



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: FRIDAY, MAY 19th, 2017
TIME: 9:30 A.M.
LOCATION: COLLEGE OF THE DESERT - INDIO
45524 OASIS STREET
INDIO, CA 92201
CLASSROOMS 101-103

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of May 19th, 2017 with any additions, corrections, or deletions.

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

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

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

2. **PERSONNEL**

A. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT:**
(Government Code Section 54957)

B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**
• Superintendent/President

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

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, 502-190-017, 502-190-018, 611-211-013, 611-211-014, 611-211-019, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 759-060-024

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

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

Closed session report (if any)

V. **PUBLIC UPDATES**

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

VII. **INTRODUCTION OF STAFF**

VIII. **APPROVE THE MINUTES OF:**

Minutes from March 17th and April 21st, 2017.

IX. **REPORTS**

- A. ASCOD
- B. C.S.E.A.
- C. C.O.D.A.A.
- D. C.O.D.F.A.

- E. ACADEMIC SENATE
- F. COLLEGE OF THE DESERT FOUNDATION
- G. GOVERNING BOARD
- H. SUPERINTENDENT/PRESIDENT

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

A. HUMAN RESOURCES

- 1. Personnel Items

B. 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/Country Travel
- 6. Gifts/Donations to the District
- 7. Declare Equipment as Surplus
- 8. Budget Transfers
- 9. 2016-2017 CCFS-311Q/Quarterly Financial Status Report
- 10. Amendment to Contracts – Measure B Bond Project
- 11. Change Order – Measure B Bond Project
- 12. Notice of Completion – Measure B Bond Project

C. STUDENT LEARNING

- 1. Updated Program Narratives for Career Technical Programs
- 2. Courses Approved by Curriculum Committee

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

- 1. Board Policy Review – 2nd Reading
 - BP 1100 The Desert Community College District
 - BP 1300 Legal Authority
 - BP 2735 Board Member Travel
 - BP 7380 Retiree Health Benefits

2. Board Policy Review – 1st Reading
 - BP 5015 Residency Determination
 - BP 5035 Withholding of Student Records
 - BP 5052 Open Enrollment
 - BP 5120 Transfer Center
 - BP 5130 Financial Aid
 - BP 5400 Associated Students Organization
3. Approval of Emeritus Status

C. PRESIDENT

1. Post-Sabbatical Leave Verbal Reports

D. HUMAN RESOURCES

1. Initial Proposal for Reopener Negotiations from the California School Employees Association and its Chapter 407 to the Desert Community College District.

- **Conduct Public Hearing:** Board of Trustees conducts a public hearing on the Initial Reopener Proposal from the California School Employees Association and its Chapter 407 to the Desert Community College District.
- **Acknowledgment of Proposal:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to acknowledge CSEA's proposal and that the parties commence negotiations.

E. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Notice of Intent to Award Contracts for the Palm Springs Modular Campus Project and Mecca/Thermal Expansion Lab Redesign Project
3. Approve Disposition and Development Agreement by and between the City of Indio and the Indio Housing Authority and the Desert Community College District

XII. INFORMATION AGENDA

A. PRESIDENT

1. Administrative Procedure Review
 - AP 5012 International Students
 - AP 5015 Residency Determination
 - AP 5035 Withholding of Student Records
 - AP 5045 Student Records: Challenging Content and Access Log
 - AP 5052 Open Enrollment

- AP 5120 Transfer Center
- AP 5130 Financial Aid
- AP 5400 Associated Students Organization

XIII. STUDY SESSION

1. Budget Update – Lisa Howell, Vice President, Administrative Services
2. Accreditation Update – Bert Bitanga, Associate Professor of Architecture and Accreditation Work Group Faculty Co-chair
3. Celebration of Success

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONTINUED if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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

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

Name	Position	Department	Effective
Appointments			
Classified			
Peter Ali	Security Officer	Public Safety Department	4/24/17
Jill Arnold	Testing Services Technician	PACE	5/22/17
Demian Dimmae	Instructional Support Assistant	Academic Skills Center	5/22/17
Jason Felix	Human Resources Technician	Human Resources	4/10/17
Irene Morales	Admissions and Records Technician, Part Time	Admissions and Records	4/24/17
Lawrence Ponce	Security Officer	Public Safety Department	4/24/17
Stephany Tellez	Educational Support Specialist	Student Learning	4/10/17
Faculty			
Alison Airhart-Bolze	ESLN, Full Time Faculty	Communications and Humanities	8/21/17
Kristie Camacho	English, Full Time Faculty	Communications and Humanities	8/21/17
Donna Troy Wangler	Mathematics, Temporary Full Time	Mathematics and Sciences	8/21/17-12/15/17
Leadership			
Steve Arbuckle	Interim Director, EOPS, CARE, and Foster Youth	Counseling Services	5/8/17-6/30/18
Robert St. Juliana	Director, Career and Workforce Solutions Center	Career and Workforce Solutions Center	5/1/17
Professional Advancement			
Francisco Ramirez	Counselor	Career Center	1/1/17

