

**DESERT COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
43500 MONTEREY AVE.
PALM DESERT, CA 92260
FRIDAY, OCTOBER 19, 2012
MINUTES**

- I. Chair Stefan called the meeting to order at 9:02 a.m. and asked Trustee Broughton to lead the pledge of allegiance.

President Kinnamon called the roll:

Present: Becky Broughton
 Charles Hayden
 John Marman
 Michael O'Neill
 Bonnie Stefan

Not Present: Andrew Campbell is attending the Hispanic Association Colleges & Universities (HACU) conference in Washington DC and is excused.

II. CONFIRMATION OF AGENDA:

Motion by Becky Broughton, second by Michael O'Neill, to approve the agenda of the October 19, 2012 meeting as presented.

Discussion: None.

Vote

Yes: Becky Broughton, John Marman, Michael O'Neill, Charles Hayden, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

III. CLOSED SESSION

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

IV. OPEN SESSION

Closed Session report: no reportable action taken in closed session

V. PUBLIC COMMENTS :

There were no requests to address the Board.

VI. MINUTES

There were no corrections to the minutes of the regular meeting of September 21, 2012 and they stand approved.

VII. REPORTS

- A. ASCOD: John Arroyo, ASCOD President, was not able to be present as he was attending the HACU Conference.
- B. CSEA: Lauro Jimenez was present and gave a brief report. The full report will be included with the minutes.
- C. COLLEGE OF THE DESERT FOUNDATION: Peter Sturgeon, was present and gave a brief report. He provided a handout to all members and it will be included with the minutes.
- D. ACADEMIC SENATE: Zerryl Becker, Senate President, was present and gave a brief report. The full report will be included with the minutes.
- E. COLLEGE OF THE DESERT ALUMNI ASSOCIATION: Gene Marchu, Alumni Association Executive Director, was present and gave a brief report, which will be included with the minutes.
- F. FACULTY ASSOCIATION: Gary Bergstrom was not able to be present but submitted a written report, which will be included with the minutes.
- G. C.O.D.A.A.: David Bashore, was not able to be present but submitted a written report which will be included with the minutes.

There are three proclamations being approved later in the meeting.

Intensive English Academy student Manuella Ferreira Barata de Olivera, from Brazil, read the proclamation for International Education Week.

Nursing major, Flossie Lopeman, read the proclamation for Phi Theta Kappa Week.

Dr. Joel Kinnamon, College of the Desert President, read the proclamation for National Native American Heritage Month.

H. GOVERNING BOARD

Becky Broughton submitted a written report which will be included with the minutes.

- thanked all those that assisted with college Voc Tech night. She was very impressed with the college attendees and the number of students and families that were there. She noticed how many students were walking home after event and knows the proximity of the Indio campus will work well for these students. She thanked Avante Simmons for spearheading the event – she did a great job.
- She attended a 2 + 2 meeting with Trustee Stefan and Dr. Kinnamon with the City of Indio. The city was very complimentary of our process in working together.

Charles Hayden had nothing to report.

John Marman submitted a written report which will be included with the minutes.

- Attended a Foundation meeting
- The last football game on November 10 will be doggy day. There will be a President's Cup and Trustees Cup award.

Michael O'Neill submitted a written report which will be included with the minutes.

- Attended a Green council meeting and was very impressed with the number of students in attendance. The Council is looking for a student co-chair. Dr. Deas said this student should be selected before the next meeting.
- Attended the Central Campus Redevelopment Project User Group Building B meeting. He and Trustee Broughton represent the Trustees on this user group. Enormous progress has been made in just two meetings. He complimented our architects, LPA. They have taken our ideas and quickly molded them into reality.
- He referenced an article in the Desert Star in which our basic firefighting academy is accepting applications. He thanked Chris Madigan, Director, Public Safety Academy.
- He also complimented the student Chaparral newspaper. The last edition was exceptional and the paper in general has improved greatly in the last couple of years.

Trustee Marman asked if we would be getting the information out in time for the state awards for honor students. Mr. Gonzales will look into it.

Andrew Campbell: is attending the HACU Conference and is excused - he submitted a written report.

Bonnie Stefan: Has been busy campaigning and has had many opportunities to bring the successes of the college to the public's attention. She attended the 2012 Stan and Carolyn Little Early Childhood Education conference. She had the opportunity to speak with students, faculty, exhibitors, attendees and students. The students were selling books to make money in order to attend the state conference. She attended the homecoming festivities; the barbeque was great and the players fought a hard battle. She has also been phone banking for Prop 30.

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

A. HUMAN RESOURCES

1. Change in Assignment – Classified
2. Resignation – Classified
3. Volunteers
4. Initial Proposal from the CTA to the DCCD – 2012 Successor Agreement-2nd Reading
5. Employment Group C Appointments
6. Approval of Tentative Agreements – DCCD & CSEA

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Renewal Lease Agreement with Prime Time International
3. Warrants
4. Payroll #3
5. Gifts/Donations to the District
6. Out-of-State Travel
7. Change Order #005-ACSS-001 – Communication Building Project – Anderson Charnesky Structural Steel
8. Change Order #001-ACSS-001 – Monterey Entrance Project – Anderson Charnesky Structural Steel
9. ~~Agreement with the Riverside County For Administration of Justice Career and Technical Education Programs~~ *Pulled for discussion under Action agenda.*

Motion by Michael O’Neill, second by Becky Broughton, to approve the consent agenda as presented.

Discussion: Trustee Broughton pulled Fiscal Services #9 for discussion under the Action Agenda.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan

No: None

Absent: Andrew Campbell

Abstain: None

Motion carried unanimously with the change noted.

XI. ACTION AGENDA

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

FISCAL SERVICES: #9 Agreement with the Riverside County For Administration of Justice Career and Technical Education Programs

Motion by Becky Broughton, second by John Marman, to approve the Agreement as presented.

Discussion: Chris Madigan, Director, Public Safety Academy, explained this agreement is regarding our advanced officer training program. It does not have anything to do with basic peace officer training, which was the subject of the Grand Jury report. This training is conducted by the Riverside Sheriff's Department. We have a number of courses in our catalog, which they present here for credit. They also have an additional 13 fee-based courses primarily using their own staff. The courses are run throughout the year by two of their staff members. These are for the benefit of the Coachella Valley law enforcement community.

Trustee Marman asked if it helps with level 1. Mr. Madigan said not directly. We have an additional contract for the level 1, which has expired. Trustee Marman commented that our Foundation has considered raising funds for the Public Safety Programs and it might be possible to use some of that money to get our POST level 1 certification. Trustee Marman asked if safety is addressed so as to eliminate the type of accident that happened with a student and a sheriff's car. Mr. Madigan said that isn't directly addressed but there are some contingency clauses on safety and security.

There are two programs. If they are presenting a course for college credit, it would have a college instructor. They sometimes use their own staff for fee-based courses. They are paying us \$50.00 per hour for classroom use on the fee-based courses. Trustee O'Neill asked if we do all the registration and behind the scenes things. Mr. Madigan said in terms of the credit courses, yes. The fee based courses are put on by them. They do all the advertising and provide us with class rosters. Trustee Marman asked if this was advanced training for locals and Mr. Madigan confirmed. Trustee Marman asked how the fees work. Mr. Madigan said they don't get units for the fee-based courses – they pay for the course. The costs vary per course.

Trustee Hayden attended a rotary meeting and Sheriff Sniff was the guest speaker. He did not have great things to say about us. He intimated that he is not in support of programs like ours and thinks everyone should go to the academy. He said we'll never get level 1.

Mr. Madigan attended the Basic Peace Officer Module 1 graduation at the Ben Clark Center. The sheriff was not in attendance. Mr. Madigan thought the sheriff was missing a good opportunity as these students are working full time and can't afford to take 6 months off.

Trustee Broughton asked for clarification that the courses offered for credit are under the control of the District and will meet accreditation purposes. And the ones the sheriff's department is offering are like any other group that would lease any part of our facilities. Mr. Madigan

confirmed. He did say there is an effort underway to take more of these fee-based courses and make them for-credit.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

Dr. Deas wanted the board to be aware that Trustee O’Neill had questioned some purchase orders as they listed “Original” as the description. This is a limitation in our Galaxy system. When an open purchase order is drawn up the description comes up as either “original” or “amended”. Starting next month will treat open purchase orders in the same way as regular ones that exceed \$25,000. They will reproduce the purchase order in future.

B. BOARD OF TRUSTEES

1. Proclamation: International Education Week

Motion by Michael O’Neill, second by Becky Broughton, to approve the proclamation as presented.

Discussion: Trustee Broughton said the student did a great job of reading the proclamation.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

2. Proclamation: Phi Theta Kappa Week

Motion by John Marman, second by Michael O’Neill, to approve the proclamation as presented.

Discussion: Trustee Broughton commented it was great to see one of our students that completed a specialized field coming back to broaden her classes in order to get her A.A. and is looking forward to more education. She loves to see we are opening doors and there is student success. Trustee O’Neill agreed.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

3. Proclamation: National Native American Heritage Month

Motion by Becky Broughton, second by Michael O’Neill, to approve the proclamation as presented.

Discussion: This proclamation was also read well.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

C. HUMAN RESOURCES

1. Employment Group A Appointments - Leadership

Motion by John Marman, second by Charles Hayden, to approve the appointments as presented.

Discussion: None.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

2. Employment Group A Appointments – Faculty

Motion by Becky Broughton, second by Michael O'Neill, to approve the appointment as presented.

Discussion: Trustee Marman said normally this would go through a process with division chairs. When we add new teaching positions at this stage it is in the correct areas. Dr. Kinnamon explained this is part of our Desert Energy Enterprise Center agreement. The funding source is grant money and it is non-tenure track.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried.

3. Revised Job Descriptions - Leadership

Motion by Becky Broughton, second by Michael O'Neill, to approve the revised job description as presented.

Discussion: Trustee Marman asked for clarification. Dr. Kinnamon explained we are modifying the job description to reflect this position now reports directly to the President. There was discussion as to whether this position title should be changed to Associate Vice President. Dr. Kinnamon said there had been some dialogue regarding a possible title change but the decision was to keep this title and may revisit it at a future time. It is more consistent with a Vice President title at most institutions, but there are also Executive Directors.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

4. Retirement - Leadership

Motion by John Marman, second by Charles Hayden, to accept the retirement as presented.

Discussion: Dr. Kinnamon pulled this item from the agenda.

5. Educational Administrator Contract Terms & Salary Placement

Motion by Becky Broughton, second by Charles Hayden, to approve the contract terms and salary placement as presented.

Discussion: Trustee Hayden commented that last March the Board approved only one year contracts and asked Dr. Kinnamon to explain his position. Dr. Kinnamon explained he has been working with these Deans and others over the past 6 months. These positions he feels we should renew. When we finalized the budget we assumed Proposition 30 would fail and these positions are not hinged to Prop 30 passing. He has met with the Academic Senate President Zerryl Becker and told her he would be bringing some contracts forward. He cautioned everyone not to draw any conclusions for those not brought forward.

He also clarified we will be working with College Planning council on how we move forward on the COD structure and priorities. He also acknowledged the tenants behind AB 1725 and the Senates role in educational and professional matters. It is paramount for this college and he looks forward to working with the senate in a collaborative and productive manner that is respectful of the Senate's role within our college.

Trustee O'Neill wouldn't want us to be in position like City College of San Francisco was in of not having enough administrative positions. This was one of the major criteria for them losing their accreditation – no one was in charge. AB1725 holds certain people responsible to perform the duties. We must have those people in place to get the job done the way it must be done. He initially had some concerns but Dr. Kinnamon has addressed them.

Trustee Hayden said he wanted to wait until we had a new President to allow that President to review the staff and recommend to the Board his intentions, which he has done. He feels we have a hard-working group of deans. There have been no raises. Our faculty is tenured and fairly secure. Administration is not secure and must work hard to maintain their security. He doesn't think it will be a problem with Prop 30. He appreciates the Senates candor but said he would support what the President recommends.

Trustee Marman agrees. He said we had decided to look at this before the December deadline. The new President may be looking at what he wants to do regarding re-organization. We would have to have these positions. He referred to the change on the Institutional Effectiveness position and how much of the salary is paid out of Title V and how much from the District. Dr. Kinnamon said the change was due to the Current Salary Placement being incorrect on the first document. The current document reflects the correct Current Salary and the Salary Placement effective 7-1-2013. One-half of the salary is paid out of Title 5.

Trustee Broughton asked if the economy were to become really bad what is in place to protect the college if there needed to be massive layoffs. She was told by the previous Human Resources person we could buy them out. Dr. Kinnamon said they would be handled case by case. Some colleges will have to get a loan to carry them through. You often see the constituents rallying around asking what they can do. Dr. Kinnamon envisions that happening here. We have mechanisms in place to borrow funds.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

D. FISCAL SERVICES

1. Notice of Intent to Award Contract for the Athletics Facilities – Central Plant Demolition and Salvage Project

Motion by Charles Hayden, second by Michael O’Neill, to approve the notice of intent as presented.

Discussion: None.

Vote

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

2. Notice of Intent to Award Contract for the East Valley Campus – Indio Education Center | Phase I Project – Site Work and Grading

Motion by John Marman, second by Michael O’Neill, to approve the notice of intent as presented.

Discussion: Trustee Broughton commented that the City of Indio has been kind enough to share a timeline of the Indio project and asked if the Board could have something similar - always asked what will happen when. Trustee Hayden asked for similar information for the West Valley and Desert Hot Springs. Dr. Deas will provide this information.

Vote:

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None

Absent: Andrew Campbell
Abstain:

Motion carried unanimously

3. Notice of Intent to Award Contract for the East Valley Campus – Indio Education Center | Phase I Project – Structural Concrete and Steel Reinforcement

Motion by Becky Broughton, second by Michael O’Neill, to approve the notice of intent as presented.

Discussion: None

Vote:

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

4. Notice of Intent to Award Contract for the East Valley Campus – Indio Education Center | Phase I Project – Building Plumbing

Motion by Becky Broughton, second by Michael O’Neill, to approve the notice of intent as presented.

Discussion: None.

