 ANTICIPATED LITIGATION:**

(Per Government Code § 54956.9 (d)(2/3/4) Specify number of potential cases: 2

**4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669-330-047, 502-190-003, 502-190-004, 502-190-008, 502-190-015, 502-190-020, 502-190-019, 502-190-017, 502-190-018, 508-100-024, 611-211-013, 611-211-014, 611-211-016, 611-211-018, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-050, 687-040-035, 687-510-019, 687-510-049, 759-060-023, 759-060-024, 611-221-001, 611-164-011, 611-164-013, 611-164-014, 611-164-015. **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 April 20<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. Board Policy Review – 1<sup>st</sup> Reading
  - BP 4070 Course Auditing and Auditing Fees
  - BP 5020 Nonresident Tuition
  - BP 5040 Student Records, Directory Information, and Privacy
  - BP 5055 Enrollment Priorities
2. Approval of Emeritus Status - Jamshid “Jim” Parvizi
3. Approval of Emeritus Status - Stephanie Herrington
4. Approval of Emeritus Status - Anthony Manzoni
5. Approval of Emeritus Status – Anthony Verive

**B. PRESIDENT**

1. Doctor of Education (Ed.D) in Community College Leadership - Roueche Graduate Center National American University Program

**C. HUMAN RESOURCES**

1. Personnel Items

**D. ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #10
5. Out-of-State Travel
6. Gifts/Donations to the District
7. 2017-2018 CCFS-311Q/Quarterly Financial Status Report
8. Budget Transfers
9. Declare Property as Surplus
10. Designation of Off-Site Location
11. Notice of Completion – Measure B Bond Project

12. Change Order – Measure B Bond Project

**E. 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 Policy Review – 2<sup>nd</sup> Reading
  - BP 5220 Shower Facilities for Homeless Students
  - BP 5550 Academic Integrity
  - BP 5800 Prevention of Identity Theft in Student Financial Transactions
2. Resolution 051818–2 Consolidated Governing Board Member Biennial Election

**C. ADMINISTRATIVE SERVICES**

1. Budget Revisions
2. Resolution #051818-1 of the Board of Trustees of the Desert Community College District Authorizing the Issuance and Sale of not to exceed \$55,000,000 Aggregate Principal Amount of Bonds of Desert community College District, by a Negotiated Sale Pursuant to a Bond Purchase Agreement, Prescribing the Terms of Sale, Approving the Form of and Authorizing the Execution and Delivery of a Bond Purchase Agreement and a Continuing Disclosure Certificate, Approving the Form of and Authorizing the Distribution of an Official Statement for the Bonds, and Authorizing the Execution of Necessary Documents and Certificates and Related Actions.
3. Notice of Intent to Award Contracts for the Central Campus Redevelopment Project
4. Notice of Bid Cancellation for the Central Campus Redevelopment Project – Casework, Acoustical Ceiling and Flooring Services

**XIII. INFORMATION AGENDA**

**A. PRESIDENT**

1. Administrative Procedure Review
  - AP 5020 Nonresident Tuition
  - AP 5040 Student Records, Directory Information, and Privacy
  - AP 5055 Enrollment Priorities
  - AP 5530 Student Rights and Grievances
2. Administrative Procedure Deletion
  - AP 4070 Course Auditing and Auditing Fees

**XIV. STUDY SESSION**

1. ALICE – Tim Nakamura, Director, Public Safety Department & Emergency Preparedness
2. Celebration of Success – Joel L. Kinnamon, Superintendent/President

**XV. FUTURE AGENDA ITEMS**

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

**XVII. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 1**

**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 4070 Course Auditing and Auditing Fees
- BP 5020 Nonresident Tuition
- BP 5040 Student Records, Directory Information, and Privacy
- BP 5055 Enrollment Priorities

[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: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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: APPROVAL OF EMERITUS STATUS - JAMSHID “JIM” PARVIZI**

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**BACKGROUND:**

Jamshid “Jim” Parvizi, Professor Mathematics, has been voted to Emeritus Status within his school and that nomination was unanimously approved by Academic Senate at its meeting of April 12, 2018.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the nomination for Emeriti Status as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 3**