Edwin Reed	Speech Instructor	Communications and Humanities	1/1/17
Working Out Of Class			
Jason Felix	Human Resources Generalist	Human Resources	4/10/17
Reclassification			
Tessie Cervantes	Enrollment Services Specialist – Bilingual	Education Center	5/1/17
Ruth Mijarez	Enrollment Services Specialist – Bilingual	Education Center	5/1/17
Keith Prouty II	Laboratory Specialist	Automotive	7/1/16
Bonnie Russell	Instructional Support Specialist	Disabled Students Programs and Services	5/1/17
Andrea Torres	Enrollment Services Specialist – Bilingual	Education Center	5/1/17
Separations			
Matthew Housewright	Supervisor, Maintenance and Operations	Maintenance and Operations	8/11/17
Marten Weeks	Locksmith	Maintenance and Operations	7/28/17
Temporary Assignment			
Extension of Assignment			
Scott Cooper	Counselor	Career and Transfer Centers	3/31/17
Veronica Daut	Counselor	Counseling Department	3/31/17
Maria Herrera	Counselor	EOPS/CARE Programs	3/31/17 & 4/7/17
Maria Jasso	Counselor	Counseling Department	4/7/17
Elise King	Counselor	Counseling Department	3/31/17 & 4/7/17
Monica Lopez	Counselor	Counseling Department	3/31/17 & 4/7/17
Frank Ramirez	Counselor	Career and Workforce Solutions	3/31/17 & 4/7/17
Christine Schaefer	Counselor	Counseling Department	3/31/17 & 4/7/17
Jose Simo	Counselor	Counseling Department	3/31/17 & 4/7/17
Ana Stockwell	Counselor	Nursing Department	3/31/17 & 4/7/17
Mariana Zepeda	Counselor	International Education Program	3/31/17 & 4/7/17
Substitute			
Lorena Ayeni	Student Center Assistant	Office of Student Life	4/27/17-8/5/17
Jeffrey Conrad	Security Officer	Public Safety Department	3/18/17-5/21/17
Antonio De La Rosa	Custodian	Maintenance and Operations	4/17/17-5/5/17

Eric Duran		Custodian	Maintenance and Operations	4/13/17
Bianca Herrera		Custodian	Maintenance and Operations	4/21/17
Bianca Herrera		Custodian	Maintenance and Operations	4/24/17– 5/5/17
Natalie Reyes		EDGE Outreach Specialist	EDGE Program	5/1/17-11/17/17
Temporary Employment Agreements (Current Employee Y/N)				
Heather Benes	Y	EDGE Program Instructor	EDGE Program	5/1/17-8/31/17
Gary Bergstrom	Y	Coordination for Student Equity	Student Services – Student Equity	4/3/17-7/31/17
Alison Airhart-Bolze	Y	Lead Teacher, Intensive English Academy	PaCE	6/5/17-8/4/17
James Brakebill	Y	Emergency Medical Services Program Director	Public Safety Academy	8/7/17-12/15/17
George Brown	Y	Department Chair	Applied Sciences and Business	8/21/17-5/25/18
Albert Cadena	Y	Fire Academy Assistant	Public Safety Academy	8/7/17-12/15/17
Bonifacio De La Cruz	Y	Fire Academy Assistant	Public Safety Academy	8/7/17-12/15/17
Barbara DeLaughter	Y	Teacher, Intensive English Academy	PaCE	6/5/17-7/28/17
Denise Diamond	Y	EDGE Program Instructor	EDGE Program	5/1/17-8/31/17
Rodrigo Diaz	Y	Supplemental Instructional Leader	EDGE Program	5/15/17-8/24/17
Sabrina Diaz	Y	Supplemental Instructional Leader	EDGE Program	5/15/17-8/24/17
Rachel Eldridge	Y	EDGE Program Instructor	EDGE Program	5/1/17-8/31/17
Brian Green	Y	Recruit Training Officer (RTO)-Module III	Public Safety Academy	8/7/17-12/15/17
William Grotenrath	Y	Assistant Football Weight Trainer	Athletic Department	5/20/17-6/30/17
Laurie Hanna	Y	Teacher, Intensive English Academy	PaCE	6/5/17-7/28/17
Walt Holloway	Y	Fire Academy Coordinator	Public Safety Academy	8/7/17-12/15/17
Katherine Hummer	Y	Teacher, Intensive English Academy	PaCE	6/5/17-7/28/17
Mikael Jacobson	Y	Music Sessions	Social Science and Arts	2/8/16-5/20/16
Scott Jaeggi	Y	Emergency Medical Services Clinical Coordinator	Public Safety Academy	8/7/17-12/15/17
Sally Kalpakoff	Y	EDGE Program Instructor	EDGE Program	5/1/17-8/31/17
Nicholas LaPointe	Y	Assistant Football Coach	Athletic Department	5/20/17-6/30/17