Vote:

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O’Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

5. Notice of Intent to Award Contract for the East Valley Campus – Indio Education Center | Phase I Project – Structural Steel and Miscellaneous Metals

Motion by Michael O’Neill, second by John Marman, to approve the notice of intent as presented.

Discussion: None.

Vote:

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

6. CCFS-311 / 2011-2012 Annual Financial and Budget Report

Motion by Becky Broughton, second by Michael O'Neill, to approve the CCFS-311 as presented.

Discussion: Wade Ellis, Director, Fiscal Services, provided a handout and reviewed the report with the members.

Trustee Marman appreciates all the work that goes into this but the Board would like to be more involved in the decisions with budget. In some cases the Board doesn't know what they want to know.

Dr. Kinnamon added they are excited to respond to that challenge. He thinks it will be a very exciting year talking about the fiscal side with all of our constituents as we look at how we refine and redefine our institution. It will be critical that everyone understand how our money is spent and how they align with our priorities.

Trustee Stefan will work with Mr. Ellis, Dr. Deas and Dr. Kinnamon in setting up another study session on budgets. Trustee Hayden suggested moving Trustee Marman to the Business Affairs Board sub-committee. Trustee Marman has already rotated through that sub-committee.

Trustee Marman said the more the Board understands, the better able they are to answer questions from the community. If a cut is going to cause a problem the Board wants to be able to give everyone a fair chance. Trustee Broughton commented that just because we haven't filled a position it doesn't mean it's not a necessary position. Maybe there are some staff working many hours of overtime to make it work. She said it's not the Board's decision to make but it is good for them to have an understanding of what is happening.

Mr. Ellis said these 311's are posted on the fiscal services website, as are all financial statements, purchase orders and contracts.

Vote:

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Andrew Campbell
Abstain: None

Motion carried unanimously.

XII. SUGGESTIONS FOR FUTURE AGENDAS

Trustees Hayden and Broughton had no suggestions for future agendas.

Trustee O'Neill: He has brought this issue up a number of times and it came up in the Think Tanks – our current academic calendar, with the 5-6 week break. For the foreseeable future we will not be offering intersession. He asks Dr. Kinnamon to look at this and see what kind of educational impact it is having as he knows we've had a number of retention issues. When he was here full-time we would lose a lot of students between end of fall semester and start of spring. Look at the financial impact of having this huge break. There may be educational values in having the break. Eliminating the break might also allow us to hold graduation earlier in the year when the temperatures are cooler. It might also allow the students to get an early start on looking for employment. The small number of courses we offer during summer session could also be moved up, possibly allowing for a regular summer intersession starting in July. This might provide us and the students more options. He asks Dr. Kinnamon to look at it. Trustee Marman agreed. Retention is the goal. He suggests putting this on the CPC agenda for discussion. Dr. Kinnamon reported there has been discussion about this during the Academic Calendar committee meeting. He will work with the Academic Senate President to discuss at College Planning Council.

Trustee Marman: He asked about travel. There was information in one of the reports that we now have \$90,000 for travel through the Academic Enrichment fund. The Alumni has \$1M in academic enrichment fund. We supposedly live off the interest of that \$1M. There is also \$30,000 in 2 different funds. At one point in the past we went beyond the original million dollars and we went in the hole. He would like it to be looked at.

Zerryl Becker, Academic Senate President explained there are two funds, with \$30,000 in each. One is from the Foundation, but she doesn't know where the other comes from. Last year we only had \$30,000 as someone did not communicate properly that there were two funds and they only spent the \$30,000. This year they started examining it and found out there is \$60,000; the two \$30,000 funds plus the \$30,000 from last year that wasn't spent. The Faculty Development Committee has decided they will only spend \$45,000 this year because they think it ridiculous to have that much. Dr. Deas said it is auxiliary money.

Trustee Marman would also like to see something on what grants we have and where they are coming from and where it's going. He also commented on the college and foundation working together on branding/publicity. He said the Foundation sometimes says the college is paying for it and the college says the foundation is paying for it. He would like us to try to narrow down

how much we are spending on branding and how effective is it. Do we continue to do that or use it for classes over cap? He wants us to look at where we are putting our dollars.

Trustee Marman thinks we should look at our nursing program and who/how we choose who gets in. He thought that if two students have the same GPA the local one should get in. The board has people asking them frequently why their granddaughter couldn't get in – someone with an A average. He said we have an alternative by using a point system. Dr. Leslie Young will address at a future meeting. Dr. Kinnamon will review our process.

Trustee Stefan would like to see a report on all the accreditations and certifications we have, specifically nursing. Mr. Gonzales commented that all accreditations are listed in the college catalog. Trustee Marman heard we were going to start honoring certificate earners too. Trustee Broughton has heard great interest in the Indio Campus offering certificates. Dr. Kinnamon offered kudos to Kelly Hall for spearheading this effort.

XVI. BOARD COMMENTS

Trustee O'Neill thanked Dr. Robert Chell, President of the Foundation Board, for his valley voice article extolling the virtues of community colleges in general. It was very well done and very timely. One of the Bond Committee members had contacted him and indicated he would have attended the Indio Groundbreaking had he known about it. The Bond Committee does a great service for us and we need to incorporate them into the process as we develop the various buildings. It's important to invite them.

He also asked if we have anything happening regarding the modular site at Mecca Thermal. Trustee Broughton thanked him for bringing it up. Dr. Deas said that once we had announced the sewer problem was solved we would use the balance of this academic year to do planning on programming. Programming should drive the facilities but with a view to complete the facility on the pad and possibly the creation of a multi-purpose vocational building. We don't have the program goals established. Trustee Broughton believes Dean Jaramillo has talked with the other deans and they have some strong ideas of what should happen there. Dr. Kinnamon thought they could pull together the program educational needs easily.

Trustee O'Neill asked if a dedication plaque been put on this building (Cravens). There is not one and there has been discussion about it being in the lobby. Each new building should have one.

He also congratulated the DSPS office and staff for their Disability Awareness Month activities.

Trustee Hayden: No comments.

Trustee Broughton: in today's consent agenda we accepted the services of some volunteers. She doesn't know what, if anything, we do to thank volunteers but feels we should do something. We send people that donate items to the various departments a letter thanking them. Trustee Marman suggested maybe the Alumni Association could include them in their Hall of Fame and have a Volunteer of the year.

Trustee Broughton pointed out that the groundbreaking at Indio was nice but it was Indio's event, not COD's. They graciously shared it with us. She thanked all that attended. She and Dr. Kinnamon went from the new site to the existing site and toured that facility. It's always a thriving campus.

Trustee Marman has talked with Dr. Kinnamon about this and wasn't sure how to approach it. We had the Garrow Aquatic Center but now there is no pool. The Garrow's did a lot of things for us and now that there is no pool he has been looking at the area between the dressing room and gymnasium. They've talked with the Athletic Director and Dr. Kinnamon, as well as with Garrow's daughter. She is amenable to calling that area the "Garrow Athletic Square". He thinks it important that we honor the commitment given by the Garrow's.

In addition, Mrs. Wright gave us money a number of years ago to do some things to the gym. The money was big at that time but with the Wright Gymnasium being eliminated maybe we could call the new tennis center the "Wright Tennis Center". This would open the new gymnasium for a naming opportunity. He talked to Garrow's daughter about this as well. Trustee O'Neill supports this idea.

XIII. ADJOURN TO CLOSED SESSION

1. CONFERENCE WITH LEGAL ANTICIPATED LITIGATION: Section 54956.9

(b)(c) Specify number of potential cases: 2

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

XIV. OPEN SESSION

No reportable action taken in closed session.

XV. STUDY SESSION

1. Superintendent/President: Dr. Joel Kinnamon

a. Football Update

Dr. Kinnamon has been working with the Foothill Athletic Commission and Commissioner Sartoris. We also have a team on campus doing further review of the program and are taking a comprehensive look at various services and procedures relating to student athletes. Some of those areas are policies and procedures with regard to student athlete discipline, housing, employment and academic performance. We are anticipating this team will have a report back to him the end of October. We will put it together with the commissioner's report and present that information to the Board of Trustees.

Trustee Hayden said the Desert Sun editorial board asked why it was taking so long. They told them we should have something by the end of October. Dr. Kinnamon said we recognized this was an opportunity to take an in-depth look at and evaluation of the program. Adrian Gonzales is leading the team.

b. Vice President Academic Affairs Search Update

Dr. Kinnamon said they have determined the committee make-up and anticipate going out very soon beginning solicitation. We have an ad out that says “coming soon”. The committee structure includes five faculty that will be selected by the Academic Senate, five administrators and two classified employees. It will be chaired by the Interim Executive Director of Human Resources. He has asked them to provide him a ranked list of the finalists. A timeline has been drafted. Human Resources is trying to hone that more to allow sufficient time for recruiting, at the same time expediting it as much as possible.

Trustee O’Neill commented we had such a great response to our President search using an outside search company. And while he wouldn’t want to spend the money, would we expect as good a response for this position without using consultants and are we shorting ourselves by not doing so? Dr. Kinnamon said the plus to using consultants is they are aware of individuals looking as they stay plugged in to administrators in the system and witness how they develop and change positions. If they’ve place someone in the past they know to go actively recruit those individuals. Sometimes that gives us a richer pool, but there is a cost associated with it. Sometimes colleges will go out independently and if they don’t feel they’ve attracted a quality pool they may do a search after. Trustee O’Neill said we did not expect to get the response we received from the Presidential search and credits the search firm with that. Dr. Kinnamon said he will visit with our staff and determine, based on this most recent search we’ve done for the HR Director, what the numbers were for that and see if we can draw any conclusions from that. We may want to consider it. We have started the process and identified a committee. It may be there is a piece of that a consultant could help with and it wouldn’t cost as much.

Trustee Marman commented it has been a positive that Dr. Kinnamon has gotten to work with the Deans as he’s been able to let them know what he wants them doing and give them some direction. Dr. Kinnamon said it has been very helpful for him to understand our programs more, the offerings, some of the challenges that we face, and some of the strengths.

c. Other

Trustee O’Neill asked if there was an update on the MIS situation. Dr. Kinnamon reported we have worked with the Chancellor’s office and have developed our next steps and then they will make adjustments to our funded base.

2. Vice President Business Affairs: Dr. Edwin Deas
 - a. Monterey Entrance and Design Guidelines by Steve Renew

Steve Renew, Director of Facilities, reviewed a power point presentation on the college’s design guidelines and the Monterey Entrance. There was discussion about the landscaping, especially about the large number of palm trees removed and would they be replaced. Mr. Renew said the master plan calls for bringing back Washingtonia Palms to line Alumni Road.

Trustee Marman commented he saw there was going to be a golf sale and sometimes parking for this event conflicts with the Street Fair parking. Dr. Deas said the March sale creates more of a parking problem and Pete Carlson is looking at alternate parking arrangements.

b. Locking Systems by Ray Griffith

Ray Griffith, Director, Security, updated the members on the campus lock down system. He provided a handout with the details.

Mr. Griffith said that all schools will have to go with this system and while the upgrades of the software, as the locks become more sophisticated, may have to be upgraded in our computers. The actual locks will always work.

Dr. Deas said we are going beyond a compliance issue. We are trying to bring everyone to the same level.

Trustee Marman said with the old computer system it was difficult to lock everything down for a period of time after they were opened. He asked if the new computer system would alleviate that problem. Mr. Griffith said the lock down is tied to the wireless system. The new Level 1 system will be more responsive and will handle the delay between locking and unlocking.

Trustee Marman asked if we could put a deadbolt in for now. Mr. Griffith said a deadbolt would be a violation of fire code. Mr. Renew said someone needs to be able to push the door open from the inside and a deadbolt would prevent that.

Mr. Griffith said we will make a decision on the upgrade once we find out how much it will cost. And then decide if we retrofit immediately, do we allow our old locking systems to time themselves out, or do we replace our old system with Level 1 systems. Trustee Marman asked if we can set aside bond monies. Dr. Deas said either bond money, redevelopment money or a combination of the two. He said we are trying to assess the scope. We do not have to do every door, but the worst case scenario is 900 doors at \$1,000 each.

Trustee Marman told Mr. Griffith the Board appreciates the research he has done.

3. Interim Vice President Student Affairs: Adrian Gonzales

a. Changes to Priority Enrollment & Student Success Act

Mr. Gonzales updated the members on the Student Success Taskforce and priority enrollment. He reviewed a power point presentation with the members.

Trustee O'Neill asked if we know how many of our students will be affected by this. Mr. Gonzales said he does not have those numbers yet. They are evaluating what impact there will be. On average we have 1,000 to 2,000 students on academic probation. Approximately 50% of our students receive a BOG waiver.

Trustee O'Neill asked if the matriculation money is being cut immediately or shifted slowly. Mr. Gonzales said it is being shifted. It will be shifted completely. The matriculation language as it was previously written no longer exists. They essentially took the language and created the Student Success Act. They are developing workgroups to do the Title 5 language changes.

Trustee Marman asked if a student with 30 units from another accredited college comes here, they can't count those 30 units for getting priority registration until they get close to graduation. Mr. Gonzales confirmed this, but said it is a local decision and we could count them if we chose to locally as long as we stay within the Title 5 language as to the priority we give certain groups. We will be taking the priority enrollment discussion to the Ed Policies committee through the Academic Senate.

Trustee Broughton asked if some of the orientation will be online. Mr. Gonzales responded that is part of the discussion. We do have an online orientation now and we typically use it at the back end of orientation. There are some logistical items we need to accomplish and some of them can be done online. Helping students to do an education plan and understand the transfer process is best done as a live discussion.

Trustee Marman asked is there a way to give, for instance, student government students, a priority. Mr. Gonzales said it is possible. We are in the process of developing a process by which all special programs, other than those mentioned in the taskforce recommendations, can apply for the level of priority they feel is appropriate to that group. There is nothing preventing us from moving them up to Level 2.

