



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, JULY 20th, 2017
TIME: 9:30 A.M.
LOCATION: 43-500 MONTEREY AVENUE
PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of July 20th, 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: 3**

4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 669-330-047, 502-190-003, 502-190-004, 502-190-008, 502-190-015, 502-190-020, 502-190-017, 502-190-018, 508-100-024, 611-211-013, 611-211-014, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 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. APPROVAL OF MINUTES - Minutes from June 15th, 2017

IX. REPORTS

1. ASCOD
2. C.S.E.A.
3. C.O.D.A.A.
4. C.O.D.F.A.

5. ACADEMIC SENATE
6. COLLEGE OF THE DESERT FOUNDATION
7. GOVERNING BOARD
8. SUPERINTENDENT/PRESIDENT

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. PRESIDENT

1. Educational Master Plan, 2017-2022

B. HUMAN RESOURCES

1. Personnel Items

C. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #12
5. Out-of-State Travel
6. Gifts/Donations to the District
7. Change Order – Measure B Bond Project
8. Designation of Off-Site Location

D. STUDENT LEARNING

1. Approval of the 2017-2018 College of the Desert Catalog Addendum 1

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 1101 College Superintendent/President
 - BP 2010 Board Membership
 - BP 2360 Minutes
 - BP 2365 Recording Board Meetings
 - BP 2717 Personal Use of Public Resources
 - BP 2720 Communications Among Board Members

- BP 2740 Board Education
- BP 3200 Accreditation
- BP 3250 Institutional Planning
- BP 5010 Admission and Concurrent Enrollment
- BP 5021 Health Insurance for International Students in F-1 Visa Status
- BP 5050 Student Success and Support Program
- BP 5110 Counseling
- BP 5200 Student Health Services
- BP 5205 Student Accident Insurance
- BP 5210 Communicable Disease
- BP 5300 Student Equity
- BP 5410 Associated Students Elections
- BP 5420 Associated Students Finance
- BP 5570 Student Credit Card Solicitations

2. Board Member Travel

C. ADMINISTRATIVE SERVICES

1. Resolution #072017-1 Budget Revisions, Adjustments and Transfers
2. Notice of Intent to Award Contracts

XII. INFORMATION AGENDA

A. PRESIDENT

1. Institutional Self-Evaluation Report 2017

B. ADMINISTRATIVE SERVICES

1. 2015-2016 Auxiliary Services Audit Report

XIII. FUTURE AGENDA ITEMS

XIV. CLOSED SESSION (CONTINUED if needed)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 1**

AREA: President

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TITLE: EDUCATIONAL MASTER PLAN, 2017-2022

BACKGROUND:

Over 2016-2017, faculty, staff and administrators have worked to develop College of the Desert's new Educational Master Plan, 2017-2022. The final version is attached after the Academic Senate and College Planning Council both voted to recommend its approval.

With the passage of College of the Desert's recent 577 million-dollar bond, the next five years will be some of the most exciting in COD's history as we re-envision our current classrooms and sites and plan the future programs that will lead us into the next decade and beyond. The College's current Educational Master Plan was developed in 2010. In 2015-16, College of the Desert completed the College of the Desert Strategic Master Plan 2016 – 2021, and the College is in the process of conducting its self-evaluation on for reaffirmation of accreditation from the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. The timing for updating the Educational Master Plan, in alignment with these two efforts, will provide direction for the College over the next several years as it continues to serve students and the communities of the growing Coachella Valley.

The EMP provides a blueprint for the academic future of the Desert Community College District. The Plan also provides a foundation for the College's other planning efforts (facilities, staffing, etc.). Although the exercise of planning in our fluid, and at times difficult economic environment may seem overly optimistic, these conditions provide a wonderful opportunity for the District to determine its destiny. Through comprehensive, data-informed educational planning, priorities are defined and the course for future activities becomes clear. In planning for today's opportunities and challenges, the District is in a better position to make decisions that support its priorities. The EMP provides a roadmap that supports innovative, rigorous and engaging educational programs for the future of students, and the communities served by the College. These purposes are recognized also by external agency mandates that govern the College, including California Law and regional accreditation.