Jacque Litto	Y	Teacher, Intensive English Academy	PaCE	6/5/17-7/28/17
Brenda Littleton	Y	EDGE Program Instructor	EDGE Program	5/1/17-8/31/17
Felix Marhuenda-Donate	Y	Department Chair: ASBU - Business	Applied Science and Business	8/21/17-5/25/18
Eamon McGowan	Y	Teacher, Intensive English Academy	PaCE	6/5/17-7/28/17
Wally Meyer	Y	Basic Peace Officer Training Coordinator	Public Safety Academy	8/7/17-12/15/17
Art Morrow	Y	Teacher, Intensive English Academy	PaCE	6/5/17-7/28/17
Joel Murphy	Y	EDGE Program Instructor	EDGE Program	5/1/17-8/31/17
Daniel Nickerson	Y	Teacher, Intensive English Academy	PaCE	6/28/17-7/28/17
Douglas Redman	Y	Course Development, Advanced Trans. and Renewable Energy Grant	Applied Science and Business	5/1/17-8/30/17
Andrew Riffel	N	EDGE Program Instructor	EDGE Program	5/1/17-8/31/17
Vida Rossidean	Y	EDGE Program Instructor	EDGE Program	5/15/17-8/31/17
Jose Sandoval	Y	Supplemental Instructional Leader	EDGE Program	5/15/17-8/24/17
Cynthia Spence	Y	EDGE Program Instructor	EDGE Program	5/1/17-8/31/17
Dinette Tharp	N	Supplemental Instructional Leader	EDGE Program	5/15/17
Cassandra White-Elliot	Y	EDGE Program Instructor	EDGE Program	5/1/17-8/31/17
Pablo Enrique Villagomez	N	Supplemental Instructional Leader	EDGE Program	4/17/17-7/28/17

Volunteers

Alan Lemus	Public Safety Academy
Sara Lopez	Child Development Center
Jeff Tebelek	Athletics

Administrator Initiating Item:
Mary Anne Gularte

Cabinet Review and Approval: 5/9/2017
Chair and Vice Chair Review: 5/15/2017

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 1**

AREA: Administrative Services

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **March 26, 2017 – April 25, 2017** as follows:

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

In the aggregated amount of \$662,063.16, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$562,694.00, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$2,005,231.97, as presented. **Note that the report includes all purchase orders and contracts including those reported above.**

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 2**

AREA: Administrative Services

TITLE: WARRANTS

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

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$2,221,062.12, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 3**

AREA: Administrative Services

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TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS

BACKGROUND:

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

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #10

BACKGROUND:

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

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies Payroll #10 in the amount of \$4,005,890.10, as follows:

Certificated:	\$2,500,618.69
Classified:	<u>\$1,505,271.41</u>
	\$4,005,890.10

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell
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Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 6**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

Assorted surveying equipment donated to the School of Applied Sciences & Business by Olson Engineering of Indio, CA. These items will be utilized by students in the turf and horticulture classes and laboratory exercises.

Six vintage cameras donated to the School of Social Sciences & Arts by Mr. Keithe Bisnett of Cathedral City, CA. These items will be utilized by students in the photography program.

Various canvas stretchers and panels donated to the School of Social Sciences & Arts by Ms. Elaine Pizza of Chicago, IL. These items will be utilized by students in the art program.