**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: APPROVAL OF EMERITUS STATUS - STEPHANIE HERRINGTON**

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**BACKGROUND:**

Stephanie Herrington, Adjunct Early Child Education, has been voted to Emeritus Status within her school and that nomination was unanimously approved by Academic Senate at its meeting on May 10, 2018.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the nomination for Emeriti Status as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 4**

**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: APPROVAL OF EMERITUS STATUS - ANTHONY MANZONI**

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**BACKGROUND:**

Anthony Manzoni, Professor Golf Management, has been voted to Emeritus Status within his school and that nomination was unanimously approved by Academic Senate at its meeting on May 10, 2018.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the nomination for Emeriti Status as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 5**

**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: APPROVAL OF EMERITUS STATUS - ANTHONY VERIVE**

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**BACKGROUND:**

Anthony Verive, Adjunct Faculty, Early Child Education, has been voted to Emeritus Status within his school and that nomination was unanimously approved by Academic Senate at its meeting on May 10, 2018.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the nomination for Emeriti Status as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 1**

**AREA:** President

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

**TITLE: DOCTOR OF EDUCATION (ED.D) IN COMMUNITY COLLEGE  
LEADERSHIP - ROUECHE GRADUATE CENTER NATIONAL AMERICAN  
UNIVERSITY PROGRAM**

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**BACKGROUND:**

In 2012, National American University launched a practitioner-based doctorate curriculum, Doctor of Education (Ed.D) in Community College Leadership - Roueche Graduate Center National American University Program, to employees of community college districts. The accredited and nationally recognized program is mutually beneficial to both school districts and its employees. The program of study includes community college topics and community college district guests' lectures, and features an on-site learning laboratory to help resolve real issues directly related to the hosting District. The program is designed for those whose goal is to become a faculty leader or community college administrator.

Desert Community College District is interested in participating in the Doctor of Education (Ed.D) in Community College Leadership - Roueche Graduate Center National American University Program for the 2018-2019 academic year by accepting a cohort not to exceed thirty employees (students) into the program.

Desert Community College District's participation in the program will provide professional development opportunities benefitting both the employee/student as well as the District:

- The cohort learns leadership skills that can be specifically applied to the District.
- Aspiring leaders interact and work together for academia and problem solving, creating a last environment of collaboration after the program ends.
- The cohort takes on District-specific special projects, becoming a change agent and development of lasting District programs.
- The cohort consists of a variety of employee classifications, bringing groups together to develop collaborative and complementary skill sets, enabling participants to learn how best to reach common goals.
- The program allows for Trustees and the President to strategize and implement succession planning.
- The program exemplifies the District's commitment to its employees' professional development.
- The program demonstrates the District's commitment to the local community by hiring and retaining educated leaders thereby securing plans for the future.

**FISCAL IMPLICATIONS:**

The District will fund \$30,000 for each employee accepted into the school's cohort of thirty (30). The funds will be used to match the expenditures of each employee participating in the Doctor of Education (Ed.D) in Community College Leadership - Roueche Graduate Center National American University Program.

**RECOMMENDATION:**

The Board of Trustees approves the establishment of the Doctor of Education (Ed.D) in Community College Leadership - Roueche Graduate Center National American University Program for District employees. Upon Board approval, the District will inform employees of the opportunity and solicit interest in participating in the program.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 1**

**AREA:** Human Resources

**TITLE:** PERSONNEL ITEMS

<input checked="" type="checkbox"/> <b>CONSENT</b> <input type="checkbox"/> <b>ACTION</b> <input type="checkbox"/> <b>INFORMATION</b>
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**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>Administrator</b>			
Kirstien Renna	Interim Foundation Accountant	Foundation	10/2/17-12/31/19
Lindsay Vance	Director, Non-Credit Programs	Communication and Humanities	5/1/18
Brian Thompson	Interim Director, Regional CTE Projects	Applied Sciences and Business	6/1/18-12/31/19
<b>Classified</b>			
Tad Betancourt	Student Center Assistant	Student Life	4/16/18
Karina Daza	Outreach Specialist	EDGE	5/1/2018
John Hitchcock	Laboratory Specialist, Science	Math and Science	5/21/18
Rogelio Iribe	Part Time Maintenance Assistant	Maintenance and Operations	4/16/18
Leonard Kimbler	Part Time Laboratory Technician – HVAC & R	Applied Sciences and Business	5/1/18

