

Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: WEDNESDAY, FEBRUARY 12, 2014
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 February 12, 2014, with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 a.m. to 10:15 a.m. and 12:00 p.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: Mr. Stan Dupree

2. PERSONNEL

a. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

(Government Code Section 54957)

b. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: Director of Education Center

3. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

Section 54956.9 (d)(2/3/4) Specify number of potential cases: 6

4. 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, 664 190 021, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020

Agency Negotiator or Designee: Dr. Joel Kinnamon

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

IV. OPEN SESSION 10:30 a.m.

Closed session report (if any)

V. 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.

VI. APPROVE THE MINUTES OF:

Regular meeting of January 17, 2014. ([Details on COD Website](#))

VII. REPORTS

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- D. ACADEMIC SENATE
- E. C.O.D.F.A.
- F. C.O.D.A.A.
- G. C.S.E.A.
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

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

A. BOARD OF TRUSTEES

1. Proclamation: Women's History Month

B. HUMAN RESOURCES

1. Employment Group C Appointments
2. Proposal from CTA to DCCD – 2nd Reading
3. Employment Group A Appointments
4. Professional Advancement – Faculty
5. Resignation/Retirement – Classified
6. Termination – Classified
7. Transfer – Classified to Confidential

C. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Payroll
4. Gift/Donation to the District
5. Out-of-State/Country Travel
6. Change Orders – Measure B Bond Projects
7. Engagement Letter

IX. INTRODUCTION OF NEW FULL-TIME STAFF

X. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Self-Evaluation & Discussion on Facilitator

C. HUMAN RESOURCES

1. Resolution #021214-1 – Transfer of Responsibility
2. Granting of Tenure

D. ADMINISTRATIVE SERVICES

1. Resolution #021214-2 – Budget Adjustments
2. 2013-2014 CCFS-311Q/Quarterly Financial Status Report
3. Resolution #021214-3 – Authorized Signatures
4. Certification of Signatures

XI. STUDY SESSION 1:30

1. Board Self-Evaluation

XII. INFORMATION

XIII. CLOSED SESSION (Continuation if needed)

XIV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 1**

AREA: Board of Trustees

TITLE: PROCLAMATION: WOMEN'S HISTORY MONTH

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

BACKGROUND:

Women's History Month is an annual declared month worldwide that highlights the contributions of women to events in history and contemporary society. It is celebrated during March in the United States. The proclamation will be read acknowledging our recognition and support of Women's History Month.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

To approve the proclamation as presented.

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| Administrator Initiating Item: Becky Broughton | Cabinet Review & Approval: 2/3/2014 Chair & Vice Chair Review: 2/5/2014 |
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PROCLAMATION

WOMEN'S HISTORY MONTH – MARCH, 2014

WHEREAS, American Women of every race, class, and ethnic background have made, and continue to make, historic contributions to the growth and strength of our nation in countless recorded and unrecorded ways; and

WHEREAS, American women have played and continue to play a critical political, economic, cultural, and social role in everyday sphere of the life of the nation by contributing to a significant portion of the labor force working inside and outside the home; and

WHEREAS, American women have played and continue to play a unique role throughout the history of the nation by providing the majority of the volunteer labor force of the nation; and

WHEREAS, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the Abolitionist Movement, the Emancipation Movement, the Industrial Labor Movement, the Civil Rights Movement, and other Movements, especially the Peace Movement, which created a more fair and just society for all; and

WHEREAS, despite these contributions, the role of American Women in history has been consistently overlooked and undervalued, in the literature, teaching, and study of American History;

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Trustees of the Desert Community College District designate March as "Women's History Month";

BE IT FURTHER PROCLAIMED that the Board of Trustees encourages observance of Women's History Month with appropriate programs, ceremonies, and activities.