The primary focus of the Educational Master Plan 2017-2022 is to develop meaningful goals for the College based on priorities discerned by research and analysis. The goals established in the Plan are:

GOAL 1: INSTRUCTIONAL DESIGN AND DELIVERY

Provide innovative and alternative methods of instructional design, delivery, and scheduling, in collaboration with external partners that broaden and diversify students' opportunities for access, success and completion.

GOAL 2: INSTRUCTIONAL PROGRAM CONTENT

Pursue innovation through relevant program review, development, and design that expands academic breadth while embracing the unique opportunities of the District's extended campuses.

GOAL 3: STUDENT AND SUPPORT SERVICES

Align planning and resources in student and support services to meet the needs and interests of students.

GOAL 4: COMMUNITY PARTNERSHIPS

Create partnerships and advisory committees that use the expertise of the Desert community to support innovative, contemporary, responsive, and relevant educational programming and services to serve the community.

GOAL 5: INFORMATION AND COMMUNICATION

Improve information and communication strategies by utilizing modern platforms and user-friendly approaches that allow internal and external users to communicate and to access, manage, and use information with ease.

GOAL 6: INTEGRATED PLANNING AND ALIGNMENT OF STAFFING, FACILITIES, AND TECHNOLOGY PLANS WITH EMP

Integrate the EMP with other planning efforts; provide comprehensive input for the development of long-range staffing, facilities, and technology plans that support the Educational Master Plan.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approve the Educational Master Plan, 2017-2022, as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 7/11/2017 Chair and Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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

Name	Position	Department	Effective
Appointments			
Classified			
Esmeralda Chaidez	CalWORKs Assistant	EOPS, CARE, and CalWORKs	7/24/17
Alan Heidrich Sr.	Security Officer, Part Time	Public Safety Department	6/26/17
Alejandra Lopez Garcia	Educational Support Specialist	Student Learning	8/1/17
Joy Loughrin	Financial Aid Specialist	Financial Aid	5/30/17
Roberto Perez	Security Officer, Part Time	Security Officer	6/19/17
Jose Rendon	Groundskeeper	Maintenance and Operations	7/24/17
Israel Rivera	Secretary, Part Time	TRiO/Counseling Services	7/24/17
Paulina Rodriguez	Outreach Specialist	EDGE	6/14/17
Andrew Stubblefield	Locksmith	Maintenance and Operations	7/24/17
Guadalupe Korina Vargas	Nursing Program Assistant	Health Sciences and Education	7/3/17
Classified Continuation of Assignment			
Christyann Anderson	CTE Transition Specialist	Applied Science and Business	7/1/17-3/31/18
Faculty			
Richard Burns	Geology	Mathematics and Sciences	8/21/17
Meredith Dillon	Kinesiology	Health Science and Education	8/21/17
Melanie Fierro	Biology, Temporary Full Time	School of Arts and Sciences	8/21/17-5/25/18
Brian Herradine	Nursing	Health Science and Education	8/21/17

Leadership			
Kelly Hall	Dean, Social Sciences and Arts	Social Sciences and Arts	7/1/17
Amanda Phillips	Dean, Counseling Services	Student Support Services	7/1/17
Karen Tabor	Dean, Mathematics and Science	Mathematics and Science	7/1/17
Leadership Extension of Assignment			
Elizabeth Gould	Assistant Director	Student Health	7/1/17-6/30/18
Working Out Of Class			
Jeannette Gfroerer	Purchasing Services Specialist	Fiscal Services	7/1/17-7/30/17
Michael Gayle	Computer Support Specialist	Information Technology Services	6/1/17-12/31/17
Paloma Gómez	Specialist	Human Resources	7/3/17
Robert McKay	System Specialist	Information Technology Services	6/1/17
Ignacio Meza	Locksmith	Maintenance and Operations	5/1/17-7/28/17
Mark Quinto	Art Gallery Assistant	Art	2/15/17-6/25/17
Patricia Reyes	Accounting Technician	Fiscal Services	7/1/17-7/30/17
Reclassification			
Robin Cotton	Public Relations Specialist	Community Relations	7/1/16
Separations			
Patricia Curtiss	Athletic Trainer	Athletics	6/15/17
Erin Robertson	Curriculum and Catalog Specialist	Institutional Effectiveness and Planning	8/3/17
Stephany Tellez	Educational Support Specialist	Student Learning	8/17/17
Temporary Assignment			
Extension of Assignment			
Christopher Arbuckle	Laboratory Technician	Applied Science and Business/HVAC	7/1/17-8/3/17
Eveleen Barsom	Instructional Support Assistant	Mathematics	6/12/17-8/3/17
John Bratton	Instructional Support Assistant	Mathematics	6/12/17-8/3/17
Kimberly Bolaños	Instructional Support Specialist	TRiO, SSS, DSPS	7/1/17-7/28/17
Patricia Curtis	Athletic Trainer	Kinesiology and Athletics	650 hrs.