Mr. Gonzales said we have already adjusted for students that are on academic or progress probation and for the 100 unit limitation. For us, figuring out the priority system for the new student coming in is the challenge. Veterans, foster youth, EOPS, DSPS are already at Priority

We have met with the Academic Senate President, the Chair of the BSI Committee and have discussed various ideas on how to approach a campus-wide dialogue. One of the biggest concerns was we would have groups of people talking about the Student Success Act but not have a joint discussion. We would like to achieve a joint discussion. This was on the Academic Senate agenda last week and will be on the College Planning Council for discussion. We have to consider the role and purpose of the Matriculation Advisory Committee, which has not been very active over the years. There are some campus' that have moved toward having the Matriculation Advisory Committee melded with the BSI Committee. One of the discussions with the Academic Senate was about using some of our existing structures and are there components that can sit with the Senate. We will have to revise our Matriculation plan that is currently on file. We do not know yet what we will have to respond to but we need to start thinking about it.

Trustee O'Neill asked if an advisory committee was required and Mr. Gonzales is not sure at this point. Trustee Marman asked about the timeline to implement. Mr. Gonzales said we will have a year to a year and a half to implement this and because of some forethought on our part we are ahead of everyone else. The deadlines will come in fall 2014. Trustee O'Neill also asked where we are with a standardized, state-wide assessment. Mr. Gonzales said the concept is there. The

original discussions were it would have to be an off-the-shelf document but he hasn't seen anything official that says a workgroup has been put together and have identified that document.

XVI. ADJOURN

Motion to adjourn by Becky Broughton, second by Michael O'Neill. Meeting adjourned at 2:43 p.m.

By: Becky Broughton, Clerk

CODFA Board Report – October 2012

Faculty Accomplishments:

- This past weekend Douglas Kroll traveled to Sacramento to speak at the annual meeting of the Coast Guard Aviation Association about his latest book, THE PERFECT FLOOD, about dramatic Coast Guard helicopter rescues during the Christmas Eve 1955 flooding at Yuba City, CA. He also signed and sold copies of this latest book. It was published by Hellgate Press a few weeks ago, and is the 4th book that he has written since coming to COD.
- Jack Tapleshay reports he is having his best ever semester at COD.
- Michelle Richards reports that work Experience, DSPS, and CTE Transition offices have collaborated to offer College Central Network (collegecentral.com/cod) to COD students and alumni. Michelle explained that this is a job board with local job and internship opportunities as well as a national job/internship bank. Additionally, it offers a resume template and ability for students to apply to jobs directly from the site. COD work study positions are also advertised on this site via Financial Aid Office. Michelle said, that since the website launch in March 2012 they have had:
 - 331 students register
 - 7 alumni register
 - 101 employers register

Currently, there are 71 local active job/internship opportunities posted.







- Ruth Nolan reports that as part of her curriculum in Eng. 51, Eng. 1A and Eng. 5A-B, focusing on desert conservation & environmental themes through critical reading, writing, and discussion, she took 8 COD students to a restoration/creative writing day at Big Morongo Preserve on Sept 29. This was a local activity bringing together community citizens from area schools K-12 and community college, Marines, firefighters, and others as part of National Public Lands Day, 2012. The event at Big Morongo Preserve was sponsored by Ruth, representing College of the Desert; by the Yucca Valley Unified School District; the National Parks Conservation Association; Big Morongo Preserve; and the Bureau of Land Management. Student poems generated from the event will be featured in the next issue of the COD Solstice literary magazine.

- Finally, cheers to Zerryl Becker, Kelly Hall and Carlos Maldonado for another outstanding “Meet the Faculty” gathering where hundreds of students mingled with faculty enjoying pizza and conversation. It was nice to see several administrators attend including Tony DiSalvo and Joel Kinnamon. (If I omitted anyone, I apologize!) I looked for you dear board members but didn’t see you. Were you there? If so, my apologies for missing you. If not, please come; it would really encourage folks to see you all there!

Other News:

- A nod and “thanks” to the dean of Student Services for his creativity and cooperation in resolving two ongoing issues.
- Another nod: Stan Dupree – a high quality individual with outstanding character and superior communication skills. Every time I come to Stan with an issue, he is on it. If he can’t fix it immediately, he tells me and, importantly, he stays on it. How refreshing! If the college is unsuccessful finding a new director of HR, he/Stan needs to be persuaded to stay.
- CTA has spent about 6.5 million on support of Proposition 30. Someone might look at that and think, “Well, of course! They want to save union jobs which keep the dues flowing.” To which I would respond, “Possibly. But it’s also true that if teaching jobs are cut at the community college level that will ultimately hurt students.” If Prop 30 passes, we should thank many folks for their efforts. But we should also thank CTA.
- Not much else to report. Thus far, it has been a challenging semester. Folks are strained. But I am impressed with people’s dedication and perseverance in challenging circumstances.

Gary Bergstrom
CODFA President

-  **CSEA Chapter News** – CSEA locally and statewide continues to focus our resources to provide important information on key issues that will affect education funding and consequently will affect our jobs, wages, benefits and pensions. This includes phone banking, and precinct walking in support of candidates and positions already endorsed by the Association or by local chapters like ours. New technology is allowing us to analyze and focus our approach to make the greatest impact with each contact. We are also joining forces with other groups like never before to support education including k-12 and community colleges. I would like to thank Mary Lisi for gathering and training volunteers in this endeavor even as the November election rapidly approaches.
-  **Shared Governance** – CSEA thanks the Board for time on the agenda each month for classified staff to share our concerns to the Board through their representative. We hope that the Board will “exercise reasonable discretion” to modify time limits on public comment if necessary, for example to allow for additional time for discussion when a complex issue arises.
-  **Negotiations** – Our chapter has ratified Tentative Agreements between the District and CSEA. These are included in today’s consent agenda for your approval. The Classified Bargaining Unit continues to thank the Board for its support of the classified staff in these difficult times. With your approval our group will continue to have a Classified Bargaining Agreement that serves not only to enumerate our rights and responsibilities but also to protect our dignity as persons.
-  **Leadership positions** – We recommend your approval of the revision to the job description that would have the Executive Director of Human Resources and Labor Relations report to the Superintendent/President. We have interviewed applicants for this position and hope that the second interviews will select a candidate that will be both well qualified and a good fit for our college. I will also be one of two to represent the classified staff in the hiring committee for the Vice President of Academic Affairs.
-  **Unfair Labor Practice** – CSEA has filed with PERB for the reduction of one full time position with benefits to two part time positions without benefits. We had hoped that the District would have agree that this change in wages and work conditions is negotiable— even for a vacated position. However, we found the timeline for filing approached with no progress in this matter. We are now waiting for a response from the District and then from PERB.
-  **Increased Workload and Stress** – Reductions in staffing, increases in student demand for services as well as increased accountability from various external agencies continue to result in greater and greater workloads for departments and their staff. With limited staff and limited hours to serve and to complete the work, I am receiving reports that staff are under greater levels of stress than ever before. We the classified staff of College of the Desert are professionals and we are working as diligently as possible given the demands placed on us; however, there comes a point when there are not enough hours in our workday day to complete everything that is needed. We are asking that our supervisors will respect us as professional when we explain that we cannot accomplish everything that they ask of us and that they would provide leadership for us by prioritizing our tasks and deciding what may regretfully be left undone.



President, CSEA Chapter 407

Desert Community College District
Board of Trustees Meeting
October 19, 2012
CODAA Report

Our unit members are currently being surveyed on their priorities for upcoming negotiations. Lack of parity with full-time faculty continues to be our main, longstanding and poorly-addressed issue. Parity includes participation in the life of the college, recognition, and rewards. Likewise, we will again ask for a formal system that recognizes adjuncts' years of service when making teaching assignments.

College of the Desert continues to be one of the few community colleges that does not acknowledge or value years of service. COD continues to pay adjuncts less than 60% of full-time pay. Looking forward to 2013, CODAA will celebrate 20 years of service to the college while adjuncts have been apart of the college community for many more years.

CODAA would like to thank Zerryl Becker for her consistent inclusion of adjunct faculty on committees as well as activities such as the successful "Meet the Faculty" events, the most recent of which was well-attended by adjuncts.

COD Board of Trustees
Alumni Association Report
October 11, 2012

On October 4, the Alumni Team manned a booth at the Palm Desert Chamber of Commerce Business Expo.

The Alumni Association held its annual Cheerleader Reunion and Homecoming BBQ on October 13.

The Alumni Association was a Novice Sponsor to the McCallum Theatres *Family Fund Day* on October 13.

The Alumni helped Palm Desert Rotary by loaning them a shuttle to decorate for the Palm Desert Chamber of Commerce Golf Cart Parade on October 28.

The Thanksgiving Pie Social will be held on Wednesday, November 14 at the Alumni Center.

The Street Fair is sold out with 317 spaces sold out of 321 available spaces. The COS Automotive Club Car Show at the Street Fair was put on by the Student Automotive Technology Auto Club. They raised approximately \$1,000. The Giant 3-Day Street Fair, Friday, Saturday, Sunday, November 23-25, vendor applications have been mailed out.

Last month I detailed out over \$201,000 the Alumni Association has provided to College of the Desert. This month we can add \$3,750 for campus seeding.

Academic Senate President
Report to the Board of Trustees

October 19, 2012

Outcomes and Assessment

Bert Bitanga, Dr. Jim Berg, and the Outcomes and Assessment committee completed and submitted on time an excellent accreditation update report. The report is available on the Outcomes and Assessment portal.

Bert has also updated the entire Outcomes web site; course and program outcomes and assessments are now available in one location together with forms and instruction materials.

Student Progress Reports

Progress reports are required for students in special programs including athletics, DSPS, EOPS, and academic probation. In some of these areas students are responsible for bringing the progress report form to the instructor for signature; they don't always comply or they bring the forms on the day they are due which does not allow faculty time to research the grade and attendance information required. Educational Policies is looking at options for making this process smoother and more of a valuable tool for "early warning".

Calendar for 2013/2014

The Academic Calendar for 2013-2014 was approved by the Calendar Committee with Spring Break moved to the 9th week of the semester rather than being tied to Easter weekend which occurs during the twelfth week.

Textbook Adoptions

Business/CIS faculty are working with the bookstore to pilot online adoptions. The bookstore is also researching how we can provide better textbook information to the students BEFORE they register for the class; the issue is most difficult when there is a "bundle" of two or more books/software because the contents of the bundle are not displayed and students purchase a used copy of the textbook without realizing they have to commit another \$90 to software and the total of the used text and software is considerably greater than the negotiated "bundle" price at the bookstore. The information displayed to the students is from the Follett web site so we cannot make local changes and need to work through the home office.

Meet The Faculty

The second Meet the Faculty on October 9 was even more successful than the first: at least 350 students and 50 faculty munched on pizza together. The next event is November 13 and we invite all members of the Board to stop in for popcorn and Coke at the Hilb between 12:30 and 1:30. Students will be registering for spring semester and will probably have some specific questions so we are planning some changes to make the event a little less casually social and more focused on faculty contact.

Distance Education Admin Policy 4105

Three Distance Education resolutions from the Senate: Regular Effective Contact, Check in procedures, and Course Categories are being combined into Administrative Policy 4105.

The course description changes are being implemented into the spring schedule which will provide better information to students; hybrid courses will be identified as hybrid so students are aware that the class requires both online and classroom participation.

Registration Guidebook

Admissions and Records has updated the Faculty Registration Guide to include distance education requirements. The manual was well received by the Educational Policies and Practices committee and is on the agenda for a 1st reading at the October All Faculty Senate meeting.

CurricuNet

Faculty and Deans participated in a Webinar this week to evaluate the new release of CurricuNet. In my opinion the new version is better but not great; the Curriculum committee will evaluate whether it provides sufficient changes to justify the cost. (\$20,000 purchase price, continued \$1000 per month maintenance fee, additional modules for assessment and program review will be available at some future date at some unannounced additional cost)

Moodle/Blackboard

The Educational Technologies committee voted to NOT forward the Moodle Task Force recommendation to the Senate and NOT recommend a change from Blackboard to Moodle.

In general, this decision indicates a reluctance to take on the task of learning and converting to a new system. It does NOT indicate a strong preference for Blackboard; the task force recommended Moodle and many faculty feel it is the better system.

BSI

Last month the Senate rejected the annual report of the Basic Skills Committee. Those most concerned provided suggestions to Chris Nelson; these suggestions were incorporated into the report and the final report submitted. Senate approval is not required; the signature of the Senate President on the report indicates only that appropriate discussion has occurred.

Although the report is now acceptable, the budget remains a concern for the Senate; funds should be allocated toward Basic Skills improvement and not used to “hide” salaries from the general fund.

Budget

Budget remains an issue for the Senate; we continue to push for a comprehensive, transparent budget process that includes all revenue and expenses. A true financial picture of the college should include grants and other “soft dollars”.

Faculty Development Funds

The Faculty Development Committee is happy to report that they now have \$90,000 rather than \$30,000 to spend on faculty travel requests this year.

Thanks to the diligence of Ed Reed, Committee Chair, his very persistent (and sometimes comic) e-mail conversation with the Foundation and Business Affairs, and a final push from Dr. Kinnamon, the committee found that there are actually two different funds with \$30,000 in each; the second fund was never discovered or spent last year and the funds are still available.

Contract Extensions

The contract extensions proposed in the Board agenda are surprising; I was told that “some” were being proposed; I would categorize seven three year contracts as more than “some”.

What is most disappointing to me is that the contract extensions that you are being asked to approve today tie COD to a structure; a structure that does not allow for “reinventing” COD; that does not recognize the efforts of the Think Tanks; that does not include input from the Academic Senate.

I believe Dr. Kinnamon is leading the college in the correct direction; I also believe we have some remarkable Deans who should be rewarded for their performance and commitment to COD. I understand the need for continuity and the impact of job security on performance.

However, we are all facing uncertainty; the budget is not better today than last year; Scott Lay of the League reported a very pessimistic outlook; 170,000 students could be denied education if Prop 30 does not pass.

Other colleges are slashing programs; it is clear to faculty that we have to cut. Adjunct are without assignments; students are unable to get into classes; faculty struggle to keep programs viable. Is this really the right time?

Please note that this section is the opinion of the Academic Senate President and members of the Academic Senate Executive Committee and not an official position of the Senate which will meet Thursday, October 18, 2012.

