

Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: FRIDAY, MARCH 15, 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 March 15, 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 1:00 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: 3

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel

Numbers: 656-040-039

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. GOVERNMENT CODE SECTION 54957 - 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.

VII. APPROVE THE MINUTES OF:

The regular meeting of February 14, 2013 *[Details on COD Website](#)

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. ADMINISTRATIVE REPORTS

- 1. President
 - a. Accreditation
 - b. Facilities Update
- 2. Interim VP Adrian Gonzales
 - a. Student Affairs Update

3. Interim Executive Director Human Resources Stan Dupree
 - a. Human Resources Update

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

A. HUMAN RESOURCES

1. Volunteers
2. Employment Group C Appointments
3. Faculty – Tenure Review

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #8
4. Gifts/Donations to the District
5. Out-of-State Travel
6. Change Order #1 – Math Science Technology Center Project – Queen City Glass Company
7. Change Order #1 – Infrastructure Upgrade Phase III – Demolition of Wells Project – South West Pump & Drilling, Inc.
8. Change Order #2 – Math Science Technology Center Project – KCB Towers, Inc.
9. Change Order #2 – Math Science Technology Center Project – Clark Pacific
10. Change Order #3 – Math Science Technology Center Project – Roof Construction

XI. ACTION AGENDA

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

B. HUMAN RESOURCES

1. Change in Assignment-Classified
2. Appointment-Confidential
3. New Job Description-Confidential
4. Appointments-Classified
5. Revised Job Description - Leadership

C. FISCAL SERVICES

1. Budget Transfers

2. Public Hearing Categorical Flexibility for Fiscal Year 2012-2013
3. Adoption of Resolution #031513-1 Categorical Flexibility for Fiscal Year 2012-2013
4. Notice of Completion – Infrastructure Upgrade Phase III – Demolition of Wells Project – South West Pump & Drilling, Inc.
5. Notice of Completion – Infrastructure Upgrade Phase III – Non-Potable Water System Cross-over Project – Kincaid Industries, Inc.
6. Change Order #1 – Infrastructure Upgrade – Campus Gas Line Connection Project – Kincaid Industries, Inc.
7. Change Order #1 – Math Science technology Center Project – C.T. Georgiou Painting
8. Change Order #001-002 – Math Science Technology Center Project – ISEC, Inc.
9. Change Order #3 – Math Science Technology Center Project – Sierra Lathing Company

D. ACADEMIC AFFAIRS

1. Curriculum Modifications

XII. ITEMS FOR INFORMATION

1. AP 4105 Distance Education

XIII. SUGGESTIONS FOR FUTURE AGENDAS

XIV. BOARD COMMENTS

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Human Resources

ITEM #: 1

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TITLE: VOLUNTEERS

BACKGROUND:

Following is a listing of approved volunteers:

Michelle Hilario, Child Development Center
Ashley Pacheco, Work Experience-Kiosk
Andrea Lopez, Work Experience-Kiosk
Kenta Tomishima, Work Experience-Kiosk
Shanika Riser, Work Experience-Kiosk
Miguel Contreras, Work Experience-Kiosk
Barbara Downs, Art Dept.
Stephany Tellez – Public Relations

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteers as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

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 \$20,018.00 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$5,120.00. ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$79,337.00. ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$60,984.00. ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$0.00.

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.

Administrator Initiating Item: Stan Dupree
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Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2012

AREA: Human Resources

ITEM #: 3

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TITLE: FACULTY - TENURE REVIEW

BACKGROUND:

To approve the recommendations from the Tenure Review process for faculty members:

That the following faculty members be recognized as successfully completing their first year in the Tenure Review Process and be granted a second-year contract effective the 2013/2014 academic year:

- George Brown
- Sarah Fry
- Alexa Sawa

That the following faculty members be recognized as successfully completing their second year in the Tenure Review Process and be granted a two-year contract effective the 2013/2014 academic year:

- John Gerardi

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds. (General Fund)

RECOMMENDATION:

Board of Trustees approves the recommendations from the Tenure Review process as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

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 **February 28, 2013** as follows:

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

In the aggregated amount of \$697,102.42 as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$69,420.00 as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$17,017,992.95 as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$18,300,731.26 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 L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

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 \$7,986,135.78 as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 3

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<input type="checkbox"/> ACTION
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TITLE: PAYROLL #8

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 #8 in the amount of \$2,250,439.70 as follows:

Certificated:	\$1,322,236.99
Classified:	<u>\$ 928,202.71</u>
	\$2,250,439.70

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 4

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Two (2) new Dyocore Wind Turbines, one (1) new Aurora 3.6 kw Wind inverter, up to ten (10) used Dyocore Wind Turbines and two (2) used Aurora Wind inverters donated to the School of Applied Sciences & Business | Desert Energy Enterprise Center by Desert Power, Inc. of Palm Desert, CA. Items to be utilized to teach about wind energy. The used equipment can be utilized for a class project to determine what needs or changes would improve production and capability, and for parts for any broken or lost items in class.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees accepts donations to the District and a letter of appreciation will be sent to the donor(s) by the Office of the President.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 5

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Academic Affairs – Ms. Patti Curtiss, Instructor/Athletic Trainer in the Kinesiology/Athletics Department, School of Health Sciences and Education, to attend the National Athletic Trainers' Association Annual Meeting & Clinical Symposia in Las Vegas, NV, June 24-27, 2013.

This meeting is an opportunity for Ms. Curtiss to update her current knowledge and skill that benefits her student athletic trainers and athletes at College of the Desert. This will assist her in staying current as both an instructor and athletic trainer academically, clinically and professionally. Continuing education is a requirement for her certification.

