



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: THURSDAY, JUNE 18, 2015
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, www.collegeofthedesert.edu. 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 15, 2015 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 a.m. to 10:30 a.m. and 11:45 a.m. to 1:30 p.m. and/or following the open session if additional time is needed.

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

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

2. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**
Section 54956.9 (d)(2/3/4) Specify number of potential cases: 7

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel
Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211
015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004,
502 190 008, 502 190 015, 502 190 019, 502 190 020, 611 212 007, 611 212 008, 611
212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212
033, 611 212 034

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

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

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**
o Superintendent/President

IV. **OPEN SESSION** (10:45 a.m.)

Closed session report (if any)

V. **SWEARING IN OF STUDENT TRUSTEE:** Tamara Escobar

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.**

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

IX. **APPROVE THE MINUTES OF:**

Regular meeting of April 17, 2015 ([Details on COD Website](#))

Regular meeting of May 15, 2015 ([Details on COD Website](#))

X. **REPORTS**

A. ASCOD

B. COLLEGE OF THE DESERT FOUNDATION

C. ACADEMIC SENATE

D. C.O.D.F.A.

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

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. HUMAN RESOURCES

- 1. Employment Group C Appointments
- 2. Employment Group A Appointments
- 3. Volunteers
- 4. Initial Proposal from DCCD to CSEA
- 5. Initial Proposal from CSEA to DCCD
- 6. Initial Proposal from DCCD to CODAA
- 7. Initial Proposal from DCCD to CTA
- 8. Initial Proposal from CTA to DCCD
- 9. Resignations

B. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #11
- 5. Out-of-State/Country Travel
- 6. Change Orders – Measure B Bond Projects
- 7. Amendment to a Contract – Measure B Bond Project
- 8. Budget Transfers

C. STUDENT SUCCESS & STUDENT LEARNING

- 1. Approval of Curriculum Modifications for Fall 2015
- 2. High School Course Articulation Agreement Renewal

XII. ACTION AGENDA

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

B. BOARD OF TRUSTEES

- 1. Board Policy 2210 – Officers of the Board – Revisions, 2nd Reading

2. 2016 Board Meeting Dates
3. ACCT Pacific Region Diversity Council Position
4. Change of August 2015 and November 2015 Board Meeting Dates

C. ADMINISTRATIVE SERVICES

1. Notice of Intent to Award Contract for the Road Repair & Parking Lot Improvements Project
2. Notice of Intent to Award Contract for the Weatherproofing Project
3. 2015-2016 Tentative Budget
4. Budget Revisions
5. Resolution #061518-1 Appropriations Subject to Proposition 4 – GANN Limitations
6. Resolution #061815-2 Temporary Loan
7. Resolution #061815-3 Establishing a Trust Fund (Fund 79)
8. Proposed Local Projects for the City of Indio

XIII. INFORMATION

1. Child Development Center - California Department of Education, Annual Program Reviews
2. Food Services Update

XIV. STUDY SESSION

1. Facilities Update – VP Lisa Howell, Administrative Services
2. Agenda Item Request from April 2015 Board meeting:
 - Realignment Update – President Kinnamon

XV. FUTURE AGENDA ITEMS

XVI. CLOSED SESSION (CONT'D)

XVII. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 1**

AREA: Human Resources

TITLE: EMPLOYMENT GROUP C APPOINTMENTS

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BACKGROUND:

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

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

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

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

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

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 2**

AREA: Human Resources

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TITLE: EMPLOYMENT GROUP A APPOINTMENTS

Classified

1. Carolina Martinez, part-time Secretary Bilingual for Upward Bound, effective 6/15/2015.
2. Trevor Uprichard, part-time Security Officer, effective 6/8/2015.
3. Pedro Mora, part-time Security Officer, effective 6/1/2015.
4. Kyle Ghirardi, part-time Security Officer, effective 6/1/2015.
5. Lawrence Ponce, part-time Security Officer, effective 6/1/2015.
6. Pete Mills, full-time Security Officer, effective 6/1/2015.
7. German Musch, full-time Laboratory Specialist, Science, effective 5/26/2015.
8. Ana Higuera-Yepiz, full-time Testing Services Technician, DSPS, effective 6/8/2015.