Carmen Quiros	Administrative Assistant – Bilingual	Education Centers	4/23/18
Alexandro Zatarain	Laboratory Technician, Media	Social Sciences and Arts	4/23/18
<b>Extension of Assignment</b>			
Michelle Bleza	Manager Career/College Access Pathways	Student Learning	3/21/18-6/29/18
Savannah Carlin	Laboratory Technician	Social Sciences and Arts	3/26/18-4/30/18
Esmeralda Chaidez	CalWORKs Assistant	CalWORKs	4/1/18-6/30/18
Rebecca Martinez	Program Specialist	CalWORKs	7/1/17-6/30/18
<b>Faculty</b>			
Janet Miller	Full Time Tenure Track Theatre	Social Sciences and Arts	8/20/18
<b>Professional Advancement</b>			
Alejandro Jazan	Full Time Speech	Communications and Humanities	8/20/18
<b>Resignation</b>			
Demian Dimmae	Instructional Support Assistant	Tutoring and Academic Skills Center (TASC)	5/24/18
Karen Tabor	Dean, Math and Science	Math and Science	9/1/18
Kimberly Worlow	Administrative Assistant	Communication and Humanities	7/6/18
<b>Temporary Assignment</b>			
<b>Substitute</b>			
Yanet Alvarado	Custodian	Maintenance and Operations	3/12/18 – 4/19/18
Alba Chaidez	Custodian	Maintenance and Operations	3/19/18-4/19/18
Antonio De La Rosa	Custodian	Maintenance and Operations	3/26/18-3/29/18
Eric Duran	Custodian	Maintenance and Operations	3/12/18-3/16/18
Roxanna Garcia	Library Specialist	Library and Learning Services	4/20/18-4/20/18
Marisol Gerardo	Library Specialist	Library and Learning Services	3/16/18-4/20/18
Stephen Hernandez	Laboratory Specialist	Applied Sciences and Business	2/7/18-3/19/18
Edwin Mejia	Print Shop Technician	Fiscal Services	4/17/18
Susan Pratt	Library Specialist	Library and Learning Services	3/21/18-4/27/18
Carmen Quiros	Administrative Assistant – Bilingual	Education Centers	4/9/18-4/20/18

Armando Robles		Administrative Assistant	Enrollment Services	4/12/18-6/29/18
Andrew Stubblefield		Locksmith	Maintenance and Operations	3/27/18-4/27/18
<b>Temporary Employment Agreements (Current Employee Y/N)</b>				
<b>Temporary Employment Agreements</b>				
Miguel Armando Platero Alas	N	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/19-8/9/18
David Anderson	Y	American Sign Language Interpretation Services Level V	Student Success	5/28/18-12/21/18
Dalas Aviles	Y	American Sign Language Interpretation Services Level IV	Student Success	5/28/18-12/21/18
Bert Bitanga	Y	Perform Services Related to Applied Sciences Building Installations Construction	Applied Sciences and Business	6/1/18-8/17/18
James Brakebill	Y	Emergency Medical Services Program Director	Applied Sciences and Business	5/29/18-8/1/18
Tim Bruneau	Y	Music 99 Private Lessons for Vocal Music Majors	Social Sciences and Arts	1/18/18-6/17/18
Kristie Camacho	Y	Summer EDGE Program English Instructor	EDGE	7/23/18-8/9/18
Erica Guadalupe Castro-Sanchez	N	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Kelly Corbin	Y	Conduct Auditions for 2018 All-Valley Honor Band and Facilitate Two Sectionals	Social Sciences and Arts	3/4/18-5/6/18
Fatima Cruz	Y	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Vida Rossi Dean	Y	Summer EDGE Program English Instructor	EDGE	6/11/18-8/9/18
Barbara DeLaughter	Y	Teaching for Intensive English Academy – Not for Credit ESL	Intensive English Academy	5/28/18-7/27/18
Michelle Dozal	N	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Rachael Eldridge	Y	Summer EDGE Program English Instructor	EDGE	6/11/18-8/9/18
Megan Ericks	Y	American Sign Language Interpretation Services Level V	Disabled Students Programs and Services (DSPS)	5/28/18-12/21/18