Fiscal Implications: Costs estimated at \$795.98 and will be funded by a restricted source (Faculty Development Funds).

2. Academic Affairs – Ms. Joan Silver, Adjunct Instructor, School of Arts and Sciences, to attend the postHaus: FATE 2013 Biennial Conference in Savannah, GA, April 4-6, 2013.

As teaching methods shift and evolve, this national conference offers opportunities to network with other educators, artists and participants addressing shared issues and experiences. Finding effective ways to engage today's students is crucial in meeting their creative and intellectual ambitions.

Fiscal Implications: Costs estimated at \$1,776.00. \$800.00 will be funded by a restricted source (Faculty Development Funds) and the remainder will be borne by Ms. Curtiss.

3. Academic Affairs – Ms. Chris Jones Cage, Associate Professor, Psychology, School of Arts and Sciences, to attend the FACES (Family and Addiction Conferences and Educational Seminars) Conference – Quietening the Hungry Ghost Mindfulness and Relapse Prevention in Tucson, AZ, on March 8-9, 2013.

As co-advisor of the Psychology and HSAD programs, it is important that Ms. Jones Cage stays current in the addiction treatment modalities. Attendance at this conference will increase her knowledge of the current trends in relapse prevention.

Fiscal Implications: Costs estimated at \$360.00 and will be funded by a restricted source (Faculty Development Funds).

4. Academic Affairs – Ms. Ilene Rubenstein, Adjunct Instructor in the Tutoring and Academic Skills Center (TASC), School of Library & Learning Resources, to attend the Conference on College Composition and Communication in Las Vegas, NV, March 13-14, 2013.

The Conference on College Composition and Communication (CCC) supports and promotes the teaching and study of college composition and communication by 1) sponsoring meetings and publishing scholarly materials for the exchange of knowledge about composition, composition pedagogy, and rhetoric; 2) supporting a wide range of research on composition, communication, and rhetoric; 3) working to enhance the conditions for learning and teaching college composition and to promote professional development; and 4) acting as an advocate for language and literacy education nationally and internationally. Ms. Rubenstein was asked by the 4C's proposal committee to participate in a panel called "There's Nothing Basic About Basic Writers" and will be discussing Basic Writers and Academic Skills/Writing Centers. Ms. Rubenstein will be attending other events that should provide useful ideas in relation to tutoring and other resources provided by the Writing Lab of the Tutoring and Academic Skills Center, where she works. Ms. Rubenstein will discuss these ideas with the Coordinator of the TASC and with, Ms. Jennifer Dodd, the Assistant Tutor Coordinator for Language Arts and will assist as needed to implement these changes.

Fiscal Implications: There are no costs to the District. Ms. Rubenstein will be paying for all costs associated with this trip.

5. President's Office – Mr. Diaman Amsler, Human Resources Specialist, to attend the SHRM (Society for Human Resource Management) 2013 Talent Management Conference & Exposition in Las Vegas, NV, April 14-17, 2013.

This conference will help Mr. Amsler understand how his profession, organization, candidates, and the job market have changed. This innovative and all-encompassing program was designed for recruiters as well as HR generalists or managers with recruiting responsibilities who want to increase their credibility in their organizations, are willing to drive their organization's talent management initiatives forward, and want comprehensive strategies for success in finding and keeping top talent.

Fiscal Implications: Costs estimated at \$2,201.00 and will be funded by a restricted source (Auxiliary).

6. Student Affairs – Mr. Carlos Maldonado, Director of Student Life and Student leadership Advisor, and Mr. Andrew Campbell, Student Trustee, to attend the National Center for Student Leadership Spring 2013 Conference in Boston, MA, April 4-7, 2013.

The National Center for Student Leadership Spring Conference will build a strong foundation as a student leader, and secure leadership skills. Learning outcomes of this conference include:

- Identifying areas of personal leadership strength and areas for enhancement
- Learning skills that enhance effective and meaningful communication between individuals, within groups, and in your community
- Learning skills and techniques that enhance your personal success as well as the mission of your organization and campus
- Identifying concrete tools and skills that promote creative, effective, and efficient administrative operations for all types of groups
- Learning the importance of networking with peers, on campus and beyond, to reach common goals
- Developing an awareness of personal values that guide action on campus and beyond

Fiscal Implications: Costs estimated at \$5,500.00 and will be funded by a restricted source (Student Development).

RECOMMENDATION:

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

<p>Administrator Initiating Item: Joel L. Kinnamon</p>	<p>Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013</p>
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 6

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**TITLE: CHANGE ORDER #1 – MATH SCIENCE
TECHNOLOGY CENTER PROJECT – QUEEN CITY GLASS COMPANY**

BACKGROUND:

Change Order #1 is a credit in the amount of <69,783.00> for unused allowance. This change order amends the contract total from \$619,800.00 to \$550,017.00.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Queen City Glass Company for the Math Science Technology Center Project in the credit amount of <69,783.00>; amending the contract to \$550,017.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 7

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**TITLE: CHANGE ORDER #1 – INFRASTRUCTURE UPGRADE
PHASE III - DEMOLITION OF WELLS PROJECT – SOUTH WEST PUMP
& DRILLING, INC.**

BACKGROUND:

Change Order #1 is a credit in the amount of <25,000.00> for unused allowance. This change order amends the contract total from \$169,095.00 to \$144,095.00.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with South West Pump & Drilling, Inc. for the Infrastructure Upgrade Phase III - Demolition of Wells Project in the credit amount of <25,000.00>; amending the contract to \$144,095.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 8

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

BACKGROUND:

Change Order #2 in the amount of \$102,837.00 includes schedule delays due to the Prime Trade Contractor going out of business as well as provides labor and material for cutting air duct opening at 2nd floor deck level. This change order amends the contract total from \$1,542,555.00 to \$1,645,392.00 and 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 #2 to the contract with KCB Towers, Inc. for the Math Science Technology Center Project in the amount of \$102,837.00; amending the contract to \$1,645,392.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 9

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**TITLE: CHANGE ORDER #2 – MATH SCIENCE
TECHNOLOGY CENTER PROJECT – CLARK PACIFIC**

BACKGROUND:

Change Order #2 in the amount of \$65,803.00 includes schedule delays due to the Prime Trade Contractor going out of business and rubber waterproofing of stairs. This change order amends the contract total from \$2,379,622.00 to \$2,445,425.00 and 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 #2 to the contract with Clark Pacific for the Math Science Technology Center Project in the amount of \$65,803.00; amending the contract to \$2,445,425.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 10

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**TITLE: CHANGE ORDER #3 – MATH SCIENCE
TECHNOLOGY CENTER PROJECT – ROOF CONSTRUCTION**

BACKGROUND:

Change Order #3 in the amount of \$4,245.00 includes additional caulking required to cover joint line. This change order amends the contract total from \$599,899.00 to \$604,144.00 and 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 #3 to the contract with Roof Construction for the Math Science Technology Center Project in the amount of \$4,245.00; amending the contract to \$604,144.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Human Resources

ITEM #: 1

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TITLE: CHANGE IN ASSIGNMENT

BACKGROUND:

- Ms. Bobbie Weigel's assignment as Part-Time Security Officer has been changed from a 10-month, 23 hours/week, to 11-month, 29.5 hours/week. The appointment, effective 2/15/13, is ongoing.
- Mr. Brian Kephart's assignment as Part-Time Security Officer has been changed from a 10-month, 23 hours/week, to 11-month, 29.5 hours/week. The appointment, effective 2/15/13, is ongoing.
- Ms. Gloria Viloría's assignment as Part-Time Transfer & Career Specialist, Student Affairs, has been changed from 19.5 hours/week to 29.5 hours/week. The appointment, effective 2/18/13, is ongoing.
- Mr. Dan Waddell's assignment as Part-Time Staff Accompanist has been changed from up to 19.5 hours/week to up to 29 hours/week. The appointment, effective 2/1/13, is ongoing.
- Mr. Scott Smith's assignment as Part-Time Staff Accompanist has been changed from up to 19.5 hours/week to up to 29 hours/week. The appointment, effective 2/1/13, is ongoing.
- Ms. Deborah Cox' assignment as Part-Time Staff Accompanist has been changed from up to 19.5 hours/week to up to 29 hours/week. The appointment, effective 2/1/13, is ongoing.
- Mr. Joel Baker's assignment as Part-Time Staff Accompanist has been changed from up to 19.5 hours/week to up to 29 hours/week. The appointment, effective 2/1/13, is ongoing.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds (General Fund).

RECOMMENDATION:

Ratification of the appointments as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Human Resources

ITEM #: 2

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TITLE: APPOINTMENT - CONFIDENTIAL

BACKGROUND:

Mr. Diaman Amsler has been appointed to a vacated position of H.R. Specialist. The appointment, effective 2/15/13, is ongoing. ([Details on COD Website](#))

FISCAL IMPLICATIONS:

Positions is fully funded from unrestricted funds (General Fund).

RECOMMENDATION:

Ratification of the appointment as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Human Resources

ITEM #: 3

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TITLE: NEW JOB DESCRIPTION - CONFIDENTIAL

BACKGROUND:

To approve the new job description for the vacated position in Human Resources. The position is Employee Benefits Specialist and is replacing the H.R. Generalist position. ([Details on COD website](#))

FISCAL IMPLICATIONS:

This position is fully funded by unrestricted funds (General Funds).

RECOMMENDATION:

Board of Trustees approves the new job description as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Human Resources

ITEM #: 4

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TITLE: APPOINTMENTS - CLASSIFIED

BACKGROUND:

The following have been appointed to the position of Part-Time Instructional Support Assistants/Math:

John Bratton
George Azer
Angelica Villanueva
Joby Marfori

The appointments, effective 3/4/13, are ongoing. ([Details on COD Website](#))

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds (General Fund).

RECOMMENDATION:

Ratification of the appointments as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Human Resources

ITEM #: 5

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

TITLE: REVISED JOB DESCRIPTION - LEADERSHIP

BACKGROUND:

To approve the revised job description for the vacated position in Business Affairs. The position is Vice President-Business Affairs. ([Details on COD Website](#))

FISCAL IMPLICATIONS:

This position is fully funded by unrestricted funds (General Funds).

RECOMMENDATION:

Board of Trustees approves the revised job description as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 1

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| <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 L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 2

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

**TITLE: PUBLIC HEARING CATEGORICAL FLEXIBILITY
FOR FISCAL YEAR 2012-2013**

BACKGROUND:

In response to deep categorical funding cuts during fiscal year 2009-2010, Assembly Bill X4 2 (the Education Budget Trailer Bill) was passed into law in 2009. The bill permits districts to choose to redirect funding from twelve (12) categorical programs to any other categorical program in the state budgets ergo Categorical Flexibility. Subsequently, the 2011-2012 trailer bill (SB 70) extended Categorical Flexibility through 2014-2015. The Legislation requires a public hearing prior to the redirection of funds.