Faculty

9. Lisa Kinsey, full-time Instructor, Nursing effective 8/26/2015.
10. Robert Guinn, full-time Instructor, Chemistry, effective 8/26/2015.
11. Christine Melton, full-time Instructor, Chemistry, effective 8/26/2015.
12. Jacob Kevari, full-time Instructor, Economics, effective 8/26/2015.
13. Ramiro Galicia, full-time Instructor HVAC&R/Energy, effective 8/26/2015.
14. Ahmed ElShafie, full-time Instructor, Astronomy & Physics, effective 8/26/2015.

FISCAL IMPLICATIONS:

All positions are budgeted.

RECOMMENDATION:

Board of Trustees ratifies/approves appointments as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 3**

AREA: Human Resources

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TITLE: VOLUNTEERS

BACKGROUND:

Jorge Polanco – Athletics
Jacoby Hammon - Athletics
Roxanne Wagstaff – Child Development Center
James Zang – HVAC
Omar Prieto - HVAC Lab

FISCAL IMPLICATION:

None.

RECOMMENDATION:

Board of Trustees approves volunteers as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 4**

AREA: Human Resources

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TITLE: INITIAL PROPOSAL FROM THE DESERT COMMUNITY COLLEGE DISTRICT (DCCD) TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER #407- FIRST READING

BACKGROUND:

Pursuant to the Educational Employment Relations Act (EERA) the Desert Community College district submits the following proposal to the California School Employees Association (CSEA) to reopen the current collective bargaining agreement.

All language currently in effect as stated in the Agreement between the parties, will remain unchanged except as proposed below. Any article proposed for amendment by the Exclusive Representative, shall be deemed herein to remain unchanged in the Collective Bargaining Agreement unless otherwise expressly stated.

Article 7: Compensation

The District proposes to review current classified employee salaries in relationship to the market basket study findings to be completed Fall 2015.

Article 9: Health and Welfare Benefits

The district proposes to review its current contribution to health and welfare benefits, including plans, and compare those in relationship to the anticipated cost adjustments to take effect October 1, 2015.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the initial reading of the above proposal as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 5**

AREA: Human Resources

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**TITLE: INITIAL PROPOSAL FROM THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION (CSEA) CHAPTER #407
TO THE DESERT COMMUNITY COLLEGE DISTRICT (DCCD) - FIRST
READING**

BACKGROUND:

Pursuant to the Educational Employment Relations Act (EERA) and Article 25: *Term* of the current Collective Bargaining Agreement between the Desert Community College district and the California School Employees Association and its Chapter 407, we submit our initial proposal for the successor to the parties' 2012-2015 Collective Bargaining Agreement. CSEA proposes that all portions of the current Agreement remain in full force and effect, except for the following:

Article 1 - Recognition

CSEA proposes to clarify the procedures surrounding notice to the exclusive representative.

Article 2 – District Rights

CSEA does not accept further inclusion of language in this article which waives the union's right to bargain the decision, as well as the effects, of contracting out classified work.

Article 3 – Association Rights

CSEA proposed to improve language regarding release time for Association business, and to update and improve language regarding the CSEA annual conference. CSEA shall also make proposals to add language clarifying union rights to determine its representatives, and to participate in new employee orientation.

Article 7: Compensation

CSEA proposes to negotiate salary increases for unit members commensurate with the District's ability to pay.

Article 8 – Compensation in Addition to Salary

CSEA proposes to improve language regarding call-back time and longevity.

Article 9: Health and Welfare Benefits

CSEA proposes to negotiate District Health and Welfare contribution increases for unit members commensurate with the District's ability to pay, and to address issues associated with compliance with the Affordable Care Act.

Article 15 – Transfers

CSEA proposes to enhance language to provide opportunities for unit members to transfer.

Article 16 – Professional Growth

CSEA proposes to improve language regarding the allocation of professional growth funding.

Article 18 – Layoff

CSEA proposes to improve language regarding bumping rights to include equal classes.

Article 25 – Term

CSEA shall propose to update the dates in this article to reflect the new term of the agreement.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the initial reading of the above proposal as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 6**

AREA: Human Resources

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**TITLE: INITIAL PROPOSAL FROM THE DESERT COMMUNITY
COLLEGE DISTRICT (DCCD) TO THE DESERT ADJUNCT
ASSOCIATION (CODAA) - FIRST READING**

BACKGROUND:

Pursuant to the Educational Employment Relations Act (EERA) the Desert Community College district submits the following proposal to the Desert Adjunct Association (CODAA) to reopen the current collective bargaining agreement.