Board of Trustees

Becky Broughton

Michael O' Neill

Mary Jane Sanchez-Fulton

Dr. Bonnie Stefan

Aurora Wilson

Student Trustee

Andrew Campbell

Superintendent/President

Dr. Joel L. Kinnamon

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 1**

AREA: Human Resources

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

TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

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

Classified/Substitute/Temporary employees in an aggregate amount of \$54,040 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$4,624 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$2,591,904 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$11,030 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$2,408 ([Details on COD website](#))

FISCAL IMPLICATIONS:

All positions are fully funded as noted on details in the Board portal.

RECOMMENDATION:

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

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 2**

AREA: Human Resources

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TITLE: PROPOSAL FROM THE DESERT COMMUNITY COLLEGE FACULTY ASSOCIATION (CTA) TO THE DESERT COMMUNITY COLLEGE DISTRICT – 2nd READING

BACKGROUND:

To conduct a second reading, requested by the Desert Community College Faculty Association (CTA), to re-open the following sections of the collective bargaining agreement of the Desert Community College Faculty Association (CTA) to be negotiated fall/spring 2013/2014, effective 7/1/14:

Article 8: Compensation:

- Increase in Overload and Summer Rates and Longevity Stipends commensurate with the District’s ability to pay
- Compression of the time between earning of Longevity Stipends
- Reconfiguration of Salary Schedule to attract and retain the highest quality faculty
- Increase Salary Schedules commensurate with the District’s ability to pay

Article 10: Health and Welfare Benefits:

- Increase District contribution to Health and Welfare benefits

Article 12: Hours of Service:

- Clarification of “teaching” language in relation to all faculty

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

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

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 3**

AREA: Human Resources

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TITLE: EMPLOYMENT GROUP A APPOINTMENTS

BACKGROUND:

Faculty:

1. Ms. Laurie Mann has been appointed to a vacated grant-funded position of Counselor Coordinator TRIO DSPS, effective 1/27/14 through 6/30/14. Placement on Range III of the Certificated Salary Schedule is at Step 3.

Classified:

2. Ms. Dawn Johnson has been appointed to a vacated grant-funded position of Part-Time Secretary/ACES, Student Success & Student Learning, effective 1/6/14. Placement on Range 7 of the Classified salary schedule is at Step A.
3. Ms. Claudia Flores has been appointed to a vacated grant-funded position of Full-Time Child Development Specialist, Child Development Center, School of Health Sciences & Education, effective 1/6/14. Placement on Range 9 of the Classified salary schedule is at Step A.
4. Ms. Sasha Kiselstein has been appointed to a vacated position of Part-Time Instructional Support Assistant-Math, School of Arts & Sciences, effective 1/21/14. Placement on Range 8 of the Classified salary schedule is at Step A.
5. Ms. Anel Ayon has been appointed to a vacated position of Part-Time Instructional Support Assistant-Math, School of Arts & Sciences, effective 1/21/14. Placement on Range 8 of the Classified salary schedule is at Step A.
6. Ms. Sheila Koenig has been appointed to a vacated position of Part-Time Instructional Support Assistant-Math, School of Arts & Sciences, effective 1/21/14. Placement on Range 8 of the Classified salary schedule is at Step A.
7. Ms. Sousan Najafi has been appointed to a vacated position of Part-Time Instructional Support Assistant-Math, School of Arts & Sciences, effective 1/21/14. Placement on Range 8 of the Classified salary schedule is at Step A.

8. Ms. Ivy Torres has been appointed to a vacated position of Part-Time CalWORKS Assistant, EOPS, Student Success & Student Learning, effective 1/22/14. Placement on Range 8 of the Classified salary schedule is at Step A.

9. Ms. Anessa Diaz has been appointed to a vacated position of Sr. Office Assistant/Bilingual, Partnership & Community Education, effective 1/24/14. Placement on Range 7 of the Classified salary schedule is at Step A.

10. Ms. Monica Cabrera has been appointed to a vacated grant-funded position of Upward Bound Support Assistant, Upward Bound, Student Success & Student Learning, effective 2/3/14. Placement on Range 12 of the Classified salary schedule is at Step A.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

- 4-7. Positions are funded by unrestricted funds.
 1-3; 8-10. Positions are funded by restricted funds.