FISCAL IMPLICATIONS:

The District will invoke the Categorical Flexibility provision in Fiscal Year 2012-2013 by moving one dollar (\$1) from the Credit Matriculation budget to the Disabled Students Programs and Services (DSP&S).

RECOMMENDATION:

Board of Trustee holds a public hearing regarding the intention to invoke the Categorical Flexibility provision in Fiscal Year 2012-2013.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 3

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

**TITLE: ADOPTION OF RESOLUTION #031513-1
CATEGORICAL FLEXIBILITY FOR FISCAL YEAR 2012-2013**

BACKGROUND:

In response to deep categorical funding cuts during fiscal year 2009-2010, Assembly Bill X4 2 (the Education Budget Trailer Bill) was passed into law in 2009. The bill permits districts to choose to redirect funding from twelve (12) categorical programs to any other categorical program in the state budgets ergo Categorical Flexibility. Subsequently, the 2011-2012 trailer bill (SB 70) extended Categorical Flexibility through 2014-2015. The Legislation requires a public hearing prior to the redirection of funds.

By exercising the District's authority to move funds from programs in the flexibility category, the District will be relieved of responsibility to comply with any state statues or regulations governing the program from which the funds are being moved and for all other programs in the flexibility category.

FISCAL IMPLICATIONS:

The District will invoke the Categorical Flexibility provision in Fiscal Year 2012-2013 by moving one dollar (\$1) from the Credit Matriculation budget to the Disabled Students Programs and Services (DSP&S).

RECOMMENDATION:

Board of Trustee adopts Resolution #031513-1 Categorical Flexibility for Fiscal Year 2012-2013.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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DESERT COMMUNITY COLLEGE DISTRICT

RESOLUTION #031513-1

CATEGORICAL FLEXIBILITY FOR
FISCAL YEAR 2012-2013

WHEREAS the governing board of the Desert Community College District has determined that the credit matriculation budget in the amount of \$1 is to be moved to disabled students programs and services budget, as is reflected on the attached page (agenda item);

WHEREAS the governing board of the Desert Community College District can show just cause for the budget adjustment of such funds.

NOW THEREFORE BE IT RESOLVED such funds to be appropriated according to the attached page (agenda item).

This is an exact copy of Resolution adopted by the governing board at the regular meeting on March 15, 2013.

Secretary, Board of Trustees or
Authorized Agent of the Board

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

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 – INFRASTRUCTURE
UPGRADE PHASE III - DEMOLITION OF WELLS PROJECT – SOUTH
WEST PUMP & DRILLING, INC.**

BACKGROUND:

This contract is complete as of December 31, 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 South West Pump & Drilling, Inc.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee accepts the contract with South West Pump & Drilling, Inc. for the Infrastructure Upgrade Phase III - Demolition of Wells Project as complete as of December 31, 2012.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

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 – INFRASTRUCTURE
UPGRADE PHASE III – NON-POTABLE WATER SYSTEM CROSS-OVER
PROJECT – KINCAID INDUSTRIES, INC.**

BACKGROUND:

This contract is complete as of December 31, 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, Inc.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustee accepts the contract with Kincaid Industries, Inc. for the Infrastructure Upgrade Phase III – Non-Potable Water System Cross-over Project as complete as of December 31, 2012.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 6

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

**TITLE: CHANGE ORDER #1 – INFRASTRUCTURE UPGRADE –
CAMPUS GAS LINE CONNECTION PROJECT – KINCAID INDUSTRIES,
INC.**

BACKGROUND:

Change Order #1 is in the amount of \$14,492.25 includes work performed on the Power House #4 gas connection and repair of blocked gas line at the Diesel Mechanics Building and repair of gas leaks in the Science Building. This change order amends the contract total from \$105,030.00 to \$119,522.25.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds. This change order can be accommodated within the overall project budget.

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Kincaid Industries, Inc. for the Infrastructure Update – Campus Gas Line Connection Project in the amount of \$14,492.25; amending the contract to \$119,522.25.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 7

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

**TITLE: CHANGE ORDER #1 – MATH SCIENCE
TECHNOLOGY CENTER PROJECT – C.T. GEORGIU PAINTING**

BACKGROUND:

Change Order #1 is in the amount of \$13,637.00 includes adding backer rod and caulking due to condition at all aluminum door and window frames, as well as application of Tnemec coating to rooftop. This change order amends the contract total from \$135,770.00 to \$149,407.00.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds. This change order can be accommodated within the overall project budget.

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with C.T. Georgiou Painting for the Math Science Technology Center Project in the amount of \$13,637.00; amending the contract to \$149,407.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 8

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

**TITLE: CHANGE ORDER #001-002 – MATH SCIENCE
TECHNOLOGY CENTER PROJECT – ISEC, INC.**

BACKGROUND:

Change Order #001-002 is in the amount of \$86,531.00 includes schedule delays due to the Prime Trade Contractor going out of business and reassignment of work to another contractor. This change order amends the contract total from \$839,374.00 to \$925,905.00.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds. This change order can be accommodated within the overall project budget.

RECOMMENDATION:

Board of Trustee approves Change Order #001-002 to the contract with ISEC, Inc. for the Math Science Technology Center Project in the amount of \$86,531.00; amending the contract to \$925,905.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Fiscal Services

ITEM #: 9

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

**TITLE: CHANGE ORDER #3 – MATH SCIENCE
TECHNOLOGY CENTER PROJECT – SIERRA LATHING COMPANY**

BACKGROUND:

Change Order #3 is in the amount of \$100,000.00 includes welding unspecified in construction documents as well as additional framing required. This change order amends the contract total from \$1,543,382.00 to \$1,643,382.00.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds. This change order, together with earlier change orders totaling \$182,382.00, can be accommodated within the overall project budget.