All language currently in effect as stated in the Agreement between the parties, will remain unchanged except as proposed below. Any article proposed for amendment by the Exclusive Representative, shall be deemed herein to remain unchanged in the Collective Bargaining Agreement unless otherwise expressly stated.

ARTICLE 10: DISTANCE LEARNING

The district proposes to review and update distance learning language to be compliant with College of the Desert's current distance learning policy.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the initial reading of the above proposal as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 7**

AREA: Human Resources

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**TITLE: INITIAL PROPOSAL FROM THE DESERT COMMUNITY
COLLEGE DISTRICT (DCCD) TO THE DESERT COMMUNITY
COLLEGE FACULTY ASSOCIATION (CTA) - FIRST READING**

BACKGROUND:

Pursuant to the Educational Employment Relations Act (EERA) the Desert Community College district submits the following proposal to the Desert Community College Faculty Association to reopen the current collective bargaining agreement.

All language currently in effect as stated in the Agreement between the parties, will remain unchanged except as proposed below. Any article proposed for amendment by the Exclusive Representative, shall be deemed herein to remain unchanged in the Collective Bargaining Agreement unless otherwise expressly stated.

ARTICLE 8: COMPENSATION

The district proposes to review current certificated employee salaries in relationship to the market basket study findings to be completed Fall 2015.

ARTICLE 10: HEALTH AND WELFARE BENEFITS

The district proposes to review its current contribution to health and welfare benefits, including plans, and compare those in relationship to the anticipated cost adjustments to take effect October 1, 2015.

ARTICLE 14: DISTANCE LEARNING

The district proposes to review and update distance learning language to be compliant with College of the Desert's current distance learning policy.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the initial reading of the above proposal as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 8**

AREA: Human Resources

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**TITLE: INITIAL PROPOSAL FROM THE DESERT COMMUNITY COLLEGE
FACULTY ASSOCIATION (CTA) TO THE DESERT COMMUNITY
COLLEGE DISTRICT (DCCD) - FIRST READING**

BACKGROUND:

The Collective Bargaining Agreement proposals submitted herein by the College of the Desert, Faculty Association are expressly pursuant to the Educational Employment Relations Act. It is the intention of the College of the Desert Faculty Association to bargain in good faith over the proposals submitted by the respective parties to the Collective Bargaining Agreement.

ARTICLE 8: COMPENSATION

Given the current status of the State budget and the favorable economic projections, the Association expects to make proposals re on-schedule compensation that will allow the District to attract and retain the highest quality unit members.

ARTICLE 10: HEALTH AND WELFARE BENEFITS

Health and welfare benefits continue to be a nationwide concern. The recent trend is for costs to escalate at a rate higher than the general cost of living each year. The Association has continuously sought ways to control the escalating costs of medical insurance. College of the Desert is uniquely structured to provide comprehensive health and welfare benefits to all its employees through the use super-composite plans. As costs have continued to escalate, the Association will propose appropriate levels of cost sharing.

ARTICLE 12: HOURS OF SERVICE

The Association will seek to clarify definitions, language and duties within this article.

ARTICLE 13: RELEASED/REASSIGNED TIME AND STIPENDS

Association will seek to bring currency and relevance to this article and Appendix J. The Association will make proposals clarifying the processes of reassigned time and stipends.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the initial reading of the above proposal as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 9**

AREA: Human Resources

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TITLE: RESIGNATIONS

BACKGROUND:

1. Mr. Russell “Tres” Dean, Professor Theatre Arts, has resigned effective 5/25/2015.
2. Ms. Sandra Lagerson, International Education Program Assistant, has resigned effective 6/1/2015.
3. Ms. Nancy Garcia’s resignation is effective 4/25/2015, not 4/8/15 as previously approved.
4. Ms. Maria Savedra, ISA, resignation effective 5/7/2015.

FISCAL IMPLICATION:

- 1 & 4 Positions are fully funded from unrestricted funds.
2 & 3 Positions are fully funded from restricted funds.

RECOMMENDATION:

Board of Trustees approves resignations as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
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 **May 31, 2015** as follows:

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

In the aggregated amount of \$382,271.66, as presented. [Details on COD Website](#)

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

No open purchase orders to report.