Ricardo Chavez-Chaidez	Secretary Bilingual	Academic Counseling and Educational Services	6/1/17-6/30/17
Celina Gentry	Instructional Support Assistant	Academic Counseling and Educational Services	6/14/17-8/13/17
Jenna Huntzinger	Counselor	Counseling Services	4/7/17
Sheila Koenig	Instructional Support Assistant	Mathematics	6/12/17-8/3/17
Sandi Lydeen	Senior Office Assistant	Applied Science and Business	7/3/17-8/3/17
Luisana Martinez	Admissions and Records Technician	Admissions and Records	6/20/17-7/6/17
Hilary McKay	Center Assistant	MESA	6/12/17-8/3/17
Sousan Najafi	Instructional Support Assistant	Mathematics	6/12/17-8/3/17
Parvathy Padmanabhan	Instructional Support Assistant	Mathematics	6/12/17-8/3/17
Mark Quinto	Instructional Lab Technician	Art	6/15/17- 6/30/17
Christee Raya	Admissions and Records Technician	Admissions and Records	6/20/17-7/6/17
Damaris Zatarain	Instructional Support Assistant	Mathematics	6/12/17-8/3/17
Substitute			
Heidi Escarsega	Executive Administrative Assistant	Human Resources	7/3/17
David Despain	Administrative Assistant	Enrollment Services	7/5/17-12/21/17
Bianca Herrera	Custodian	Maintenance and Operations	5/22/17-5/26/17
Bianca Herrera	Custodian	Maintenance and Operations	5/30/17-6/2/17
Bianca Herrera	Custodian	Maintenance and Operations	6/5/17-6/9/17
Bianca Herrera	Custodian	Maintenance and Operations	6/12/17-6/16/17
Bianca Herrera	Custodian	Maintenance and Operations	6/19/17-6/23/17
Bianca Herrera	Custodian	Maintenance and Operations	6/26/17-6/30/17
Troy Lawrence	Security Officer	Public Safety Department	7/20/17-12/22/17
Belen Martinez	Child Development Center Specialist	Child Development Center	6/19/17-7/7/17
Maria Magana	Admissions and Records Technician	Admissions and Records	7/1/17-9/30/17