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Sierra Lathing Company for the Math Science Technology Center Project in the amount of \$100,00.00; amending the contract to \$1,643,382.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Academic Affairs

ITEM #: 1

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

**TITLE: APPROVAL OF CURRICULUM MODIFICATIONS
FOR FALL 2013**

BACKGROUND:

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2013.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

The Board of Trustees approves the curriculum modifications for Fall 2013.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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ACADEMIC SENATE
CURRICULUM COMMITTEE
Courses Approved by Curriculum Committee
(January 31 and February 14 & 28, 2013 Meetings)

A. NEW COURSES

1. AJ-021 Introduction to Forensics
3 Units, 54 Lecture Hours; Prerequisite: AJ-001 or concurrent enrollment.

2. RE-003 Programming for Community Recreation
3 Units, 54 Lecture Hours; Advisory: ENG-050; stand-alone course.

B. COURSE REACTIVATION

1. ESLN-309A ESL – Foundations
2. ESLN-310A ESL – Comprehensive I (Low Beginning)
3. ESLN-310B ESL – Comprehensive II (High Beginning)

C. COURSE MODIFICATION

1. AJ-001 Introduction to Criminal Justice **(C-ID: AJ 110)**
2. AJ-002 Concepts of Criminal Law **(C-ID: AJ 120)**
3. AJ-003 Legal Aspects of Evidence **(C-ID: AJ 124)**
4. AJ-004 Criminal Court Process **(C-ID: AJ 122)**
5. AJ-005A Community and the Justice System **(C-ID: AJ 160)**
6. AJ-006 Criminal Investigation **(C-ID: AJ 140)**
7. AJ-010 Juvenile Procedures **(C-ID: AJ 220)**
8. AJ-030 Introduction to Corrections **(C-ID: AJ 200)**

C-ID alignment: modify course title, catalog description, course objectives and content.

9. ART-097 STUDIO LAB
10. ART-098 STUDIO LAB
11. ASC-097 WRITE ACRS CURRI LAB
12. ASC-098 WRITE ACRS CURRI LAB
13. AUTO-021A AUTO DIAG & TROUBLE
14. AUTO-054C BASIC/ADV CACC
15. AUTO-090B BAR UPDATE TRAINING
16. BIT-026 BLDG II/FIRE CODES
17. CIS-081A COMPUTER GRAPHICS 1A
18. CIS-081B COMPUTER GRAPHICS 1B
19. CIS-083D COMPUTER GRAPHICS 2
20. CIS-097 COMPUTER LAB
21. CIS-098 COMPUTER LAB
22. CIS-099 COMPUTER LAB
23. DANC-024 DANCE PERFORMANCE
24. DANC-025 DANCE PERFORMANCE

25.	DANC-026	DANCE PERFORMANCE
26.	DDP-001A	COMPUTER GRAPHICS 1A
27.	DDP-001B	COMPUTER GRAPHICS 1B
28.	DDP-002	COMPUTER GRAPHICS 2
29.	DDP-032	APPLIED DGTL PHOTO 2
30.	DSPS-040B	EMPLOY INDIV W/DISAB
31.	DSPS-041	INFO MGMT STRATEGIES
32.	DSPS-045A	VOC EXPLORATION
33.	DSPS-045B	RESUME WRITING
34.	DSPS-045C	INTERVIEW SKILLS
35.	DSPS-046	COMPUTER ACCESS APPL
36.	EMT-085	EMT REFRESHER COURSE
37.	HS-098	NURSING SKILLS LAB
38.	HS-099	NURSING SKILLS LAB
39.	KINE-040	AEROBICS/BODY FITNESS
40.	KINE-041	CORE CONDITIONING
41.	KINE-042	ADAPTED BADMINTON
42.	KINE-043	BADMINTON
43.	KINE-044	BASEBALL, FALL
44.	KINE-045	BASKETBALL
45.	KINE-046	ENDURANCE TRAINING
46.	KINE-047	BODY SCULPT & TONE
47.	KINE-051	DANCE, AEROBIC
48.	KINE-052	DANCE,AEROBIC/LOW IMPACT
49.	KINE-054	DANCE, STEP AEROBIC
50.	KINE-057	FENCING
51.	KINE-059	FLEX/AGIL,SPORT PERF
52.	KINE-060	FOOTBALL CONDITIONING
53.	KINE-061	FOOTBALL, SPRING
54.	KINE-062	GOLF
55.	KINE-063	GOLF:THE SHORT GAME
56.	KINE-064	ADAPTED TENNIS
57.	KINE-065	ADAPTED PHYS ACTIVITY
58.	KINE-066	ADAPTD FITNESS AQUATICS
59.	KINE-067	ADAPTED GOLF
60.	KINE-068	JOG, POWERWALK, RUN
61.	KINE-071	KICKBOXING AEROBICS
62.	KINE-072	PILATES MAT WORK
63.	KINE-074	PHYS FIT, SPORT PERF
64.	KINE-077	SELF-DEFENSE/FITNESS
65.	KINE-078	SELF-DEFENSE, MARTIAL ARTS
66.	KINE-079	SOCCER
67.	KINE-080	SOFTBALL
68.	KINE-082	SWIMMING
69.	KINE-086	TENNIS
70.	KINE-087	PICKLEBALL