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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2017 Chair & Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 7**

AREA: Administrative Services

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TITLE: DECLARE PROPERTY AS SURPLUS

BACKGROUND:

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. After a thorough inspection of the 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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2017 Chair & Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 8**

AREA: Administrative Services

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TITLE: BUDGET TRANSFERS

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell
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Cabinet Review & Approval: 5/9/2017 Chair & Vice Chair Review: 5/15/2017

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 9**

AREA: Administrative Services

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

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2017 Chair & Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 10**

AREA: Administrative Services

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TITLE: AMENDMENT TO CONTRACTS – MEASURE B BOND PROJECT

BACKGROUND:

Each month the Bond Office submits amendments to Measure B Bond contracts for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an amendment.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Projects are funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell
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Cabinet Review & Approval: 5/9/2017 Chair & Vice Chair Review: 5/15/2017

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 11**

AREA: Administrative Services

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TITLE: CHANGE ORDER – MEASURE B BOND PROJECT

BACKGROUND:

Each month the Bond Office submits Proposed Change Orders for Board Approval. All capital construction projects require the execution of a Change Order to change the design requirements and/or scope of construction which, in turn, requires an adjustment of the Contract Amount or Contract Time. All Change Orders must be reviewed and approved by the Board of Trustees for consent.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 12**

AREA: Administrative Services

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

BACKGROUND:

1. The contract with Seto Construction, Inc., for the Mecca/Thermal Campus Expansion Project, is complete as of April 24, 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 is funded by Measure B Bond Funds and remains within budget.

RECOMMENDATION:

Board of Trustees accepts the Notice of Completion as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 1**

AREA: Student Learning

**TITLE: UPDATED PROGRAM NARRATIVES
FOR CAREER TECHNICAL PROGRAMS**

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

BACKGROUND:

State and regional requirements for Career Technical necessitate updating program narratives to document relevant programming based on two-year analysis of labor market information. The CTE programs are currently updating programs and program narratives. The attached programs are now up-to-date.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve updated program narratives (see attached).

Administrator Initiating Item: Pamela Ralston	Cabinet Review & Approval: 5/9/2017 Chair & Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 2**

AREA: Student Learning

**TITLE: COURSES APPROVED BY
CURRICULUM COMMITTEE**

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

BACKGROUND:

The Curriculum Committee approved courses for the College curriculum to be effective for Fall 2017.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees approve the new courses for Fall 2017.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 1**

AREA: Board of Trustees

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

TITLE: BOARD POLICY REVIEW – 2ND READING

BACKGROUND:

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

- BP 1100 The Desert Community College District
- BP 1300 Legal Authority
- BP 2735 Board Member Travel
- BP 7380 Retiree Health Benefits

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 2**

AREA: Board of Trustees

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

TITLE: BOARD POLICY REVIEW – 1ST READING

BACKGROUND:

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

- BP 5015 Residence Determination
- BP 5035 Withholding of Student Records
- BP 5052 Open Enrollment
- BP 5120 Transfer Center
- BP 5130 Financial Aid
- BP 5400 Associated Students Organization

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the policies for a first reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 3**

AREA: Board of Trustees

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

TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

Victor Rios has been voted to Emeritus Status within his school and that nomination was unanimously approved by Academic Senate at their meeting of April 27th, 2017.

Steve Beno has been voted to Emeritus Status within his school and that nomination was unanimously approved by Academic Senate at their meeting of April 27th, 2017.

Jack Tapleshay has been voted to Emeritus Status within his school and that nomination was unanimously approved by Academic Senate at their meeting of May 11th, 2017.

[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.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 1**

AREA: President

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

TITLE: POST-SABBATICAL LEAVE VERBAL REPORTS

BACKGROUND:

Ruth Nolan, Professor, English

Received sabbatical approval from the Board of Trustees on May 15th, 2015.

Purpose of Sabbatical: Completed a literary, historical and researched creative nonfiction book suitable for use in College of the Desert Classes across the curriculum. To be used as a companion reader, as well as a historical, cultural, environmental, and literary text that draws substance from our region's history of wildland fires and firefighting methodologies. This text follows a narrative of arc fires/firefighting in the southern California inland and desert regions, from the earliest stories of our area's Native American people to the present day. Plus, wildland firefighting technologies and methodologies used by governing agencies; such as, the Bureau of Land Management, United States Forest Service, and California Department of Forestry.

Kurt Leuschner, Professor, Natural Resources

Received sabbatical approval from the Board of Trustees on May 15th, 2015.

Purpose of Sabbatical: Attended a sound analysis workshop at Cornell University, and conducted research, and record Scrub-Jays at various southwest study sites; such as, the Archbold Biological Station in Florida, the Los Angeles Museum's bird collection, and the San Bernardino Museum's bird collection. Then, Professor Leuschner took a bird identification class at the Sierra Nevada Field Campus. As a result, Professor Leuschner's recordings have be archived at Cornell University, and a PowerPoint presentation on the status of the Scrub-Jay in North America and was presented at various venues.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon
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Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 1**

AREA: Human Resources

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

TITLE: INITIAL PROPOSAL FOR REOPENER NEGOTIATIONS FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 407 TO THE DESERT COMMUNITY COLLEGE DISTRICT: PUBLIC HEARING AND ACKNOWLEDGEMENT OF INITIAL PROPOSAL

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 and its Chapter 407 (CSEA) initial proposal to the Desert Community College District is agendized as a public document, see below. At the Board of Trustee’s meeting on May 19, there will be a public hearing on CSEA’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 public hearing, discussion, and acknowledgement of CSEA’s proposal, representatives from CSEA and the District will meet and negotiate regarding these proposals.