RECOMMENDATION:

Board of Trustees ratifies appointments as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 4**

AREA: Human Resources

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

TITLE: PROFESSIONAL ADVANCEMENT - FACULTY

BACKGROUND:

Ms. Karen Tabor, Professor/Math, has advanced in obtaining additional units from College of the Desert. Placement on Range VI of the Certificated Salary Schedule is at Step 12.

Ms. Chris Jones, Associate Professor/Psychology, has obtained her PhD in Psychology from Capella University. Placement on Range VII of the Certificated Salary Schedule is at Step 8.

FISCAL IMPLICATIONS:

Positions are funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the advancements.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 5**

AREA: Human Resources

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TITLE: RESIGNATION/RETIREMENT - CLASSIFIED

BACKGROUND:

1. Ms. Mary Eley, Part-Time Secretary, Basic Skills Initiative, Institutional Effectiveness, has resigned from her position effective 2/5/14.
2. Mr. James Dailey, Part-Time Custodian, Facilities Services, Business Affairs, will retire from his position effective 2/28/14.

FISCAL IMPLICATIONS:

1. Position is fully funded from restricted funds.
2. Position is fully funded from unrestricted funds

RECOMMENDATION:

Board of Trustees approves resignation/retirement as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM: 6**

AREA: Human Resources

TITLE: TERMINATION - CLASSIFIED

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

BACKGROUND:

Employee #482872 did not pass probationary period in new hire position. This was effective 1/21/14.

FISCAL IMPLICATION:

Position is funded by restricted funds.

RECOMMENDATION:

Board of Trustees approves the termination as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 2/4/201448 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 7**

AREA: Human Resources

TITLE: TRANSFER – CLASSIFIED TO CONFIDENTIALS

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

BACKGROUND:

All of the following transfers from Classified to Confidentials have been approved by the District and the CSEA Bargaining Unit:

Executive Administrative Assistants to the Executive Vice President Student Success & Student Learning (2 positions); and the Executive Administrative Assistant to the Vice President Administrative Services.

FISCAL IMPLICATIONS:

Positions are funded through unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies the transfers/classifications as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 1**

AREA: Administrative Services

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

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **January 31, 2014** as follows:

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

In the aggregated amount of \$293,226.55, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$33,527.70 as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

There are no contracts in excess of \$25,000.00 to report.

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

In the aggregated amount of \$780,115.77, as presented. ([Details on COD Website](#))

Note that the report includes all purchase orders and contracts including those reported above.

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.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
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 of all warrants are posted 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 \$6,261,341.86 as presented.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 3**

AREA: Administrative Services

TITLE: PAYROLL #7

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

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 #7 in the amount of \$2,967,119.31 as follows:

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| Certificated: | \$1,977,613.75 |
| Classified: | <u>\$ 989,505.56</u> |
| | \$2,967,119.31 |

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 4**

AREA: Administrative Services

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| <input checked="" type="checkbox"/> CONSENT |
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TITLE: GIFT/DONATION TO THE DISTRICT

BACKGROUND:

- 1996 Jeep Grand Cherokee donated to the School of Applied Sciences & Business by Ms. Joanna M. Andrews, Indio, CA. This item will be utilized by students in the automotive lab.

RECOMMENDATION:

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

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

1. Student Success & Student Learning – Ms. Anna Davies, Executive Vice President, to attend the Association of American Colleges and Universities (AAC&U) General Education Maps & Markers (GEMs) Design Working Group in Washington, D.C., February 10-11, 2014

GEMs is a large-scale, systematic effort to provide “design principles” for 21st century learning and long-term student success, which envisions a general education framework that provides students with experiences that engage them deeply in their own learning. The framework will map competencies outlined in the Degree Qualifications Profile (DQP) across learning experiences and develop pathways for a holistic, cornerstone to capstone focus on high-impact practices, inequity- and problem-centered projects, and increasing levels of challenge.