C. Contracts in excess of \$25,000

In the aggregated amount of \$106,500.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$973,376.81, 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 & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/18/2015

ITEM #: 2

AREA: Administrative Services

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TITLE: WARRANTS

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$2,073,898.62, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
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 the COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #11

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 #11 in the amount of \$3,741,243.68, as follows:

Certificated:	\$2,169,384.68
Classified:	<u>\$1,571,859.00</u>
	\$3,741,243.68

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 6**

AREA: Administrative Services

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**TITLE: CHANGE ORDERS – MEASURE B BOND
PROJECTS**

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 7**

AREA: Administrative Services

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**TITLE: AMENDMENT TO A CONTRACT – MEASURE B
BOND PROJECT**

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

This amendment is an extension of time only and comes at no additional cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
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	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 1**

AREA: Student Success & Student Learning

**TITLE: APPROVAL OF CURRICULUM
MODIFICATIONS FOR FALL 2015**

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

BACKGROUND:

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2015. ([ITEM A](#)) ([ITEM B](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the curriculum modifications for Fall 2015.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/15
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 2**

AREA: Student Success & Student Learning

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

**TITLE: HIGH SCHOOL COURSE ARTICULATION
AGREEMENT RENEWAL**

BACKGROUND:

This agreement enables students to receive college credit and/or a waiver of a prerequisite for coursework at the secondary level comparable to courses offered by College of the Desert. Articulation agreements established in accordance with all Title V requirements, are for articulated course credit and Credit by Exam

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the High School Course Articulation Agreement Renewal with Amistad High School.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 1**

AREA: Board of Trustees

**TITLE: BOARD POLICY 2210-OFFICERS OF THE BOARD
REVISIONS, 2nd READING**

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

BACKGROUND:

At their May 15, 2015 Board of Trustees meeting, the Board voted to amend Board Policy 2210 – Officers of the Board, adding the section of Duties of Past Board Chair: “Duties of the past Chair of the Board are to represent the Board on the Foundation Board of Directors.” With this addition voted on and approved, the Board held the first reading of this revised policy. The second reading will occur on June 18, 2015.

Revised Draft – [Details on COD website](#)

Clean Copy – [Details on COD website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Review Board Policy 2210 revisions. If draft is approved, commence 2nd reading of draft for final Board approval.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 2**

AREA: Board of Trustees

**TITLE: 2016 BOARD OF TRUSTEES MEETING DATES
FIRST READING**

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

BACKGROUND:

The Board of Trustees had previously agreed not to change meeting dates once they are posted unless an emergency arises. All members have had time to review these dates for potential conflicts.

Setting these dates early also ensures consistent meeting locations.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the 2016 meeting dates for a first reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 3**

AREA: Board of Trustees

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

**TITLE: ASSOCIATION OF COMMUNITY COLLEGE
TRUSTEES (ACCT) PACIFIC REGION DIVERSITY
COMMITTEE POSITION**

BACKGROUND:

The ACCT Diversity Committee ensures leadership for the involvement of historically underrepresented diverse populations within the governance activities of ACCT. It promotes respect for and acceptance of diverse individuals and promotes awareness and educational opportunity for underrepresented populations. It advises the ACCT Board by strengthening the links with the minority membership, identifying issues that require member input, and recommending strategies to gather input.

Trustee Mary Jane Sanchez-Fulton is requesting a letter of support from the Board of Trustees in running for this open position during the San Diego ACCT Leadership Congress at the Pacific Regional Caucus meeting on October 15, 2015.

FISCAL IMPLICATIONS:

Mandatory meetings Diversity Committee members must attend:

2015 ACCT Leadership Congress, San Diego, CA – Registration Cost – \$940.00*

2016 National Legislative Summit, Washington, D.C. – Registration Cost \$1,026.00*

*Registration amounts do not include travel or hotel.

RECOMMENDATION:

The Board of Trustees approves providing a letter of support for Trustee Mary Jane Sanchez-Fulton to run for the ACCT Pacific Region Diversity Committee position.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 4**

AREA: Board of Trustees

**TITLE: CHANGE OF AUGUST 2015 AND NOVEMBER
2015 BOARD MEETING DATES**

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

BACKGROUND:

1. Chair Bonnie Stefan requests that the August 2015 Board of Trustees meeting is moved from Friday, August 21, 2015 to Wednesday, August 19, 2015, due to her work schedule.
2. This fall, the Annual Convention of the Community College League of California (CCLC) will be held in Burlingame, California on November 19 - 21, 2015. The regular meeting of the Board of Trustees meeting is scheduled for November 20, 2015.