ARTICLE 7 - COMPENSATION

CSEA proposes to negotiate increases to the classified salary schedule commensurate with the District’s ability to pay.

ARTICLE 9 – HEALTH AND WELFARE BENEFITS

CSEA proposes to negotiate increases to the District contribution for healthcare coverage to reduce out of pocket costs for unit members. CSEA also proposes the parties go out to bid for alternative healthcare insurance providers, including the California Schools VEBA (VEBA), California Value Trust (CVT), and the High Desert Trust.

ARTICLE 15 – TRANSFERS

CSEA proposes to enhance language to improve opportunities for unit members to transfer and to promote within the District. CSEA will propose language to provide unit members the seniority right to transfer for vacancies in their same classification (including increases in hours), as well as priority consideration when applying for any promotional opportunity within the bargaining unit for which they meet the minimum qualifications.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Conduct Public Hearing: Board of Trustees conducts a public hearing on the Initial Reopener Proposal from the California School Employees Association and its Chapter 407 to the Desert Community College District.

Acknowledgment of Proposal: Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to acknowledge CSEA's proposal and that the parties commence negotiations.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 5/09/2017 Chair and Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 1**

AREA: Administrative Services

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

TITLE: BUDGET REVISIONS

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell
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Cabinet Review & Approval: 5/9/2017 Chair & Vice Chair Review: 5/15/2017

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 2**

AREA: Administrative Services

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

TITLE: NOTICE OF INTENT TO AWARD CONTRACTS FOR THE PALM SPRINGS MODULAR CAMPUS PROJECT AND MECCA/THERMAL EXPANSION – LAB REDESIGN PROJECT

BACKGROUND:

Bid Package #02-01 – General Contracting Services for the Palm Springs Modular Campus Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #02-03 – Site Utilities for the Palm Springs Modular Campus Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #02-04 – Fire Alarm, Electrical & Low Voltage for the Palm Springs Modular Campus Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #02-02 – Electrical & Low Voltage for the Palm Springs Modular Campus Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #043-282-0801-0010-LAB – General Contracting Services for the Mecca/Thermal Expansion – Lab Redesign 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 Measure B proceeds.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contracts to lowest qualified bid for the Palm Springs Modular Campus Project and Mecca/Thermal Expansion – Lab Redesign Project.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2017 Chair & Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 3**

AREA: Administrative Services

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

**TITLE: APPROVE DISPOSITION AND DEVELOPMENT AGREEMENT BY AND
BETWEEN THE CITY OF INDIO AND THE INDIO HOUSING AUTHORITY
AND THE DESERT COMMUNITY COLLEGE DISTRICT**

BACKGROUND:

The District and the City of Indio continue to work on the Disposition and Development Agreement necessary for the Indio Campus Expansion Project. This agreement includes the acquisition of 57,179 square foot of land bounded by Oasis Street, Bliss Avenue, Town Avenue and Civic Center Mall, plus a portion of the vacated alley approximately 22,400 square feet of land making up the existing Civic Center Mall right-of-way between Oasis Street and Towne Avenue (the “Right-of-Way Land) in the city of Indio.

The Indio Expansion Project includes the construction of a new multi-story educational building of approximately 50,000 square feet, a quad area and parking facilities.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

The District agrees to acquire the site from the City of Indio the fair market value of the property.

RECOMMENDATION:

Board of Trustees authorizes the Vice President of Administrative Services to execute the agreement and any future augmentations or amendments to the agreement on behalf of the District.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/9/2017 Chair & Vice Chair Review: 5/15/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/19/2017
ITEM #: 1**

AREA: President

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

TITLE: ADMINISTRATIVE PROCEDURE REVIEW

BACKGROUND:

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

- AP 5012 International Students
- AP 5015 Residency Determination
- AP 5035 Withholding of Student Records
- AP 5045 Student Records: Challenging Content and Access Log
- AP 5052 Open Enrollment
- AP 5120 Transfer Center
- AP 5130 Financial Aid
- AP 5400 Associated Students Organization

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the procedures as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 5/9/2017 Chair and Vice Chair Review: 5/15/2017
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