Brenda Ortiz		Administrative Services Assistant	Fiscal Services	6/14/17-7/31/17
Temporary Employment Agreements (Current Employee Y/N)				
David Anderson	Y	Facilitator, Cylinder Inspection Training	PaCE	6/17/17-6/24/17
Lorenzo Arraz	N	Supplemental Instructional Leader	EDGE	5/25/17-8/24/17
Monica Camargo	Y	Department Chair, LVN	Health Science and Education	8/21/17-12/15/17
Jose Castillo	N	Trainer and Developer, ESL	PaCE	8/1/17-10/30/17
Bryanna Czarny	N	Supplemental Instructional Leader	EDGE	6/5/17-8/24/17
Courtney Doussett	Y	Department Chair, Kinesiology	Health Science and Education	8/21/17-12/15/17
Timothy Duran	N	Supplemental Instructional Leader	EDGE	6/7/17-8/24/17
Garrett Estrin	Y	Head Softball Coach	Athletics	7/1/17-6/30/18
Sarah Fry	Y	Department Chair, Registered Nursing	Health Science and Education	8/21/17-12/15/17
J.Carl Farmer	N	Project Management, Desert S-STEM	Math and Science	3/15/17-12/31/17
Nellie Garcia	Y	Head Cross Country Coach	Athletics	7/1/17-6/30/18
William Grotenrath	Y	Assistant Football Weight Training Coach	Athletics	7/1/17-6/30/18
Manuel Gómez	N	Robotics Camp Aide	PaCE	6/12/17-8/31/17
Debra Hernandez	N	Science Instructor	Upward Bound	6/12/17-7/13/17
Erin Lind	Y	Head Women's Golf Coach	Athletics	7/1/17-6/30/18
Marc Maglaski	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Morgan McIntosh	Y	Head Women's Tennis Coach	Athletics	7/1/17-6/30/18
Kasey Nguyen	Y	Coordinator, CODE Club Summer Program	Applied Science and Business/CODE	7/15/17-8/14/17
Ronald Parry	Y	Head Women's Basketball Coach	Athletics	7/1/17-6/30/18
Rachelle Patterson	N	Robotics Camp Aide	PaCE	8/1/17-8/31/17
Robert Pensiero	Y	Advanced Transportation and Renewable Energy Course Development	Applied Science and Business	6/15/17-8/31/17
Luis Pimentel	N	Assistant Cross Country Coach	Athletics	7/1/17-6/30/18
Michelle Richards	Y	Work Experience Instructor	Applied Science and Business/CODE	6/1/17-8/15/17
Jose Pablo Romero	Y	Coordinator, CODE Club Summer Program	Applied Science and Business/CODE	7/15/17-8/14/17

Jose Pablo Romero	Y	Coordinator, CODE Club Summer Program	Applied Science and Business/CODE	6/5/17-6/29/17
Detlev H. Rothe	Y	Co-Head Beach Volleyball Coach	Athletics	7/1/17-6/30/18
Detlev H. Rothe	Y	Co-Head Volleyball Coach	Athletics	7/1/17-6/30/18
Tyler Ruberry	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Alexa Sawa	Y	Department Chair, Science	Mathematics and Sciences	8/21/17-12/15/17
Jon Skramstad	Y	Assistant Volleyball Coach	Athletics	7/1/17-6/30/18
Linda Vega	N	Foreign Language Instructor	Upward Bound	6/12/17-7/13/17
Henry Viveros	Y	Head Men's Basketball Coach	Athletics	7/1/17-6/30/18
Aubrey Weston	Y	Solutions Kiosk Faculty Mentor	Applied Science and Business/Kiosk	7/3/17-8/3/17
Isidro Zepeda	Y	English Instructor	Upward Bound	6/12/17-7/13/17
Ke Yang	N	Supplemental Instructional Leader	EDGE	5/24/17-8/24/17

Volunteers

Jimmy Awoles	Athletics
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Administrator Initiating Item:
Mary Anne Gularte

Cabinet Review and Approval: 7/11/2017
Chair and Vice Chair Review: 7/14/2017

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
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 May 26, 2017 – June 30, 2017 as follows:

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

In the aggregated amount of \$588,733.77, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$1,207,452.50, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$2,827,242.90, 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: 7/11/2017 Chair and Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 2**

AREA: Administrative Services

TITLE: WARRANTS

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BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$3,345,806.34, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 7/11/2017 Chair and Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
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: 7/11/2017 Chair and Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #12

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 #12 in the amount of \$3,158,140.94, as follows:

Certificated:	\$1,587,565.98
Classified:	<u>\$1,570,574.96</u>
	\$3,158,140.94

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 7/11/2017 Chair and Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 7/11/2017 Chair and Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 6**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

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

Server Room Air Conditioners Portable Training System donated to the School of Applied Sciences and Business by Agua Caliente Band of Cahuilla Indians of Palm Springs, CA. Equipment will be used in the HVAC/R courses.