- | | |
|-----------------|--|
| 71. KINE-091 | VOLLEYBALL |
| 72. KINE-093 | WATER FITNESS |
| 73. KINE-094 | WELLNESS & FITNESS |
| 74. KINE-096 | WEIGHT TRAINING |
| 75. KINE-097 | WEIGHT TRNG, FOOTBLL |
| 76. KINE-098 | YOGA |
| 77. KINE-099 | POWER YOGA |
| 78. MATH-087 | MATH/SCI CENTER LAB |
| 79. MATH-088 | MATH/SCI CENTER LAB |
| 80. MATH-097 | MATHEMATICS LAB |
| 81. MATH-098 | MATHEMATICS LAB |
| 82. NR-020 | GPS & MAP USE |
| 83. NR-041B | NATIVE PLANTS/DESERT |
| 84. NR-050 | WINTER BIRDS |
| 85. NR-051A | MIGRANT BIRDS - FALL |
| 86. NR-051B | MIGRANT BIRDS – SPRING |
| 87. WEG/WEV-095 | All Work Experience Courses
<i>Title 5 Compliance, (§ 55041- Repeatable Courses): remove repeatability.</i> |
|
 | |
| 88. BI-004 | Elements Of Biology |
| 89. COUN-060 | College Success Skills |
| 90. ENG-031 | The Bible As Literature: The Old Testament |
| 91. HS-071 | Strategies For Success In A Nursing Program |
| 92. MC-005 | Introduction to Public Relations
<i>Periodic review; update textbook, complete content review, add Program Outcomes (POs) and Institutional Outcomes (IOs).</i> |
|
 | |
| 93. HSAD-032B | Supervised Practicum II
<i>Modify course content, assignments, objectives.</i> |
|
 | |
| 94. CIS-010 | Computer Literacy
<i>Change COD GE Category from: Area C4.b to: Area C5.</i> |
|
 | |
| 95. N-003B | Issues in Nursing
<i>Add Distance Education Modalities.</i> |

D. COURSE DEACTIVATION

- | | |
|------------|---|
| 1. CIS-016 | Effective Presentations with Technology |
| 2. ENG-016 | Literature of the Desert |
| 3. ENG-026 | The Lesbian, Gay, Bisexual And Transgender Literary Experience |
| 4. ENG-032 | The Bible As Literature: The New Testament |
| 5. HS-060 | Healing Touch I |
| 6. N-010A | Foundations and Concepts of Nursing Care |
| 7. N-010B | Concepts of Pharmacology in Nursing Care |
| 8. N-020 | Concepts of Nursing Care/Growing Family |
| 9. N-030 | Concepts of Nursing Care for Clients with Psycho/Physical Needs |

10. N-040 Concepts of Nursing Care for Clients with Emergent/Complex Health Needs

E. NEW CERTIFICATES OF ACHIEVEMENT

1. BASIC FIRE FIGHTER CERTIFICATE OF ACHIEVEMENT

Required Courses

FIRE-063A	Basic Fire Fighter I Academy – Part 1.....	11.0
FIRE-063B	Basic Fire Fighter I Academy – Part 2.....	7.5
CERTIFICATE TOTAL	18.5

2. DESERT NATURALIST CERTIFICATE OF ACHIEVEMENT

Required: 4 units

NR-001	Conservation of Natural Resources	3
NR-001L	Conservation of Natural Resources Laboratory	1

Group A: Choose 4 units from the following..... 4

AGPS-002	Entomology – General and Applied (4)
NR-003	Introduction to Wildlife Management (3)
NR-004	Introduction to Ecosystem Management (3)
NR-020	GPS and Map Use (1)
NR-095A	Natural Resources Work Experience (1)

Group B: Choose 4 units from the following..... 4

NR-041A	Native Plants – Mountain (1)
NR -041B	Native Plants – Desert (1)
NR-050	Winter Birds (1)
NR-051A	Migrant Birds- Fall (1)
NR-051B	Migrant Birds – Spring (1)
NR-058	Reptiles of the Coachella Valley (1)

CERTIFICATE TOTAL **12**

3. DESERT ECOLOGIST CERTIFICATE OF ACHIEVEMENT

Required: 18 units

NR-001	Conservation of Natural Resources	3
NR-001L	Conservation of Natural Resources Laboratory	1
NR-003	Introduction to Wildlife Management	3
or NR-004	Introduction to Ecosystem Management (3)	
NR-020	GPS and Map Use	1
NR-021	Introduction to GIS	3
NR-041A	Native Plants – Mountain	1
NR -041B	Native Plants – Desert.....	1
NR-058	Reptiles of the Coachella Valley	1
NR-050	Winter Birds	1
NR-051A	Migrant Birds – Fall	1
NR-051B	Migrant Birds – Spring	1
NR-095A	Natural Resources Work Experience	1

Group A: Choose 3 units (cannot repeat courses from above)..... 3

AGPS-002	Entomology – General and Applied (4)
NR-059	Careers in Natural Resources and Agricultural Sciences (3)
NR-017	Natural Resources Law Enforcement (3)
NR-003	Introduction to Wildlife Management (3)
NR-004	Introduction to Ecosystem Management (3)
NR-095C	Natural Resources Work Experience (3)

CERTIFICATE TOTAL **21**

4. FIELD RANGER CERTIFICATE OF ACHIEVEMENT

Required Courses:

NR-001	Conservation of Natural Resources	3
NR-001L	Conservation of Natural Resources Laboratory	1
NR-003	Introduction to Wildlife Management	3
or NR-004	Introduction to Ecosystem Management (3)	
NR/AJ-017	Natural Resources Law Enforcement.....	3
NR-020	GPS and Map Use	1
NR-021	Introduction to GIS	3
NR-095A	Work Experience	1
NR-041A	Native Plants – Mountain	1
or NR -041B	Native Plants – Desert (1)	
NR-058	Reptiles of the Coachella Valley.....	1
NR-050	Winter Birds	1
or NR -051A	Migrant Birds – Fall (1)	
or NR -051B	Migrant Birds – Spring (1)	
NR/FIRE-010	Wildland Fire Technology.....	3
KINE-001	First Aid and Safety	3
CERTIFICATE TOTAL	24