Thank you,

Zerry! Becker, Academic Senate President



Security Department

43-500 Monterey Ave.
Palm Desert, Ca 92260

October 19, 2012

UPDATE ON CAMPUS LOCK DOWN SYSTEM (SAVE HAVEN)

The following is a review of what has taken place with our campus lock down system:

1. A meeting was held with all parties involved with the locking system. Attending was Schlage/Ingersoll Rand representatives, Com-Sec representatives, Steve Renew, Kevin Snyder, Marten Weeks and myself. Points of discussion at the meeting:
 - The three levels of locking systems used on our campus and cost factors to upgrade each system
 - Upgrading our operating system to meet the needs of the new lock systems
 - Evaluation of the number of each level of locking systems on campus
 - Cost factors for the modification of two out of the three systems
 - Alternatives to modification of our present system
2. Decisions made at the meeting:
 - We have three levels of locking systems on campus
 - **Level three locking systems** is the original system which is no longer in production by the Schlage Company. This system will need a custom made add on to have a safe haven system integrated into our locking system. The Com-Sec Company developed a retrofit device to modify the level three locking systems. The cost for this retrofit would be \$700 to \$900 per level three lock. **Level two locking systems** are on many of the newer buildings and would require a change out of the face of the unit. Schlage makes this face

modification with a built in lock button. This requires on the replacement of the locking face and will cost be \$300 to \$400 per lock. **Level one locking systems** are the newest of the systems and will be installed in our new buildings and the buildings scheduled for remodeling. This locking system has the lockdown button built in and there will be no extra cost above the cost of the locking system.

- Our present operating system for our locks the 5.3.2 Schlage software. This system and will not work properly with the level one locks. The Schlage Company will give us the upgraded system free, but we will have to contract for installation of the system and the testing of all locking devices to insure proper functioning. I receive a quote from the Com-Sec Company to install the operating system and system check each lock. The cost will be \$3500.
- Facility Services and our Locksmith are in the process of evaluating how many level three, level two and level one locks we have on campus. Also how many level three locks will be changed to level one due to reconstruction of building and modification of offices? All locks will be evaluated as to their need for a lock down feature. Once this is complete we will have the information needed to project the cost for completion of the project.
- Alternatives to the modification of our present locking system. After review we found the complete change out of our system would be cost prohibitive.

Ray Griffith
Director of Security

Veterans Day Ceremony

&

Ribbon Cutting of the
BIGHORN Golf Club Charities

Veterans Resource Center

at

College of the Desert

10:00 a.m.

November 8, 2012

Cravens Center (map on reverse)

**43-500 Monterey Ave.,
Palm Desert**

Featuring a presentation by

Dr. C. Douglas Kroll

Associate Professor of History

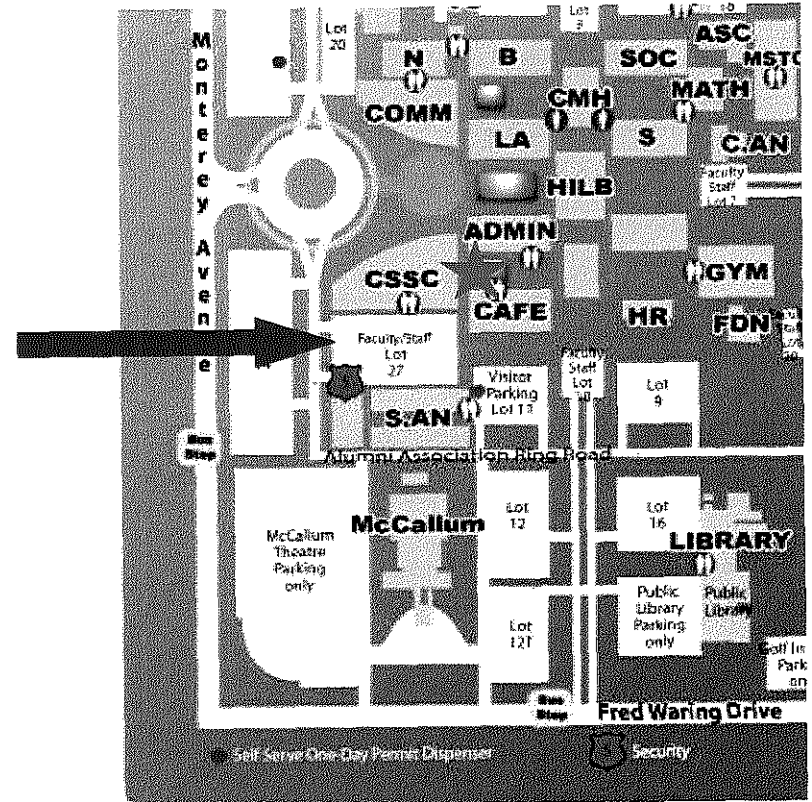
**Refreshments will be served and tours of
the new Vets Center will be available**

RSVP by November 1st

Via email:

foundationevents@collegeofthedesert.edu

Call 760-346-3363



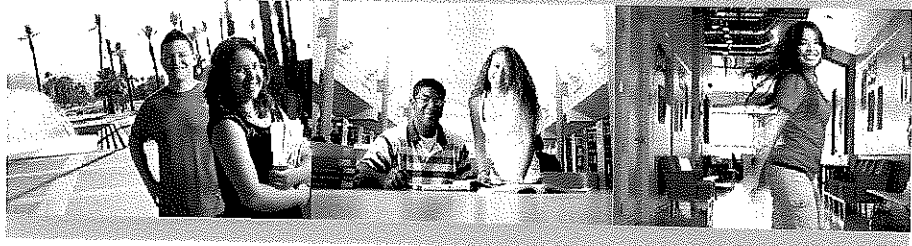
**For your convenience, please park
in Lot 27. The event will be on the
East side of the CSSC building.**

Step Up for COD Referral

It takes one to know one—a great supporter that is! We want to ask you to consider introducing us to friends of yours who are as passionate as you are about education.

Even one or two names will make a difference to our students.

Thank You for Stepping Up for COD!



COLLEGE
of the DESERT
FOUNDATION

COLLEGE OF THE DESERT FOUNDATION PRESENTS

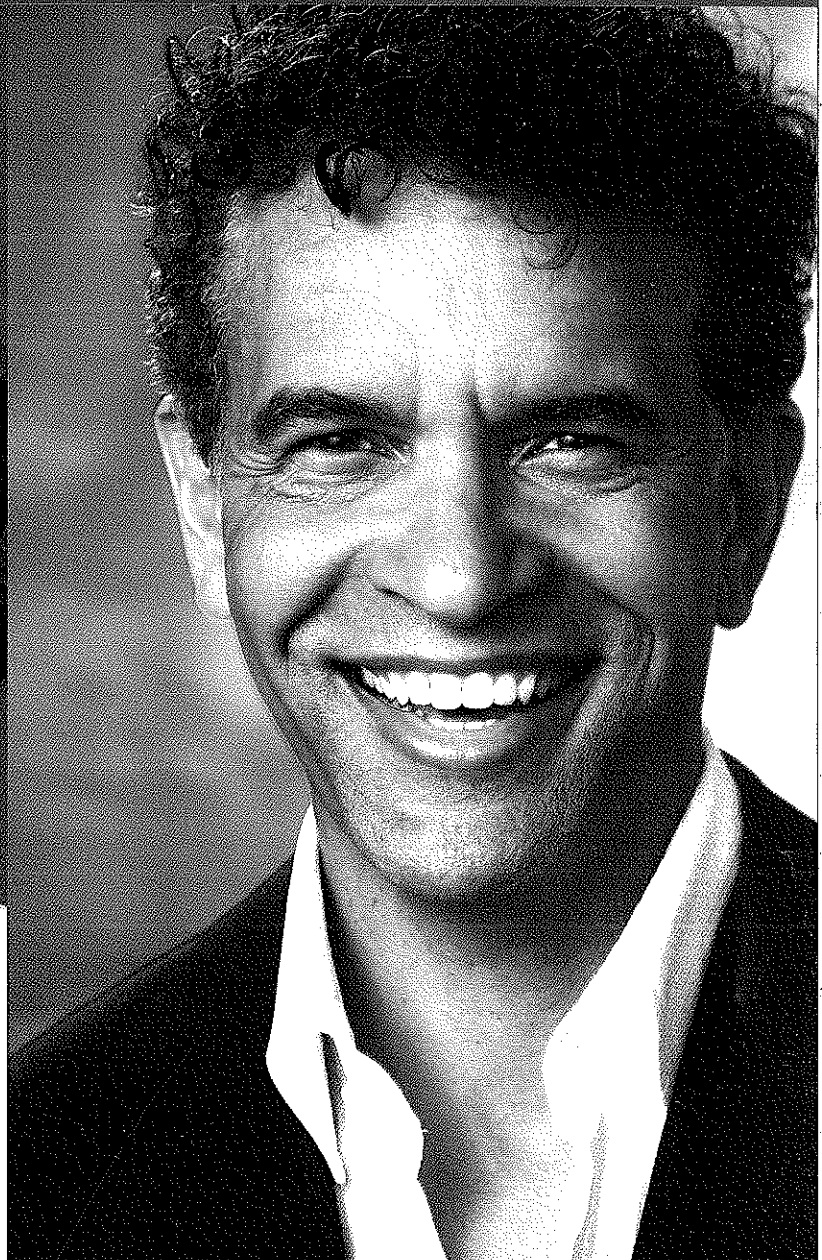
STEPPING OUT FOR COD

with

Bebe Neuwirth

and

Brian Stokes Mitchell

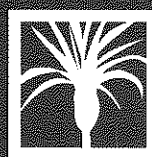


February 21, 2013

8 PM

McCallum Theatre, Palm Desert, CA

benefitting



COLLEGE
of the
DESERT
FOUNDATION

Stepping Out For COD

Bebe Neuwirth and Brian Stokes Mitchell, two spectacular performers, will grace the McCallum stage with *Stepping Out For COD*, a special night of unforgettable music in support of College of the Desert Foundation.

An accomplished actress, singer, and dancer, Neuwirth is one of today's most versatile performers, having earned two Emmy Awards as repressed psychiatrist Lilith on the hit comedy *Cheers* and two Tony Awards on Broadway for her roles in *Chicago* and *Sweet Charity*.

Neuwirth will perform favorite songs from her one-woman cabaret show *Stories with Piano*, exploring a full range of emotions as she tells stories through song. She will join Mitchell on stage during the second half of this amazing evening.

Dubbed "The Last Leading Man" by the New York Times, Brian Stokes Mitchell has enjoyed a rich and varied career on Broadway and in television and film. Mitchell has appeared in some of America's great concert halls, and has been invited to the White House, where he has performed for Presidents Clinton and Obama.

The dashing Mitchell will showcase his powerful baritone, and the musical versatility that has kept him in demand by some of the country's finest conductors and orchestras.

College of the Desert Foundation

For 50 years, College of the Desert has served as the Coachella Valley's center for higher education, occupational and technical training, and lifelong learning. College of the Desert Foundation helps support COD as it grows in response to the community's needs, to keep the Coachella Valley working, and to maintain and improve the region's quality of life.

Today, COD opens the door to brighter futures and expanded opportunities for more than 10,000 students in the Coachella Valley annually. In 2011, more than 600 students received \$550,000 of support for books, tuition, supplies, and other expenses. Through these gifts, donors are helping students pursue their dreams of a college education.

Through COD Foundation, you can make a difference. Whether you are a parent, student, alumni, faculty member, business partner, philanthropist or investor, foundation or organization, part or full-time resident, or just a fan of COD, your contribution will have a lasting impact.

For more information about College of the Desert and ways you can help open the door to future success and enhanced quality of life, contact the COD Foundation at 760-773-2561 or email us at foundation@collegeofthedesert.edu.

www.codfoundation.org

SPONSORSHIP OPPORTUNITIES & BENEFITS

Emeritus Sponsor - \$25,000 (\$23,750 is tax deductible)

- Invitations for 10 guests at a private, invitation only reception at BIGHORN Golf Club
- Exclusive seating for 10 guests at the event
- VIP check in at the McCallum the night of the event
- Name or company in press releases for the event
- Recognition online on Foundation website, Facebook and Twitter leading up to event
- Name or company prominent on all collateral and promotional materials
- Full page color ad with prominent placement in printed program
- Prominent name or logo acknowledgement on event signage

Valedictorian Sponsor - \$10,000 (\$9,250 is tax deductible)

- Exclusive seating for 6 guests at the event
- VIP check in at the McCallum the night of the event
- Name or company in press releases for the event
- Recognition online on Foundation website, Facebook and Twitter leading up to the event
- Name or company prominent on all collateral and promotional materials
- Full page color ad with prominent placement in printed program
- Name or company logo on event signage

Graduate Sponsor – \$5,000 (\$4,660 is tax deductible)

- Premier seating for 4 guests at the event
- Recognition online on Foundation website, Facebook and Twitter leading up to the event
- Half page ad in printed program
- Name or company mention on event signage

Roadrunner Sponsor- \$1,000 (\$830 is tax deductible)

- Premier seating for 2 guests at the event
- Recognition online on Foundation website, Facebook and Twitter leading up to the event
- Quarter page ad in printed program
- Name or company mention on event signage

COLLEGE
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P R E S E N T S

STEPPING
OUT
FOR COD

February 21, 2013
8 PM

At the
McCallum Theatre
Palm Desert, CA



EVENT SPONSORSHIP

PLEASE INDICATE SPONSOR LEVEL:

Emeritus - \$25,000 Valedictorian - \$10,000 Graduate - \$5,000 Roadrunner - \$1,000

NAME _____

COMPANY _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

NAME TO BE USED IN ADS/PROGRAMS: _____

TELEPHONE _____ EMAIL _____

PAYMENT INFORMATION

MY CHECK IS ENCLOSED FOR THE AMOUNT OF \$ _____

Please Charge My:

VISA MASTERCARD AMERICAN EXPRESS IN THE AMOUNT OF \$ _____

CARD NUMBER _____

EXPIRATION ____ / ____ / ____ 3 OR 4 DIGIT SECURITY CODE _____

SIGNATURE _____

NAME ON THE CARD _____

ADDRESS (IF DIFFERENT FROM ADDRESS ABOVE) _____

CITY _____ STATE _____ ZIP _____

IMPORTANT DEADLINES

SPONSORSHIPS MUST BE CONFIRMED BY JANUARY 25, 2013 TO BE INCLUDED IN PROGRAM.