Wednesday, November 18, 2015 is the recommended date for the rescheduled November meeting to accommodate the Board of Trustees attending the CCLC Annual Convention.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

The Board of Trustees approves the requests to change two meeting dates:

- the August 2015 Board meeting date from Friday, August 21, 2015 to Wednesday, August 19, 2015
- the November 2015 Board meeting date from Friday, November 20, 2015 to Wednesday, November 18, 2015

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/18/2015

ITEM #: 1

AREA: Administrative Services

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT
BID PACKAGE 1 - ROAD REPAIR & PARKING LOT IMPROVEMENTS
PROJECT**

BACKGROUND:

Bid Package #1 – Road Repair & Parking Lot Improvements Project has been out to bid and the bid results indicate the lowest qualified bid. This project includes grinding, grading, compacting, resurfacing and sealing the following parking lots and roadways:

Parking lots 12, 15, 20, 21, 22, 23, and 25

Roadways adjacent to McCallum Theater, Kinesiology and all emergency vehicle access routes

The work will begin in late June and continue through August 2015.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

The bid award is for \$558,019.00 and is funded by State restricted funds and Measure B Bond Funds.

RECOMMENDATION:

Board of Trustees approves the notice of intent to award contract as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
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 CONTRACT
BID PACKAGE 1 – WEATHERPROOFING PROJECT**

BACKGROUND:

Bid Package #1 – Weatherproofing Project has been out to bid and the bid results indicate the lowest qualified bid. This project includes weatherizing the exterior roofing envelope of the Ag Science Building.

The work will begin in late June and continue through August 2015.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

This bid award is for \$120,000.00 and funded by State restricted funds.

RECOMMENDATION:

Board of Trustees approves the notice of intent to award contract as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 3**

AREA: Administrative Services

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

TITLE: 2015-2016 TENTATIVE BUDGET

BACKGROUND:

Regulations require the Board of Trustees adopt a Tentative Budget* not later than July 1st of each year. The Tentative Budget was developed through a collaborative process and has been reviewed by the Budget Sub-Committee. The assumptions used for the Tentative Budget are based on the Governor’s May Revise Budget and may change with the State Budget Adoption.

The Tentative Budget includes projections based upon the following assumptions:

- Revenues
 - 1) State COLA of 1.02%
 - 2) Growth projected of 3%
- Expenditures
 - 1) Step/Column and COLA increases where applicable
 - 2) Adjunct faculty salary increase of 4.07%
 - 3) Reduction for the one-time 4.5% off-schedule salary increase
 - 4) Approved staff positions including 12 full-time faculty positions
 - 5) STRS and PERS rate increases
 - 6) Net savings from the early retirement program

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Budget represents the District’s best estimate of revenues and expenditures for the upcoming fiscal year. The Final Budget will be presented to the Board of Trustees for consideration and approval on September 18, 2015. The adoption of the Tentative Budget will provide the necessary revenue and expenditure allocations to continue normal operations until the adoption of the Final Budget.

RECOMMENDATION:

Board of Trustees adopts the 2015-2016 Tentative Budget as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 4**

AREA: Administrative Services

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|---------------------------------------------------|
| <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, Section 58307 and 58307, 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 #112014-2 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on November 20, 2014.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2014-2015 budget revisions as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair and Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 5**

AREA: Administrative Services

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

**TITLE: RESOLUTION #061815-1 APPROPRIATIONS
SUBJECT TO PROPOSITION 4 - GANN LIMITATIONS**

BACKGROUND:

In November 1979, the voters passed Proposition 4 which imposes an annual appropriations limit on the District. This is known as the Gann Limit. Pursuant to Government Code Section 7910, the Board must approve the District's Gann Limit and make other necessary determinations for the succeeding fiscal year pursuant to Article XIII B of the California Constitution.