F. NONCREDIT CERTIFICATES MODIFICATIONS

1. ENGLISH PROFICIENCY CERTIFICATE OF COMPLETION: LIFE & WORK SKILLS

<i>Add</i>	ESLN-309A	ESL – Foundations
<i>Add</i>	ESLN-310A	ESL – Comprehensive I
<i>Add</i>	ESLN-310B	ESL – Comprehensive II
	ESLN-310C	ESL – Comprehensive III
	ESLN-324A	ESL – Reading Lab
<i>Add</i>	ESLN-388A	ESL - Conversation I
<i>Add</i>	ESLN-388B	ESL - Conversation II
<i>Add</i>	ESLN-388C	ESL - Conversation III
	ESLN-399	ESL – Language Lab

2. ACADEMIC ENGLISH CERTIFICATE OF COMPLETION

	ESLN-310D	ESL – Comprehensive IV
	ESLN-310E	ESL – Comprehensive V
	ESLN-324A	ELS – Reading Lab
<i>Add</i>	ESLN-388D	ESL - Conversation IV
<i>Add</i>	ESLN-388E	ESL - Conversation V
	ESLN-399	ESL – Language Lab

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/15/2013

AREA: Board of Trustees

ITEM #: 1

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

TITLE: ADMINISTRATIVE PROCEDURE 4105: DISTANCE EDUCATION

BACKGROUND:

The Administrative Procedure 4105 Distance Education has been approved by the Academic Senate. This procedure is provided to the Board of Trustees for information.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the procedure as information.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 3/4/2013 Chair & Vice Chair Review: 3/7/2013
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ADMINISTRATIVE PROCEDURE

4105

DESERT COMMUNITY COLLEGE DISTRICT

DISTANCE EDUCATION

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The Vice President Academic Affairs shall utilize one or more of these methods to authenticate or verify the student's identity:

- secure credentialing/login and password;
- proctored examinations; or
- new or other technologies and practices that are effective in verifying student identification.

The Vice President Academic Affairs shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Fully Online Course (FOC)

A Fully Online Course is delivered exclusively over the internet using a Learning Management System. There are **no class meetings on campus** and all assignments and examinations are submitted online in an asynchronous manner. You must have ready access to a computer with Internet. Students enrolled in an online course should possess apt computer skills.

Proctored Online Course (POC)

All assignments and examinations in a Proctored Online Course will be submitted online in an asynchronous manner but **you will be required to take tests at a proctoring facility**. Your instructor will provide proctoring accommodations at COD. Off-site proctoring services could be

available at the discretion of the instructor. Contact the individual instructor to learn more about their off-site proctoring policy. You must have ready access to a computer with Internet. Students enrolled in an online course should possess apt computer skills.

Hybrid Course (HC)

Hybrid Courses meet both on campus and online. Some of the traditional face-to-face on campus meetings are replaced with online activities. The schedule of classes will indicate the times and dates of the meetings you are required to attend. Access to a computer with internet access is required.

Web Enhanced Course (WEC)

Web Enhanced Courses are traditional face-to-face classes that make routine use of the Learning Management System. These courses hold all their meetings on campus. The instructor will post required course materials and/or activities online and may require assignments be turned in online. Access to a computer with internet access is required.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedures 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses, the [*designate authority*] will certify the following:

Course Quality Standards: The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.

Course Quality Determinations: Determinations and judgments about the quality of the distance education course were made with the full involvement of the [*designate authority, e.g. faculty, curriculum committee*] approval procedures.

Instructor Contact: Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.

REGULAR EFFECTIVE CONTACT

Introduction:

Like the Chancellor's Office (CCCCO) and the Accrediting Commission for Community and Junior Colleges (ACCJC), College of the Desert strives to ensure that distance learning is characterized by the same expectations for quality, integrity, and effectiveness that apply to more traditional modes of instruction. College of the Desert defines "distance education" as a formal interaction which uses one or more technologies to deliver instruction to students who are separated by the instructor and which supports regular and effective interaction between the students and the instructor, either synchronously or asynchronously.

In face-to-face courses, regular instructor/student contact occurs at each class meeting via lecture, discussion, and other in-classroom teaching/learning methods. The question arises, of course, as to how comparable contact occurs in a distance education (DE) modality. According to Title 5 and the Distance Education Guidelines for the California Community Colleges, each community college must have a policy regarding regular effective contact between instructor and student (including the nature and frequency of the contact) in any course that is fully or partially conducted through DE. See the Regulations section of this document for the specific language.

COD Regular Effective Contact Policy:

All DE courses at COD, including hybrid courses, will include regular effective contact as per the following:

- Initiated interaction: Instructors will regularly initiate interaction with students on a one-to-one and/or group basis. In doing so, the instructor should be, on a regular basis, cognizant of the degree to which students are participating in the course – similar to how a face-to-face instructor is constantly aware of how many students are attending class. Providing students with an open-ended question forum, although appropriate, does not constitute the entirety of effective instructor initiated interaction.

