

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, FEBRUARY 14, 2013
TIME: 9:30 A.M.
LOCATION: 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

II. ROLL CALL

III. AGENDA:

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

CONFIRMATION OF AGENDA: Confirm the agenda of the Regular Meeting of February 14, 2013, with any additions, corrections, or deletions.

- IV. CLOSED SESSION** 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.

9:35 to 10:15 and 12:00 to 1:30 and/or following the open session if additional time is needed.

- 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. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

Section 54956.9 (b)(c) Specify number of potential cases: 4

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel

Numbers: 656-040-039

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE : 1

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

V. OPEN SESSION 10:15 a.m.

Closed session report (if any)

VI. PUBLIC COMMENTS (Agenda Items): 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 AGENDA 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.

1. Proclamation Black History Month
2. Proclamation Women’s History Month

VII. APPROVE THE MINUTES OF:

The special meetings of December 31, 2012 and the regular meeting of January 18, 2013

* [Details on COD Website](#) December 31, 2012

* [Details on COD Website](#) January 18, 2013

VIII. REPORTS

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

IX. 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. Proposal from CODAA to DCCD – 2nd Reading
2. Employment Group C Appointments
3. Volunteer
4. Initial Proposal from CSEA to DCCD

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #7
4. Out-of-State Travel
5. Change order #1 – Communication Building Project – Best Contracting Services
6. Revenue Generating Agreement

X. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Proclamation: Black History Month
2. Proclamation: Women’s History Month

C. PRESIDENT

1. Recommendation for naming of Garrow Athletic Quad
2. Recommendation for naming of Wright Tennis Center

D. HUMAN RESOURCES

1. New Appointment – Leadership
2. Approval to hire Independent Contractor

E. FISCAL SERVICES

1. Budget Transfers
2. 2012-2013 CCFS-311Q / Quarterly Financial Status Report
3. Destruction of Class 3 Records
4. Notice of Completion – Math Science Technology Center Landscaping Project – Marina Landscaping, Inc.

5. Notice of Completion – Math Science Technology Center Electrical Project – Baker Electric, Inc.
6. Notice of Completion – Math Science Technology Center Demo/Earthwork/Grading Project – FM & Sons, Inc.
7. Notice of Completion – Athletic Facilities – Central Plan Demolition and Salvage project – Interior Demolition, Inc.
8. Notice of Completion – Math Science Technology Center Concrete Project – K.A.R. Construction, Inc.
9. Notice of Completion – Math Science Technology Center Plumbing Project – Kincaid Industries
10. Notice of Intent to Award Contract for Visual Arts Building Project – Bid Packages 1 through 20
11. Change Order #2 – Math Science Technology Center Project – Baker Electric, Inc.

F. ACADEMIC AFFAIRS

1. Articulation agreement

XI. ITEMS FOR DISCUSSION

1. Ethical Conduct and Board Disciplinary Policy and Procedure

XII. SUGGESTIONS FOR FUTURE AGENDAS

XIII. BOARD COMMENTS

XIV. ADMINISTRATIVE REPORTS

1. President
 - a. Quarterly Budget Update by Wade Ellis
 - b. Schematic Design | Central Campus Redevelopment Project by LPA Architects
 - c. Accountability Reporting for the Community Colleges (ARCC) report by Bina Isaac
 - d. Nursing Program Change in Admission Policy – Dr. Leslie Young
 - e. Accreditation Update

2. Interim VP Adrian Gonzales

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Human Resources

ITEM #: 1

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**TITLE: PROPOSAL FROM THE COLLEGE OF THE
DESERT ADJUNCT ASSOCIATION (CODAA) TO THE
DESERT COMMUNITY COLLEGE DISTRICT (DCCD)—2nd Reading**

BACKGROUND:

The Collective Bargaining Agreement proposals submitted herein by the COLLEGE OF THE DESERT ADJUNCT ASSOCIATION (CODAA) are expressly pursuant to the Educational Employment Relations Act. It is the intention of CODAA to bargain in good faith over the proposals submitted by the respective parties to the CODAA Collective Bargaining Agreement.