Isiah Estrada	N	Camp Aide to the Instructor for COD Summer 2018 Robotics Camp, Six Sessions	Partnership and Community Education (PaCE)	6/1/18-8/31/18
Michael Fleischmann	Y	Provide Services Related to the All-Valley Honor Band	Social Sciences and Arts	3/4/18-5/13/18
Manuel Gomez	Y	Camp Aide to the Instructor for COD Summer 2018 Robotics Camp, Six Sessions	Partnership and Community Education (PaCE)	6/1/18-8/31/18
Laura Graff	Y	Summer EDGE Program Math Instructor	EDGE	6/11/18-8/9/18
Eldy Cecilia Gutierrez	Y	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Laurie Hanna	Y	Teaching for Intensive English Academy – Not for Credit ESL	Intensive English Academy	5/28/18-7/27/18
Elaine Harris	Y	Collect and Process Comprehensive Adult Student Assessment System (CASAS) Data During Remainder of Spring 2018 Term; Assist in Training Newly Hired Instructional Support Specialist	Communication and Humanities	4/3/18-5/31/18
Asil Hitaj	Y	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Katherine Hummer	Y	Teaching for Intensive English Academy – Not for Credit ESL	Intensive English Academy	5/28/18-7/27/18
Matthew Ingleson	Y	Conduct Auditions for 2018 All-Valley Honor Band and Facilitate Two Sectionals	Social Sciences and Arts	3/4/18-5/6/18
Patrick Jacobs	Y	Planning and Conducting CODE Program Training and Summer Program	Applied Sciences and Arts	5/29/18-8/17/18
Leif Jordan	Y	Summer EDGE Program Math Instructor	EDGE	7/2/18-7/19/18
Sally Kalpakoff	Y	Summer EDGE Program Math Instructor	EDGE	6/11/18-8/9/18
Scott Klinger	Y	Provide Photographs of the “In the Heights” Dress Rehearsal on May 3, 2018	Social Sciences and Arts	5/3/18-5/3/18
James Lemperis	N	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Cini Longworth	Y	Summer EDGE Program English Instructor	EDGE	6/11/18-8/9/18



Felix Marhuenda-Donate	Y	Summer EDGE Program Math Instructor	EDGE	6/11/18-8/9/18
Charles Mason	Y	American Sign Language Interpretation Services Level V	Disabled Students Programs and Services (DSPS)	5/28/18-12/21/18
Elizabeth McKinley	Y	American Sign Language Interpretation Services Level V	Disabled Students Programs and Services (DSPS)	5/28/18-12/21/18
Cameron Miller	Y	Emergency Medical Services Clinical Coordinator	Applied Sciences and Business	5/29/18-8/1/18
Joel Murphy	Y	Summer EDGE Program English Instructor	EDGE	6/11/18-6/28/18
Matthew Musselman	Y	Summer EDGE Program Math Instructor	EDGE	6/11/18-8/9/18
Kristen Nelson	Y	Database Build for Assessments, Learning Outcomes, and Assessment Cycles	Student Success	4/26/18-8/31/18
Daniel Nickerson	Y	Teaching for Intensive English Academy – Not for Credit ESL	Intensive English Academy	5/28/18-7/27/18
Gordon Poster	Y	Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Anna J. Reber-Frantz	Y	Facilitate and Eight-Hour Workshop for SunLine Transit Agency	Partnership and Community Education (PaCE)	6/1/18-6/30/18
Andrew Riffel	Y	Summer EDGE Program Math Instructor	EDGE	6/11/18-8/9/18
Nicole Roeder	Y	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Nicole Rosen	N	American Sign Language Interpretation Services Level III	Disabled Students Programs and Services (DSPS)	5/28/18-12/21/18
Mauricio Ruiz	Y	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Reid Sagara	Y	Summer EDGE Program English Instructor	EDGE	6/11/18-7/19/18
Cristina Sanchez	N	American Sign Language Interpretation Services Level IV	Disabled Students Programs and Services (DSPS)	5/28/18-12/21/18
Vincent Sassone	Y	Create Curriculum for Two Commercial Music Certificates; Facilitate Advisory Committee	Social Sciences and Arts	4/15/18-10/15/18