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: 7/11/2017 Chair & Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 7**

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: 7/11/2017 Chair & Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 8**

AREA: Administrative Services

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TITLE: DESIGNATION OF OFF-SITE LOCATION

BACKGROUND:

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

- Don F. Kenny Regional Learning Center, 47-336 Oasis Street, Indio, CA 92201
- Palm Springs Cultural Center/Camelot Theatre, 2300 East Baristo Road, Palm Springs, CA 92262

The following off-site locations have board approved contracts but were not included on the list of off-site locations in the Fusion software system that reports off-site locations to the Chancellor's Office. In order assure compliance, the College is recognizing the following locations as off-campus sites on this board agenda and upon approval will update this reporting software:

- Kidney Institute of the Desert, 81715 Dr. Carreon Boulevard, Suite B2, Indio, CA 92201
- Indio Nursing/Rehab Center, 47763 Monroe Street, Indio, CA 92201
- Martha's Village and Kitchen Medical Clinic, 83791 Date Avenue, Indio, CA 92201
- Gilda's Club, 67625 E. Palm Canyon, Cathedral City, CA 92234
- Borrego Health/Centro Medico, 69175 Ramon Road, Cathedral City, CA 92234
- Desert AIDS Project, 750 S. Vella Road, Palm Springs, CA 92264
- Desert Oasis Healthcare, 47915 Oasis Street, Indio, CA 92201
- Mirage Surgery Center, 71949 Highway 111, Rancho Mirage, CA 92270
- Lake Cahuilla-Range, 39225 Jefferson Street, Indio, CA 92203

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the above locations as off-site designations.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/11/2017 Chair & Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 1**

AREA: Student Learning

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

**TITLE: APPROVAL OF THE 2017-2018 COLLEGE OF
THE DESERT CATALOG ADDENDUM 1**

BACKGROUND:

Board action is required to approve Addendum 1 to the Desert Catalog.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees approve the 2017-2018 College of the Desert Catalog Addendum 1, effective Fall 2017.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 7/11/2017 Chair and Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
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 1101 College Superintendent/President
- BP 2010 Board Membership
- BP 2360 Minutes
- BP 2365 Recording Board Meetings
- BP 2717 Personal Use of Public Resources
- BP 2720 Communications Among Board Members
- BP 2740 Board Education
- BP 3200 Accreditation
- BP 3250 Institutional Planning
- BP 5010 Admission and Concurrent Enrollment
- BP 5021 Health Insurance for International Students in F-1 Visa Status
- BP 5050 Student Success and Support Program
- BP 5110 Counseling
- BP 5200 Student Health Services
- BP 5205 Student Accident Insurance
- BP 5210 Communicable Disease
- BP 5300 Student Equity
- BP 5410 Associated Students Elections
- BP 5420 Associated Students Finance
- BP 5570 Student Credit Card Solicitations

[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: 7/11/2017 Chair and Vice Chair Review: 7/14/2017
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DESERT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES

Meeting Date: 7/20/2017
ITEM #: 2

AREA: Board of Trustees

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

TITLE: BOARD MEMBER TRAVEL

BACKGROUND:

The 2017 ACCT Annual Leadership Congress provides an opportunity to learn about innovative strategies taking place nationwide to address workforce needs and best practices to improve community college student completion with over 120 sessions offered. Provides the opportunity to promote and gain national exposure for your community college and/or system by presenting successful strategies or policies that have improved student success in your college or state. Network with major foundations, philanthropies, government officials and corporations that support community colleges as well as other trustees and presidents from all over the U.S. Stay updated on the latest federal policies affecting your college/s from ACCT experts, national policy makers and influencers. Participate in the only national meeting that focuses on providing community college boards the information and tools needed to govern and develop policies that focus on meeting community needs.

This year's conference will be held at The Cosmopolitan in Las Vegas, Nevada on September 24th – 28th, 2017.

- Early bird registration deadline is July 21st, 2017.
- Registration cancellation deadline for partial refund, minus \$250 processing fee is August 1st, 2017.
- No refunds will be available if cancellation is received after August 1st, 2017.
- Hotel Reservation Deadline is August 18th, 2017.
- All cancellations (hotel, airfare, rental car, conference registration, etc.) must be submitted in writing by July 30th, 2017 to Administration.