ARTICLE VII: COMPENSATION

- Increase amount of time for which faculty get paid for office hours.
- Pay per course instead of per hour.
- Increase compensation to move toward parity with full-time faculty.

ARTICLE VI: EMPLOYEE RIGHTS

- New language, "Adjunct Faculty Vesting and Priority Assignment."

RECOMMENDATION:

Board of Trustees conducts a second reading regarding these proposals.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Human Resources

ITEM #: 2

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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 \$554.00. ([Details on COD website](#))

Faculty stipend in aggregate amount of \$10,081.00 ([Details on COD website](#)).

Adjunct salary/stipend in aggregate amount of \$240,242.00 ([Details on COD website](#)).

Student Workers/Tutors in the aggregate amount of \$28,160.00 ([Details on COD website](#)).

Contract/Non-affiliated in the aggregated amount of \$54,800.00 ([Details on COD website](#)).

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Human Resources

ITEM #: 3

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TITLE: VOLUNTEER

BACKGROUND:

Listing of an approved volunteer as follows:

Zulema Jimenez – Child Development Center

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteer as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Human Resources

ITEM #: 4

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

BACKGROUND:

The California School Employees Association and its Chapter 407 (CSEA) does hereby request, as per Article 23 of the Collective Bargaining Agreement, to negotiate the following reopener items due to recent changes in the law, which conflict with provisions of the parties' current contract and/or practice in the District:

ARTICLE 3 – ASSOCIATION RIGHTS

CSEA would like to modify Article 3.4 to ensure compliance with recent changes to Association members' release time eligibility under AB 1203.

ARTICLE 17 – EVALUATION PROCEDURES

CSEA would like to modify Article 17 to ensure compliance with recent changes to Association members' right to retain reemployment status under AB 2307.

ARTICLE 18 – LAYOFF AND REEMPLOYMENT

CSEA would like to modify Article 18.2 to ensure compliance with recent changes to the layoff notification period (i.e. an increase from 45 to 60 days) under AB 1908, and to reemployment rights under AB 2307.

RECOMMENDATION:

Board of Trustees conducts a second reading regarding these proposals.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 1

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **January 31, 2013** as follows:

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

In the aggregated amount of \$317,829.29 as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$152,733.38 as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$7,715,353.00 as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$8,641,808.00 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.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 2

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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 \$4,775,851.36 as presented.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 3

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TITLE: PAYROLL #7

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 \$2,690,397.72 as follows:

Certificated:	\$1,792,043.75
Classified:	<u>\$ 898,353.97</u>
	\$2,690,397.72

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 4

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Academic Affairs – Ms. Laurilie Jackson, Adjunct Professor, School of Arts and Sciences, and four of her KCOD Students: Michael Mozingo, James Reed, Shauna Holmes, and Jim Eisenacher, to attend the Intercollegiate Broadcasting System (IBS) Conference in New York, NY, March 1-3, 2013.

Michael Mozingo is receiving an award, and Ms. Jackson will be chaperoning them.

Fiscal Implications: Costs estimated at \$1,325.00 for Ms. Jackson, \$800.00 of which will be funded by Faculty Development, and \$4,426.00 for the four students, \$500.00 of which will be funded by Student Life. The balance of travel costs, \$4,451.00, will be funded by the College of the Desert Foundation.

2. Business Affairs – Mr. Ray Griffith, Director of Security & Emergency Preparedness, to attend the International Association of Campus Law Enforcement Administrators (IACLEA) 2013 Annual Conference & Exposition in Louisville, KY, June 27 – July 2, 2013.

IACLEA's Annual Conference & Exposition is the premier meeting for campus public safety leaders. The Conference features a variety of educational workshops, General Sessions, an Exhibit area with products and services for the campus public safety community, awards and recognition, and special events. The Conference also provides unparalleled opportunities for campus public safety leaders to network and share best practices and ideas with their colleagues.

Fiscal Implications: Costs estimated at \$2,398.00 and will be funded by a restricted source (Auxiliary).

3. Student Affairs – Mr. Adrian Gonzales, Interim Vice President of Student Affairs, to attend the Higher Education Programs (HEP) Project Directors' Meeting in Washington, D.C., March 26-28, 2013

The HEP Project Directors' Meeting will bring together hundreds of HEP grantees to meet with their Department of Education Representatives and National Experts on ideas and issues that help ensure long-term project sustainability. This meeting is developed specifically to address programmatic and budgetary changes at the federal level that will have long-term project impacts and will also provide technical assistance and training to grantee institutions.

Fiscal Implications: Costs estimated at \$2,500.00 and will be funded by a restricted source (TRIO Grant Funds).

4. President's Office – Ms. Pamela Hunter, Executive Director Institutional Advancement and Director, Title V Cooperative Grant, to attend the 2013 Higher Education Programs (HEP) Project Directors' Meeting in Washington, D.C., March 26-28, 2013.

The meeting, conducted by the U.S. Department of Education, will bring Department representatives and national experts together with grantees from programs administered by the Institutional Service, Student Service, and Fund for the Improvement of Postsecondary Education (FIPSE) divisions of the Office of Postsecondary Education. This meeting is developed specifically for each grantee's project director, and is strongly recommended by the grantor.

Fiscal Implications: Costs estimated at \$2,911.75 and will be funded by a restricted source (Title V Grant).

5. Office of Student Life - Carlos Maldonado, Director of Student Life, and four (4) COD student leaders to attend the American Student Association of Community Colleges (ASACC) National Student Advocacy Conference in Washington, DC on March 16, 2013 - March 19, 2013.

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 2013.

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.

RECOMMENDATION:

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

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 5

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**TITLE: CHANGE ORDER #1 – COMMUNICATION
BUILDING PROJECT – BEST CONTRACTING
SERVICES**

BACKGROUND:

Change Order #1 is a credit in the amount of <\$5,000.00> for unused allowance. This Change Order amends the contract total from \$48,915.00 to \$43,915.00. This change order remains within the 10% allowed for changes.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds and remains within budget.

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Best Contracting Services for the Communication Building Project in the credit amount of <\$5,000.00>; amending the contract to \$43,915.00.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 6

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TITLE: REVENUE GENERATING AGREEMENT

BACKGROUND:

The attached agreement* generates revenue for College of the Desert:

Center for Training & Development
City of Palm Desert | Certified Emergency Response Training (CERT)

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

Flat fee of \$13,280.00 for two training sessions. Cost includes instructor fees and facility usage fees.

RECOMMENDATION:

Board of Trustee approves the revenue generating agreement as presented.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Board of Trustees

ITEM #: 1

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TITLE: PROCLAMATION: BLACK HISTORY MONTH

BACKGROUND:

Black History Month, also known as **African-American History Month**, is an annual observance for remembrance of important people and events in the history of Americans of African descent. One of our students will read a proclamation acknowledging our recognition and support of Black History Month.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Proclaim the month of February as “Black History Month”.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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PROCLAMATION

BLACK HISTORY MONTH

WHEREAS, in 1921, Carter G. Woodson, Father of Black History, established the Association for the Study of Afro-American Life History in Washington, D. C., which began the practice of observing the history of African Americans in the month of February, and

WHEREAS, the month was selected because Presidents George Washington and Abraham Lincoln were born in February, as well as Frederick Douglass, Great Abolitionist and Orator, and

WHEREAS, within the entire Coachella Valley the history and culture of African Americans are being recounted and celebrated by all people who understand the significance of one's history to one's humanity;

NOW, THEREFORE, BE IT RESOLVED that Board of Trustees of the Desert Community College District, at its Board Meeting of February 14, 2013, acknowledges the contributions of African Americans and proclaims February, 2013, as BLACK HISTORY MONTH.

BE IT FURTHER RESOLVED that the Board of Trustees encourages observance of BLACK HISTORY MONTH throughout the entire Community College District.

Board of Trustees

Becky Broughton

John Marman

Michael O'Neill

Mary Jane Sanchez-Fulton

Dr. Bonnie Stefan

Student Trustee

Andrew Campbell

President

Joel L. Kinnamon

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Board of Trustees

ITEM #: 2

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TITLE: PROCLAMATION: WOMEN'S HISTORY MONTH

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. One of our students will read a proclamation acknowledging our recognition and support of Women's History Month.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

To approve the proclamation.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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PROCLAMATION

WOMEN'S HISTORY MONTH – MARCH, 2013

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

John Marman

Michael O'Neill

Mary Jane Sanchez-Fulton

Dr. Bonnie Stefan

Student Trustee

Andrew Campbell

President

Joel L. Kinnamon

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Superintendent/President

ITEM #: 1

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TITLE: NAMING RECOMMENDATION: GARROW ATHLETIC QUAD

BACKGROUND:

Mr. and Mrs. Bragdon Garrow made significant donations to the college and the aquatic center was named for them. That pool area has since been eliminated and will be replaced with the new athletic quad – a gathering place for students and athletic events.

The Desert Community College District wishes to continue to honor the Garrow family and their generous contributions to the college and recommends the new athletic common area be named the “Garrow Athletic Quad”. The descendants of Mr. and Mrs. Garrow have agreed this would be appropriate.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the recommendation as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Superintendent/President

ITEM #: 2

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TITLE: NAMING RECOMMENDATION: WRIGHT TENNIS CENTER

BACKGROUND:

Mrs. Hazel Wright made a significant donation to refurbish the gymnasium and that building was named the "Wright" gymnasium. As part of the Measure B Bond Program that gymnasium will be removed and replaced with a tennis center.

The Desert Community College District wishes to continue to honor the Wright family and their generous contributions to the college and recommends the new tennis center be named the "Wright Tennis Center".

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the recommendation as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Human Resources

ITEM #: 1

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TITLE: NEW APPOINTMENT - LEADERSHIP

BACKGROUND:

Sam Sternman has been appointed to a vacated position of H.R. Technology Manager, Human Resources, 40 hours/week, 12 months, effective 1/28/2013. ([Details on COD website](#))

FISCAL IMPLICATIONS:

Position is fully funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies the contract terms and salary placement as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Human Resources

ITEM #: 2

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TITLE: APPROVAL TO HIRE INDEPENDENT CONTRACTOR

BACKGROUND:

This is to provide College of the Desert (COD) assistance in ensuring Athletic Compliance. A special report was issued in November 2012 regarding the COD Athletic Program. The areas included in the internal Athletic review and special report included; Student Discipline; Student Housing; Student Success; Financial Aid; and the Varsity Club. The intent of this review was to ensure that gaps in our system(s) were identified and recommendations provided to close them.

The internal review resulted in seven (7) recommendations to be fully implemented by the end of the Spring 2013 semester. One recommendation was to "Require an additional eligibility review of all athletes that is independent and reports directly to the "Superintendent/President."

The approval to hire an independent contractor as a compliance officer will ensure additional levels of review and oversight. This action will elevate our diligence and ensure that all of our athletic programs are stronger and in compliance with the California Community College Athletic Association (CCCAA) Constitution and Bylaws.

FISCAL IMPLICATIONS:

Costs are estimated at \$40,000 and funded from unrestricted sources.

RECOMMENDATION:

Approve the hiring of an independent contractor as presented.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 1

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

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: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 2

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

**TITLE: 2012-2013 CCFS-311Q / QUARTERLY FINANCIAL
STATUS REPORT**

BACKGROUND:

The 2012-2013 CCFS-311Q / Quarterly Financial Status Report* for the 2nd quarter ending December 31, 2012 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

*311Q [Details on the COD Website](#)

*Financial Update details on [COD Website](#).