The District has developed the documentation used to determine the 2015-2016 Gann Limit and it is available for public inspection at the office of the Director of Fiscal Services, 43-500 Monterey Avenue, Palm Desert, CA 92260, between 8:00 a.m. and 5:00 p.m. A copy of the worksheet used to compute the Gann Limit is attached for the Board's review and information. A resolution required to establish the District's 2015-2016 Gann Limit is also attached.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees adopts Resolution #061815-1 which establishes the 2015-2016 Gann Limit for the Desert Community College District at \$67,197,805.00.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2015
ITEM #: 6**

AREA: Administrative Services

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

TITLE: RESOLUTION #061815-2 TEMPORARY LOAN

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustee adopts attached Resolution #061815-2 authorizing a transfer up to \$5,000,000 from other existing funds available for cash flow purposes.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 7**

AREA: Administrative Services

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

**TITLE: RESOLUTION #061815-3 ESTABLISHING A
TRUST FUND (FUND 79)**

BACKGROUND:

Resolution #061815-3 Establishes a Trust Fund (Fund 79) as required by the Budget and Accounting Manual as authorized in Education Code Section 84030. The fund is to be established to account for the GASB 45 Irrevocable Trust agreement previously approved by the Board of Trustees. Establishing the Trust Fund will ensure compliance with the Budget and Accounting Manual and improve transparency as to the sources and uses of those funds that are held in trust for current and future District retirees' health benefits.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Increased interest earnings are expected and will be reported with the quarterly financial statements.

RECOMMENDATION:

Board of Trustees approves Resolution #061815-3 to establish a Trust Fund (Fund 79).

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 8**

AREA: Administrative Services

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

**TITLE: PROPOSED LOCAL PROJECTS FOR THE CITY
OF INDIO**

BACKGROUND:

On March 21, 2014, The Board of Trustees approved Resolution #032114-4 approving a New Markets Tax Credit (NMTC) financing.

Desert Community College District's Financing Corporation Board of Directors report that the New Markets Tax Credit (NMTC) transaction successfully closed and the College benefited \$1.7M from the transaction. The closing documents specified a minimum of \$100K is required to be spent in the Indio community to support employment and the community at large.

Staff met with representatives from the City of Indio and sought information on organizations that could increase employment, have educational value, and benefit the Indio community at large. Proposals totaling \$126,350 were received from the following agencies:

Coachella Valley Art Center	\$30,000
Coachella Valley History Museum	\$50,000
Indio Performing Arts Center	\$46,350

The Directors of the Financing Corporation approved all three proposals at their meeting on May 21, 2015.

FISCAL IMPLICATIONS:

All funds have been received and reside in a separate College of the Desert account and continue to be reported on the financial statements and budget. The disbursement of the requested funds would reduce the amount of NMTC monies by \$126,350.

RECOMMENDATION:

Board of Trustees approves all the projects at the requested funding levels and disburses the requested funds.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 1**

AREA: Student Success/Student Learning

**TITLE: CHILD DEVELOPMENT CENTER - CALIFORNIA
DEPARTMENT OF EDUCATION,
ANNUAL PROGRAM REVIEWS**

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

BACKGROUND:

The McCarthy Family Child Development and Training Center provides child care subsidies for children of students attending College of the Desert through two contracts with the California Department of Education. The contracts require an annual Program Self Review to assure compliance with CDE Title 5 regulations. The review includes comprehensive assessments of classroom environments and teaching practices; individual child assessments; and a parent survey. Results of the Program Self Review are used for contract compliance and program planning for the next fiscal year.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

The Board of Trustees will receive this program review as information.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/18/2015
ITEM #: 2**

AREA: Administrative Services

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

TITLE: FOOD SERVICES UPDATE

BACKGROUND:

A Request for Proposal (RFP) was prepared and advertised for Food Service Operations on April 1, 2015. Interested parties were invited to participate in an on-site tour of the COD facility on April 15, 2015. Five vendors participated in the on-site tour and three submitted proposals by the published date of May 15, 2015. All submitted proposals were reviewed by the fiscal and purchasing staff as well as the Food Service Advisory Committee.

The Food Service Advisory Committee unanimously recommended Pacific Dining Group as the selected vendor. Action was taken at the June 2, 2015 Auxiliary Services Board meeting to award the Food Service Operations contract to Pacific Dining Group. The transition will occur immediately following the summer term and will be operational by the beginning of the fall term.

FISCAL IMPLICATIONS:

The new contract will provide a minimum of \$60,000.00 of revenue to the Auxiliary Services Fund from commissions (\$10,000 increase over prior contract).

RECOMMENDATION:

Board of Trustees receives food services update as information.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 6/8/2015 Chair & Vice Chair Review: 6/10/2015
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