QUESTIONS? PLEASE CONTACT COLLEGE OF THE DESERT FOUNDATION

Phone: 760-773-2561 or email: foundation@collegeofthedesert.edu www.codfoundation.org

MAKE CHECKS PAYABLE TO COLLEGE OF THE DESERT FOUNDATION

43-500 MONTEREY AVENUE, PALM DESERT, CA 92260 PHONE 760-773-2561 FAX 760-341-1172

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All contributions are tax deductible to the extent allowed by law.

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P R E S E N T S

STEPPING
OUT
FOR COD

February 21, 2013

8 PM

At the
McCallum Theatre
Palm Desert, CA



COLLEGE
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REPORT TO
THE BOARD OF TRUSTEES:

DESIGN GUIDELINES AND
PROJECT RESPONSIVENESS

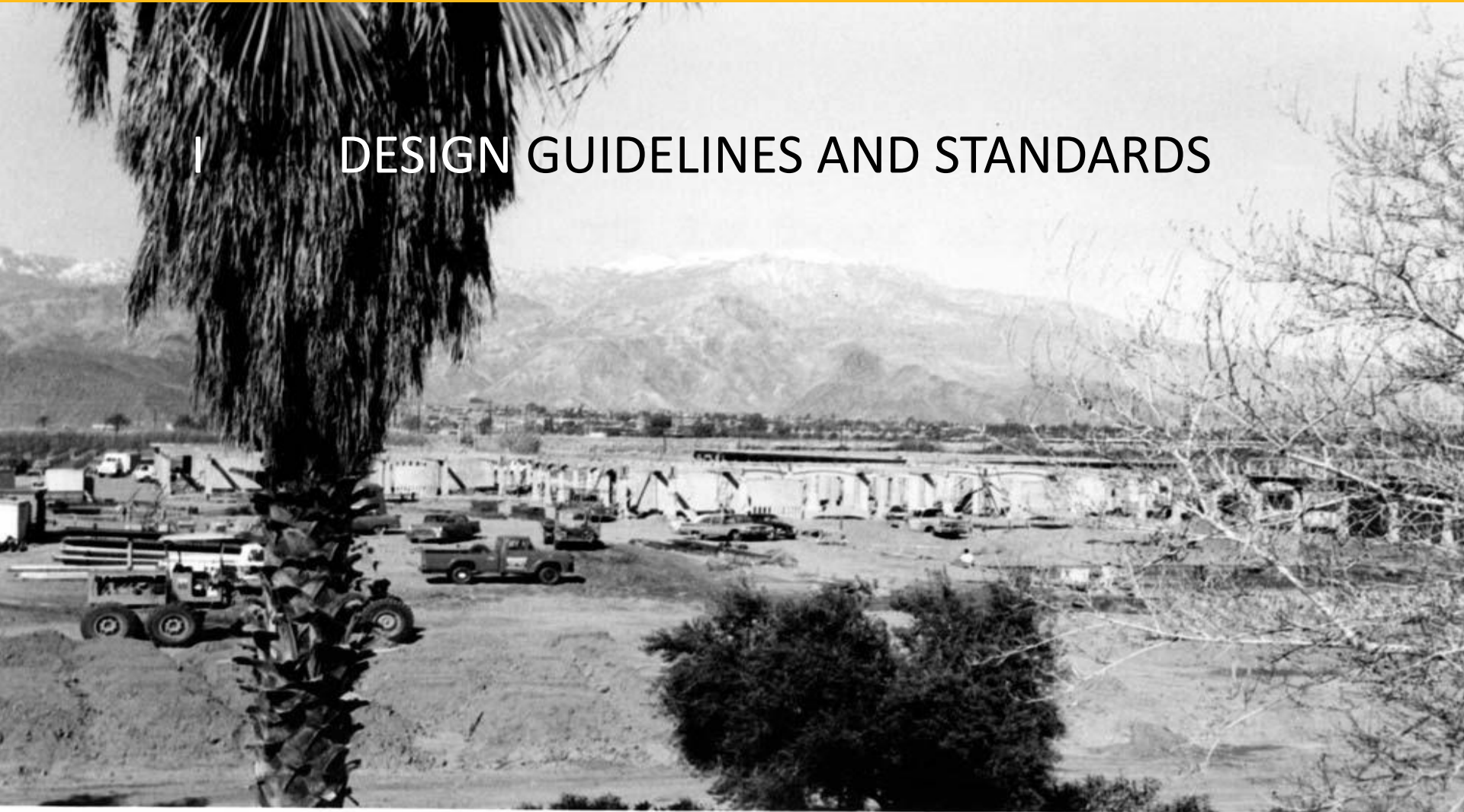
Steve Renew, Director, Fiscal Services
OCTOBER 19, 2012

DESIGN PRINCIPLES

- I DESIGN GUIDELINES AND STANDARDS
- II LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE PLANT PALETTE
- III TRAFFIC ENGINEERING AND TRAFFIC CIRCLE SOLUTION AT MONTEREY ENTRANCE

DESIGN PRINCIPLES

I DESIGN GUIDELINES AND STANDARDS



DESIGN GUIDELINES

I. DESIGN GUIDELINES AND STANDARDS

DEVELOPED IN 2005

COORDINATED WITH

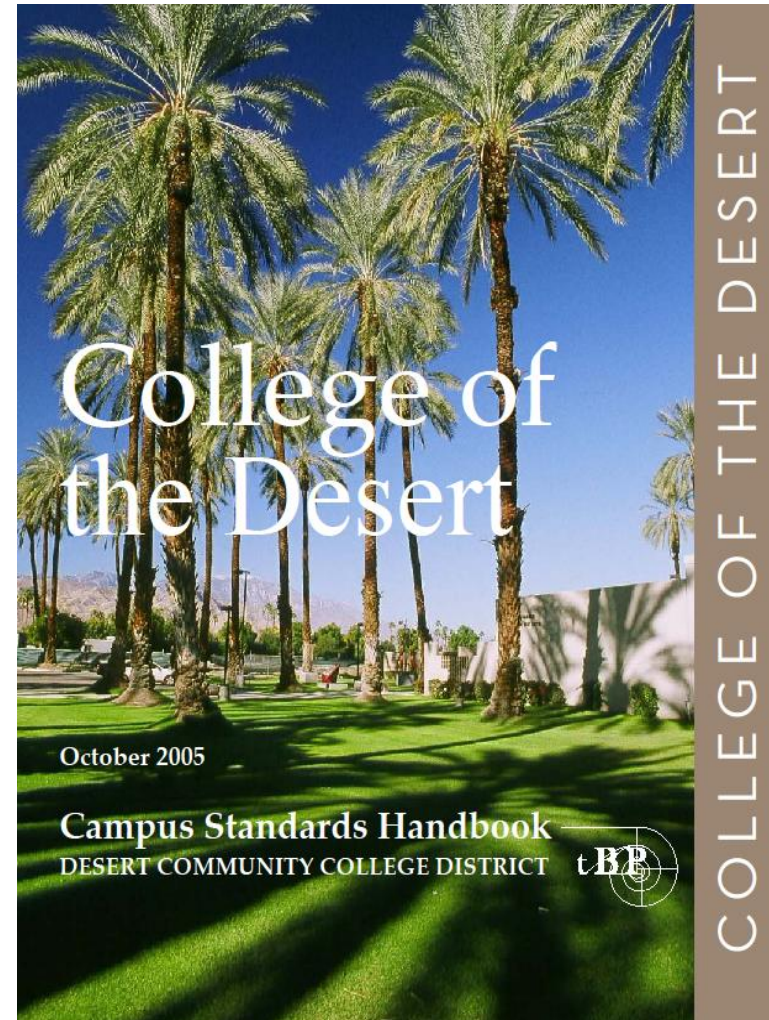
CAMPUS MASTER PLAN

PROJECT SEQUENCING PLAN

CAMPUS INFRASTRUCTURE MASTER PLAN

CAMPUS LANDSCAPE MASTER PLAN

SERVES AS A GUIDING REFERENCE FOR ARCHITECTS, ENGINEERS, CONSULTANTS, AND COLLEGE REPRESENTATIVES TO INFORM DECISIONS AND DESIGN DIRECTIONS DURING THE BOND PROGRAM'S IMPLEMENTATION



DESIGN GUIDELINES

ORGANIZATION OF DESIGN GUIDELINES

I OVERVIEW

HISTORY, MISSION, GOALS AND OBJECTIVES

II CAMPUS DESIGN GUIDELINES

APPEARANCE, FEEL, AND SPIRIT OF THE CAMPUS

III SPECIFIC DESIGN CRITERIA

PRAGMATIC DIRECTIONS OF SPACE AND SYSTEMS

IV MASTER OUTLINE SPECIFICATIONS

SPECIFIC DETAILS OF PRODUCTS, SYSTEMS AND MATERIALS

1. Introduction



Purpose of Design Guidelines

COLLEGE OF THE DESERT

DESIGN GUIDELINES

SECTION II - CAMPUS DESIGN GUIDELINES

- **INTRODUCTION**
GUIDELINES PROVIDE A FRAMEWORK
- **PLANNING DESIGN GUIDELINES**
MASTER PLAN OVERVIEW, EIR CAMPUS PLAN, SUSTAINABILITY
- **SITE DESIGN GUIDELINES**
HISTORY, LANDSCAPE DESIGN, EXISTING CONDITIONS
- **SITE ELEMENTS**
HARDSCAPE, LANDSCAPE, SITE FURNISHINGS, LIGHTING AND SIGNAGE
- **BUILDING DESIGN GUIDELINES**
ARCHITECTURAL DESIGN, INTERIOR SPACE PLANNING, SIGNAGE DETAILS

College of the Desert



Section II – Campus Design Guidelines
October 2005

COLLEGE OF THE DESERT

DESIGN GUIDELINES

PLANNING DESIGN GUIDELINES

- MASTER PLAN OVERVIEW
 - IMPROVE EXISTING SPACE AND DEVELOP NEW SPACE
 - LOCATE RELATED FUNCTIONS TOGETHER
 - DEVELOP ALONG GRID PATTERN
 - INCREASE PARKING
 - CREATE USABLE OPEN SPACES
 - MAINTAIN OPEN APPEARANCE TO THE COMMUNITY
 - REPLACE TEMPORARIES WITH PERMANENT
 - CONSIDER NATURAL DESERT IN DEVELOPMENT
 - PROTECT SAFETY AND SECURITY OF USERS
 - CONTROL VEHICULAR ACCESS
- VETTED SEVERAL TIMES WITH CAMPUS WIDE INPUT
- EIR CAMPUS PLAN

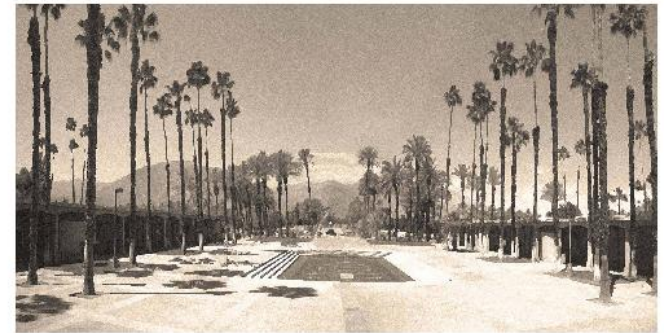


DESIGN GUIDELINES

SITE DESIGN GUIDELINES

- **HISTORY**
WARNEKE DESIGN, 'ONE NOBLE BUILDING',
FOUNTAIN OF KNOWLEDGE, DATE PALM LIKE ARCADES
- **LANDSCAPE GOALS**
CIVIC RESPONSIBILITY, CLARITY, QUALITY OF LIFE
- **EXISTING CONDITIONS**
EDGES, VIEWS, CIRCULATION, PLAZAS AND
COURTYARDS
- **LANDSCAPE PRINCIPLES**
FULLY DEVELOPED IN LANDSCAPE MASTER PLAN

3. Site Design Guidelines



Introduction
Site History
Landscape Design Goals
Existing Conditions
Landscape Design Principles

COLLEGE OF THE DESERT

DESIGN GUIDELINES

SITE ELEMENTS

- **HARDSCAPE**
VARIETY OF PAVING, PEDESTRIAN, VEHICULAR CIRCULATION, PLAZAS
- **LANDSCAPE**
COURTYARDS, STORMWATER RETENTION, PLANTING ZONES, ARID PERIPHERY, FIELDS AND PROMENADES, NON POTABLE IRRIGATION
- **FURNISHINGS AND LIGHTING**
CAMPUS WIDE ART PROGRAM, FOUNTAINS
- **SIGNAGE GUIDELINES**
CLARIFY WAY FINDING, INTEGRATED STYLE

4. Site Elements



Hardscape Elements
Landscaping
Site Furnishings and Lighting
Site Signage Guidelines

COLLEGE OF THE DESERT

DESIGN GUIDELINES



BOARD OF TRUSTEES MEETING OCTOBER 19, 2012

DESIGN GUIDELINES

BUILDING DESIGN GUIDELINES

- ARCHITECTURAL
 - HISTORY
 - RELATIONSHIP TO MASTER PLAN
 - MASS AND PROPORTION
 - MATERIALS AND PALETTE
 - FACADES AND FENESTRATION
 - ARCADES
 - SUN CONTROL DEVICES
 - NATURAL LIGHT
- INTERIOR SPACE PLANNING
 - ROOM TYPES, PALETTE, SUSTAINABILITY
- SIGNAGE
 - CLARITY, PALETTE, TYPEFACE

5. Building Design Guidelines



Architectural Design Guidelines
Interior Space Planning
Signage Guidelines

COLLEGE OF THE DESERT

DESIGN GUIDELINES

ARCHITECTURAL HISTORY

- VARIATION ON MODERNISM
- SUSTAINABLE CONCEPTS
- MINIMIZED EXPOSURE OF FACADES TO THE SUN
- ARCADES AROUND CORE BUILDINGS
- INSPIRED BY DATE PALM GROVE OF THE CAMPUS
- CONCRETE LOW COST IN THE 60'S AND DURABLE

Architectural Design Guidelines

Architectural History

Architectural history of the campus and its relationship to a new vision for the campus as discussed below.

In Section I the overview contains a very detailed history of how the campus came into being and how the architecture was begun. The text intends to explain what the decisions and strategies were that the architects used to invent College of the Desert. A rich and appropriate architecture to the desert was formulated and with the passage of time exists and still works well. The architects themselves, have also proved lasting, in that they have all been identified as important in the continuum of the development of architecture both regionally and nationally.



Palm Springs Visitor Center, 2005

DESIGN GUIDELINES

RELATIONSHIP TO MASTER PLAN

- INTENDED TO REINFORCE CONCEPTS OF ORIGINAL CAMPUS PLAN
- WAY FINDING OVERARCHING PRINCIPLE
- PROGRAM IDENTITY IN NEW BUILDINGS
- ENTRIES DIFFERENT AND UNIQUE
- REACHES OUT TO COMMUNITY
- CAPTURES VIEWS

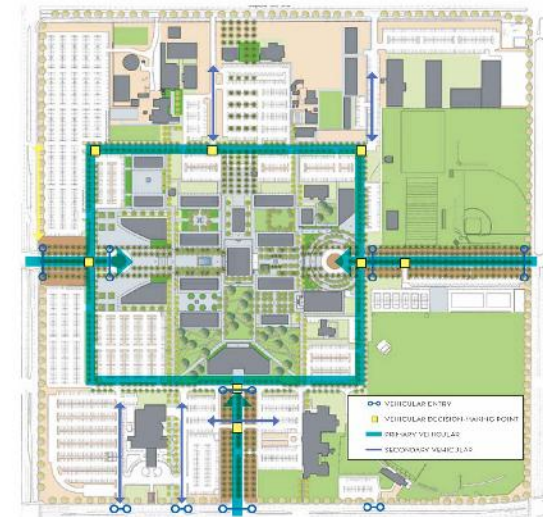


Figure 4d.1
Vehicular
Circulation
Patterns

DESIGN GUIDELINES

BUILDING MASS AND PROPORTION

- RELATIONSHIP TO SURROUNDING LAND
- ORIGINAL BUILDINGS ARE COMPACT AND ORIENTED EAST-WEST
- IDENTICAL LOOKING
- LIBRARY - HILB CENTER – SINGLE NOBLE BUILDING RAISED ON A PLYNTH
- NEW BUILDINGS TO EXPRESS STRONG SPATIAL CHARACTER, ADD NEW ELEMENTS TO THE ARCHITECTURAL VOCABULARY OF CAMPUS, RESPOND TO THE COMMUNITY



Building Mass and Proportion

The campus massing was planned clearly and directly. To speak of the campus massing however it cannot be separated from the massing treatment of the land. First the buildings were all raised on a plinth, elevated to rise slightly above the single story residential housing that bounded two sides of the site. The plinth allowed the building complex to have unrestricted access to cooling desert winds from any direction. The plinth idea also worked well to satisfy the desire of the college to convey the concept that the building complex is located on a grand plinth which signifies "higher education".

Compact shapes are ideal in a hot arid climate with some elongation on the east-west axis. The optimum shape for a building in this region is of a proportion of 1:1.3. The original buildings all conform to this ideal. The masses are single story, low to the ground and all very similar. The building massing corresponds with the buildings' role. The role of buildings in the central campus including the Liberal Arts and Administration Buildings are single story flat roofed

DESIGN GUIDELINES

MATERIALS AND PALETTE

- CONCRETE
- ADDED COLOR IN SOME ELEMENTS
- STUCCO, METAL PANELS AND WOOD ALSO USED
- SHOULD FOLLOW WHAT WORKS IN THE DESERT AND CORRESPOND WITH THE DESERT MODERN STYLE – STONE, GLASS, STAINLESS STEEL, CONCRETE AND WOOD
- SHOULD BE CONSISTENT WITH THE ELEMENTS OF THE SURROUNDING QUADRANT AND BUILDINGS



DESIGN GUIDELINES

FACADES AND FENESTRATIONS

- CURRENT FACADES ARE SEDATE, HORIZONTAL AND SCALED TO STUDENTS
- FACADES DON'T PROVIDE CLEAR IDENTITY OF THE BUILDING
- MASTER PLAN IDENTIFIES NEED TO CHANGE THIS PERCEPTION OF THE COLLEGE
- OPPORTUNITY TO BRING VITALITY AND LIFE TO THE FACADES OF NEW BUILDINGS
- OPPORTUNITY TO IDENTIFY PROGRAMS IN BUILDINGS
- KEEP HOT SUN OFF OF THE BUILDINGS



DESIGN GUIDELINES

ARCADES

- FORM ECHOS DATE PALM GROVE
- SHELTER AROUND AND BETWEEN BUILDINGS
- SHADES VERTICLE SURFACES REDUCING HEAT GAIN
- PROVIDES RHYTHM AND INTEREST TO OTHERWISE DULL FACADES
- TRANSITIONAL ELEMENT FROM EXTERIOR TO INTERIOR OF BUILDINGS
- SHOULD BE PART OF NEW BUILDINGS BUT CAN TAKE A DIFFERENT TACT.
- NEW ARCADES MUST BE OF MATERIALS THAT WILL WITHSTAND THE CLIMATE



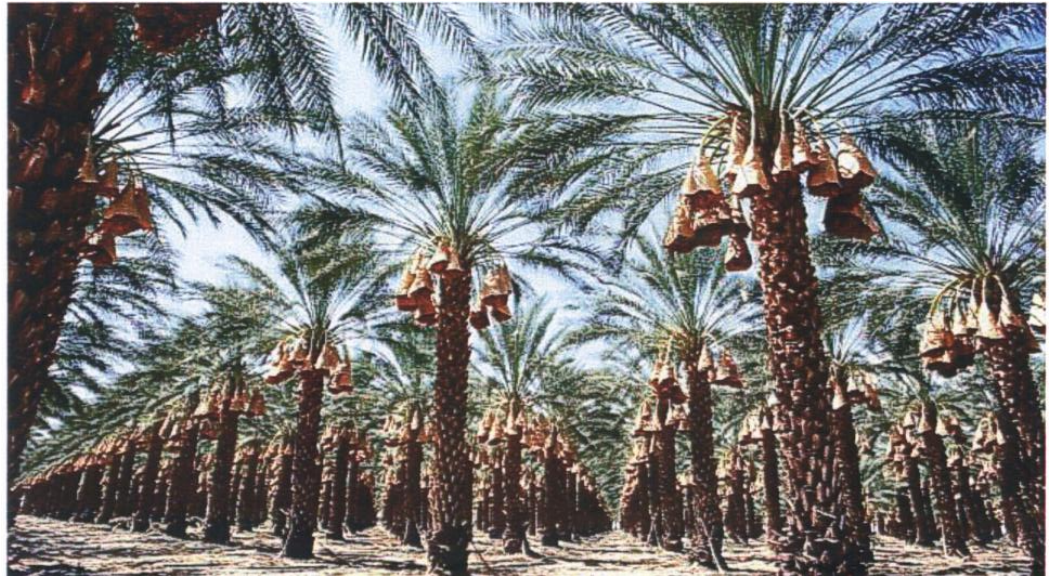
DESIGN GUIDELINES



BOARD OF TRUSTEES MEETING OCTOBER 19, 2012

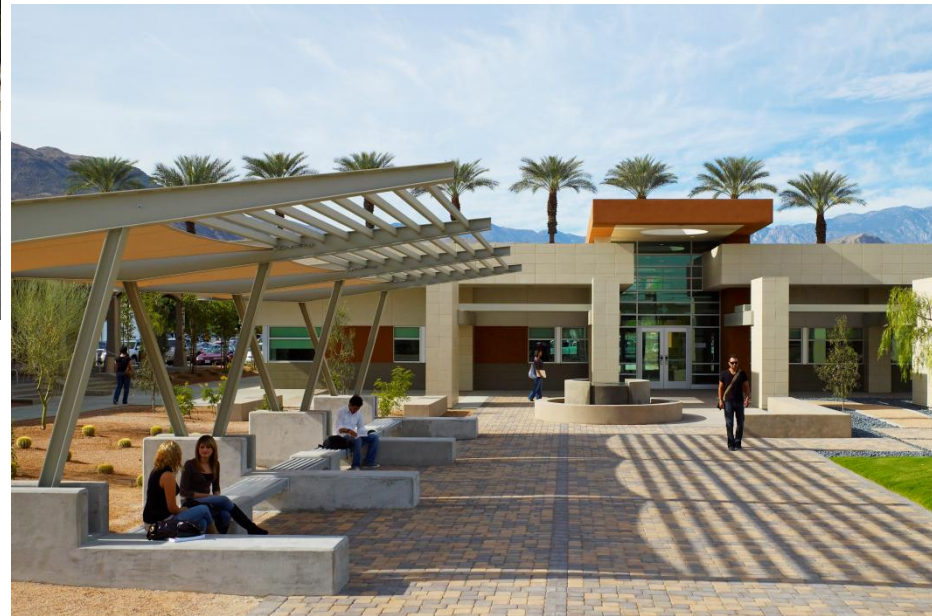
DESIGN GUIDELINES

ARCADE MASSING, MATERIALS AND RHYTHM



DESIGN GUIDELINES

BARKER NURSING COMPLEX



DESIGN GUIDELINES

PUBLIC SAFETY ACADEMY



DESIGN GUIDELINES

CRAVENS STUDENT SERVICES CENTER



DESIGN GUIDELINES



MSTC



DESIGN GUIDELINES

ATHLETICS FACILITIES



DESIGN GUIDELINES



VISUAL ARTS



DESIGN GUIDELINES

COMMUNICATION BUILDING



DESIGN GUIDELINES

CHILD DEVELOPMENT



DESIGN GUIDELINES



APPLIED SCIENCES



DESIGN GUIDELINES

SUN CONTROL DEVICES

- WINDOWS NEED HORIZONTAL OR VERTICAL SHADING DEVICES
- EMPLOYED WHEN THERE IS NOT AN ARCADE
- HORIZONTAL SUNSCREENS CAN BE CANTILEVERED OR PLACED DIRECTLY OVER THE WINDOW OPENING
- VERTICAL SUNSCREENS REDUCE GLARE AND CAN ADD NEW ELEMENTS TO THE ARCHITECTURE OF THE CAMPUS



DESIGN GUIDELINES

NATURAL LIGHT

- CONTROLLED DIRECT LIGHT
- WINDOWS
- LIGHT SHELVES
- SKYLIGHTS AND SOLATUBES
- REDUCES ENERGY NEEDS
- ENJOYABLE ENVIRONMENT



DESIGN PRINCIPLES

II

LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE PLANT PALETTE

II. LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE PLANT PALETTE

- REFERENCE TO DESIGN GUIDELINES
- REFERENCE TO LANDSCAPE MASTER PLAN
- REFERENCE TO CVWD “LUSH AND EFFICIENT; A GUIDE TO COACHELLA VALLEY LANDSCAPING”
- PALM DESERT LANDSCAPING DESIGN GUIDELINES AND MAINTENANCE GUIDELINES
- DESIGNED WITH LOCAL LANDSCAPE ARCHITECT RON GREGORY

LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE

LANDSCAPE MASTER PLAN



SWA

Draft Submittal
August 10, 2005
TBPNS01

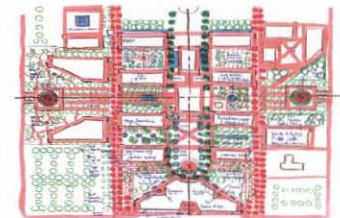
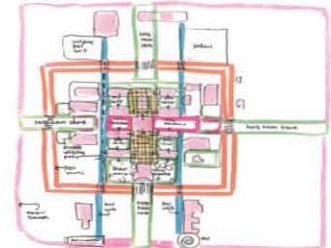
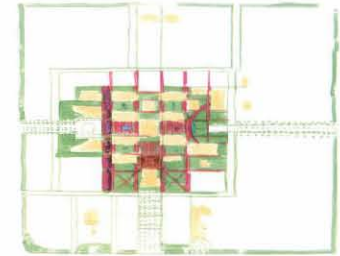
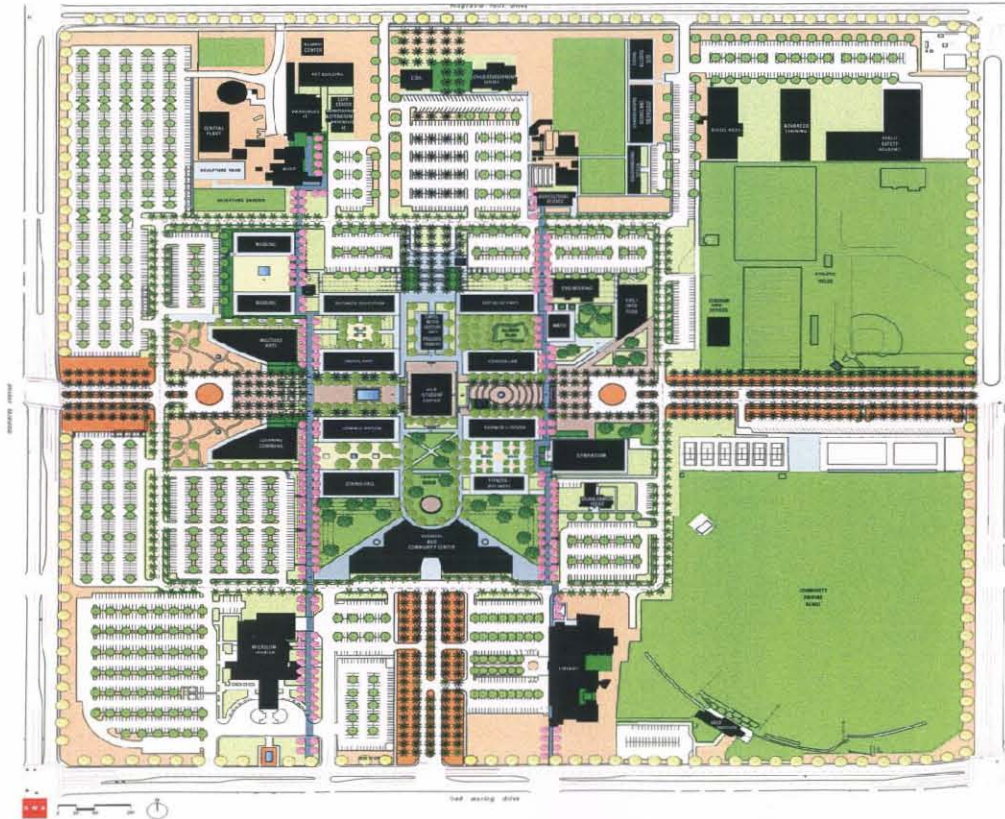
*College of the Desert
Landscape Master Plan & Guidelines*

BOARD OF TRUSTEES MEETING OCTOBER 19, 2012



LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE

Site Illustrative



page 21

Section 4 - Landscape Design Principles

CAMPUS PLANT PALETTE

ARID PERIPHERY

TREES, DATE PALMS, SHRUBS

INTERIOR CAMPUS

TREES, WASHINGTONIA PALMS,
SHRUBS, GROUNDCOVER, VINES

PROMENADES,

QUADS & COURTYARDS

TREES, SHRUBS, GROUNDCOVER, VINES

LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE



MONTEREY ENTRANCE

Sustainable Landscape Strategies

Adapted vegetation

Spacing of plants

Drought tolerant plants and water efficient landscaping

Habitat for wildlife

Trees and shading

Selective application of turf areas

LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE



MONTEREY ENTRANCE

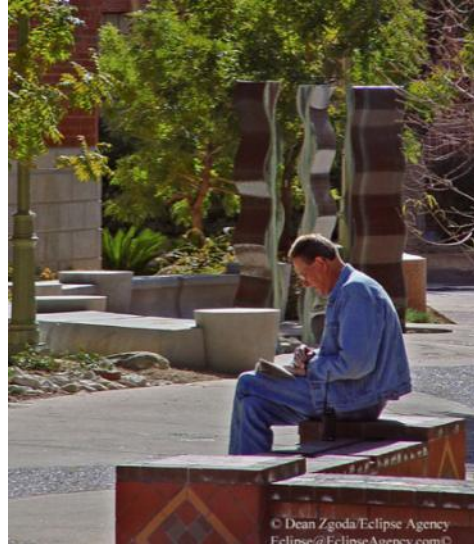
Water Efficiency Strategies

Recycled and reclaimed water for irrigation

Water efficient irrigation system

Limited application of water features such as fountains unless functional

LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE



MONTEREY ENTRANCE

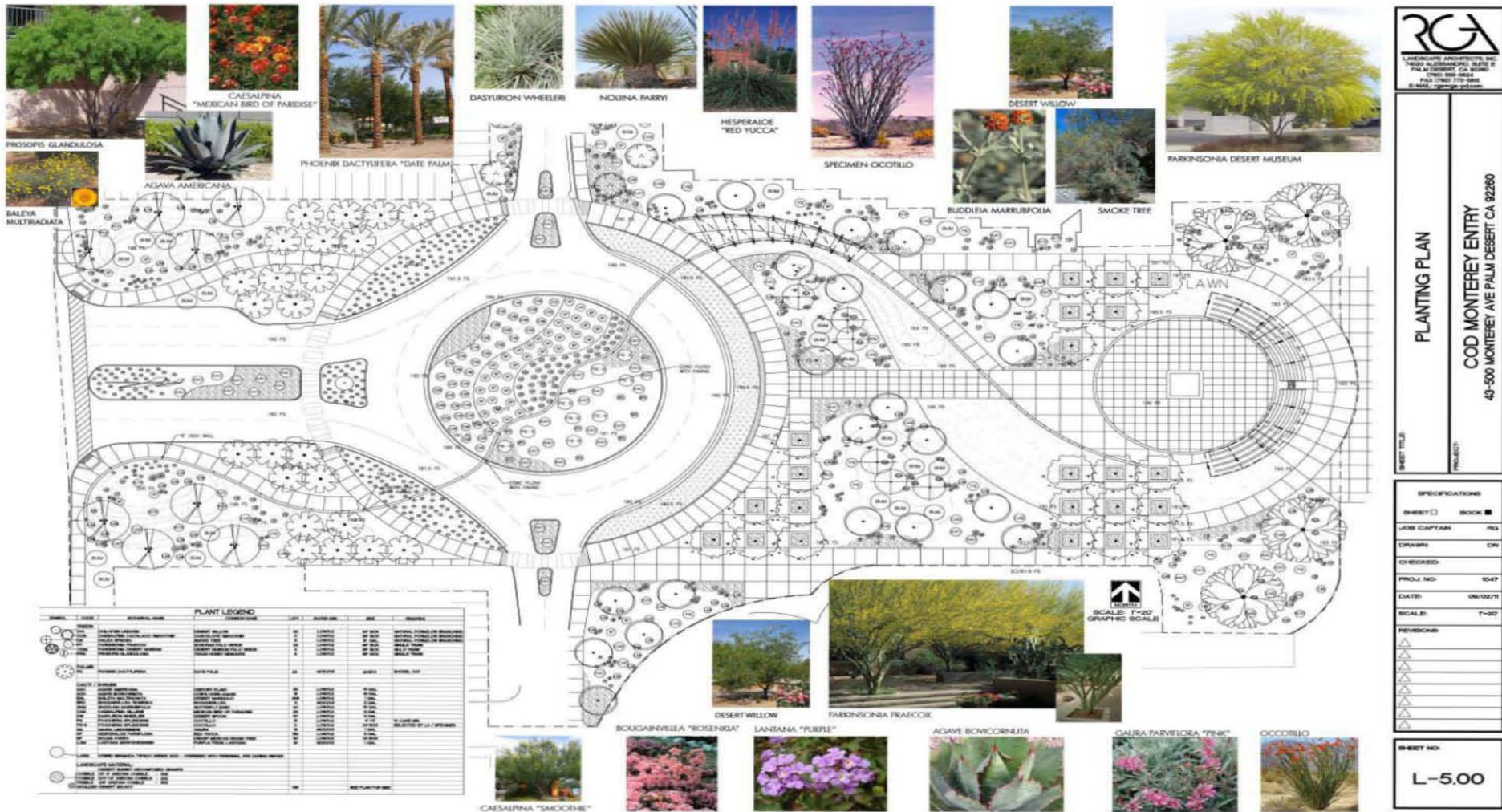
Materials and Resources

Use of locally adapted/regional plant materials

Use of regionally extracted/manufactured paving materials



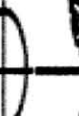


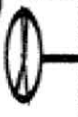

Use of recycled materials for site furnishings

LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE



LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE

PLANT LEGEND

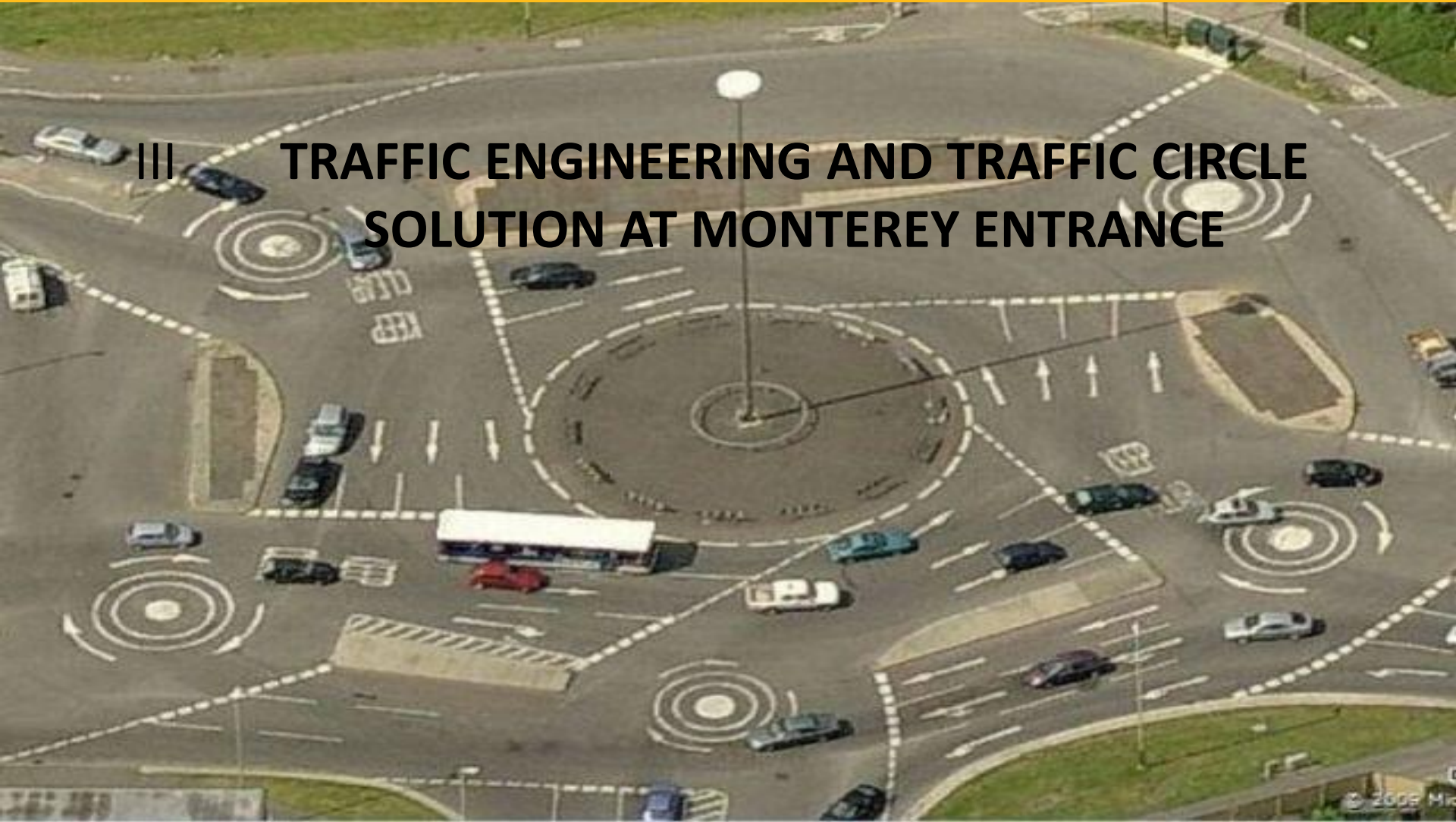
SYMBOL	CODE	BOTANICAL NAME	COMMON NAME	QTY	WATER USE	SIZE	REMARKS
TREES:							
	CH	CHILOPSIS LINEARIS	DESERT WILLOW	21	LOW/0.2	24" BOX	NATURAL FORM/LOW BRANCHING
	CCS	CAESALPINIA CACALACO 'SMOOTHIE'	CASCALOTE 'SMOOTHIE'	5	LOW/0.2	24" BOX	NATURAL FORM/LOW BRANCHING
	DS	DALEA SPINOSA	SMOKE TREE	5	LOW/0.2	15 GAL	NATURAL FORM/LOW BRANCHING
	PF	PARKINSONIA PRAECOX	BONORIAN PALO VERDE	19	LOW/0.2	24" BOX	SINGLE TRUNK
	CDM	PARKINSONIA DESERT MUSEUM	DESERT MUSEUM PALO VERDE	4	LOW/0.2	24" BOX	MULTI TRUNK
	PRQ	PROSOPIS GLANDULOSA	TEXAS HONEY MESQUITE	12	LOW/0.2	24" BOX	SINGLE TRUNK
PALMS:							
	PD	PHOENIX DACTYLIFERA	DATE PALM	23	MOD/0.5	20'BTH	SHOVEL CUT

LANDSCAPE MASTER PLAN AND MONTEREY ENTRANCE

CACTI / SHRUBS:						
AAC	AGAVE AMERICANA	CENTURY PLANT	57	LOW/0.2	5 GAL	
AAV	AGAVE A. VARIEGATA	VARIGATED AGAVE	45	LOW/0.2	5 GAL	
ACH	AGAVE BOYCCORNUTA	COW'S HORN AGAVE	13	LOW/0.2	5 GAL	
B	BOUGAINVILLEA 'BLUEBERRY ICE'	BOUGAINVILLEA	158	LOW/0.2	1 GAL	AVAIL THROUGH MONROMIA NURSERIES
BRO	BOUGAINVILLEA 'ROSENKA'	BOUGAINVILLEA	11	MOD/0.5	5 GAL	
BUM	Buddleia MARRUBIFOLIA	BUTTERFLY BUSH	35	LOW/0.2	5 GAL	
CAE	CAESALPINA GILLIESII	MEXICAN BIRD OF PARADISE	46	LOW/0.2	5 GAL	
DW	DASYLIRION WHEELERI	DESERT SPOON	63	LOW/0.2	5 GAL	
EBB	EREMOPHILA HYGROPHANNA 'BLUE BELLS'	EREMOPHILA	111	LOW/0.2	5 GAL	
F8	FOUQUERIA SPLENDENS	OCOTILLO	9	LOW/0.2	6' HT	10 CANE MIN
F8-8	FOUQUERIA SPLENDENS	OCOTILLO	9	LOW/0.2	24 BOX MINIMUM	SPECIMENS TO BE SELECTED BY LA
GA	GAURA LINDHEIMERI	GAURA	50	MOD/0.5	1 GAL	
HP	HESPERALOE PARVIFLORA	RED YUCCA	145	LOW/0.2	5 GAL	
NP	NOLINA PARRYI	DWARF MEXICAN GRASS TREE	53	LOW/0.2	24 BOX	
GROUND COVER:						
AFF	ACALYPHA MONOSTACHYA	RASPBERRY FUZZIES	131	MOD/0.5	1 GAL	
MD	MAYTENUS PHYLLANTHOIDES	MANGLE DULCE	13	LOW/0.2	5 GAL	

MONTEREY ENTRANCE

III TRAFFIC ENGINEERING AND TRAFFIC CIRCLE SOLUTION AT MONTEREY ENTRANCE



MONTEREY ENTRANCE

TRAFFIC CIRCLE DESIGN

- REFERENCE TO CIRCULATION GUIDELINES
- SOLUTION TO BACK UP ON MONTEREY
- CIVIC RESPONSIBILITY
- TRAFFIC ENGINEERING STUDY



MONTEREY ENTRANCE

PROGRAM GOALS

VEHICULAR ACCESS

A Traffic Study has been completed to analyze onsite traffic impacts of the project and to provide recommendations for future roadway alignments and mitigation of traffic congestion. In addition, the City of Palm Desert is currently in the design stage of its own street widening project along Monterey Avenue. The Monterey Avenue entrance design will be coordinated with the City's street widening project.