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the District's second Quarterly Financial Status Report for 2012-2013.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 3

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

TITLE: DESTRUCTION OF CLASS 3 RECORDS

BACKGROUND:

All records which have been held for the required retention periods and any permanent records which have been classified as Class 3-Disposable Records after having been held for the required retention period may be destroyed as per Title 5, Subchapter 2.5, Article 1-3, Sections 59020-59031, of the California Code of Regulations. Board Policy 3310 establishes and gives authorization for destruction of records and Administrative Procedure 3310 establishes the procedures for destruction of records. A list of records recommended for destruction must be submitted to the board of trustees to specify that the identified records are to be destroyed. The records on the attached list* have been retained for the legal period of time as prescribed in Title 5 of the California Code of Regulations. There is no further need to retain these records for district use. Further, the Director of Fiscal Services hereby certifies that no records contained within the attached list conflicts with the procedures of destruction as prescribed in Title 5 of the California Cod of Regulations. This item was on the January 18, 2013 board agenda. At that meeting, the Board of Trustees requested additional time to review the list of records recommended for destruction so the item was postponed to the February 14, 2013 board meeting.

[*Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the destruction of the Class 3 Records, as prescribed in Title 5 of the California Code of Regulations, on the attached list.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/14/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 4

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

**TITLE: NOTICE OF COMPLETION – MATH SCIENCE
TECHNOLOGY CENTER LANDSCAPING PROJECT –
MARINA LANDSCAPING, INC.**

BACKGROUND:

This contract is complete as of December 24, 2012 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code. The contractor for this portion of the work is Marina Landscaping, Inc.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee accepts the contract with Marina Landscaping, Inc. for the Math Science Technology Center Landscaping (CRB-06) Project as complete as of December 24, 2012.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 5

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

**TITLE: NOTICE OF COMPLETION – MATH SCIENCE
TECHNOLOGY CENTER ELECTRICAL PROJECT –
BAKER ELECTRIC, INC.**

BACKGROUND:

This contract is complete as of September 14, 2012 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code. The contractor for this portion of the work is Baker Electric, Inc.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee accepts the contract with Baker Electric, Inc. for the Math Science Technology Center Electrical (CRB-16) Project as complete as of September 14, 2012.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 6

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

**TITLE: NOTICE OF COMPLETION – MATH SCIENCE
TECHNOLOGY CENTER DEMO/EARTHWORK/
GRADING PROJECT – FM & SONS, INC.**

BACKGROUND:

This contract is complete as of August 27, 2012 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code. The contractor for this portion of the work is FM & Sons, Inc.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee accepts the contract with FM & Sons, Inc. for the Math Science Technology Center Demo/Earthwork/Grading (CRB-02) Project as complete as of August 27, 2012.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 7

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

**TITLE: NOTICE OF COMPLETION – ATHLETIC FACILITIES -
CENTRAL PLANT DEMOLITION AND SALVAGE
PROJECT – INTERIOR DEMOLITION, INC.**

BACKGROUND:

This contract is complete as of December 21, 2012 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code. The contractor for this portion of the work is Interior Demolition, Inc.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee accepts the contract with Interior Demolition, Inc. for the Athletic Facilities – Central Plant Demolition and Salvage Project as complete as of December 21, 2012.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 8

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

**TITLE: NOTICE OF COMPLETION – MATH SCIENCE
TECHNOLOGY CENTER CONCRETE PROJECT –
K.A.R. CONSTRUCTION, INC.**

BACKGROUND:

This contract is complete as of September 7, 2012 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code. The contractor for this portion of the work is K.A.R. Construction, Inc.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee accepts the contract with K.A.R. Construction, Inc. for the Math Science Technology Center Concrete (CRB-18) Project as complete as of September 7, 2012.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 9

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

**TITLE: NOTICE OF COMPLETION – MATH SCIENCE
TECHNOLOGY CENTER PLUMBING PROJECT –
KINCAID INDUSTRIES**

BACKGROUND:

This contract is complete as of November 16, 2012 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code. The contractor for this portion of the work is Kincaid Industries.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee accepts the contract with Kincaid Industries for the Math Science Technology Center Plumbing (CRB-14) Project as complete as of November 16, 2012.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 10

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
VISUAL ARTS BUILDING PROJECT**

BACKGROUND:

Bid Package #1 – Earthwork & Exterior Improvements for Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #2 – Cast-in-Place Concrete - Structural for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #3 – Cast-in-Place Concrete – Site Concrete for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #4 – Masonry for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #5 – Structural Steel & Miscellaneous Metals for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #6 – Casework & Millwork for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #7 – Roofing for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #8 – Metal Wall Panel System for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #9 – Glazing for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #10 – Metal Studs, Drywall, Insulation & Ceilings for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #11 – Doors, Frames, Hardware for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #12 – Cement Plaster for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #13 – Flooring & Tile for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #14 – Painting for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #15 – Specialties for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #16 – Plumbing & Site Utilities for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #17 – HVAC & Controls for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #18 – Electrical, Fire Alarm & Site Electrical for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #19 – Communications for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #20 – Landscaping & Irrigation for the Visual Arts Building Project has been out to bid and the bid results* indicate the lowest qualified bid.

*[*Details on COD Website for all Visual Arts Building Project Bids](#)*

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract for the various bid packages for the Visual Arts Building.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Fiscal Services

ITEM #: 11

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

**TITLE: CHANGE ORDER #2 – MATH SCIENCE
TECHNOLOGY CENTER PROJECT – BAKER
ELECTRIC, INC.**

BACKGROUND:

Change Order #2 is in the amount of \$384,613.00 for additional work including schedule delays due to the Prime Trade Contractor going out of business, extra building material and back credits from allowance. This Change Order amends the contract total from \$2,821,693.00 to \$3,206,306.00.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds. This Change Order, together with an earlier Change Order for \$132,693.00, can be accommodated within the overall project budget.

RECOMMENDATION:

Board of Trustee approves Change Order #2 to the contract with Baker Electric, Inc. for the Math Science Technology Center Project in the amount of \$384,613.00; amending the contract to \$3,206,306.00

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Academic Affairs

ITEM #: 1

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

TITLE: APPROVAL OF ARTICULATION AGREEMENT

BACKGROUND:

Articulation Agreement with Cathedral City High School - DDP-Computer Graphics 1A

*[Details on COD website.](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

It is recommended the Board of Trustees approves the attached articulation agreement.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/14/2013

AREA: Board of Trustees

ITEM #: 1

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

**TITLE: REVIEW AND DISCUSSION OF BOARD POLICY AND ADMINISTRATIVE
PROCEDURE 2715: CODE OF ETHICS-STANDARDS OF PRACTICE-TRUSTEES**

BACKGROUND:

Review and discussion regarding Board Policy and Administrative Procedure 2715: Code of Ethics-Standards of Practice – Trustees. The Board will discuss the need for revisions to the policy and procedure, discuss the process to develop the policy and procedure and review and discuss samples from other community colleges.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/4/2013 Chair & Vice Chair Review: 2/7/2013
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BOARD POLICY

2715

DESERT COMMUNITY COLLEGE DISTRICT

CODE OF ETHICS STANDARDS OF PRACTICE – TRUSTEES

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

- A. Devote time, thought and study to his/her duties as a DCCD Board Member so that effective and creditable service may be rendered.
- B. Work with fellow Board Members in a spirit of civility and cooperation in spite of differences of opinion that may arise during vigorous debates of points of view.
- C. Base personal decisions upon all available facts in each situation, vote by honest independent conviction in every case unswayed by partisan bias, and abide by and uphold the final majority decision of the Board.
- D. An individual Trustee has no legal authority outside the meetings of the Board to direct staff, including the Superintendent/President, and should conduct relationships with College employees, students, local citizenry and the media on that basis.
- E. Be aware that Trustees are responsible to all citizens of the District, and not solely to those who elected them. The authority delegated to Trustees by the voters must be exercised with as much care and concern for the least influential as for the most influential member of the community.
- F. Resist pressure to use the position of a Trustee to benefit either personally or any other individual employee or community group or agency which diminishes the general welfare of DCCD. Trustees should also accurately account for expenses.
- G. Keep in mind under all circumstances that the Board is legally responsible for the effective operation of the District. Its primary function is to establish the policies by which the DCCD is to be administered. The Board will hold the Superintendent/President and his/her staff accountable for the administration of the educational, student services, and business operations.
- H. Welcome and encourage the involvement of students, employees and citizens with respect to establishing or modifying policy, through established channels of communications and consider their views in deliberations and decisions as Trustees.
- I. Recognize that deliberations of the Board in closed sessions are not to be released or discussed in public without the prior majority Board approval.

- J. Take advantage of opportunities that enhance Trustees' knowledge of the community college system by attending educational workshops and training sessions offered by the state and national organization and report back to the Board.
- K. Stay informed about the issues and actions at the state and national level that may impact DCCD.
- L. Develop and maintain an effective relationship with the District Superintendent/President by discussing, understanding and supporting effective administrative recommendations and maintaining a working climate of "no surprises."
- M. Recognize that the day-to-day operation of the District is the responsibility of the Superintendent/President and that the Trustees are the policymaking body and overseers of the District operation
- N. Work with and respect others in our educational community through civility, decorum and consideration.
- O. Appropriately communicate with the media.
- P. Adhere to conflict of interest protocol.
- Q. In addition to monitoring the operations of the college, it is critical for the Board to guide and evaluate institutional effectiveness, particularly educational programs, through their policy-making processes.

Reference: Accreditation Standard IVB1A/E/H

Approval Date: June 14, 2005

Revised: January 18, 2008

Approval Date: February 22, 2008

Updated: October 17, 2008

Cabinet Revised: February 25, 2011

College Planning Council Review: February 25, 2011

Board of Trustees Information: March 17, 2011

Next Review: March 2016

Administrator: Superintendent/President



ADMINISTRATIVE **PROCEDURE**

2715

DESERT COMMUNITY COLLEGE DISTRICT

CODE OF ETHICS STANDARDS OF PRACTICE

A violation of any member of the Board of Trustees of Board Policy 2715 will result in the following action:

- A. A written complaint may be filed by a member of the Board of Trustees, or any other person to the Chair of the Board of Trustees. If the alleged violation is by the Board Chair, the complaint shall be filed with the Vice Chair. The complaint must cite the section of the board ethics statement being violated. Actual or perceived violations of the law must be dealt with expeditiously.
- B. The Board Chair or Vice Chair shall appoint a subcommittee to review the charges and made a report and a recommendation back to the Board of Trustees in an open meeting. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee.
- C. In the event that the violation involved “pending litigation” the board may discuss the findings of the subcommittee in closed session. Any action on the recommendations must be reported out and voted on in an open meeting.
- D. The recommended actions by the subcommittee to the full board can include a requirement to take ethics training as prescribed by AB1234, a training session on the Brown Act, censure by the Board of Trustees, or legal charges being filed with the District Attorney against the violating member. A study session or workshop may be appropriate for the whole board if it appears that trustees may be unaware of the law.
- E. The Board must find by majority plus one vote, that the accused member has violated the board ethics statement. The action taken by the board will be binding on the board member charged and on the board as a whole. The records of any actions identified in the recommendation shall be maintained by the Office of the Superintendent/President.

Approval Date: February 22, 2008
Cabinet Approval: February 15, 2011
College Planning Council Approval: February 25, 2011
Board of Trustees Review: March 17, 2011
Next Review: March 2016

Administrator: Superintendent/President