As a member of this working group, Ms. Davies will provide vision, input, and resources throughout this year-long effort to generate several key products: Statement on General Education Maps and Markers, Case Studies and Exemplar Practices and Follow-up Grant Proposals for GEMs Implementation.

Fiscal Implications: Expenses will be reimbursed by the GEMs planning grant. Any other expenses will be paid by the Executive Vice President’s district travel account.

2. Student Success & Student Learning – Mr. Anthony DiSalvo, School of Communication and Humanities, to attend the American Association of Community Colleges (AACC) 94th Annual Convention in Washington, D.C., April 5-8, 2014.

This conference offers the opportunity to network, share and learn from professionals in the field of education, business and industry, and the government sector; attracting over 2,000 community college presidents and senior administrators, as well as international educators.

Fiscal Implications: Costs estimated at \$2,900.00 and will be funded by a unrestricted source (School of Communication & Humanities Travel Budget).

3. Student Success & Student Learning – Mr. Carlos Maldonado, Director of Student Life, and six (6) COD student leaders to attend the American Student Association of Community Colleges (ASACC) National Student Advocacy Conference in Washington, D.C., March 15-18, 2014.

The conference will consist of four (4) days of workshops geared towards training students to make their voices heard. Community colleges are on the national radar, with the new focus on community colleges by President Obama it is time for the student leaders representing those community colleges to make their voice heard! The U.S. is at a critical junction in its history, the economy is struggling, state support for students is down and enrollments are up. These factors make it even more important for students to be civically involved.

This conference will have a national focus and empower our student leaders to advocate for the national issues that impact their education. Such as, Pell Grants, Student Loan Interest Rates and Availability, and other federal programs that assist students in securing education and training. The conference will also feature speakers from the U.S. Department of Education, the American Association of Community Colleges, the Association of Community College Trustees, and the Student Aid Alliance. These experts will share with students the top issues facing community colleges and students during 2014.

Fiscal Implications: All expenses will be paid by student development and student representation fee funds allocated and approved by the ASCOD Student Senate for this expense and by COD Alumni Association funds approved for this event in an amount not to exceed \$15,000.

RECOMMENDATION:

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

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 6**

AREA: Administrative Services

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

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

BACKGROUND:

1. Change Order #1 to the contract with Oakview Constructors Inc. for the East Valley Campus - Indio Project is a credit in the amount of <10,990.00> for unused allowance. This change order amends the contract total from \$1,912,000.00 to \$1,901,010.00 and remains within the 10% allowed for changes.
2. Change Order #1 to the contract with Vintage Associates, Inc. for the Visual Arts Project is in the amount of \$2,836.00 for material, labor and equipment to relocate an existing shutoff valve and sprinkler heads as well as the additional of an accessible path between the M-Building and the Multi-Purpose Classroom Building. This change order amends the contract total from \$64,905.00 to \$67,741.00 and remains within the 10% allowed for changes.
3. Change Order #1 to the contract with Air-Ex Air Conditioning, Inc. for the Visual Arts Project is in the amount of \$2,377.65 for costs associated with the addition of the exhaust duct for the warm air dryer with the Printmaking/Screen Printing Lab. This change order amends the contract total from \$585,675.00 to \$588,052.65 and remains within the 10% allowed for changes.
4. Change Order #1 to the contract with Sign Excellence for the Wayfinding and Signage Project is in the amount of \$15,056.50 for the addition of two (2) directional signs. This change order amends the contract total from \$268,080.00 to \$283,136.50 and remains within the 10% allowed for changes.
5. Change Order #2 to the contract with Enterprise Electrical Contractors & Consultants for the East Valley Campus – Indio Project is in the amount of \$69,453.00 that encompasses various additions to the scope of work including the relocation of outlets and AV wall boxes from window to wall, providing circuitry for power and monitoring heat tracing at exterior fire sprinkler system, providing circuitry for control panel and providing separate circuitry for controls to VAVs. This change order amends the contract total from \$1,568,195.00 to \$1,637,648.00 and remains within the 10% allowed for changes.
6. Change Order #2 to the contract with C.S. Legacy Construction, Inc. for the Monterey Avenue Entrance Project is in the amount of \$2,478.39 for additional move on for striping asphalt paving after 30 day cure time. This change order amends the contract total from \$1,195,933.22 to \$1,198,411.61 and remains within the 10% allowed for changes.

7. Change Order #2 to the contract with Sign Excellence for the Wayfinding and Signage Project is in the amount of \$7,775.62 for the addition of one (1) road directional sign. This change order amends the contract total from \$283,136.50 to \$290,912.12 and remains within the 10% allowed for changes.

8. Change Order #3 to the contract with Southern California West Coast Electric, Inc. for the Athletic Facilities Project is a credit in the amount of <\$25,043.88> for material costs for an electronic message board, addition of ice machine in the storage room and a credit associated with deletion of the scope of work associated with Site Electrical Rebid No. 2. This change order amends the contract total from \$1,268,903.56 to \$1,243,859.68 and remains within the 10% allowed for changes.

9. Change Order #4 to the contract with Oakview Constructors, Inc. for the Child Development Center Project is in the amount of \$33,572.00 for the incorporation of various scope modifications into the project. Please see *Exhibit "M" for detailed description. This change order amends the contract total from \$4,346,996.22 to \$4,380,568.22 and remains within the 10% allowed for changes.

[*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 above.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
|--|--|

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 7**

AREA: Administrative Services

TITLE: ENGAGEMENT LETTER

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

BACKGROUND:

This Engagement Letter* with Bergman and Allderdice, Attorneys at Law, is to perform legal services in connection with an upcoming New Market Tax Credits transactions and to assist with the preparation and filing of a validation action.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

Fees not to exceed \$20,000.00 and will be funded from redevelopment funds.

RECOMMENDATION:

Board of Trustees approves the Agreement with Bergman and Allderdice.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
|---|--|

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 1**

AREA: Human Resources

**TITLE: RESOLUTION #021214-1:
TRANSFER OF RESPONSIBILITY**

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

**RESOLUTION OF THE BOARD OF COLLEGE OF THE DESERT TO TRANSFER
RESPONSIBILITY FOR AND ADMINISTRATION OF EXISTING AND POTENTIAL
POOLED SELF-INSURANCE WORKERS' COMPENSATION CLAIMS TO
RIVERSIDE SCHOOLS RISK MANAGEMENT AUTHORITY**

WHEREAS, school districts have determined there is a need for affordable coverage by combining their respective efforts to establish, operate and maintain a Joint Powers Agency for workers' compensation coverage; and,

WHEREAS, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them; and,

WHEREAS, College of the Desert is a member of Riverside Schools Risk Management Authority for workers' compensation coverage and is a member of Community College-County Superintendent Self-Insurance Program Employees where workers compensation coverage was self-funded from July 1, 1978 to June 30, 1995 and funded workers' compensation coverage through June 30, 2010; and,

WHEREAS, Community College-County Superintendent Self-Insurance Program for Employees Joint Powers Authority and Riverside Schools Risk Management Authority Joint Powers Authority are merging with the remaining entity Riverside Schools Risk Management Authority

NOW, THEREFORE, BE IT RESOLVED that District agrees to transferring responsibility for and administration of existing and potential pooled self-insurance workers' compensation claims from Community College-County Superintendent Self-Insurance Program Employees to the Riverside Schools Risk Management Authority JPA.

PASSED AND ADOPTED by the Board of Directors, College of the Desert on this, the _____ day of _____, 2014 by the following vote:

AYES:

NOES:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF RIVERSIDE)

I, _____, Chair of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution adopted by the Governing Board at a regularly called and conducted meeting held on said date.

Chair of the Governing Board

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 2**

AREA: Human Resources

TITLE: GRANTING OF TENURE - FACULTY

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

BACKGROUND:

To formally grant tenure status to the following individual on July 1, 2014:

Russell Dean – Theatre Arts

FISCAL IMPLICATIONS:

Position is fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves granting tenure status as presented.

| | |
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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 1**

AREA: Administrative Services

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

TITLE: RESOLUTION #021214-2 BUDGET ADJUSTMENTS

BACKGROUND:

The Resolution* is the process used for making additions or changes to the budget and financial transactions for the District through June 30, 2014. In order to properly account for the receipt of additional funds or transfer of funds from one account to another, we are required to keep the Board informed as well as receive Board approval for the receipt and budgeting of those funds. This agenda item covers the following additional revenue and budget adjustments: *[Details on COD Website](#)

Fund – General Fund – Restricted

722 - Child Development Training Consortium - \$17,500.00 represents an increase by the State in allocation of these funds to the District.

726 – Child Development Center - \$9,461.00 represents an increase by Anderson Children’s Foundation in allocation of these funds to the District.

850 – Developmental Education - \$75,143.00 represents an increase by the Federal in allocation of these funds to the District.

Fund – Child Development Fund

726 – Child Development Center - \$12,210.00 represents an increase by the State in allocation of these funds to the District.

FISCAL IMPLICATIONS:

Fund 12 - Income \$102,104

| | |
|-----------------------|------------------|
| <u>Expenditures:</u> | |
| Certificated Salaries | \$ 12,994 |
| Classified Salaries | 10,482 |
| Supplies | 54,228 |
| Contractual Services | 6,900 |
| Other Outgo | <u>17,500</u> |
| Total | <u>\$102,104</u> |

| | | | |
|------------------|--------|---------------------|-----------------|
| Fund 33 - Income | 12,210 | Classified Salaries | <u>\$12,210</u> |
| | | Total | <u>\$12,210</u> |

RECOMMENDATION:

Board of Trustees approves Resolution #021214-2 for Budget Adjustments in the amount of \$114,314.00.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/3/2014 Chair & Vice Chair Review: 2/5/2014 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 2**

AREA: Administrative Services

**TITLE: 2013-2014 CCFS-311Q/QUARTERLY FINANCIAL
STATUS REPORT**

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

BACKGROUND:

The 2013-2014 CCFS-311Q / Quarterly Financial Status Report* for the 2nd quarter ending December 31, 2013 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 second Quarterly Financial Status Report for 2013-2014.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
|---|--|

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 3**

AREA: Administrative Services

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

**TITLE: RESOLUTION #021214-3 AUTHORIZED
SIGNATURES**

BACKGROUND:

The District receives requests from time to time for an actual resolution designating authorized signatures for the signing of contracts and agreements. The resolution* should satisfy the requirement.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #021214-3 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
|--|--|

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/12/2014
ITEM #: 4**

AREA: Administrative Services

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

TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

In accordance with the provisions of Education Code Sections 42633 and 85233, a certification of signatures form must be completed following the annual organization meeting of the Board. The annual organization meeting of the Board was on December 13, 2013. The Certification of Signatures form verifies the signatures of members of the governing board and persons authorized to sign orders drawn on the funds of the District and New Employee Authorization Transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. Due to recent changes in personnel, the attached certification of signatures form* has been updated. The individuals are as follows:

Michael O'Neill – Governing Board Member
Rebecca Broughton – Governing Board Member
Bonnie Stefan – Governing Board Member
Mary Jane Sanchez-Fulton – Governing Board Member
Aurora Tenorio-Wilson – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; John Ramont – sign warrant orders, orders for salary payment and sign notices of employment; Stephen F. Renew – sign warrant orders, orders for salary payment and sign notices of employment; Anna Davies – sign warrant orders, orders for salary payment and sign notices of employment; Lisa Howell – sign warrant orders, orders for salary payment and sign notices of employment; and Stan Dupree – sign notices of employment.

*[Details on the COD Website.](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves these individuals to provide authorized signatures for the purposes of warrant orders, orders for salary payments and notices of employment.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 2/4/2014 Chair & Vice Chair Review: 2/5/2014 |
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