Changes in Travel Schedule

In some cases, Board Member travel will involve flight and hotel arrangements. These arrangements are done through the Superintendent/President's Office which works with Trustees to accommodate any arrangements which includes flight boarding times and hotel reservations.

Missed Scheduled and Prepaid Airline Flights

Scheduled flight arrangements that are missed may involve extra penalty fees that must be paid in order to arrange for a new and different flight. Any Board Member who misses his/her scheduled flight and takes another flight (incurring additional costs to the District) must provide

an immediate explanation to the Board Chair or Vice Chair as to the reason for the missed flight who will then determine if the excuse is reasonable resulting in fees being covered. In cases where there is no excuse given or the excuse is deemed without merit, the Board Member will be held financially responsible for any penalties and/or costs of new flight arrangements. No further travel will be approved for any affected Board Member until the amounts are paid or other arrangements (as accepted by the Board Chair or Vice Chair) are made. (Reference: Education Code Section 72423)

Please reference [Administrative Procedure 2735](#) for additional Board Member Travel procedures.

FISCAL IMPLICATIONS:

Cost of full conference per person is \$1090.00 and covers all workshop and/or conference costs. Hotel rate is \$200.00 per night plus tax. Flight costs range between \$250- \$350.

RECOMMENDATION:

Board of Trustees approve the (3) Board Members to attend this conference.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/11/2017 Chair & Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: RESOLUTION #072017-1 BUDGET REVISIONS,
ADJUSTMENTS AND TRANSFERS**

BACKGROUND:

Budget adjustments and transfers must be made in accordance with the provisions of California Code of Regulations Title 5 Section 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. In an effort to expedite this process, Resolution #072017-1 would allow budget revisions, adjustments and transfers to occur as a part of regular operations. The District will report these transactions to the Board for adoption/ratification.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees adopts Resolution #072017-1 Budget Revisions, Adjustments and Transfers.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/11/2017 Chair & Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 2**

AREA: Administrative Services

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS FOR THE ADJUNCT
FACULTY RENOVATION PROJECT AND PROP. 39 – YEAR 4 PROJECT**

BACKGROUND:

Bid Package #043-283-0283-7100-0010AFO-R – General Contracting Services for the Adjunct Faculty Renovation Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #B2017-001 – Mechanical Installation Services for the Prop. 39 – Year 4 Project has been out to bid and will award a contract to Respondent that will provide best value.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These projects are funded by Measure B and Redevelopment funds.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contracts to lowest qualified bid for the Adjunct Faculty Renovation Project and the Prop. 39 – Year 4 Project.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/11/2017 Chair & Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 1**

AREA: President

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

TITLE: Institutional Self-Evaluation Report 2017

BACKGROUND:

The Accrediting Commission for Community and Junior Colleges (ACCJC) notified College of the Desert to complete the Institutional Self-Evaluation Report (ISER) as part of the application for reaffirmation of accreditation to be submitted by August 1, 2017, and to receive an external evaluation visit from October 2-5, 2017.

An Accreditation Workgroup was formed to complete the ISER. Members of the workgroup are made up of faculty members appointed by the Academic Senate, a staff member appointed by CSEA, leadership representatives, a student representative, and a Board of Trustee representative. The completed ISER have been reviewed by the Accreditation Workgroup, Academic Senate, and the College Planning Council.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the Institutional Self-Evaluation Report 2017 as information.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 7/11/2017 Chair and Vice Chair Review: 7/14/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2017
ITEM #: 1**

AREA: Administrative Services

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

TITLE: 2015-2016 AUXILIARY SERVICES AUDIT REPORT

BACKGROUND:

District auditors, Vavrinek, Trine, Day & Company, LLP, will present the Auxiliary Services audit report for fiscal year 2015-2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the 2015-2016 Auxiliary Services Audit Report as information.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/11/2017 Chair & Vice Chair Review: 7/14/2017
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