Lexa Schoppe	Y	Camp Aide to the Instructor for COD Summer 2018 Robotics Camp, Six Sessions	Partnership and Community Education (PaCE)	6/1/18-8/31/18
Tina Sirimarco	Y	American Sign Language Interpretation Services and Coordinator Level V	Disabled Students Programs and Services (DSPS)	5/28/18-12/21/18
Daria Smith	Y	American Sign Language Interpretation Services and Coordinator Level V	Disabled Students Programs and Services (DSPS)	5/28/18-12/21/18
Cynthia Spence	Y	Summer EDGE Program English Instructor	EDGE	6/11/18-8/9/18
Nicole Svoboda	N	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Dinette Tharp	Y	Supplemental Instructional Leader for the EDGE Summer 2018 Program	EDGE	6/11/18-8/9/18
Denise Toland	Y	Summer EDGE Program English Instructor	EDGE	6/11/18-8/9/18
Stephen Vericker	Y	KCOD Program Coordinator	Social Sciences and Arts	4/9/18-12/17/18
Corbyn Voyu	Y	Summer EDGE Program English Instructor	EDGE	6/11/18-8/9/18

<b>Administrator Initiating Item:</b> Mary Anne Gularte	<b>Cabinet Review &amp; Approval: 5/8/2018</b> <b>Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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 March 29, 2018 – April 27, 2018 as follows:

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

In the aggregated amount of \$475,819.31, as presented.

[Details on COD Website](#)

**B. Contracts in excess of \$25,000**

In the aggregated amount of \$663,369.01, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$1,936,385.73, 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: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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 \$3,449,922.27 as presented.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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 #10**

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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 #10 in the amount of \$4,383,989.32, as follows:

Certificated:	\$2,703,083.18
Classified:	<u>\$1,680,906.14</u>
	\$4,383,989.32

<b>Administrator Initiating Item:</b> <b>John Ramont</b>	<b>Cabinet Review and Approval: 5/8/2018</b> <b>Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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 TRAVEL**

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**BACKGROUND:**

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state travel expenses; and according to the California Education Code Section 87032, the Board of Trustees must formally approve out-of-state travel.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Travel expenses will be paid from Restricted and Unrestricted budget accounts.

**RECOMMENDATION:**

Board of Trustees approves and/or ratifies the out-of-state travel request for the individuals listed on the attachment.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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:**

Miscellaneous strength and conditioning equipment: Reverse hyper machine, two barbell pads, squat rack, earth moving tire and a straight back chair donated to the School of Health Sciences & Education by Mr. William Grotenrath of La Quinta, CA. These items will be utilized in the Kinesiology activity classes and the Athletics team strength and conditioning programs.

A 15 to 17 yards of upholstery fabric on a bolt (55" wide) donated to the School of Social Sciences and Arts by Ms. Sherry Schroeder of Palm Desert, CA. This item will be utilized in the Performing Arts Department.

**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: John Ramont</b>	<b>Cabinet Review &amp; Approval: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 7**

**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: 2017-2018 CCFS-311Q/QUARTERLY FINANCIAL STATUS REPORT**

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**BACKGROUND:**

The 2017-2018 CCFS-311Q / Quarterly Financial Status Report for the third quarter ending March 31, 2018 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees receives the District's third Quarterly Financial Status Report for 2017-2018.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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: 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: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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: 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: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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: DESIGNATION OF OFF-SITE LOCATION**

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**BACKGROUND:**

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations. The following off-site designations will be effective upon approval:

- Mt. San Jacinto High School – 30800 Landau Blvd., Cathedral City, CA 92234

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the above location as an off-site designation.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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: NOTICE OF COMPLETION – MEASURE B BOND PROJECT**

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**BACKGROUND:**

The contract with Caltec Corporation for General Contractor of the Indio Student Kiosk Project is complete as of April 9, 2017 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

**FISCAL IMPLICATIONS:**

This project was funded by Redevelopment Funds.