Frequency and duration: In a DE course, the frequency and duration of contact should be comparable to that of the "equivalent" face-to-face course. At the very least, the number of instructor contact hours per week that would be available to face-to-face students will also be available, in asynchronous and/or synchronous mode, to DE students. Given the nature and variety of DE contact, especially asynchronous contact, it is not expected that contact will necessarily occur during well-defined blocks of time as in a face-to-face course. Nevertheless, over the course of the week, an individual student can expect contact that is comparable in frequency and duration to that which would be experienced in an "equivalent" face-to-face course.

- Establishing expectations and managing unexpected instructor absence: An instructor and/or department established policy describing the frequency and timeliness of instructor initiated contact and instructor feedback, will be posted in the syllabus and/or other course documents that are made available for students when the course officially opens each semester. If the instructor must be out of contact briefly for an unexpected reason (such as illness or a family emergency that takes the instructor offline), notification to students will be made in the announcements area of the course that includes when the students can expect regular effective contact to resume. If the offline

time results in a lengthy absence (i.e. more than three or four days) a substitute instructor should be sought who can assist students while the instructor is unavailable.

Mandatory types of contact: In all COD DE courses, instructors will, at a minimum, make use of the following to initiate and maintain contact with students:

- Threaded discussion forums within the Learning Management System (LMS) with appropriate instructor participation
- General email and/or messaging through the LMS
- Weekly announcements in the LMS
- Timely feedback on student work
- Instructor prepared material that, possibly combined with other course materials, creates the “virtual equivalent” of the face-to-face classroom.

Other types of contact: The following are other forms of communication that DE instructors may wish to make use of to initiate and maintain contact with students:

- Chat Room/Instant Messaging/Texting/Twitter
- Online quizzes/exams
- Telephone/Voicemail
- USPS mail
- E-Portfolios/Blogs/Wikis
- Scheduled face-to-face group or individual meetings
- Regular virtual office hours
- Field trips
- Library workshops
- Posted audio/video
- Live audio/video
- E-conference (CCCConfer)

Regulations:

The following are Title 5 regulations (italicized) and guidelines from the chancellor’s office - Distance Education Guidelines (2008).

55202. Course Quality Standards.

The same standards of course quality shall be applied to any portion of a course conducted through distance education as are applied to traditional classroom courses, in regard to the course quality judgment made pursuant to the requirements of section 55002, and in regard to any local course quality determination or review process. Determinations and judgments about the quality of distance education under the course quality standards shall be made with the full involvement of faculty in accordance with the provisions of subchapter 2 (commencing with section 53200) of chapter 2.

NOTE: Authority cited: Section 66700 and 70901, Education Code.

References: Sections 70901 and 70902, Education Code.

Guideline for Section 55202

This section emphasizes the extent to which course quality depends upon the full involvement of faculty in the design and application of DE courses. It discusses course quality standards for distance education and combines language formerly found in sections 55207 and 55209 which it replaces. Language is added to clarify that normal course quality standards apply to any portion of a course conducted through distance education.

55204. Instructor Contact.

In addition to the requirements of section 55002 and any locally established requirements applicable to all courses, district governing boards shall ensure that:

(a) Any portion of a course conducted through distance education includes regular effective contact between instructor and students, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, correspondence, voice mail, e-mail, or other activities. Regular effective contact is an academic and professional matter pursuant to sections 53200 et seq.

(b) Any portion of a course provided through distance education is conducted consistent with guidelines issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors.

NOTE: Authority cited: Sections 66700 and 70901, Education Code.

Reference: Sections 70901 and 70902, Education Code.

Guideline for Section 55204

This section defines what contact must be maintained between instructor and student. It is virtually identical to section 55211 which it replaces, except that language has been added to clarify that rules related to conduct of distance education and effective instructor contact apply to any portion of a course conducted through distance education. Subdivision (a) stresses the responsibility of the instructor in a DE course to initiate regular contact with enrolled students to verify their participation and performance status. The use of the term “regular effective contact” in this context suggests that students should have frequent opportunities to ask questions and receive answers from the instructor of record. The last published Distance Education Guidelines, March 2004, issued by the Chancellor pursuant to section 409 of the Procedures and Standing Orders of the Board of Governors, as referenced in subdivision (b), establishes the principle that for DE courses there are a number of acceptable interactions between instructor and student, not all of which may require in-person contact. Thus, districts and/or colleges will need to define “effective contact” including how often, and in what manner instructor-student interaction is achieved. It is important to document regular effective contact and how it is achieved. Since regular effective contact was declared an academic and professional matter, this documentation must include demonstration of collegial consultation with the academic senate, for example through its delegation to the local curriculum committee. A natural place for this to occur is during the separate course approval process (see section 55206) as well as during faculty evaluations, student surveys, and program review. Documentation should consist of the inclusion of information in applicable outlines of record on the type and frequency of interaction appropriate to each DE course/section or session. Local policies should establish and monitor minimum standards of regular effective contact.

Duration of Approval: All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

NO SHOW DROP PROCEDURE FOR ONLINE CLASSES

Online courses must be available on or before 8 A.M. on the first day of class.

Online course materials must clearly state to the students what constitutes checking into the course.

Examples of check-in activities include participation in discussion forums or blogs, a syllabus quiz, or any other meaningful activity that requires meaningful student interaction.

Simply logging into the Learning Management System (Blackboard) is not considered a meaningful activity.

Faculty have the right to drop, as a No Show, a student who does not complete the check-in procedure within 48 hours. The 48 hours begins at 8 AM on the first day of class.

References:

Title 5 Sections 55200 et seq.;

References: U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended; 34 C.F.R. § 602.17.

Academic Senate Approval:	Resolution 3.48 10/31/2011	Administrator: VP Academic Affairs
	Resolution 3.49 2/9/2012	
	Resolution 3.5 4.12.2012	

Board Information: