DESERT COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
CRAVENS STUDENT SERVICES CENTER
FRIDAY, NOVEMBER 18 , 2011
MINUTES

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

Vice Chair Bonnie Stefan called the meeting to order at 9:32 a.m. and asked Trustee Marman to lead the Pledge of Allegiance.

President Patton called the roll. Trustees Broughton, Marman, O'Neill, and Stefan were present.

Trustee Hayden was absent, but excused, as he was attending the Community College League of California Annual Conference. Student Trustee Aaron Bonner was present following the Closed Session.

II.   CLOSED SESSION *9:30 – 10:30*

   1. ANTICIPATED LITIGATION:
      Specify number of potential cases: 1

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

   3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION –** President

III.   OPEN SESSION

   1.There was no closed session report.

IV.   AGENDA:

   A.   CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of November 18, 2011, with any additions, corrections, or deletions**.**

A motion was made by Aaron Bonner, seconded by John Marman, to approve the agenda of the November 18, 2011 Board meeting. Motion carried unanimously with Trustee Hayden absent.

Iliana Madrigal was asked to read the EOPS/CARE proclamation, which will be approved later in the meeting.

V.   PUBLIC COMMENTS:

There were no requests to address the Board.

VI.   APPROVE THE MINUTES OF:

1. There were no corrections to the minutes of the regular meeting of October 21, 2011 and they stand approved.

VII.   REPORTS

A. GOVERNING BOARD

Trustee Broughton:
- Attended an East Valley Friends and Alumni meeting, which was well attended. She received glowing reports about the fine job Dr. Deas did presenting at the Indio State of the City event. Indio is very excited about that event. The more visibility the East Valley committee has the more people will be interested in helping them to help the college. Their next event is a breakfast meeting with the Indio Chamber of Commerce in February and Trustee Marman has agreed to help with that meeting and be COD's representative.
- Attended the math lecture on probability. She thought it explained statistics in a palatable way. She thanked the math and science departments for these opportunities.
- Thanked Carlos Maldonado and Adrian Gonzales for their outreach to the local middle schools.
- Thanked Bob Blizinski for the time he spent with the Board members getting them ready for making a decision on the search process.
- Good to have President Patton back.

Trustee Marman:
- Attended several Think Tank meetings
- Attended the luncheon for Colleen McBride, Foundation Development Director, who will be leaving for a new position.
- Attended several athletic contests
- Attended the Alumni Pumpkin Pie Social
- Attended the Dance Choreography festival at the McCallum Theatre. This event was started 14 years ago by COD in the gym.
- Met with COD nurses on a project with the Historical Society of Palm Desert, which was a fun project.
- Attended the Palm Desert and Indian Wells City Council meetings for the fire safety/art project, which he hopes will interest young artists in attending COD.
- Commented on the retirement of Deputy Chief Ignacio Otero from the Riverside County Fire Department. He is retiring December 30 after 35 years of service. He has been an instructor here at COD and was instrumental in putting together the fire safety program.

Trustee O'Neill:
- Welcomed President Patton back

- Attended a Think Tank meeting and he thanked everyone for the time and energy they put in to all the Think Tanks. He's hearing the recommendations being generated are excellent.

Student Trustee Bonner:
- Welcomed President Patton back.
- Thanked students for their attendance at today's meeting.
- Thanked Vice President Edwin Deas, Tom Jones, and Carl Farmer for their leadership on the Accreditation recommendation teams on Policies and Procedures review.
- Met with Bob Blizinski regarding the search firms
- Appointed to Student Advocacy Committee and had the opportunity to take the lead on various student advocacy events, including the ACCT Law Alerts. These are sent to students. He also took the lead on implementing higher education flyers on the bulletin boards in order to convey the message to our legislators to support education, as well as the saving student aid project regarding Pell grants.
- The index card survey is moving along and thanked the Academic Senate President Zerryl Becker and all faculty that have encouraged this project. He looks forward to concluding the survey and will report on this info at the December meeting. He also thanked ASCOD for helping with the project.
- Attended a COD basketball tournament
- Attended the COD Veterans Day ceremony and thanked the 5 branches of the military for protecting us.
- Attended the International Day festivities.
- Shared his story for StepUpForCOD and encouraged everyone to share their story.
- He took some surveys to the ASCOD meeting regarding the bus passes. He will work with the office of Student Life to see if students will benefit from the passes. Another survey is regarding the 5 to 3-day drop for lack of payment. He wants to see how students feel about it. One of the ASCOD officers wants to do another survey on the smoking policy.

Trustee Stefan:
- Attended the homecoming and related festivities
- Attended an open house for Desert Sands Teachers Association.
- Thanked and congratulated Lee Ann Weaver, Sr. Administrative Assistant to the Board of trustees on celebrating her 5 year anniversary at COD. The Board appreciates all her hard work and support of the Board.
- She's glad the President is back.
- Attended the jazz concert, which featured Doug Webb, saxophonist.
- Attended the Chair/Vice Chair agenda review meeting.
- Attended the John Mendes Memorial speech showcase.
- Attended the EOPS/CARE recognition ceremony.
- Attended the Foundation event
- Attended the PaCE meet and greet.
- Attended a training for tobacco cessation and awareness.

B. ASCOD

Simon Myers was present and gave a brief report.

C. COLLEGE OF THE DESERT FOUNDATION

Jim Hummer was present and gave a brief report.

D. COLLEGE OF THE DESERT ALUMNI ASSOCIATION

Gene Marchu was not able to be present but had submitted his report via email.

E. ACADEMIC SENATE

Zerryl Becker was not able to be present but had submitted her report via email

F. FACULTY ASSOCIATION

Gary Bergstrom was not able to be present but had submitted his report via email.

G. C.O.D.A.A.

David Bashore was present but did not have a report

H. CSEA

Mary Lisi was present and gave a brief report.

VIII. ADMINISTRATIVE REPORTS

1. President Patton introduced Dr. Jon Fernald, Librarian and Professor Library and Information Studies, and acknowledged his contributions to College of the Desert.

2. Vice President Business Affairs – Dr. Edwin Deas

Dr. Deas provided a handout and reviewed the funding sources of the major capital programs.

Mr. Steve Renew, Director, Facilities, reviewed a Power Point Presentation with the members on the college's space inventory.

3. McCarthy Family Child Development & Training Center NAEYC Accreditation presentation.

Dr. Leslie Young, Dean, School of Health Sciences and Education, gave an overview of the Child Development Center and introduced Dr. Ellie Kaucher of the NAEYC. Dr. Kaucher reviewed a Power Point Presentation with the Board members.

4. Interim Vice President Student Affairs – Adrian Gonzales
   a. Legislative Update

Mr. Gonzales provided a handout and reviewed the various pieces of legislation affecting community colleges.

IX.   CONSENT AGENDA:

A. HUMAN RESOURCES

Motion to approve the consent agenda by Michael O'Neill. Trustee Bonner requested HR #12 be pulled and discussed on the Action agenda.

Motion by Michael O'Neill, second by John Marman, to approve the consent agenda as amended.

Discussion: Trustee Marman asked if the Director of Nursing was a new position. Mr. Blizinski explained the Director of Nursing is currently an interim position.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

1. Employment Group C Appointments
2. Resignations/Retirement
3. Volunteers
4. 2nd Reading of Proposal from the DCCD to the CTA
5. 2nd Reading of Proposal from the CTA to the DCCD
6. 2nd Reading of Proposal from the DCCD to the CSEA
7. 2nd Reading of Proposal from the DCCD to the CODAA
8. New Job Description - Classified
9. Reclassifications
10. Approval of the 2012-2013 Holiday Schedule
11. Termination
12. ~~New Job Description – Leadership~~ Moved to Action Agenda for discussion

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Revenue Generating Agreement
3. Extension of Lease
4. Warrants
5. Payroll #4

6. Out-of-State Travel

X. ACTION AGENDA

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

1. New Job Description – Leadership

Motion to approve by Aaron Bonner, second by Michael O'Neill.

Discussion: President Patton explained this is a new position but eliminates the Executive Assistant position. A number of administrative positions were eliminated a few years ago and it has become apparent some of this work needs to be done, primarily communication. This position will be a different step but the same pay.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

B. BOARD OF TRUSTEES

1. Proclamation: EOPS/CARE

Motion to approve by John Marman, second by Michael O'Neill.

Discussion: None.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

2. Annual Organization meeting date

Motion to approve by Becky Broughton, second by Michael O'Neill.

Discussion: None.

Vote

Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

> 3.   Board Member Travel

Motion to approve by Michael O'Neill, second by Aaron Bonner.

Discussion: None.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

> 4.   Legal Counsel for Board of Trustees

Motion to approve by Becky Broughton, second by Michael O'Neill.

Discussion: Student Trustee Aaron Bonner asked how this would work for the Student Trustee. Trustee Broughton thought that since the Student Trustee was part of the Board their concerns would be as valid as every other member.

Trustee Marman said there have been occasions when the Board would like an official opinion from someone with the appropriate background with things like Brown Act questions. Having legal counsel would give the members the opportunity to know what options there are, since ultimately the Board is responsible.

Trustee Broughton said that sometimes things are in a gray area. She learned at one of the first conferences she attended as a trustee that most Brown Act violations are easily repaired and we need legal counsel to help us know what to say and how to repair it if and when those violations should occur. We must be very careful, especially moving into a new presidency.

President Patton suggested selecting a firm that has a multiple of professionals on staff. He also suggests having a single point of contact for the college.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

Trustee Marman suggested a 2 person committee to research the various firms and report their recommendations to the members at the December meeting. Trustee Stefan and Trustee O'Neill volunteered to work together on this committee.

     5. Search Firm Selection

Motion to approve the selection of a search firm and appoint a liaison by Michael O'Neill, second by Becky Broughton.

Discussion: Robert Blizinski, Director, Human Resources, provided information comparing the various firms that responded to the Request for Proposals.

Trustee Marman originally felt we could do the search in-house but now thinks a consultant would be best in order to keep the process transparent, especially given there are in-house candidates. He also thought the liaison should not be part of the college so no one on campus will be held responsible.

Trustee O'Neill has concerns that with the amount of in-house work to be done we have to have someone here to be that liaison, specifically Mr. Blizinski.

Mr. Blizinski said that Human Resources will carry the burden for the procedural components and scheduling and the mechanics of the process. He appreciates the Board's efforts to keep the process transparent. He does not see a conflict with Human Resources taking on the liaison role as they will not be in a decision-making position.

Trustee Stefan agrees the liaison needs to have the ability to have the direct communication between the Board and the search firm.

Mr. Blizinski thinks the point person is someone from the Board that will communicate to the liaison and that liaison will communicate to the search firm. We are looking at doing the search differently than in the past and it will be a much more robust process than it has been.

Trustee Broughton asked Mr. Blizinski how important he thought it was for the firm to have local representation. Mr. Blizinski didn't think it that important.

Trustee O'Neill thought the Board should address the cost of this search. He feels we need to spend this money to avoid having to spend additional money down the road. And this is a good indication of needing this outside assistance as we would be spending money in staff time and additional support staff overtime and/or comp time. It's important that faculty know we are doing this in the best interest of the college in order to make the best decision and have the best information to make that decision.

Trustee Stefan agreed we need to communicate to faculty and staff that we want to have a large pool of quality candidates and don't want to make any mistakes.

Trustee O'Neill also thought with the possibility of numerous in-house candidates makes having a search firm more critical. Mr. Blizinski agreed as the search firm will be handling all the applications, none will go through the Human Resources Department.

Trustee Bonner said he didn't feel comfortable at first with the cost of hiring a search firm but now understands the importance and stressed the importance of educating the faculty and staff.

Mr. Blizinski agreed with hiring a search firm as the quality of time the HR office could give to handling it might be marginalized due to everyone's existing workloads.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

Motion by Michael O'Neill, second by Becky Broughton, to appoint Human Resources Executive Director, Robert Blizinski, as liaison between the search firm and the Board of Trustees.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

Trustee O'Neill commented that many of these firms have been around for a long time and have ties to the same groups of people. There is one he feels doesn't have that same connectivity but could do a good job for us and that is the ELS Group. This firm has all the qualities needed for him to trust them to work with us effectively.

Motion by Michael O'Neill, second by Becky Broughton, to select ELS as the search firm to work with College of the Desert on the President search.

Discussion: Trustee Broughton was impressed with the presentation by ELS. She thought it good the presentation was open to those that could not attend, like the Skype presentation with Dr. Stan Arterberry of Ralph Anderson & Assoc., and the phone conversation with Dr. Narcisa Polonio of the ACCT.

Trustee Marman also felt like ELS was the group that stood out for him. Trustee Stefan asked what added-value services are based on. Mr. Blizinski said that is the level of support they have in-house for themselves as an organization vs. having to rely on us.

Trustee Bonner asked about the references for the various firms. Mr. Blizinski said all references given by the firms themselves were excellent. Several of the colleges called offered information about previous firms they had used and why they wouldn't use them again.

It was agreed that fit is important and all of the members present felt that ELS was a good fit.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried to select ELS as the firm to assist with the President search.

The members took a 30 minute recess.

> 6. Adoption of Resolution #111811-3 of the Board of Trustees of the Desert Community College District Establishing Trustee Areas from which District Governing Board Members will be Elected and Approving the Election of such Board Members in a By-Trustee Area Election Process

Motion to adopt the resolution by Michael O'Neill, second by John Marman.

Dr. Deas explained this is the formal resolution required for application to the Board of Governors. College of the Desert's application will go to the January Board of Governors meeting.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried with a roll-call vote.

C. **HUMAN RESOURCES**

> 1. Appointments

Motion to approve by Michael O'Neill, second by Becky Broughton.

Discussion: None.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden

Abstain: None
Final Resolution: Motion carried.

D. **FISCAL SERVICES**

    1. Budget Transfers

Motion to approve by Becky Broughton, second by Aaron Bonner.

Discussion: Trustee Marman asked about the green jobs item for salaries at $32,000. Dr. Deas explained Green Jobs is a special grant program in the School of Applied Sciences and Business. The original budget was gathered into one line and now they are breaking out the different line items.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

    2. Resolution #111811-1 – Budget Adjustments

Motion to approve by Michael O'Neill, second by John Marman.

Discussion: Dr. Deas explained this is a special state grant for the nursing program. We are required to identify the budget and the county requires a resolution.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

    3. Public Hearing Categorical Flexibility for Fiscal year 2011-2012

A Public Hearing was opened. There were no requests to speak and the Public Hearing was closed.

    4. Adoption of Resolution #111811-2 – Categorical Flexibility for Fiscal Year 2011-2012

Motion to approve by John Marman, second by Michael O'Neill.

Discussion: Trustee Broughton asked why this needs to be a resolution. Dr. Deas explained the legislation from the Chancellor's office requires it.

Trustee Bonner asked if there was a maximum or minimum amount we can move? Dr. Deas said there is not. There are limitations as to which categorical funds can be reduced but in theory we could take all the funds form one categorical fund and transfer them to another.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried with a roll-call vote.

E. **ACADEMIC AFFAIRS**

1. Approval of the 2011-2012 College of the Desert Catalog Addendum Spring 2012

Motion to approve by Aaron Bonner, second by John Marman.

Discussion: Trustee Broughton asked how we publish this. Dean Gonzales said it will go on the website with the other catalogs and will likely notify students via email.

Vote
Yes: Aaron Bonner, Becky Broughton, John Marman, Michael O'Neill, Bonnie Stefan
No: None
Absent: Charles Hayden
Abstain: None
Final Resolution: Motion carried.

XI.   ITEMS OF INFORMATION

1.Board Self-Evaluation Discussion (Evaluations on COD Website)

Trustee Marman thought the members were more realistic in scoring this time and believes everyone realizes the areas the Board can improve upon.

Trustee Stefan commented that last year was a rough year for her personally, as well as for the college and it was important to get the message out about the tough economic times and things cannot continue as they have been. Everyone has to buy in to this being the situation. We were pessimistic about the future but forgot to look at and highlight the successes. StepUpForCOD is an example of one of those successes and another is we are still meeting the needs of students. We must set priorities as there are more trials/tribulations coming our way.

Trustee Marman would like to pull out the 2's and 3's for the board to review and make a priority as those are the areas needing work.

Trustee O'Neill listed a 2 regarding board committees and thinks the Board could be more functional with more committees. He does not want those committees to impact staff time but there are times when it would be advantageous. He and Trustee Broughton formed an ad-hoc committee to look at changes to the reporting methods of contracts and warrants. This was a positive committee activity with a great outcome and thinks we could do more of that. We will need a committee to look for legal counsel. He did say there have already been many positive changes since he completed the self-evaluation several months ago. One of his comments was about not having enough back-up information on agenda items and that has changed. There are many positive notes in the self-evaluation and he'd like to see that positive attitude maintained.

Trustee Marman liked having the closed session early in the meeting. There was consensus among the members to try it this way for a few months.

2.Board Governing Policies and Interactions relative to the Brown Act

Trustee Marman has concerns about possible Brown Act violations but suggested this be discussed once legal counsel has been hired.

3.FTES Claims

President Patton reported there is an independent 3rd party audit being done. These auditors are finding it is taking longer than they thought and are anticipating being done at the end of November. There are 3 years at risk. Within those 3 years we have summer FTES we can move from one year to the next because the courses started before July 1 and ended after July 1. Those courses that fit that description can be moved forward or backward. That is a provision in Title 5. Of those 3 years we might only be looking at being at risk for 1 of those years and that is roughly $600,000.

Trustee O'Neill asked if there were any other legal repercussions as a result of this. President Patton said not that we are aware of. The Chancellor's Office will ask for a correction of the FTES in terms of dollars. There are several schools that used the same methodology as us and after our calculations are done they might be looking at these other schools as well. President Patton will keep the members updated.

Trustee Marman asked if we called the newspaper or did they contact us and President Patton responded they contacted us.   Trustee Marman commented on several points noted in the Chaparral and Desert Sun articles. He estimated the internal review, consultant and auditor's fees could cost the college approximately $90-100,000. He referenced a letter he found to the board from 2002 warning us it will cost the college some money to go to Datatel and it will take a lot more money and time to train our employees to use it than we had anticipated. He thought we rushed the decision to go to Datatel.

Trustee Broughton asked if there were alternatives to Datatel.   President Patton said there are other products out there but they are the same – some pros and cons with all. President Patton said our mistake was underestimating what it would take to get implement it. We did not implement it correctly and took to many shortcuts to try to get it up and running. Trustee O'Neill

reported he was on the extended search panel and said at the time we couldn't buy all we needed and had to piece-meal it. We based our decision on what we could afford. Dean Gonzales said we had to move quickly at the time as we were using an in-house system that was about to collapse.

Trustee O'Neill asked if we will we get the report from the independent auditor or does it go right to the state?   President Patton replied we will get it.

XII.   SUGGESTIONS FOR FUTURE AGENDAS

Trustee Marman would like more information on grants, including TRIO and other grants like those, who is writing them, what are they being used for, etc. Mr. Gonzales explained they have developed an annual profile for all categorical programs and will share this with the Board. Pam LiCalsi said this is important information and needs to be shared. There are millions of extra dollars brought in through the grant process and everyone needs to know what those dollars allow us to do. Trustee O'Neill said some of those dollars are used to co-fund various positions and it is important for people to understand the savings to the college.

Trustee Broughton thanked Mr. Gonzales for the legislative update and asked he share these with the Board when he receives them. She had previously requested ongoing reports on the accreditation follow-up. Vice President Herzek was not present at this meeting but he will report at future meetings.

Trustee O'Neill received a letter from Senator Simitian regarding a resolution in support of a senate constitutional amendment to change the parcel tax revenue from 2/3 to 50%. We will have a resolution at the next meeting.

Trustee Stefan reported that PaCE has a beautiful Power Point presentation during their event, as did the Foundation during their recent event. She thought these would be nice to watch during the Board's lunch break at future meetings.

She also asked that future presentations be limited to study sessions when possible.

XIII.   BOARD COMMENTS

Trustee Marman read something about curricunet being difficult to work with. Mr. Gonzales said that Amy DiBello and Farley Herzek are working on getting a training program started. They are strongly encouraging faculty to go down to the TLC to learn how to use curricunet. He thought that like any electronic tool the more you work with it the more comfortable you are with it.

Trustee Stefan encouraged everyone to tell their "Step Up" stories. Trustee Bonner is the only one to have told his story.

XIV.   ADJOURN   The meeting adjourned at 3:02 p.m.

_____
By: Becky Broughton, Clerk

COD Board of Trustees
Alumni Association Report
November 15, 2011

ShopperTrak, the national retail foot traffic counting service, has identified the five busiest holiday shopping days:

1. Friday, November 25
2. Saturday, December 17
3. Friday, December 23
4. Monday, December 26
5. Thursday, December 22

We have had an Indian summer where warmer weather has continued into October. Should we have cooler days; the Street Fair will get its fair share of holiday foot traffic as we compete against the big boys. Macy's and Target plan to open at midnight, Thanksgiving Thursday, November 24. Wall Mart is starting its black Friday specials the weekend of November 5.

Currently we have 305 monthly vendors with 15 spaces left for daily standby vendors. Thanksgiving weekend we will be open three days. We have an extra selling day on Friday, November 25. As of today, we have 129 vendors signed up for this extra selling day.

The Alumni Homecoming BBQ and Cheerleader Reunion was a big success. At the BBQ, 149 people RSVP and 122 showed up for the dinner.

The Alumni Association will hold its annual Thanksgiving Pie Social at the Alumni Center on Wednesday, November 16 from 9:30-11:00 am.

The Alumni Association will hold its annual Holiday Donut Social at the Don and Peggy Craven's Student Center Conference Room on Wednesday, December 14 from 9:30 – 11:00 a.m.

● *Staff / Position Adjustments / Rehires / Layoffs* – We have negotiated the new job classification that is in your board packet this morning, and are in agreement with the other adjustments.

● *Negotiations* – The Tentative Agreement that we signed which transfers some classified work to the confidential unit was ratified by the Chapter at our October 28th meeting. There is a second reading in your packet today of the district's contract reopener proposals to us. We will not have an Initial Proposal in this reopener year. Our successor survey went out last month. We will compile the results, confer with the chapter and submit Initial Proposals during the successor year in the spring of 2012.

● *CSEA Chapter News* –   Our chapter holiday party is on Friday, December 16th in the Hilb Center. Board members and President Patton are invited to join us. It starts at 11am until 1pm. Election of new officers will take place at the December holiday party and new officers will take office January 1st.

● *CSEA State News* –

   o Even though CSEA is sympathetic to parts of the Occupy Wall Street movement, the Association is not funding the movement at this time, nor are we supporting protesters at any of the locations. We understand the fight against the laws that protect only the richest 1% of Americans which are undermining the strength of the middle class, and we will continue to fight for the working class at the ballot boxes during election times.

   o Starting this year, CSEA is rolling out a new program to spotlight the contributions and efforts of our military veterans. This program evolved from discussion at the 85th Annual Conference about how to better acknowledge veterans in CSEA, in our schools and throughout our daily lives. Allan Clark, Association President asked that we "Please take time to thank those who have served our country this Veterans Day. We enjoy the freedoms we have because of their sacrifices."

Happy Thanksgiving From all Classified Staff here at COD.

(see page two for "36 reasons to thank a union (even if you don't belong to one")

Mary T. Lisi President, CSEA Chapter 407

"Essential Work / Extraordinary Workers"

36 REASONS TO THANK A UNION (EVEN IF YOU DON'T BELONG TO ONE)

1. Weekends without work
2. All breaks at work, including your lunch breaks
3. Paid vacation
4. Family & Medical Leave Act (FMLA)
5. Sick leave
6. Social Security
7. Minimum wage
8. Civil Rights Act/Title VII - prohibits employer discrimination
9. 8-hour work day
10. Overtime pay
11. Child labor laws
12. Occupational Safety & Health Act (OSHA)
13. 40-hour work week
14. Workers' compensation (workers' comp)
15. Unemployment insurance
16. Pensions
17. Workplace safety standards and regulations
18. Employer health care insurance
19. Collective bargaining rights for employees
20. Wrongful termination laws
21. Age Discrimination in Employment Act of 1967 (ADEA)
22. Whistleblower protection laws
23. Employee Polygraph Protection Act (EPPA) - prohibits employers from using a lie detector test on an employee
24. Veteran's Employment and Training Services (VETS)
25. Compensation increases and evaluations (i.e. raises)
26. Sexual harassment laws
27. Americans With Disabilities Act (ADA)
28. Holiday pay
29. Employer dental, life, and vision insurance
30. Privacy rights
31. Pregnancy and parental leave
32. Military leave
33. The right to strike
34. Public education for children
35. Equal Pay Acts of 1963 & 2011 - requires employers pay men and women equally for the same amount of work
36. Laws ending sweatshops in the United States

Source: http://www.unionplus.org/about/labor-unions/36-reasons-thank-union

"Essential Work / Extraordinary Workers"

Academic Senate Report to the Board of Trustees

November 18, 2011

Presidential Search

As mentioned in my report last month:

- Faculty have been through this process before and can offer valuable insight. They are very interested in volunteering their experience and expertise.
- Faculty are NOT in favor of spending funds on a consultant at a time when classes are being cut and staff laid off.

Program Discontinuance

Administration requested a minor change on AP 4021: Program Discontinuance. This change was approved by the Senate at the November meeting.

Equivalency

Procedures were approved for a First Reading by the Senate in November and will return for a Second Reading at the December Senate meeting. Administration has requested some changes; the Senate is bringing those changes to faculty.

Administration would like to see a voting Dean on the committee; faculty believe AB 1725 is clear that this must be a faculty process.

Think Tanks

Preliminary recommendations will be posted on the portal on November 23, 2011. I encourage you to browse the information to see the enormous amount of study that has already occurred.

Some of the Tanks will continue working through December and possibly January but many will take a break, wait for feedback from administration and move forward in February with new focus.

The Revenue Tank reported finding up to $800,000 in additional revenue and recommends that at least some of these changes be implemented immediately.

Curricunet

After three years, this curriculum management system is finally up and running, with "glitches".

Faculty find it extremely difficult to use; I can personally attest that it took me more than an hour to make one simple change to a course.

VP Herzek and Curriculum Chair, Amy DiBello are committed to keeping the system and making it work; they believe that training and patience are the key. Training so far has been ineffective and patience is difficult when you have 10 or 15 course updates to complete on a tight schedule.

Three Takes for substandard grade

Adrian Gonzalez provided faculty with an official statement regarding implementation of "3 takes".

The Senate provided this information to all faculty and encouraged them to communicate it to students.

Distance Education

Approved at the November meeting are new course descriptions for the catalog that better identify for students the difference between online, hybrid, proctored online, and web enhanced.

In progress are policies and procedures for:

- Definition of a "no show" in an online class
- Definition of "regular effective contact"
- Training requirements for distance education instructors
- Curriculum procedures for approving courses for distance education
- Evaluation of cost-effective alternatives to Blackboard as the (LMS) Learning Management System

Arena Advising

The concept of arena advising is to bring instructional faculty back into the advising process and offer a one stop shopping opportunity for students to learn about many programs on campus. Many years ago before telephone and web registration, COD had Arena Registration in which students came to the gym to visit booths for each of the programs, visit with instructional faculty, review test scores with counselors, and register for classes. The atmosphere was collegial and welcoming for both students and faculty.

Today students meet with counselors in the Cravens building but only visit with instructional faculty if they are directed to a particular area, make an appointment, and search campus for the faculty office. Arena advising would bring faculty to students.

Student Affairs and the Senate are working together on pulling this together. There is a possibility we can get the first session in place this month before Spring 2012 registration; a more likely scenario is the first Wednesday after Spring graduation.

Student Success Task Force

The recommendations from this Task Force, presented in October, have generated a huge amount of concern from faculty at many community colleges.

It is clear that the Board of Governors will be making major changes to the organization and even the mission of community colleges and that this will happen at their January, 2012 meeting.

There has been considerable opportunity for input since the Task Force recommendations were published: Town Hall meetings; a web blog; the State Academic Senate Fall Plenary session.

Chris Nelson represented us at the Fall Plenary session in San Diego and wrote an excellent, detailed report which is available on the portal under Senate, Meeting Materials. The entire Task Force recommendation is available at that same portal location. Both are long.

The Task Force, after its November 9 meeting, published a short summary which I have included with this report.

Thank you,

Zerryl Becker, Academic Senate President

Fellow Student Success Task Force Members:

I wanted to take this opportunity to recap the significant decisions reached during our November 9th meeting and review the next steps as we approach our final meeting in December and ready the final report for consideration by the Board of Governors in early January. First, I would like to thank each of you for the time and expertise you have devoted to this historic initiative that I am confident will lead to even better results for students in our community colleges.

As we reviewed the large amount of public feedback to the draft recommendations collected so far, it was evident that stakeholders both inside and outside our system are engaged and informed about the work of the Student Success Task Force. The extensive public input was helpful in identifying areas in which the draft recommendation could be improved. While several changes were approved at the November 9th meeting, others were agreed to in principle, pending the drafting of alternate language.

Categorical Program Consolidation.
One of the most significant changes agreed to by the Task Force was the decision to eliminate from the draft recommendations the proposal to consolidate categorical program funding. A considerable portion of the feedback from the field expressed concerns that consolidating categorical funding would threaten existing programs and diminish student support. Further, concerns were raised about the possible interaction of categorical consolidation on various matching requirements for federal funding. While the Task Force discussed options to mitigate the concerns, the final determination was to remove the categorical consolidation proposal from the Task Force recommendations. Task Force members did, however, request that the report be amended to urge state leaders to streamline the administration and reporting requirements of these programs and, at the college level, to urge programs themselves to strive to break down programmatic silos and voluntary collaborate in an effort to improve student success.

Career Development and College Preparation Non-Credit Courses.
Another recommendation that was re-examined in detail dealt with limiting non-credit classes to only those identified as Career Development or College Preparation. Considerable input was received that this proposal would threaten a variety of high priority courses, including Citizenship, English as a Second Language (ESL), and courses for individuals with acquired brain injuries. The Task Force discussed these concerns and made clear that the draft recommendation was not intended to negatively impact these courses. A subgroup of Task Force members agreed to fashion language that modifies recommendation 4.1 in a way that that addresses the concerns in the areas noted above.

Requiring Students to Pay Full Cost for Courses Not in Education Plans.
At our November 9 meeting, recommendation 4.1 was further modified by the Task Force to remove the proposal to charge students the full cost of instruction for any courses not included in their education plans. While Task Force members continued to emphasize the need to prioritize access for students pursuing educational goals identified in education plans (related to transfer, basic skills, and career technical education), there was a widespread concern on the Task Force about establish a two-tiered system of fees.

At my request, the modifications noted above to Chapter 4 will be drafted and sent out to the Task Force members prior to our December meeting.

Comprehensive Strategy for Addressing Basic Skills Education.
At town hall meetings and through the website forum, faculty expressed concern over this recommendation noting that ESL was inappropriately referenced in the work of the Task Force related to Basic Skills. The Task Force was sensitive to this concern and as a result, staff will be working with Task Force members to refine this recommendation.

Alternative Funding Model for Basic Skills.
Following considerable deliberation, the Task Force determined that this recommendation would be modified to provide the Chancellor's Office with the authority to develop alternate funding allocations, using apportionment funding, to promote innovation in basic skills instruction. A subgroup of Task Force members has agreed to help craft language to meet this end and consistent with the request noted above, the amended language will be sent via e-mail to members before the December meeting.

The final meeting of the Task Force will be held on Wednesday December 7, 2011 at the Le Rivage Hotel in Sacramento. At this meeting, we will discuss any new feedback received on the draft recommendations and review those items where the Task Force made changes. A final report will then be prepared for the Board of Governors to consider at its January 9-10, 2012 meeting.

I would like to emphasize that we will continue to gather public input as we work toward the Board of Governors meeting in January. Another town hall meeting is scheduled for Oakland on November 16, and on-line comments will be accepted and compiled to help inform this panel up until its final meeting and to help inform the Board of Governors as it considers final action.

Thank you all again for your engaged participation in this process. I look forward to seeing you in December.

COLLEGE of the DESERT

Measure B BOND

Report to the
Board of Trustees

Capital Projects Update
November 18, 2011

EISPRO

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COLLEGE of the DESERT

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Current Construction Projects

1 **Classroom Building**
2 **Communication Building**

Projects in Programming & Design

3 **East Valley Campus -**
   Indio (Not Shown)
4 **West Valley Campus -**
   Palm Springs (Not Shown)
5 **Monterey Entrance**
6 **Central Campus Redevelopment**
7 **Career Technical Education**
8 **Child Development Center**
9 **Athletic Facilities**
10 **Visual Arts**
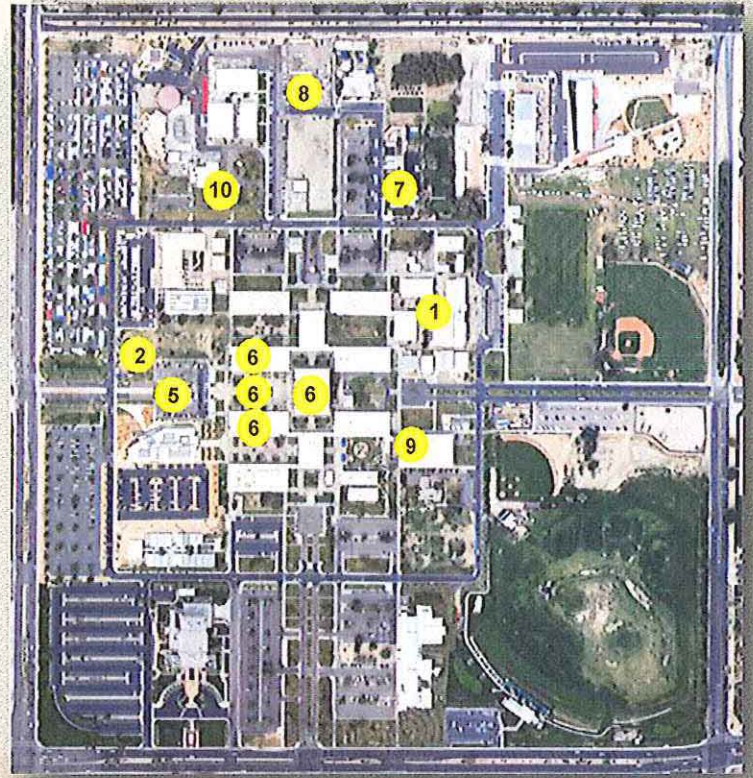
EISPRO

College of the Desert

Projects In Construction . . .

PROJECT STATUS REPORTS

November 18, 2011

4

EISPRO

PROJECT STATUS REPORT

Address	43-500 Monterey Ave. Palm Desert, CA 92260
Project Manager	EIS Professionals Jerry McCaughey
Architect	Steinberg Architects Los Angeles, CA
Construction Manager	Bernards San Fernando, CA

Project Update

- Framing contractor urged to provide more labor to project.
- Roofing commenced and South Wing completed..
- Solar panel stations installed.
- Pick blocks removed.
- Plumbing remediation scheduled.
- Electrical, framing, HVAC installation continues.
- Masonry wall construction in progress.
- Bid advertisement for AV/IT packages issued.

Sustainable Features

- Heating and Cooling via central hydronics system
- Water-conserving landscape
- Environmental control systems via built-in architectural sun shading devices, and north-facing fenestration.
- Energy generation via photovoltaic system
- Building automation controls to optimize mechanical system and energy usage
- Will be minimum Silver LEED certified

EISPRO

PROJECT STATUS REPORT

Fast Facts

- **Project Square Footage (GSF)**   40,200 sq. ft.
- **Funding Source**   Measure B
- **Construction Start**   Spring 2010
- **Targeted Completion**   Summer 2012

Fast Financial

- **Total Project Cost**   **$23,800,000**

- **Construction Budget** $17,012,722.00
- **Approved Change Orders** $ 0.00
- **Revised Construction Budget** $17,012,722.00
- **Expenditures to Date** $11,189,579.00

- **Projected Change Order Percent**   0%
- **Percent Complete of Project Cost**   47%
- **Percent Complete of Construction**   52%
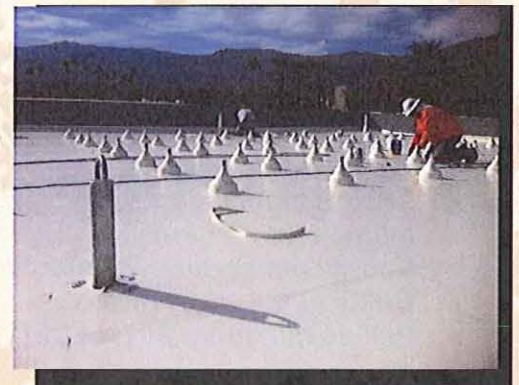
EISPRO

PROJECT STATUS REPORT

Address	43-500 Monterey Ave. Palm Desert, CA 92260
Project Manager	EIS Professionals Trenton Carr
Architect	tBP Architecture Newport Beach, CA
Construction Manager	Pro West Wildomar, CA

Project Update

- Prime Trade Kick-off meeting held.
- Pre-Grading meeting scheduled.
- SWPPS Plan filed by consultant.
- Coordination meeting scheduled with Campus Technology team.

Sustainable Features

- Will be minimum Silver LEED certified
- Building automation controls to optimize mechanical system.
- Water - conserving landscape
- Heating and cooling via central hydronics system
- Photovoltaics on roof

EISPRO

PROJECT STATUS REPORT

Fast Facts

- Project Square Footage (GSF)   39,800 sq. ft.
- Funding Source   Measure B
- Construction Start   Fall of 2011
- Targeted Completion   Spring 2013

Fast Financial

- **Total Project Cost**   **$25,100,000.00**

- Construction Budget $17,300,000.00
- Approved Change Orders $ 0.00
- Revised Construction Budget $17,300,000.00
- Expenditures to Date $ 1,457,149.00
- Projected Change Order Percent   0%
- Percent Complete of Project Cost   6%
- Percent Complete   0%

EISPRO

COLLEGE of the DESERT

Projects in Initial Start-Up Programming & Design. . .

PROJECT STATUS REPORTS

EISPRO

PROJECT STATUS REPORT

Address	45-500 Oasis St. Indio, CA 92201
Project Manager	EIS Professionals Gregg Capper
Architect	GKK works Irvine, CA
Construction Manager	GKK works Irvine, CA

Project Update

- Received quotes for rough grading and soil stabilization.
- Received back-check review comments from Peer Structural Engineer and LEED Commissioning agent. .
- Received Constructability Review comments from Construction Manager.
- Forwarded CGS review comments to geotechnical engineer for response.
- At DSA

Fast Facts

- Project Square Footage . . . . 40,000 sq. ft.
- Funding Source . . . . Measure B
- Estimated Construction Start . . . . Fall 2012
- Estimated Project Completion . . . . Spring 2014

Sustainable Features

- Will be minimum Silver LEED certified
- Photovoltaic array at parking possible
- Architectural environmental control features
- Public transportation

EISPRO

PROJECT STATUS REPORT

Address	N. Indian Canyon Dr. Palm Springs, CA 92262
Project Manager	EIS Professionals Trenton Carr
Architect	HGA Architects Santa Monica, CA
Construction Manager	Sundt Construction San Diego, CA
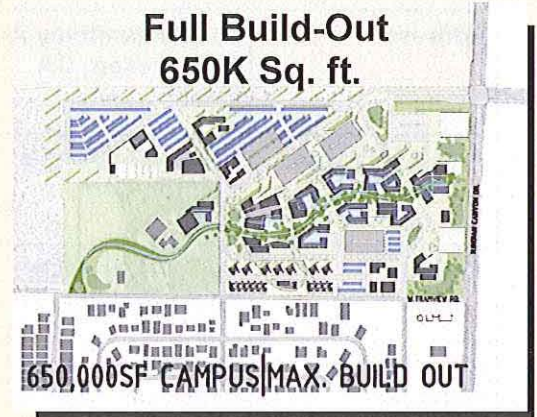
Project Update

- **Programming meeting held with Culinary Arts Department.**
- **Kitchen consultant agreement in revision.**
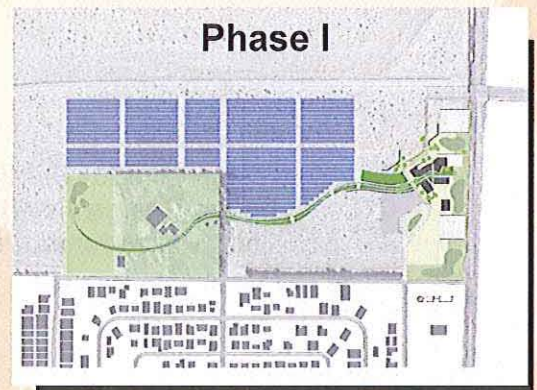
Fast Facts

- **Project Square Footage . . . . 50,000 sq. ft.**
- **Funding Source . . . . Measure B**
- **Estimated Construction Start 2013**
- **Estimated Project Completion 2015**

Sustainable Features

- **Will be minimum Gold LEED certified**
- **Public Transportation**
- **Solar Energy**
- **Sustainable Site**
- **5 Zero Planning**
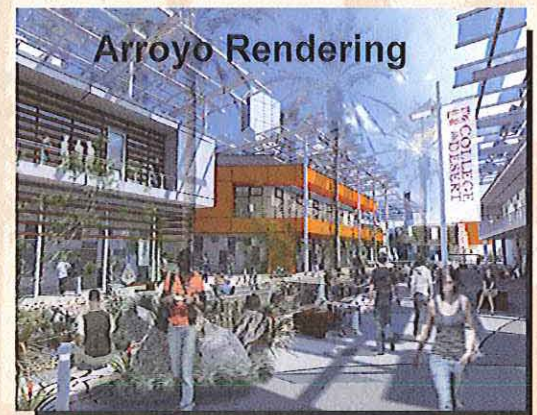
Full Build-Out 650K Sq. ft.
650,000SF CAMPUS MAX. BUILD OUT

Phase I

Arroyo Rendering

EISPRO

PROJECT STATUS REPORT

Address	43-500 Monterey Ave. Palm Desert, CA 92260
Project Manager	EIS Professionals Trenton Carr
Architect	PMSM Architects Santa Barbara, CA
Construction Manager	Pro West Wildomar, CA

Project Update

- Proposal requested for Public Address equipment to be added to Blue Phone modules.
- CM developing Design Development cost estimate.
- AE provided 50% documents for review.

Fast Facts

- Project Square Footage . . . . Exterior Site Work
- Funding Source . . . . Measure B
- Estimated Construction Start . . . . Summer 2012
- Estimated Project Completion . . . . Spring 2013

Sustainable Features

- Public Transportation
- Drought Tolerant Landscape

EISPRO

PROJECT STATUS REPORT

Address	43-500 Monterey Ave. Palm Desert, CA 92260
Project Manager	EIS Professionals Curtis Guy
Architect	HGA Architects Santa Monica, CA
Construction Manager	Gilbane San Diego, CA

CTE Site Study

CTE Building Renderings
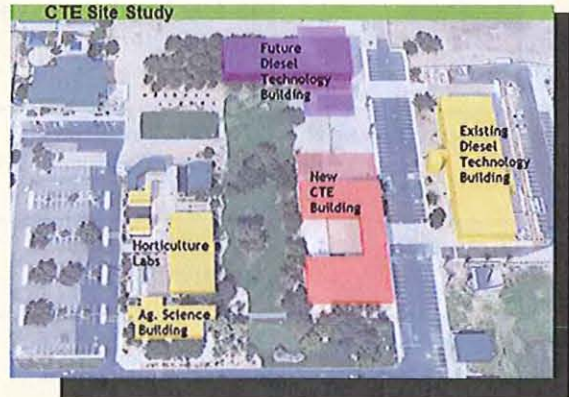
Project Update

- Second Design Development workshop held.
- Interior Designer completed plans and recommendations for re-use of existing furniture.
- Geotechnical report in progress.

Fast Facts

- Project Square Footage . . . . 21,741 sq. ft.
- Funding Source . . . . Measure B
- Estimated Construction Start . . . . Fall 2013
- Estimated Project Completion . . . . Spring 2014

Sustainable Features

- Will be minimum Silver LEED certified

EISPRO

PROJECT STATUS REPORT

Address	43-500 Monterey Ave. Palm Desert, CA 92260
Project Manager	EIS Professionals Jerry McCaughey
Architect	HMC Architects Ontario, CA
Construction Manager	None

SITE PLAN
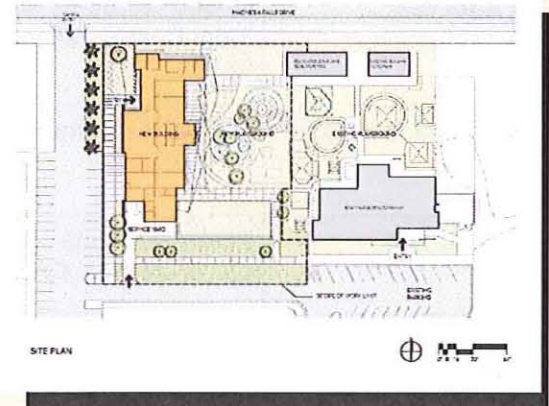
Project Update

- 50% Design Development estimate reveals Value engineering procedures required.
- Further discussion held with Architect and Engineers regarding Powerhouse and distribution.

Fast Facts

- Project Square Footage .... 10,314 sq. ft.
- Funding Source .... Measure B
- Estimated Construction Start .... Summer 2012
- Estimated Project Completion .... Spring 2014

Sustainable Features

- Will be minimum Silver LEED certified

EISPRO

PROJECT STATUS REPORT

Address	43-500 Monterey Ave. Palm Desert, CA 92260
Project Manager	EIS Professionals Pamela Pence
Architect	LPA, Inc. Irvine, CA
Construction Manager	Pro West Wildomar, CA

Project Update

- Construction Documents underway.
- Requested updated schedule from Construction Management.

Fast Facts

- Project Square Footage . . . . 26,840 sq. feet
- Funding Source . . . . Measure B
- Estimated Construction Start . . . . Fall 2012
- Estimated Project Completion . . . . Spring 2014

Sustainable Features

- Will be minimum Silver LEED certified

EISPRO

PROJECT STATUS REPORT

Address	**43-500 Monterey Ave. Palm Desert, CA 92260**
Project Manager	**EIS Professionals To be determined**
Architect	**HMC Architects Ontario, CA**
Construction Manager	**ProWest Wildomar, CA**
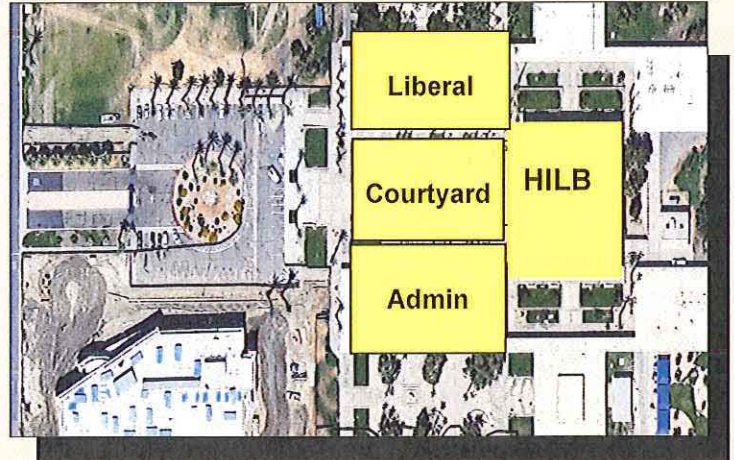
Project Update

- Programming.
- Meeting scheduled.

Fast Facts

- Project Square Footage . . . . Pending
- Funding Source . . . . Measure B
- Estimated Construction Start . . . . TBD
- Estimated Project Completion . . . . TBD

Sustainable Features

- Will be a LEED certified project.

EISPRO

PROJECT STATUS REPORT

Address	43-500 Monterey Ave. Palm Desert, CA 92260
Project Manager	EIS Professionals Gregg Capper
Architect	Perkins & Will Los Angeles, CA
Construction Manager	Gilbane San Diego, CA

Project Update

- 50% Construction Documents review complete.
- Conference Call held with estimators be assure scope is understood.
- Reviewed and coordinated demo and utility relocation plans with Architect Engineer.

Fast Facts

- Project Square Footage . . . . 13,710 sq. ft.
- Funding Source . . . . Measure B
- Estimated Construction Start . . . . Fall 2012
- Estimated Project Completion . . . . Fall 2013

Sustainable Features

- Will be minimum Silver LEED certified

EISPRO

COLLEGE of the DESERT

As of 8am - 11/2/11

4 Week Look Ahead Schedule

ID		Task Name	Duration	Start	Finish
1		4 Week Look Ahead Schedules	63 days	Fri 9/30/11	Tue 12/27/11
2		Classroom Building	7 days	Wed 11/2/11	Fri 11/11/11
3		Masonry Wall by Assessment Testing	7 days	Wed 11/2/11	Thu 11/10/11
4		Truck On Site - Concrete Pour	2 days	Tue 11/8/11	Wed 11/9/11
5		Street Sweeper	0 days	Fri 11/11/11	Fri 11/11/11
6		West Alumni Road Ramp @ Lot 14	30 days	Fri 9/30/11	Fri 11/18/11
7		Construction	33 days	Fri 9/30/11	Fri 11/18/11
8		Truck On Site - Concrete Pour - Pending (RFI Response)	0 days	Fri 11/11/11	Fri 11/11/11
9		Truck On Site - Concrete Pour - Pending (RFI Response)	0 days	Tue 11/15/11	Tue 11/15/11
10		Truck On Site - Concrete Pour - Pending (RFI Response)	0 days	Thu 11/17/11	Thu 11/17/11
11		Non Potable Water	21 days	Mon 10/17/11	Fri 11/11/11
12		Inventory & Storage of Pipe & Plumbing Materials From Laydown Yard	21 days	Mon 10/17/11	Thu 11/10/11
13		Potholing At Agricultural Science (Water Lines)	0 days	Fri 11/11/11	Fri 11/11/11
14		Campus Technology Infrastructure	35 days	Wed 11/9/11	Tue 12/27/11
15		Mobilization & Fencing	2 days	Wed 11/9/11	Thu 11/10/11
16		Trenching	33 days	Fri 11/11/11	Tue 12/27/11
17		Communications Building	16 days	Fri 11/11/11	Fri 12/2/11
18		Demo, Clear and Grub Site	3 days	Fri 11/11/11	Tue 11/15/11
19		Overexcavation	12 days	Thu 11/17/11	Fri 12/2/11

Created By: Jeremy Beyor - EIS Pro	Task	Progress	Summary	External Tasks	Deadline
	Split	Milestone	Project Summary	External Milestone	

Page 1

Date: Fri 11/4/11

EISPRO

Financial Review . . .

Project Allocation Budget

PROJECT ALLOCATION BUDGET

COMPLETED PROJECTS	Committed Project Budget	Expenditures to Date	Balance	% to Budget
ADA Transition Plan Path of Travel	$59,549	$59,549	$0	100%
Ag Science Project	$93,304	$93,304	$0	100%
Alumni Centre	$2,714,816	$2,714,816	$0	100%
Aquatics Swimming Pool Demolition	$290,087	$290,087	$0	100%
Barker Nursing Complex	$10,962,344	$10,962,344	$0	100%
Baseball Scoreboard	$77,711	$77,711	$0	100%
Burn Tower	$2,875,267	$2,875,267	$0	100%
Campus Standards & Design	$611,638	$611,638	$0	100%
Carol Meier Lecture Hall Roof Repair	$317,728	$317,728	$0	100%
Central Annex Village	$2,308,330	$2,308,330	$0	100%
Central Plant	$13,107,766	$13,107,766	$0	100%
Contractor Lay Down Area	$724,890	$724,890	$0	100%
Culinary Kitchen	$410,529	$410,529	$0	100%
Date Palm Removal	$311,447	$311,447	$0	100%
Diesel Mechanics Flooring	$14,154	$14,154	$0	100%
Gymnasium	$144,679	$144,679	$0	100%
Hazardous Services	$88,131	$88,131	$0	100%
Infrastructure Upgrade - Ph I	$12,268,164	$12,268,164	$0	100%
Infrastructure Upgrade - Ph II	$9,553,740	$9,553,740	$0	100%
Monterey Wall & Landscaping	$1,544,946	$1,544,946	$0	100%
Pavement Removal North Alumni Road	$28,721	$28,721	$0	100%
Public Safety Academy	$14,911,665	$14,911,665	$0	100%
Safety/Security Improvements CDC & AR	$256,369	$256,369	$0	100%
Scene Shop	$74,676	$74,676	$0	100%
Science Labs	$223,624	$223,624	$0	100%
Sidewalk Repairs	$38,846	$38,846	$0	100%
Soccer Field Lighting	$57,449	$57,449	$0	100%
Softball Stadium	$65,202	$65,202	$0	100%
South Annex Ph I	$273,569	$273,569	$0	100%
South Annex Ph II	$1,027,825	$1,027,825	$0	100%
South/North Annex Ph I Classroom Modular's	$1,920,155	$1,920,155	$0	100%
South Annex Ph III - DSPS Modular's	$646,294	$646,294	$0	100%
South Parking Lot	$1,004,767	$1,004,767	$0	100%
Stadium Showers & Lockers	$37,187	$37,187	$0	100%
Storm Drain Outlet	$1,563,111	$1,563,111	$0	100%
Telephone Systems / VOIP Upgrade Ph I	$964,487	$964,487	$0	100%
Temporary Access Road	$87,252	$87,252	$0	100%
Temporary Dining Facility	$752,840	$752,840	$0	100%
Velma Dawson House Lot	$24,800	$24,800	$0	100%
Western Parking Lot	$2,564,965	$2,564,965	$0	100%
Western Parking Lot Landscaping	$266,422	$266,422	$0	100%
Wireless Access Project	$322,555	$322,555	$0	100%
EXPENDED TOTAL	$85,592,001	$85,592,001	$0	

EISPRO

PROJECT ALLOCATION BUDGET

CURRENT PROJECTS	Committed Project Budget	Expenditures to Date	Balance	% to Budget
Athletics Facilities	$21,410,000	$718,444	$20,691,556	3%
* Business Building Renovation	$4,598,036	$4,598,036	$0	100%
Campus Electronic Sign	$300,000	$0	$300,000	0%
Campus IT Infrastructure	$3,500,000	$50,774	$3,449,226	1%
Career Technical Education	$12,000,000	$498,898	$11,501,102	4%
*** Central Campus Redevelopment	$37,750,000	$304,762	$37,445,238	1%
Central Plant MBCx	$2,644,495	$0	$2,644,495	0%
Child Development Center	$5,500,000	$102,149	$5,397,851	2%
Classroom Building	$23,800,000	$11,225,059	$12,574,941	47%
Communications Building	$25,100,000	$1,464,627	$23,635,373	6%
* Cravens Student Services Center	$22,973,516	$22,863,060	$110,456	99%
Demo Central Annex / Cooling Tower	$1,500,000	$215,293	$1,284,707	14%
* Dining Facility Renovation	$5,437,469	$5,398,442	$39,027	99%
* East Valley Mecca Interim Campus	$10,000,000	$9,796,237	$203,763	98%
EVC Septic Sewer System	$300,000	$0	$300,000	0%
Indio Education Center	$20,000,000	$1,655,565	$18,344,435	8%
* Infrastructure Upgrade - Ph III	$10,500,000	$9,253,777	$1,246,223	88%
Monterey Entrance & Turn Around	$5,000,000	$230,854	$4,769,146	5%
* Nursing Building Renovation	$3,537,000	$3,503,282	$33,718	99%
** PSA Parking & Mag. Falls Entrance	$949,794	$949,794	$0	100%
Relocations Project	$1,500,000	$0	$1,500,000	0%
Security Cameras & Emergency Phones	$1,000,000	$0	$1,000,000	0%
Site Remediation (Area between buildings)	$1,000,000	$0	$1,000,000	0%
Soils Contingency	$2,000,000	$0	$2,000,000	0%
Stagecraft Shop	$1,900,000	$0	$1,900,000	0%
Visual Arts Building	$8,000,000	$314,908		4%
Wayfinding	$500,000	$0	$500,000	0%
* Weight Room/Training Room	$927,585	$887,431	$40,154	96%
West Valley Campus Palm Springs	$40,000,000	$2,076,876	$37,923,124	5%
SUB TOTAL	$273,627,895	$76,108,268	$189,834,535	

*   Projects pending financial closeout

**   Projects pending financial closeout; unused funds moved to Contingency

***   Budget Augmentation of $1,500,000.00 for unforseen Soils Contingency (Hilb / Liberal Arts / Admin.)

EISPRO

PROJECT ALLOCATION BUDGET

FUTURE PROJECTS	Committed Project Budget	Expenditures to Date	Balance	% to Budget
Demo South Annex / Install Parking Lot	$650,000	$0	$650,000	0%
East Valley Mecca / Thermal Campus	$29,700,000	$0	$29,700,000	0%
West Valley Desert Hot Springs	$1,800,000	$0	$1,800,000	0%
SUB TOTAL	$31,500,000	$0	$31,500,000	

SUMMARY OF PROJECTS	Committed Project Budget	Expenditures to Date	Balance	% to Budget
Completed Projects	$85,592,001	$85,592,001	$0	100%
Current Projects	$273,627,895	$76,108,268	$197,519,627	28%
Future Projects	$31,500,000	$0	$31,500,000	0%
Contingency	$6,432,275	$0	$6,432,275	
Central Contracted Management Fees	$20,853,036	$15,732,434	$5,120,602	75%
TOTAL	$418,005,207	$177,432,703	$240,572,504	

DEFERRED PROJECTS - Bond 2	Committed Project Budget	Expenditures to Date	Balance	% to Budget
Art Bldg. Re-Purpose	$500,000	$0	$500,000	0%
Construct Parking Lot at Velma Dawson House	$600,000	$0	$600,000	0%
Demo Diesel Mechanics / Install Parking Lot	$2,500,000	$0	$2,500,000	0%
Demo East Annex / Construct Parking Lot	$2,000,000	$0	$2,000,000	0%
Engineering Building Renovation	$4,000,000	$0	$4,000,000	0%
Landscaping at Fred Waring Entrance	$1,000,000	$0	$1,000,000	0%
Multi-Use Arts Facility	$20,386,059	$0	$20,386,059	0%
Parking Lot at Lay Down Area	$1,200,000	$0	$1,200,000	0%
Pollock Theater Carol Meier Renovation	$3,940,381	$0	$3,940,381	0%
PSA Phase 2	$10,887,000	$0	$10,887,000	0%
SUB TOTAL DEFERRED PROJECTS	$47,013,440	$0	$47,013,440	

FUNDING SOURCE	Totals
Bond Series "A"	$65,000,000
Bond Series "B"	$57,850,000
Bond Series "C"	$223,648,444
State	$3,100,000
RDA	$30,000,000
Interest	$30,000,000
Refi	$7,500,000
Rebates	$906,763
TOTAL FUNDING SOURCES	$418,005,207

EISPRO

COLLEGE of the DESERT

Upcoming Events . . .

Communication Building
Ground Breaking Ceremony   December 6, 2011

EISPRO

College of the Desert
Student Affairs

Legislative Update for Board of Trustees
November 18, 2011

Item	Description	Date Effective	Implementation Status
AB 130	AB540 students can receive scholarships that are supported by private funds and these scholarships can now be administered by a public institutions	Signed into law July 2011.	Financial Aid Office will review current funding streams for COD scholarships and revise application as appropriate. To be implemented with next scholarship application cycle in March 2012.
AB 131	AB 540 students can apply for and participate in all student aid programs administered by the State to the full extent permitted by federal law (Cal Grant and BOG Waiver)	January 1, 2013	Financial Aid Office will revise appropriate application forms once guidance is issued by the State.
AB 194	Provides priority enrollment for foster youth and emancipated foster youth up to age 24. This will include foster youth who are special admits (concurrently enrolled high school students).	January 1, 2012 (implementation by Summer 2012)	Datatel has been reprogrammed and foster youth have been given priority 1 status for Spring 2012
AB 743	Establishes a statewide "common assessment" system to place community college students in English, Math and ESL courses. The Chancellor's Office must select a commercially available assessment. Assessment will be free to colleges who use it, but participation will not be mandated.	Signed into law October 2011	Although signed into law, no state funds were allocated. The Chancellor's Office must seek federal or private funds to support implementation The College's English department has agree to participate in the Early Assessment Program, which would allow students who meet college level on the CSU EAP to enter directly into English 1A without taking Accuplacer.

November 2011 (ag)

Item	Description	Date Effective	Implementation Status
AB 1056	Provides for an incentive for Colleges to switch from paper transcripts to electronic transcripts by December 2012.	Signed into law October 2011.	Implementation is based on the Chancellor's Office receiving federal funds or outside philanthropic grants.
Title 5 Section 58161	Limits the number of times a community college can receive apportionment for a student who has taken the same course. The limitation was set at 3 and the new regulations now include a withdrawal ("W") as an attempt. This change is retroactive, so a student's entire COD record will be considered.	October 12, 2011 (implementation by Summer 2012)	The A&R Office has reprogrammed Datatel to include the "W" symbols and is currently assessing how many students may be impacted by this. Counselors have already begun advising students of this change and an advisory was sent out to all faculty and placed in the Schedule of Classes. Full implementation will go in effect for Summer 2012.
Student Success Task Force Report	A draft report was released for public comment on September 30, 2011.		Categorical Program Consolidation has been removed. A proposal to charge students the full cost of instruction for any courses not included in their educational plan has been removed.

NAEYC Accreditation
The Mark of Quality

Congratulations College of the Desert!

Presented to Board of Trustees: Dr. Ellie Kaucher

Purpose of NAEYC Accreditation

- ❖ Guide program improvements
- ❖ Assess how program meets NAEYC standards of quality
- ❖ Sustain quality over time

What are the accreditation standard areas of focus?

❖ Children

❖ Teaching staff

❖ Partnerships

❖ Administration

Overview of the steps of NAEYC accreditation

- ❖ Enrollment in Self-Study
- ❖ Becoming an Applicant
- ❖ Becoming a Candidate
- ❖ Meet and Maintain Standards

Why pursue the NAEYC accreditation?

❖For more than 80 years NAEYC has worked to raise the quality of programs for all children from birth to age 8. A major part of NAEYC's efforts to improve early childhood education is through different systems of accreditation for programs that are committed to meeting national standards of quality.

RIVERSIDE COUNTY OFFICE OF EDUCATION

COMMUNITY COLLEGE DISTRICTS

RESOLUTION #111811-1 FOR BUDGET ADJUSTMENTS

WHEREAS the governing board of the Desert Community College District has determined that income in the amount of $260,687 is assured to said District in a different amount than previously budgeted, as is reflected on the attached page (agenda item):

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

NOW THEREFORE BE IT RESOLVED such funds to be appropriated according to the schedule on the attached page.

This is an exact copy of Resolution adopted by the governing board at the regular meeting on November 18, 2011.

Secretary, Board of Trustees or
Authorized Agent of the Board

DESERT COMMUNITY COLLEGE DISTRICT

RESOLUTION #111811-2

CATEGORICAL FLEXIBILITY FOR
BUDGET YEARS 2011-2012 THROUGH 2012-2013

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

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

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

This is an exact copy of Resolution
adopted by the governing board at the
regular meeting on November 18, 2011

Secretary, Board of Trustees or
Authorized Agent of the Board

Space Inventory Demystified

Report to the

Board of Trustees

November 18, 2011

TERMINOLOGY

- **SPACE INVENTORY**
- **ASF**
- **GSF**
- **TOPS CODES**
- **FIVE YEAR CONSTRUCTION PLAN**
- **CAP/LOAD RATIO**

SPACE INVENTORY

Required by Ed Code: An annual inventory of all facilities of the district using standard definitions, forms and instructions adopted by the Board of Governors.

Accounts for Assignable and Gross Square Footage

ASF – Assignable Square Feet

The sum of all areas on all floors of all buildings assigned to, or available for assignment to an individual.

All space functionally usable by an occupant.

Excludes circulation, custodial, mechanical and structural space.

Space Inventory/FUSION   Assignment of Space (ASF)

SPACE TYPE	2010 Inventory	2011 Inventory
Lecture	42,865	42,865
Lab	96,872	96,872
Office	47,495	40,542
Library	16,960	16,960
Instr. Media	1,659	1,659
Other	122,522	122,213
District	6,419	13,681
TOTAL	334,792	334,792

GSF (OGSF) - (OUTSIDE) GROSS SQUARE FOOTAGE

The sum of floor areas of buildings included within the outside faces of exterior walls.

The total of ASF and circulation, mechanical, custodial, and structural areas.

931 College Of The Desert

Bldg #	Building Name	Constr. Year	Total Rooms	Total Stations	Total Room ASF	Total OGSF	Percent Efficiency
2	DINING HALL	1962	16	529	13,526	19,237	70.3%
3	GYMNASIUM	1966	4		18,082	25,281	71.5%
4	LECTURE HALL	1962	8	347	5,719	11,281	50.7%
5	LIBERAL ARTS	1962	32	438	9,875	16,300	60.6%
6	LIBRARY-HILB CTR.	1966	45	325	22,312	36,504	61.1%
7	MUSIC	1962	6	63	4,099	4,868	84.2%
8	PHYSICAL EDUCATION	1962	7	5	3,213	15,000	21.4%
9	SCIENCE	1962	19	187	9,992	15,025	66.5%
10	REGISTRATION	1962				10,122	0.0%
11	DRAMATIC ART	1962	4	88	4,292	5,875	73.1%
12	AGRICULTURE-SCIENCE	1967	6	60	2,012	3,304	60.9%
13	ENVIROMENTAL-DES	1967	7	56	4,407	5,018	87.8%
14	GREENHOUSE	1967	2		880	900	97.8%
15	ENGINEERING	1968	14	145	6,894	9,000	76.6%
16	NURSING	1969	12	248	7,881	11,425	69.0%
17	BUSINESS	1970	24	315	10,181	15,300	66.5%
19	WAREHOUSE-1	1967	5	2	10,336	11,383	90.8%
20	WAREHOUSE-2	1970	17	13	6,333	7,200	88.0%
21	FIELD HOUSE	1971	6	3	2,245	4,050	55.4%
22	ALTERNATE ENERGY	1975	25	346	20,246	26,420	76.6%
26	ART BUILDING	1976	22	428	13,605	13,732	99.1%
33	GOLF INSTITUTE	1990	6	22	2,384	3,425	69.6%
34	CHILD DEVELOP. CTR.	1990	28	104	9,294	12,019	77.3%
36	ED SUPPORT-BOOKS	1993				5,835	0.0%
38	MLTY.AGCY.LIB.	1995	19	301	16,669	19,915	83.7%
39	CHILD DEV TRAIL	1998	1	10	1,370	1,440	95.1%
40	PWR STA 1	1998	1	1	1,360	1,370	99.3%
41	PWR.STA.2	1998	1		1,360	1,370	99.3%
42	PWR. STA.3	1998	1	1	1,360	1,370	99.3%
43	PWR.STA. 4	1998	1		1,220	1,230	99.2%
44	PWR.STA. 5	1998	1		430	440	97.7%
46	SWITCHGEAR BLD	1995	1	1	1,360	1,370	99.3%
47	MATH. BLDG.	2001	13	108	3,489	6,530	53.4%
48	SOCIAL SCIENCE	2001	22	380	10,872	15,020	72.4%
52	West Annex 1	2004	1	60	1,832	1,920	95.4%

November 18, 2011

7

TOP CODES –TAXONOMY OF PROGRAMS

A system designated to aggregate information about programs. Standardizes identification of programs that may have different names at several colleges

Same numbers used for Course Classification System

Example; three different colleges have programs called "Agriculture Equipment Operations and Maintenance, Agriculture Engineering Technology, and Mechanized Agriculture. Because they have similar outcomes they are reported at the State level under TOP code 0116.00 for "Agriculture Power Equipment Technology" that comes closest to describing the course content.

Campus	TOP Code	ASF Total
College Of The Desert		
	0099 - General Assignment	63,246
	0102 - Animal Science	1,461
	0109 - Horticulture	880
	0401 - Biology, General	2,883
	0500 - Business and Management	3,636
	0505 - Business Administration	909
	0506 - Business Management	2,964
	0514 - Office Technology/Office Computer Applications	3,049
	0701 - Information Technology, General	4,821
	0800 - Education	7,107
	0835 - Physical Education	29,202
	0900 - Engineering & Industrial Technologies	635
	0934 - Electronics and Electric Technology	132
	0945 - Industrial Systems Technology and Maintenance	2,505
	0948 - Automotive Technology	11,677
	0953 - Drafting Technology	3,772
	1002 - Art (Painting, Drawing and Sculpture)	11,325
	1004 - Music	5,882
	1007 - Dramatic Arts	3,995
	1101 - Foreign Languages, General	1,305
	1201 - Health Occupations, General	8,278
	1230 - Nursing	2,606
	1306 - Nutrition, Foods, and Culinary Arts	1,044
	1501 - English	2,909
	1506 - Speech Communication	99
	1509 - Philosophy	909
	1701 - Mathematics, General	2,021
	1902 - Physics, General	1,690
	1905 - Chemistry, General	3,739
	1914 - Geology	607
	2001 - Psychology, General	99
	2100 - Public and Protective Services	14,092
	2105 - Administration of Justice	909
	2201 - Social Sciences, General	1,131
	2205 - History	94
	2208 - Sociology	99
	4900 - Interdisciplinary Studies	3,845
	4930 - General Studies	13,936
	6000 - Instructional Administration	1,152
	6010 - Academic Administration	585
	6030 - Administrative Data Processing Activities	3,147
	6040 - Computer-Assisted Instruction	91
	6099 - Other Instructional Administration	99
	6120 - Library	16,329
	6130 - Media Services	1,454
	6199 - Other Instructional Support Services	99
	6200 - Admissions and Records	2,772
	6300 - Counseling and Guidance	1,505
	6310 - Counseling Services	2,717
	6420 - Disabled Students Programs and Services (DSPS)	2,944
	6430 - Extended Opportunity Programs and Services (EOPS)	1,724
	6440 - Health Services	1,606
	6460 - Financial Aid	499
	6480 - Veterans Services	116
	6492 - Foreign Student Services	966
	6510 - Building Maintenance and Operation Support	18,290
	6599 - Other Maintenance and Operation of Plant	7,090

Calif. Comm. Colleges   Space Inventory Report   11/15/2011
Space Inventory by TOP Code (2010-11)
Desert CCD   Page 2

College Of The Desert

Campus	TOP Code	ASF Total
	6620 - Management Planning Functions	1,246
	6710 - Community Relations	132
	6720 - Fiscal Operations	2,777
	6750 - Staff Development	543
	6780 - Management Information Services	934
	6791 - General Administration Services	1,681
	6799 - Other General Institutional Support Services	99
	6920 - Child Development Centers	10,407
	6940 - Food Services	12,495
	6960 - Students and Co-curricular Activities	11,294
	7091 - Noninstitutional Activity	299
	7099 - Other Auxiliary Operations	3,788
Desert - District Offices*		
	0099 - General Assignment	1,183
	1030 - Graphic Arts and Design	2,557
	6710 - Community Relations	1,451
	7000 - Auxiliary Operations	118
	7010 - Auxiliary Classes	836
	7110 - Current Operations	274
District Wide		
	0099 - General Assignment	64,429
	0102 - Animal Science	1,461
	0109 - Horticulture	880
	0401 - Biology, General	2,883
	0500 - Business and Management	3,636
	0505 - Business Administration	909
	0506 - Business Management	2,964
	0514 - Office Technology/Office Computer Applications	3,049
	0701 - Information Technology, General	4,821
	0800 - Education	7,107
	0835 - Physical Education	29,202
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	1230 - Nursing	2,606
	1306 - Nutrition, Foods, and Culinary Arts	1,044
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	1506 - Speech Communication	99
	1509 - Philosophy	909
	1701 - Mathematics, General	2,021
	1902 - Physics, General	1,690
	1905 - Chemistry, General	3,739
	1914 - Geology	607
	2001 - Psychology, General	99
	2100 - Public and Protective Services	14,092
	2105 - Administration of Justice	909
	2201 - Social Sciences, General	1,131
	2205 - History	94
	2208 - Sociology	99
	4900 - Interdisciplinary Studies	3,845

Calif. Comm. Colleges   Space Inventory Report   11/15/2011
Space Inventory by TOP Code (2010-11)
Desert CCD   Page 3

District Wide

Campus	TOP Code	ASF Total
	4930 - General Studies	13,936
	6000 - Instructional Administration	1,152
	6010 - Academic Administration	585
	6030 - Administrative Data Processing Activities	3,147
	6040 - Computer-Assisted Instruction	91
	6099 - Other Instructional Administration	99
	6120 - Library	16,329
	6130 - Media Services	1,454
	6199 - Other Instructional Support Services	99
	6200 - Admissions and Records	2,772
	6300 - Counseling and Guidance	1,505
	6310 - Counseling Services	2,717
	6420 - Disabled Students Programs and Services (DSPS)	2,944
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	6440 - Health Services	1,606
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	6720 - Fiscal Operations	2,777
	6750 - Staff Development	543
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	6940 - Food Services	12,495
	6960 - Students and Co-curricular Activities	11,294
	7000 - Auxiliary Operations	118
	7010 - Auxiliary Classes	836
	7091 - Noninstitutional Activity	299
	7099 - Other Auxiliary Operations	3,788
	7110 - Current Operations	274
Grand Total:		**334,792**

November 18, 2011

SPACE INVENTORY AND 5 YEAR PLAN

- **WSCH**

- **ASF**

- **CAPACITY**

- **CAPACITY/LOAD – CAP/LOAD RATIO**

- **YEAR BY YEAR TRACKING**

- **STRATEGY FOR ASSIGNMENT OF SPACE TYPE TO MANAGE CAP/LOAD RATIO**

CAP/LOAD RATIO

CAPACITY – The amount of enrollment that can be accommodated by an amount of space given normal use levels. The number of ASF per 100 WSCH.

LOAD - Enrollment measured in WSCH

CAP/LOAD RATIO - Compares available space to enrollment
100% = Adequate space for enrollment
<100% Indicates space need
>100% Indicates surplus space

Managed over 5 to 10 year period of construction program

Calif. Comm. Colleges

Five Year Construction Plan

11/15/2011

District Lecture Capacity/Load Ratios

Desert CCD

Page 7

No.	Project			2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
	Lect ASF	WSCH	Occupancy							
3	Communications and Classroom Building									
	-1,231	-2,869	2012/2013	97,049						
	College Of The Desert			87%						
5	Liberal Arts #5 Renovation									
	-1,792	-4,177	2013/2014		92,872					
	College Of The Desert				80%					
8	Visual Arts Building									
	-2,280	-5,315	2013/2014		87,557					
	College Of The Desert				76%					
10	Advanced Transportation Complex									
	-1,182	-2,755	2013/2014		84,802					
	College Of The Desert				73%					
13	Ag Sci - Renovation									
	-551	-1,284	2013/2014		83,517					
	College Of The Desert				72%					

		2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019
Lecture	Actual*/Projected WSCH	111,681	115,747	119,962	124,330	128,856	133,548	0
42,865	Cumulative Capacity	99,918	97,049	83,517	83,517	83,517	83,517	83,517
	Capacity/Load Ratio	89%	84%	70%	67%	65%	63%	

FIVE YEAR CONSTRUCTION PLAN: a summary of current and proposed capital outlay projects. Gives the Chancellor's Office a complete picture of capital improvement needs and projects at the college. Includes:

- **Master Plan, Energy Plan and Facility Summary**
- **Prioritized Project List**
- **Capacities and Loads for 5 types of space**
- **Capacity of Existing on-campus facilities**
- **Individual Project Descriptions**

FUSION – THE STATE'S REPORTING SYSTEM

http://fusion.deltacollege.edu/default.asp   Google

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Favorites   FUSION Login   Page ▾   Safety ▾   Tools

FUSION

FACILITY UTILIZATION SPACE INVENTORY OPTION NET

CALIFORNIA COMMUNITY COLLEGES

Latest news:

Designed for facilities assessment, planning, project management and evaluation, FUSION provides a quick, simple and accurate method for inventorying, estimating and tracking facility deficiencies.

It provides clear, understandable information that can help justify requests for funding and become the foundation for a capital renewal program.

existing users' login:

username

password

go

forgot your password?

November 18, 2011

17

If you have login difficulty, please contact FUSION Help (fusionhelp@foundationccc.org) Phone: 1.866.325.3222 ext 466 and 916.498.6712

STATE CERTIFICATION

STATE OF CALIFORNIA

JACK SCOTT, CHANCELLOR

**CALIFORNIA COMMUNITY COLLEGES
SYSTEM OFFICE**
1102 Q STREET
SACRAMENTO, CA 95811-6549
(916) 445-8752
HTTP://WWW.CCCCO.EDU

November 2, 2011

To: _____DESERT_____ Community College District
           Chief Business Officer
           Facilities Planner

From: Jim Rogaski, Specialist
           Facilities Planning Unit

Subject: 2011-12 Space Inventory Report 17 Certification and Program Update

SYNOPSIS: Congratulations, your district's 2011-12 Space Inventory and Report 17 have been approved, subject to any action listed below.

The space inventory information is primarily used as a component of the Capital Outlay Five-Year Plan. Space data is recorded by room type (lecture, laboratory, office, library, AV/TV, and other miscellaneous types) and the various program activities offered in those rooms (TOP and Service and Support codes). A combination of the space (capacity) and the enrollment (load) is used by the Capital Outlay Five-Year Plan to derive the capacity-to-load ratios that helps prioritize growth-related projects.

An additional component of the inventory is the ability to sort buildings and rooms by certain characteristics such as the age of construction. This feature is currently being used to determine which buildings may be eligible for modernization funds. All building records should be reviewed for accuracy and must include the building's original year of construction and any subsequent major reconstruction. A more recent example is the need to sort and categorize stations and room types for building utilization analysis. Currently these data sorts have been less than accurate because of inputting errors or omissions. Some of these corrections are noted below.

ACTION/DATE REQUESTED: Enclosed with this letter is a signed copy of your district's Report 17 certification form. This space information is used in the Five-Year Plan, due July 1, 2012 and for inputting updated data for the 2012-13 space inventory, due October 2012.   Please note any of the marked comments below regarding this years' inventory data:

(see other side)

I:\space inventory\2011 inventory certification.doc

NOV 0 8 2011

QUESTIONS?