**RECOMMENDATION:**

Board of Trustees accepts the Notice of Completion as presented.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 12**

**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:**

This project is funded by proceeds from Redevelopment Funds and remains 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: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: BOARD POLICY REVIEW – 2<sup>nd</sup> READING**

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**BACKGROUND:**

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

- BP 5220 Shower Facilities for Homeless Students
- BP 5550 Academic Integrity\*
- BP 5800 Prevention of Identity Theft in Student Financial Transactions

\*BP 5550 Academic Integrity has also been reviewed and approved by Academic Senate and Associated Students of College of the Desert Student Senate.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 2**

**AREA:** Board of Trustees

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

**TITLE: RESOLUTION 051818-2 CONSOLIDATED GOVERNING BOARD MEMBER  
BIENNIAL ELECTION**

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**BACKGROUND:**

The terms of two members of the Board of Trustees are expiring. The Board is required to approve a resolution ordering the election, specifying the election order and a request for consolidation.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The cost for the November 6, 2018 election will cost the Desert Community College District approximately \$340,000.00.

**RECOMMENDATION:**

Approve the Resolution as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 1**

**AREA:** Administrative Services

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| <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 #072016-3 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 20, 2016.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Budget revisions as presented.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
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 #051818-1 OF THE BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE DISTRICT AUTHORIZING THE ISSUANCE AND SALE OF NOT TO EXCEED \$55,000,000 AGGREGATE PRINCIPAL AMOUNT OF BONDS OF DESERT COMMUNITY COLLEGE DISTRICT, BY A NEGOTIATED SALE PURSUANT TO A BOND PURCHASE AGREEMENT, PRESCRIBING THE TERMS OF SALE, APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF A BOND PURCHASE AGREEMENT AND A CONTINUING DISCLOSURE CERTIFICATE, APPROVING THE FORM OF AND AUTHORIZING THE DISTRIBUTION OF AN OFFICIAL STATEMENT FOR THE BONDS, AND AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS AND CERTIFICATES AND RELATED ACTIONS**

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**BACKGROUND:**

On November 8, 2016, the voters of the District approved Measure CC, authorizing the District to issue up to \$577.86 million in aggregate principal of bonds for authorized projects.

The Board of Trustees is requested to approve the above-referenced resolution authorizing the District to issue its first series of bonds under the November 8, 2016 authorization in an aggregate principal amount not exceeding \$55,000,000.

The bonds will be sold and issued by the District. Fieldman, Rolapp & Associates, Inc. will serve as the municipal advisor for the transaction, and Orrick, Herrington & Sutcliffe LLP will serve as bond counsel and disclosure counsel. RBC Capital Markets, LLC will serve as the underwriter.

The Board of Trustees is asked to approve above the resolution referenced above to effect the issuance of the bonds and approve various documents and actions, as follows:

1. **Resolution.** The resolution authorizes the issuance of the bonds and establishes parameters for the terms thereof, approves the forms of and authorize the execution and delivery of the financing documents (including the Bond Purchase Agreement and the Continuing Disclosure Certificate), approves the form of and authorize the distribution of the official statement (in preliminary and final form), and sets forth the security provisions for the bonds and the covenants of the District to bond owners.
2. **Bond Purchase Agreement.** The Bond Purchase Agreement will specify the purchase price of the bonds to be paid by the underwriter, the interest rates, maturity dates and principal amounts of each maturity of the bonds, the date, time and place of the closing

of the bond issue, the allocation of the expenses incurred in connection with the bond issue, the parties' representations to and agreements with each other and the conditions which the school district must satisfy before the underwriter becomes obligated to purchase the bonds.

3. ***Continuing Disclosure Certificate.*** Federal securities laws indirectly require school districts to disclose and annually update certain financial and operating information relevant to the security and repayment of bonds. The Continuing Disclosure Certificate contains the undertakings of the District to provide the ongoing disclosure in the form of annual reports and event notices.

4. ***Official Statement.*** The Official Statement (in its preliminary and final form) is used to provide information to investors and prospective investors about the District and the bonds. The bonds constitute securities for purposes of state and federal securities laws and, therefore, the offering and sale of the bonds through the Official Statement is subject to certain provisions of such laws, including, importantly, the anti-fraud laws. The Official Statement sets forth information about the terms of the bonds, the security for the bonds, the sources and uses of the proceeds of the bonds, the school district and the tax base of the school district, the documents under which the bonds are issued, and the tax-exemption of interest on the bonds.

The bonds will be paid from property taxes levied on property within the District levied and collected by the County of Riverside and the County of Imperial. The bonds will finance projects authorized by the voters at the November 8, 2016 election.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the attached Resolution #051818-1 and authorize the Interim Vice President of Administrative Services to take the necessary steps to complete the financing.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS FOR THE CENTRAL  
CAMPUS REDEVELOPMENT PROJECT**

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**BACKGROUND:**

Bid Package #CCR01 – General Construction Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #CCR02 – Site/Demolition/Abatement Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the second lowest qualified bid.

Bid Package #CCR03 – Concrete Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest and only one qualified bid.

Bid Package #CCR04 – Doors/Frames/Hardware Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #CCR05 – Structural Steel Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #CCR07 – Roofing/Sheet Metal Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the fourth lowest qualified bid.

Bid Package #CCR08 – Aluminum Storefront & Glazing Services for Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest and only one qualified bid.

Bid Package #CCR09 – Drywall Lath & Plaster / Fireproofing Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #CCR10 – Ceramic Tile Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the second lowest qualified bid.

Bid Package #CCR13 – Painting Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the second lowest qualified bid.

Bid Package #CCR14 – Plumbing Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #CCR15 – Heating, Ventilation and Air Conditioning (HVAC) Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #CCR16 – Electrical Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #CCR17 – Landscape & Irrigation Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #CCR18 – Fire Protections Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These projects are funded by proceeds from Measure B Funds.

**RECOMMENDATION:**

Board of Trustees approves notice of intent to award contracts to lowest qualified bid for the Central Campus Redevelopment Project.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: NOTICE OF BID CANCELLATION FOR THE CENTRAL CAMPUS  
REDEVELOPMENT PROJECT – CASEWORK, ACOUSTICAL CEILING  
AND FLOORING SERVICES**

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**BACKGROUND:**

Bid Package #CCR06 – Casework Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate that all bids were rejected because the bidders deemed non-responsive. The Bid Package will be re-bid.

Bid Package #CCR11 – Acoustical Ceiling Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate that all bids were rejected because the bidders deemed non-responsive. The Bid Package will be re-bid.

Bid Package #CCR12 – Flooring Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate that all bids were rejected because the bidders deemed non-responsive. The Bid Package will be re-bid.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Funds.

**RECOMMENDATION:**

Board of Trustees approves the notice of bid cancellation for the three bid packages listed above.

<b>Administrator Initiating Item: John Ramont</b>	<b>Cabinet Review &amp; Approval: 5/8/2018 Chair &amp; Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 1**

**AREA:** President

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| <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 procedures have been reviewed and approved by the President's Executive Cabinet and College Planning Council:

- AP 5020 Nonresident Tuition
- AP 5040 Student Records, Directory Information, and Privacy
- AP 5055 Enrollment Priorities
- AP 5530 Student Rights and Grievances

[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: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018  
ITEM #: 2**

**AREA:** President

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

**TITLE: ADMINISTRATIVE PROCEDURE DELETION**

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**BACKGROUND:**

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

- AP 4070 Course Auditing and Auditing Fees

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees acknowledges the deletion of the administrative procedure as recommended.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 5/8/2018 Chair and Vice Chair Review: 5/9/2018</b>
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