Provide effective vehicular access from neighboring streets to alleviate traffic back-up during peak times.

MONTEREY ENTRANCE

PROGRAM GOALS

PARKING

A campus parking master plan was created in 2008 showing future parking intent. Future building projects will likely dictate the locations of future parking. Analysis of existing parking conditions is also part of the traffic study.

Screen parking areas with landscaped elements.

STUDENT DROP OFF

The Traffic Study provides recommendations for number of traffic lanes, drop-off area length, and timing of traffic signals. Geometric design and layout of the drop-off area will address vehicular and pedestrian traffic.

MONTEREY ENTRANCE

PROGRAM GOALS

FIRE ACCESS

Fire access shall meet the requirements set forth by the local fire department. A fire lane and truck turn-around of acceptable drivable surface material shall provide fire truck access in and out of the site. New fire hydrants with adequate water pressure shall be provided as required.

PUBLIC TRANSPORTATION

- Encourage reduction in number of vehicles on campus
- Promote bikeways on and off campus
- Promote vanpools or carpools

DESIGN GUIDELINES

QUESTIONS?

BOARD OF TRUSTEES MEETING OCTOBER 19, 2012



Board Member Report – October 2012

John Marman:

- Met with VP Gonzales as Board representative
- Met with Julie Buehler, Jim McCallum and Thomas Armstrong about a possible COD TV shoe
- Directed Youth Fire Safety Programs at 6 local schools
- Toured the new Rancho Mirage High School
- Attended homecoming
- Attended VocTech Night in Indio
- Set up and attended retired veterans meeting with Donni Prince
- November 10th is doggie night at the last COD football game of the 2012 season

Bonnie Stefan

This past month has been busy. I have had many opportunities to bring the successes of the college to the public's attention.

I came out for the 2012 Stan and Carolyn Little Early Childhood Education (ECE) conference on Saturday, October 6. And had the opportunity to speak with students, faculty, exhibitors and attendees. It was a great event attended by many. While out here, I took a stroll through the Street Fair and the number of attendees was amazing. Congratulations to the Alumni Association.

Homecoming is one of the events I look forward to every year. The Alumni Association out did themselves again this year with the pre game Bar B Q. Our Players fought a tough fight, never giving up! And yes, I lost my voice yelling my heart out for them. Win or lose, they are always winners in my book! GO ROADRUNNERS!!!

The 2 X 2 COD/ City of Indio Meeting was very invigorating. We discussed the City's vision for the NEW Old Town Area of Indio and how COD can benefit from the future of this area as well as how COD will be benefitting the City. We dare to DREAM! Dreams can and do come true! The possibilities of partnerships are wide open. The ground breaking for the infrastructure will be the first of many positive events for both COD and Indio.

Tonight I will be attending the College Voc\Tec Night at the Fullenwider Auditorium at the Riverside County Fair Grounds in Indio. I know most of my student will be there and anticipate the COD exhibits will be packed.

Politically, I have spent hours phone banking for Prop 30. Even though we are looking elsewhere for money for Education, we do not need more cuts to our already overstretched budget.

The COD students that I have talked with are excited about this school year. A lot is happening and they are caught up in myriad of activities. The atmosphere seems to be one of anticipation of great things to come!

October 19, 2012
Governing Board Report
Michael O'Neill
Vice Chair

For various reasons, my ability to participate in as many events and meetings as usual was limited the past month.

I attended the following:

Green Council Meeting

This was the most well attended of any of the Green Council meetings I have attended. There were at least twenty students in attendance in addition to some faculty and staff. Dr. Deas chaired the meeting and reviewed information from the Chancellor's Office Sustainability Webpage and the U.S. Green Building Council. Kevin Snyder, Assistant Director, Facilities and Services reviewed the recommendations from the May 16, 2012 meeting. Those recommendations addressed issues related to the following topics: energy consumption reduction, water conservation, green cleaning recycling, office practices and transportation. Those in attendance asked questions and discussed some topics in depth. A search is underway to identify a student co-chair for the Green Council. ASCOD has taken a direct interest in the Green Council as an ASCOD activity.

Central Campus Redevelopment Project User Group Building B Meeting

The User Group met with the LPA architects to review the changes made to the plans based on the user group comments and suggestions from the prior meeting. Building B is the current Administration Building. Current plans call for Building B to house the following: President/Superintendent and his immediate staff; Board of Trustees Board Room, Board Meeting Room and Board restroom, and the Foundation offices. Following that meeting the LPA architects emailed revised plans for User Group review and additional comments. At this time the next meeting is unscheduled pending completion of an activity timeline. I can say that the Board Room space is very impressive and designed with the intent of meeting District needs well into the future.

Respectfully Submitted,
Michael O'Neill
Vice Chair

Andrew Campbell Student Trustee Report for the Month of October 2012

ACES Students Academic Achievers Recognition Awards-

At the ACES awards ceremony I participated in acknowledging the over achieving students who made 3.0's and 4.0's. I corresponded with students, congratulating each individual letting them know that the ASCOD senate and the Student trustee are here to assist them with any concerns also to support them in any way possible.

Meet the Faculty-

At the event, I took the time to speak with the students. I asked the students about their classes. I asked the student about their educational environment. I asked the students if they had any suggestions on how the College can assist them with being successful.

Groundbreaking Indio Campus-

The groundbreaking took place in Indio CA, this event was to inform the public of what the building would have to offer students, and how it will assist the students with reaching their goals. I took that time to socialize with the community.

Foundation Board Meeting-

I was invited to share my step it up story with foundation board members and guest. This event was intended to seek and understand ways to assist students in order to progress at College of the Desert.

HACU Conference-

I will be attending the HACU conference in Washington DC, I will be flying out Friday October 19, 2012 and will return Tuesday October 23, 2012. The HACU will consist of providing a unique forum in order to share information and ideas for promising practices of education for Hispanics.

COD Marks Art center Latino Film Festival with Film Screening Q & A with Director an Mural Artist-

The Latino film festival was very successful many students participated in questions and answers from a well-known artist and filmmaker from LA. The event was catered by a student club who's proceeds went to the club for activates.

Homecoming-

Homecoming was a weeklong event from the tailgate party in the quad to the game on Saturday night. I assisted and participated in setting up and serving over 400 students lunch at the tailgate party. At the homecoming game, I assisted in setting up and organizing a halftime show.

Student Surveys-

I am currently chairing a committee to create student surveys in regards to getting students thoughts of the term diversity. We would like to know what the students know and feel about the term.

President Kinnamon and I met with administrators and engineers from the **Coachella Valley Water District to water and sewage hook-ups to the Mecca/Thermal campus**. In the near term, the use of the land that neighbors the college will likely be agricultural, as the owners of the former Panorama properties are not going to pursue the plans to build that development. COD next step is to develop independent build out plans for the MTC. CVWD confirmed that the utilities that we now have in place are sufficient to serve the current building, the additional classroom(s) as planned on that pad, as well as the addition of two more buildings. This matches the lecture, lab and meeting space that is being discussed as the education master plan is developed.

East Valley committee of the Alumni Association had its monthly meeting to finalize plans for the College Voc-Tech Night. The event was held in Indio at the Fairgrounds from 6:00 to 8:30 p.m. It is coordinated by the High School Counseling Departments of Desert Mirage, Coachella Valley, Indio, Amistad, La Familia, and West Shores and is well attended by families from the east valley. Last year we had upwards of 2,500 students and parents coming to interact with over 100 representatives/ recruiters from college/universities, vocational schools, armed services, law enforcement along with State and County agencies. I can't wait to get this year's count!

I would like to **thank the Alumni and the Foundation for their contributions**. Community support makes this event possible.



The **COD** representatives made a great impression on the local students and their families. Coleen from the Alumni was there early with her set up. Although many of the visitors have no idea what an "alumni" is, they are not shy to come over and chat. Coleen uses the opportunity so to make them feel welcome and send them over to counseling if their questions are general or to the representative of a program if the student has a particular interest.

HIGHLIGHTS:

- Our overall signage was the best we have ever had. The red table skirts with logos graced every table, a number of six-foot pop-ups (produced by the Foundation and our PRO) were provided to Avante and she placed them around the area to highlight different departments. Pam those pop-ups were fabulous. Our Outreach Van was parked into in a prominent location. All of the students and their families saw COD!
- Dean Juan Lujan answered thousands (or at least it seemed to be that many) of inquiries about the Indio Building as those intriguing renditions were on display.
- The tables around Counseling and Financial Services were three students deep. I'm surprised those folks had any voices left by the end of the evening.
- Culinary really put on a show with demonstrations and tempting treats.
- Agriculture and Golf Management drew lots of interest.

- Early Childhood Education had an attractive display of colorful toys. East valley students have always supported our ECE classes!
- Administration of Justice attracted a number of future public safety officers.
- Nursing and Allied Health brought a laboratory baby so that students could see some of the wonderful learning tools available to nursing students.
- Auto Tech was there to talk about their offerings and to be sure, that everyone's car started at the end of the night.
- Computer Information Systems drew a crowd, fielded many inquiries and are planning what handouts to bring with them next year. Those are words I love to hear!
- Work experience let many students know that COD values learning in the classwork and in the work place.
- Heating, Ventilation and Air Conditioning appealed to many as these folks develop skills that are sought after in our extreme environment.
- Thanks to fellow Trustees Bonnie Stephan and John Marman as well as to President Kinnamon for coming to mingle with fellow educators, future students, their families and friends.
- Special thanks to Dean Jaramillo and **Avante Simmons**, CTE Transitions Specialist, for spearheading and coordinating this great effort.

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The Great California Shakeout was held yesterday, October 18, at 10:18 a.m. It's a great opportunity for each of us to think about how we would handle a big earthquake or any other major disaster. Don't forget that each of us need an emergency plan. It is recommended that every person have a week's supply of drinking water, seven gallons, plus some extra water for cooking and bathing. www.Quakequizzesf.org is a fun way to see how prepared you are for "the BIG one."

Homecoming was fun even if we didn't win the game. The evening began with a delicious pre-game BBQ. It's always a pleasure to see friends, some that are there I see only once a year. Students provided half time entertainment with a dance routine and we were introduced to the Homecoming Court. This annual event is not only homecoming for Alumni but also for the cheer squad. All night they built school spirit. There is nothing more fun than cheering for the Road Runners! 3 Cheers for Carlos!!!

Other events and projects of the month were:

- Attended the October **IID Energy Consumer Advisory Board** meeting.
- Attended several Central Campus Redevelopment Sessions with Trustee O'Neill.
- Attended a 2X2 meeting in Indio with Trustee Stephan and President Kinnamon.

Elections are just around the corner. Be sure to vote!

Respectfully,

Becky Broughton



SSTF Recommendations & Priority Enrollment

Adrian Gonzales, Interim VP of Student Affairs
October 19, 2012

Student Success Task Force

- **January 2012:** Board of Governors approved Student Success Task Force recommendations
 - **R2:** Strengthen Support for Incoming Students (assessment, orientation, SEPs, required participation in support services, better use of technology)
 - **R3:** Incentivize Student Behaviors (enrollment priorities, conditions for receiving a BOG Waiver)
 - **R8:** Align Resources with Student Success Recommendations

Policy Changes

- **R2.2:** Require students to participate in diagnostic assessment, orientation and the development of an educational plan (SB 1456)
- **R3.2:** require students receiving a BOG Fee Waiver to meet various conditions and requirements
 - EC 76300 (g)(1): students must meet academic and progress standards as defined by the Board of Governors, to be implemented over time
 - AB 130 & 131: AB 540 student eligible for state financial aid and support programs
- **R8.2:** Invest in the new Student Support Initiative (SB 1456)
- **R3.1:** Adopt system-wide enrollment priorities reflecting the core mission of community colleges (Title 5)

Student Success Act (SB 1456)

- Aligns Matriculation Act of 1986 with the SSTF recommendations by refocusing matriculation on the core services of:
 - orientation services
 - assessments
 - counseling and advising, including development of education plans
- Strong focus on incoming students and students who are making successful progress toward degrees, certificates, transfer or career advancement
- Requires institutional research to measure effectiveness of services and evaluate the impact on student equity
- Existing Matriculation Funds would be utilized to fund SB 1456
- As a condition of receiving funds, districts will be required to implement a state-wide common assessment (when available)

SB 1456 Workgroups

- Matriculation Title 5 Revisions Workgroup (Late October)
- Matriculation MIS Revision and New Allocation Formula Workgroup (Late October)
- Student Equity Workgroup (January 2013)
- Program Reporting and Forms Workgroup (2013)

Changes to Priority Enrollment

September 2012: BOG Approved Changes to Title 5 (58108)
Implementation Deadline: Fall 2014

- P1: Veterans and Foster Youth (and former foster youth)
- P2: EOPS and DSPS students who have completed orientation, assessment, and SEPs (may collapse P2 into P1 at the discretion of the district)
- P3: new students who have completed orientation, assessment, and SEPs and continuing students in good standing below 100 units (districts can establish priorities within this group)
- P4: districts can establish priorities below level 3 as appropriate
- district would be required to have an appeal process for student who lose priority status

Next Steps for COD

- Engage the campus community in a review and discussion of the SSTF recommendations
 - Met with BSI Chair and Academic Senate President
 - Discussion item at Academic Senate and College Planning Council

- Consider role and purpose of the Matriculation Advisory Committee in relation to other committees on campus
 - Review existing matriculation plan and develop new plans in alignment with upcoming Title 5 changes (March 2013)

Next Steps (cont.)

- Review Orientation Program and delivery mechanisms

- Review Student Education Plan (SEP) development and role of faculty advisors

- Refine current priority enrollment process to align with Title 5 changes

- Implement changes in Datatel to address process changes and data collection needs

