



**DESERT COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING - MINUTES
43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTIPURPOSE ROOM
FRIDAY, DECEMBER 16th, 2016
9:30 am**

- I. CALL TO ORDER** - Chair Sanchez-Fulton called the meeting to order at 9:31am and asked Trustee Wilson to lead the pledge of allegiance.

Dr. Kinnamon conducted the roll call:

Trustee Broughton
Trustee Stefan
Trustee Sanchez-Fulton
Trustee Jandt
Trustee Wilson
Student Trustee Estrada

Parliamentarian – Carlos Maldonado
Recorder – Julia Breyer

II. SWEARING IN OF TRUSTESES

Trustee Mary-Jane Sanchez sworn in by Assemblyman, Eduardo Garcia
Trustee Bonnie Stefan sworn in by President Kinnamon
Trustee Fred Jandt sworn in by President Kinnamon

Confirmation of Agenda: Approve the agenda of the Regular Meeting of December 16th, 2016 with any additions, corrections, or deletions.

There were no corrections noted, and the agenda was approved as presented.

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: Dr. Joel L. Kinnamon
- 2. PERSONNEL**

a) **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**
(Government Code Section 54957)

b) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**
o Superintendent/President

3. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**
Section 54956.9 (d)(2/3/4) Specify number of potential cases: 4

4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel
Numbers: 669 330 047, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190
020, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040,
611 212 012, 611 212 032, 611 212 033, 611 212 034, 611 211 013, 611 211 014, 611
211 019, 757 062 003, 687 510 043, 687 510 044, 687 510 045, 687 510 049, 687 510
050

IV. OPEN SESSION

Closed Session report – Chair, Mary Jane Sanchez-Fulton stated no reportable action
was taken in closed session.

V. ORGANIZATION FOR 2017

1. **Chairperson** – Aurora Wilson

Trustee Sanchez passed the gavel to the new Chairperson, Trustee Wilson. Trustee
Sanchez expressed her thanks to fellow trustees, President Kinnamon and Vice
Presidents. She commented that it was an honor to take on the chairperson role and she
enjoys helping others and changing lives. She thanked the Coachella Valley
community.

2. **Vice Chairperson** - Becky Broughton

3. **Clerk** – Dr. Bonnie Stefan

4. **Secretary** – President Joel Kinnamon

5. **Representative/Citizen's Bond Oversight Committee**

Motion by Trustee Stefan to nominate Trustee Fred Jandt; seconded by Trustee
Broughton. Motion carried unanimously.

6. **Representative/County Committee**

Motion by Trustee Broughton to nominate Trustee Stefan; seconded by Trustee
Wilson. Motion carried unanimously.

7. Desert Financing Corporation

Motion by Trustee Wilson to nominate Trustee Sanchez; seconded by Trustee Stefan.
Motion carried unanimously.

8. Representative/COD Foundation Board of Directors

Motion by Trustee Jandt to nominate Trustee Wilson; seconded by Trustee Stefan.
Motion carried unanimously.

9. Parliamentarian – Carlos Maldonado

VI. BOARD MEETING AGENDA

Confirmation of Agenda: Approve the Regular Meeting of December 16, 2016 with any additions, corrections or deletions.

There were no changes to the agenda. The agenda stands approved as presented.

VII. PUBLIC UPDATES

President Kinnamon presented Certificates of Appreciation for the participation in the Citizens' Bond Oversight Committee to Kenneth Eklund and Lawrence Cohen.

Mr. Eklund served as the Senior Citizen Group Representative for four years, 2012-2016, on the Citizens' Bond Oversight Committee. During his service, he was the Vice Chair from 2014-2015 and then the Chair from 2015-2016. For the last nine years, Mr. Eklund has fastened items in homes and businesses to make them and the occupants safer in a major earthquake. He is currently the Director at Large for the Sun City-Palm Desert Emergency Preparedness Committee and the Secretary-Treasurer of CVERG, the Coachella Valley Emergency Readiness Group, the organization for any interested emergency preparedness community in the Valley.

Mr. Cohen served as the Business Representative for six years, 2010-2016, on the Citizens' Bond Oversight Committee. During his service, he was the Vice Chair from 2011-2012 and Chair from 2012-2013. Mr. Cohen has been employed by Mesirow Financial since 1984. Mesirow Financial has grown from a small boutique firm to a diversified financial services firm with 1,200 employees and \$500 million in revenue. Mr. Cohen is a Senior Managing Director and shareholder. He leads an investment advisory team that manages over \$800 million in assets for wealthy families, retirement plans and business owners. Mr. Cohen has lived in the Coachella Valley for 11 years and currently resides in Rancho Mirage.

Trustee Broughton expressed her thanks to both gentleman.

President Kinnamon acknowledged the staff for being recipients of 2016 Chancellor Student Success Award. President Kinnamon provided copies of the program to the member of the board.

VIII. PUBLIC COMMENTS – There were no public comments.

IX. INTRODUCTION OF STAFF – President Kinnamon introduced new employees:

- Nicolas M. Crisoto, Instructional Support Specialist, Educational Technology
- Brittany Miller, Instructional Support Specialist, Tutoring and Academic Skills Center (TASC)
- Brian Sylva, Sports Information Specialist

X. APPROVE THE MINUTES OF:

The October and November regular meeting minutes were not ready for approval and will be brought to the January board meeting.

XI. REPORTS

- A. College of the Desert Foundation** – President Kinnamon spoke on behalf of Peter Sturgeon and provided a brief report.
- B. ASCOD (Associated Students of College of the Desert)** – Student Trustee Estrada read on behalf of Luis Castellanos and provided a brief report.
- C. CODFA (College of the Desert Faculty Association)** – Denise Diamond, President, was present and provided a brief report.
- D. CODAA (College of the Desert Adjunct Association)** – David Bashore was present and provided a brief report.
- E. CSEA (California School Employees Association)** – Lauro Jimenez was present and provided a brief report.
- F. Academic Senate** – Christen Smith, President, was not present but provided a written report.

G. GOVERNING BOARD

Student Trustee Estrada: Attended Journey to COD. It was a wonderful event, he enjoyed the food and thought it was very well put together. He enjoyed the heartfelt stories read by the students. Trustee Estrada congratulated the international and culinary programs on all their hard work.

He attended the Biloxi Blues performance at Theatre Too and then went over to the music department to listen to the recitals taking place. This made him realize that there are incredibly talented students here at College of the Desert and he enjoyed all of the events.

Trustee Sanchez-Fulton: Attended the Public Safety Academy Ceremony as well as the RN Pinning Ceremony. Both ceremonies were very beautiful and she really enjoyed the moment of silence at the ceremony to honor the two fallen officers. She also enjoyed nurse pinning ceremony student speaker who was very passionate. Trustee Sanchez thanked the faculty and staff for their dedication to the students.

She attended the California League Conference. College of the Desert won the Chancellor Award for Student Success. The EDGE program was showcased and what a wonderful job they have done. She commented that she was very proud of the new CA Community College Chancellor, Eloy Oakley..

She attended Assemblyman Garcia's holiday open house.

Attended the Jazz in the Pollock Theatre. Trustee Sanchez provided a shout out to Giselle Woo. She is very talented.

Trustee Sanchez attended the wonderful faculty art reception. She thanked Lisa Soccio and commented that she does a phenomenal job.

On December 14th she attended the CSEA holiday luncheon with fellow Trustee, Aurora Wilson.

December 7th she was inducted to the Indio Women's Club and noted it was an honor.

She attended the Desert Hot Springs City Council as well as the Indio City Council and provided updates on College of the Desert.

December 10th she attended and participated in the Desert Hot Springs Holiday Parade.

Trustee Sanchez attended the Patriot Bowl.

Trustee Sanchez attended the open house for the Small Business Administration (SBA).

She participated in the Indio VFW American Legion Holiday luncheon with two College of the Desert Veteran Students. She enjoyed the live video with the soldier from Afghanistan. Trustee Sanchez asked everyone to please remember Veterans over this holiday season. She thanked elected officials who attended.

She wished a blessed Christmas and Happy New Year to all.

Trustee Jandt: He commented that last month's board meeting ended on the topic of accreditation. Trustee Jandt has been a part of accreditation studies throughout his career. It has not been one of his favorite activities but he recognizes and appreciates the value of it. Trustee Jandt acknowledged what an excellent job the leadership staff has

done with accreditation for College of the Desert. He attended an accreditation class and received his completion certificate while attending CCLC in Riverside in November.

Trustee Jandt expressed his sincere thanks to Emila Rahimic, Research Analyst. She has kept the data updated and has done a wonderful job during a challenging time.

The Chronicle of Higher Education published a survey on community colleges. Trustee Jandt shared information on the survey and he was surprised to see how widely this program has spread. He believes the program may have started in Florida. The most commonly selected programs which he found to be interesting were Business Programs, followed by health professions, then homeland security (law enforcement and firefighting).

Trustee Stefan: Following the last board meeting she left to Riverside to attend the CCLC conference for three days.

Upon her return she attended the Patriot Bowl and noted that College of the Desert Students are always winners.

She visited the 'War Comes Home' Exhibit. She commented that the exhibit was wonderful and wished they had something similar when her father was around.

Following her visit to the exhibit she attended the College of the Desert library book sale. She enjoyed the sale and also attended the cookbook sale.

Over the weekend she stopped by the Street Fair and enjoyed walking around.

Trustee Stefan Attended the College of the Desert Foundation board meeting. This was her last meeting and she will miss attending them.

On December 6th, 7th and 8th she attended signing performances and musical performances at the Indian Wells Theatre performed by College of the Desert students.

She attended Jazz at the Pollock.

Trustee Stefan attended a reception for the COD Faculty Exhibition.

She attended an Autism Benefit.

The following day she attended the Varsity Club Bike-a-thon. She reviewed several ways you can support this event and noted they are also looking for junior warriors.

On December 2nd she attended Journey to COD. The international program did a wonderful job and it was a great event. The culinary program worked with Sherman's Deli and they presented a wonderful spread of food. Everything was delicious. She

referenced a globe she brought to the meeting and commented how our perfect world is not very perfect. Trustee Stefan said the world that we create for our students on campus is perfect for them and she wants to ensure we continue to make it a great place for international students as well as all students.

Trustee Broughton: Expressed her congratulations to the newly sworn in Trustees. She commented on the expectations Trustees need to live up to and what is expected of them for their constituents. She thanked Trustee Sanchez for her year of hard work and welcomed Trustee Wilson into her new role as Chair.

Trustee Broughton is happy to see that students are out celebrating that finals are over.

She explained the policy for the rotation of officers. When a new board member is elected, the current chair will then go to the end of the line. This allows time for the new trustee to better understand his/her role and get up to speed on their district.

Trustee Broughton noted December is a month of celebration. She celebrated at the PSA Ceremony, RN Pinning, AA Citizens of Distinction and International Program.

She also spoke about KCOD and the wonderful job they are doing.

Outside of college events she attended two ceremonies. The Blue Light Ceremony and the Magic Carpet Scholarships. The Blue Light Ceremony was very touching and it was an honor to attend. The Scholarship event had an EDGE student participate in the Queen Scheherazade Contest. She did a wonderful job and all twelve young women were winners. She expressed her congratulations to the young students.

Trustee Broughton wished everyone a Merry Christmas, Happy Hanukah and Happy Holidays. She is looking forward to a Happy New Year.

President Kinnamon: Presented a plaque of appreciation for our outgoing Chair, Mary Jane Sanchez on behalf of staff, faculty and Trustees. Dr. Kinnamon expressed his appreciation to Trustee Sanchez over the past year.

XII. CLOSED SESSION: 12:00 pm to 1:30 pm

Chair Wilson stated there was reportable action taken during closed session. In closed session, a motion was made by Trustee Stefan, seconded by Trustee Broughton to approve the position description for Director, Career and Workforce Solutions Center.

The motion carried with five members voting in favor and zero members voting against.

Copies of the description are available to the public in the Human Resources Office, on the Human Resources webpage and at the rear of the room.

In closed session, a motion was made by Trustee Stefan, seconded by Trustee Jandt to authorize the Superintendent/President to negotiate an employment agreement with Caroline Maloney to serve as Director of Institutional Grants.

The motion carried with five members voting in favor and zero members voting against.

OPEN SESSION (1:30pm)

G. GOVERNING BOARD (continued)

Trustee Wilson – Extended her sincere congratulations to her newly sworn in Trustees and she looks forward to working with them all in 2017.

She commented that being a board chair is not an easy job and thanked Trustee Sanchez on all her hard work this past year.

Trustee Wilson thanked Lisa Soccio for all of her hard work towards the COD Faculty Art Exhibition. She commented on all the wonderful talent amongst the students.

She thanked all of the hardworking COD volunteers of the Friends of the Library for the first ever, College of the Desert cookbook sale. It was a wonderful turnout and excellent event all around.

She congratulated Cody McCabe for all of his hard work for a very successful Journey to COD event. The food was incredible and she suggested to President Kinnamon that this may be a good idea for a fundraising opportunity for the college.

Trustee Wilson attended Citizens of Distinction luncheon, the RN Pinning and the PSA Graduation Ceremony.

She wished Neil Lingle well wishes and looks forward to his return to work.

President Kinnamon – Acknowledged the excellent work done by the Enrollment Management Committee this past year and specifically the new deans, interim deans and existing deans. He commended them all of their terrific work over the past year and their commitment to serving the College of the Desert students.

He commented on the extreme growth of the college and ensuring the students are provided with all the resources that they need.

President Kinnamon attended the Patriot Bowl along with Trustee Stefan. He commented that it was a great game and Coach Steptoe was named Coach of the Year.

President Kinnamon mentioned that College of the Desert values inclusiveness and diversity. College of the Desert students, including undocumented students are

encouraged to pursue their educational goals and access all available resources provided by College of the Desert and the state of California. He told all students that there are funds available to them and reviewed several options. The benefits are protected by law and the students can find more information about the dream act online at icantaffordcollege.com. He referred any students with questions or concerns to please utilize the college counseling department.

XIII. 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. Personnel Items

B. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #5
5. Out-of-State Travel
6. Gift/Donation to the District
7. Budget Transfers
8. 2016-2017 CCFS-311Q/Quarterly Financial Status Report
9. Amendment to Contract – Measure B Bond Project
10. Change Orders – Measure B Bond Projects

C. STUDENT LEARNING

1. Approval of Courses and Programs approved by Curriculum Committee

Motion: Motion by Trustee Sanchez, seconded by Trustee Broughton to approve the consent agenda as presented.

Discussion: None

Vote:

Yes: Student Trustee Isiah Estrada, Aurora Wilson, Becky Broughton, Bonnie Stefan, Fred Jandt, Mary Jane Sanchez-Fulton.

No: None

Absent: None

Abstain: None

The motion carried unanimously.

XIV. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Board Policy Review – 2nd Reading

- a. BP 5140 – Disabled Students Programs and Services**
- b. BP 5500 – Standards of Student Conduct**

Motion: Motion by Trustee Stefan, seconded by Trustee Broughton to approve the second reading of BP 5140 as presented.

Vote:

Yes: Student Trustee Isiah Estrada, Aurora Wilson, Becky Broughton, Bonnie Stefan, Fred Jandt, Mary Jane Sanchez-Fulton.

No: None

Absent: None

Abstain: None

Discussion: Trustee Broughton commented that she is happy to see that we are reviewing these policies.

The motion carried unanimously.

Motion: Motion by Trustee Stefan, seconded by Trustee Jandt to approve the second reading of BP 5500 as presented.

Vote:

Yes: Student Trustee Isiah Estrada, Aurora Wilson, Becky Broughton, Bonnie Stefan, Fred Jandt, Mary Jane Sanchez-Fulton.

No: None

Absent: None

Abstain: None

Discussion: None

The motion carried unanimously.

2. January 2017 Board Meeting Date

Motion: Motion by Trustee Broughton, seconded by Trustee Jandt to approve the January board meeting date.

Vote:

Yes: Student Trustee Isiah Estrada, Aurora Wilson, Becky Broughton, Bonnie Stefan, Fred Jandt, Mary Jane Sanchez-Fulton.

No: None

Absent: None

Abstain: None

Discussion: None

The motion carried unanimously.

C. PRESIDENT

1. Post-Sabbatical Leave Verbal Report – Felix Marhuenda-Donate, Professor, Computer Information Systems

Motion: Motion by Trustee Sanchez, seconded by Trustee Stefan to approve the Post-Sabbatical Leave as presented.

Discussion: Trustee Bonnie Stefan noted she thinks it's wonderful that we can offer sabbaticals to our faculty.

Professor Marhuenda-Donate provided a post-sabbatical leave report.

Trustee Stefan commented that this was an excellent sabbatical report and extremely valuable information. It's an excellent step in the right direction.

Trustee Jandt asked Professor Marhuenda-Donate his personal, professional opinion on ACCUPLACER.

Professor Marhuenda-Donate replied that he is not in favor of it but hopes that the new programs will be a better tool for the students.

Student Trustee asked if any student is eligible.

Professor Marhuenda-Donate replied that all incoming students are eligible to apply.

Vote:

Yes: Student Trustee Isiah Estrada, Aurora Wilson, Becky Broughton, Bonnie Stefan, Fred Jandt, Mary Jane Sanchez-Fulton.

No: None

Absent: None

Abstain: None

The motion carried unanimously.

2. Approval of a Professional Services Agreement for the Educational Master Plan

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve the Professional Services Agreement for the Educational Master Plan as presented.

Discussion: President Kinnamon noted that the preliminary meeting has taken place as well as Dr. Ralston. President Kinnamon asked Dr. Ralston to please further the discussion.

Dr. Ralston reviewed a preliminary handout and explained what an educational master plan is.

The Educational Master Plan 2017-2021 will provide direction for the College over the next several years as it continues to serve students and the communities of the growing Coachella Valley.

The Educational Master Plan will be aligned with the College's: Mission, Vision, and Strategic Master Plan. It will integrate other plans at the College that cover the Student Success and Support plan. The Adult Education Block Grant, Basic Skills, Student Equity, and Strong Workforce.

Once completed the Educational Master Plan provides framework for:

- Facilities Master Plan
- Technology Master Plan Marketing,
- Staffing, and
- Operational Plans for the College

Data-Based dialogue and planning will include:

- Quantitative Data Qualitative Data
- Trends in the College's service area population and employment:
- Enrollment trends and projections; facilities utilization and future space needs;
- Innovative program development
- Program reviews of each of the College's academic support programs and services.

A Steering Taskforce will be convened to support the direction of the plan, but work toward an effective Educational Master Plan includes program faculty and chairs who will chart the futures of their programs.

Trustee Broughton commented that it is very important to her and her fellow Trustees that the Educational Master Plan's job is to enable those students to take classes that will help them earn a degree whether it be an AA or AS no matter which end of the valley they're in and that we offer the appropriate classes that help with certificates. In the past the satellite campuses were not offering the full service.

Dr. Ralston commented that the term of the agreement will be for the Spring Semester.

Trustee Wilson asked when would be the next opportunity we could have an update.

Dr. Ralston replied that she could come in as a study session at a future board meeting.

Vote:

Yes: Student Trustee Isiah Estrada, Aurora Wilson, Becky Broughton, Bonnie Stefan, Fred Jandt, Mary Jane Sanchez-Fulton.

No: None

Absent: None

Abstain: None

The motion carried unanimously.

D. HUMAN RESOURCES

1. Initial Proposal, Public Hearing, and Approval of Proposal from the Desert Community College District (DCCD) to the College of the Desert Adjunct Association (CODAA)

In accordance with Government Code Section 3547, all initial bargaining proposals of an exclusive bargaining representative shall be presented at a public meeting of a public school employer.

Per Board Policy 2350, each speaker will be allowed a maximum of 3 minutes per topic. 15 minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. At the discretion of a majority of the Board, these time limits may be extended.

The Board of Trustees opens the public hearing for the proposal from the Desert Community College District (DCCD) to the College of the Desert Adjunct Association (CODAA).

There were no speakers.

Public hearing was closed.

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve the Proposal from the Desert Community College District (DCCD) to the College of the Desert Adjunct Association (CODAA) as presented.

Discussion: Vice President Gularte commented that they are looking forward to continuing negotiations with the Adjunct Association and appreciates the Board's approval of the district proposal.

Roll Call Vote: Dr. Kinnamon conducted the roll call vote:

Student Trustee Estrada – Yes
Trustee Sanchez-Fulton - Yes
Trustee Wilson - Yes
Trustee Jandt - Yes
Trustee Broughton - Yes
Trustee Stefan – Yes

The motion carried unanimously.

The Board of Trustees acknowledges the proposal from the Desert Adjunct Association to the Desert Community College District.

E. ADMINISTRATIVE SERVICES

1. Declare Property as Surplus

Motion: Motion by Trustee Stefan, seconded by Student Trustee Estrada to approve declaring property as surplus as presented.

Discussion: None

Vote:

Yes: Student Trustee Isiah Estrada, Aurora Wilson, Becky Broughton, Bonnie Stefan, Fred Jandt, Mary Jane Sanchez-Fulton.

No: None

Absent: None

Abstain: None

The motion carried unanimously.

2. Notice of Intent to Award Contract

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve the Notice of Intent to Award Contract as presented.

Discussion: John Ramont provided an overview to the board.

Vote:

Yes: Student Trustee Isiah Estrada, Aurora Wilson, Becky Broughton, Bonnie Stefan, Fred Jandt, Mary Jane Sanchez-Fulton.

No: None
Absent: None
Abstain: None

The motion carried unanimously.

3. Certification of Signatures

Motion: Motion by Trustee Sanchez, seconded by Trustee Stefan to approve the Certification of Signatures as presented.

Discussion: None

Vote:

Yes: Student Trustee Isiah Estrada, Aurora Wilson, Becky Broughton, Bonnie Stefan, Fred Jandt, Mary Jane Sanchez-Fulton.

No: None

Absent: None

Abstain: None

The motion carried unanimously.

4. Resolution #121616-1 Authorized Signatures

Motion: Motion by Trustee Jandt, seconded by Trustee Broughton to approve Resolution #121616-1 as presented.

Discussion: Chair Wilson read Resolution #121616-1.

Roll Call Vote: Dr. Kinnamon conducted the roll call vote:

Student Trustee Estrada – Yes

Trustee Sanchez-Fulton - Yes

Trustee Wilson - Yes

Trustee Jandt - Yes

Trustee Broughton - Yes

Trustee Stefan – Yes

The motion carried unanimously.

XV. STUDY SESSION

1. Student Success Score Card– Dr. Daniel Martinez was present and provided a presentation.

XVI. FUTURE AGENDA ITEMS

There were no future agenda items.

XVII. ADJOURN

Chair Wilson stated the meeting adjourned at 3:17 p.m.



Bonnie Stefan, Clerk

DESERT COMMUNITY COLLEGE DISTRICT

Director, Career and Workforce Solutions Center (CWSC)

BASIC FUNCTION

Under the direction of the designated Dean, the Director is responsible for planning, managing, coordinating and evaluation of the Career and Workforce Solutions Center (CWSC) operations. The Director serves as a liaison with local businesses and organizations as well as internal college stakeholders.

REPRESENTATIVE DUTIES

1. Develop annual goals and objectives for the CWSC and participate in college planning and prioritization; participate in the setting of goals and priorities, and the continuous program improvement, regular planning, assessment, and program revisions.
2. Collaborate with CWSC faculty and staff for the development, organization and operation of the CWSC. Work for the improvement of the program through study, analysis and planning. Work with CWSC faculty and staff in the development and consistent implementation of CWSC resources and events for faculty and students.
3. Carry out the activities to increase the number of COD students placed in jobs; promote the development of community partnerships.
4. Review CWSC services for compliance with applicable state and federal law, regulations, and guidelines, compliance with VITEA and Doing What Matters funding guidelines, District policy and procedure, and responsiveness to the needs of the local community.
5. Support quality work experiences for students by assisting employers in the development of positions, which complement and enhance students' academic and professional goals.
6. Promote a positive work experience for students after job placement through follow-up activities with students and employers.
7. Train and supervise staff to input student and employer information into an electronic database / interface. Assist employers and students in accessing an electronic database.
8. Design, implement, and administer student recruitment programs for a diverse group of companies and organizations.
9. Provide leadership in promoting College of the Desert CTE programs within the community.
10. Provide leadership & support in coordinating projects including career fairs, on-campus recruiting events classroom presentations, receptions, etc.
11. Carry out the activities to improve the quality of CTE programs, including promoting CWSC services to internal constituent groups; work collaboratively across campus to integrate CWSC resources with other programs and services; and initiate, attend and preside at Career & Technical Education (CTE) advisory committee meetings.
12. Prepare, submit, and administer a timely and accurate department budget, program review, and program review updates. Recommend the purchase of supplies and equipment for the CWSC. Facilitate acquisition of new technologies.
13. Supervise and evaluate CWSC support staff, resolve conflicts, and facilitate consensus decision-making. Call meetings of CWSC staff as needed. Serve as a liaison between CWSC and the administration.
14. Supervise the maintenance of the CWSC resource library.
15. Attend and participate in professional conferences and meetings and local business community events.

16. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of general management and supervision; laws and regulations governing California Community Colleges; district policies and procedures; budgeting; procedures for accreditation; curriculum development; teaching methods and techniques; current labor markets, and educational trends; diverse career pathways; regional industry trends and needs; and policies and procedures appropriate to the administration of career services programs within a community college setting; and implement and modify programming in response to changing community and student needs.

SKILLS AND ABILITIES

Ability to: exercise honesty, consistency, and sound judgment in the performance of duties; understanding of the mission and student population of California Community Colleges and the Coachella Valley; work in the interests of the college as a whole; productively in a shared governance setting; strong interpersonal skills to communicate effectively with diverse constituencies within and outside the District; possess an understanding and sensitivity of the diverse backgrounds of community college students; advise students with a diverse academic background; understanding of the intent and application of student learning outcomes; familiarity with requirements for prerequisites and course equivalencies; familiarity with new educational technologies; plan, organize, direct, administer, monitor, review, and evaluate programs and services ensuring compliance with state, regional, and/or national regulations and/or standards; communicate effectively both orally and in writing; and serve as an effective leadership team member

EDUCATION AND EXPERIENCE

1. Possession of a bachelor's degree from an accredited institution in a relevant discipline; and
2. Three year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
3. Demonstrated higher level critical thinking, problem solving, and analysis.
4. Valid driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.
5. Experience in Work Experience, Career Counseling, Student Services, or Career & Technical Education at the Community College or University level. Experience in customer service and/or marketing, is preferred.

WORKING CONDITIONS

Environment

1. Office environment.
2. Constant interruptions.
3. Driving a vehicle to conduct work as necessary.
4. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS:

Classified Supervisor

Leadership VII

College of the Desert Educational Master Plan 2017-2021

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A Steering Taskforce will be convened to support the direction of the plan, but work toward an effective Educational Master Plan includes program faculty and chairs who will chart the futures of their programs.

Flex Day Information Session: 10:00-12:00, January 27, 2016

EMP Launch Days, February 2 and 3, agendas under development



COLLEGE
of the DESERT

Capital Projects Report

to the

Board of Trustees

December 16, 2016

MAAS

TABLE OF CONTENTS

Overview of Projects

Aerial View Page 3

Project Status Reports - Projects in Initial Start-Up, Programming & Design

Central Campus Redevelopment Page 5
West Valley Campus - Palm Springs Page 6
Adjunct Faculty Renovation /Admin Bldg. Page 7
Indio Campus Student Kiosk Page 8
Child Development Center Playground Page 9

Project Status Reports - Current Construction Projects

Mecca-Thermal Campus Expansion Page 11-12
Old Art Building Renovation Page 13

Financial Review

Project Allocations Budget Page 14-18

Campus Activities

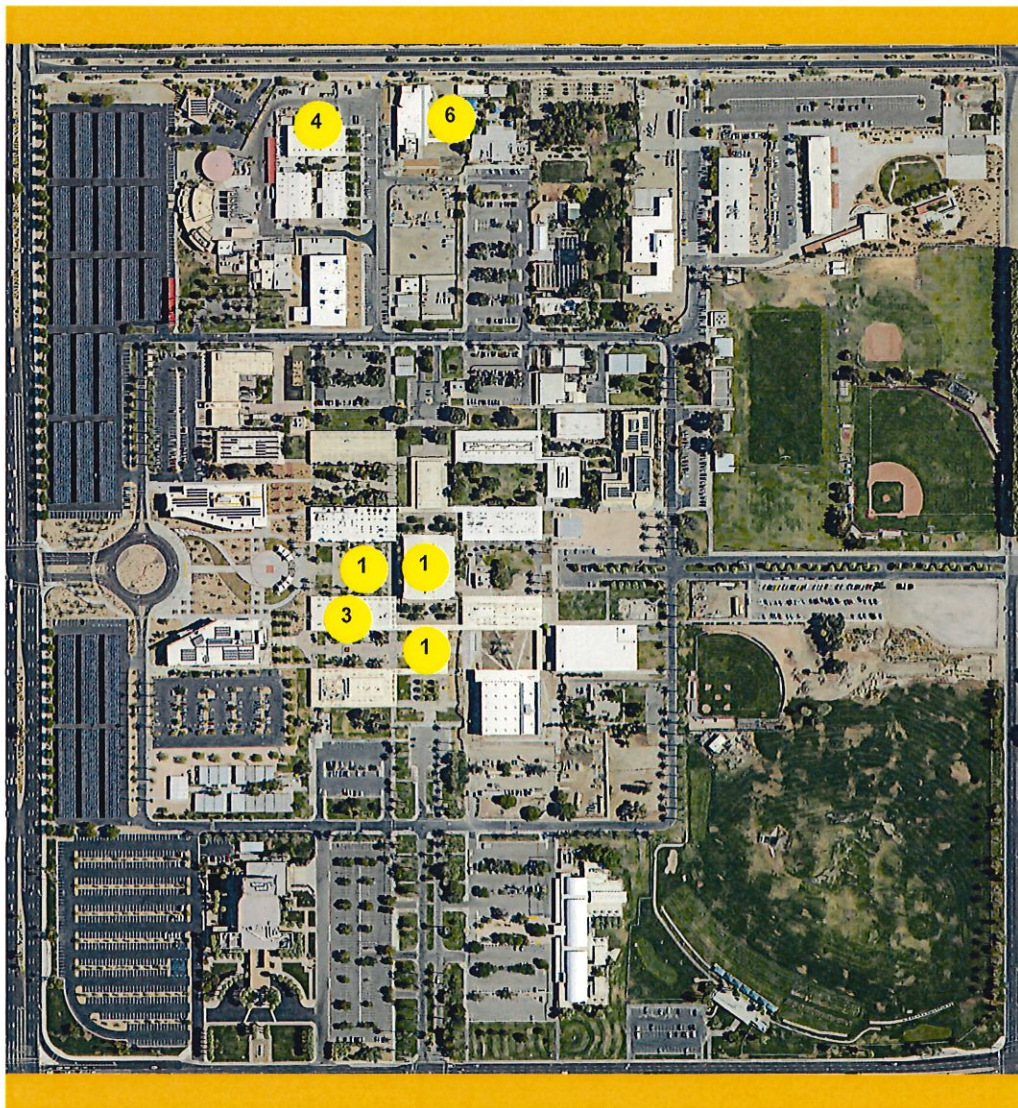
Upcoming Events Page 19

Projects in Programming & Design

- 1 Central Campus Redevelopment
- 2 WVC-Palm Springs (Not Shown)
- 3 Administration Building Renovation
- 4 Old Art Building Renovation
- 5 Indio Campus Student Kiosk (Not Shown)
- 6 Child Development Center Playground

Current Construction Projects

- 7 Mecca-Thermal Campus Expansion (Not Shown)



PROJECTS IN DESIGN . . .

- Project Status Reports

CENTRAL CAMPUS REDEVELOPMENT

PROJECT STATUS REPORT

DESIGN

- **Address** 43-500 Monterey Ave.
Palm Desert, CA 92260
- **Project Manager** MAAS
Ellen Garrett
- **Architect** LPA Architects
Irvine, CA
- **Construction Manager** Gilbane
San Diego, CA



HILB Library Interior Rendering

Fast Facts

Complete renovation of the HILB and 'C' Buildings. The renovations will prepare spaces to consolidate all Library & Learning Resource Center operations to the center of campus. The project also includes the re-design of the Hilb Courtyard & Fountain of Knowledge.

- Total Project Budget \$37,120,004
- Project Square Footage (GSF)
 - Hilb 38,926 SF
 - Bldg. C 6,326 SF
- Funding Source Measure B
- Construction Start Fall 2017

Sustainable Features

- Will be designed to LEED SILVER standards

Project Update

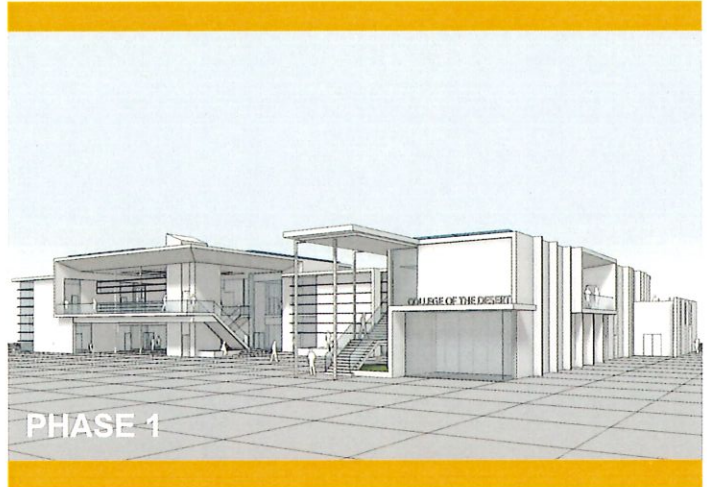
- 95% Construction Documents and Specifications received 12/2/16
- Construction Documents to be submitted to DSA 12/14/16
- Bond Office and Construction Manager are reviewing the plans for accuracy, field conditions and program adherence.
- Presentations scheduled in Jan 2017 for the Fountain of Knowledge refurbishment

WEST VALLEY CAMPUS - PALM SPRINGS

PROJECT STATUS REPORT

DESIGN

- Address 2365 E. Tahquitz Canyon Way
Palm Springs, CA 92262
- Project Manager MAAS
Ellen Garrett
- Architect HMC Architects (For EIR)
Ontario, CA
- Construction Manager TBD



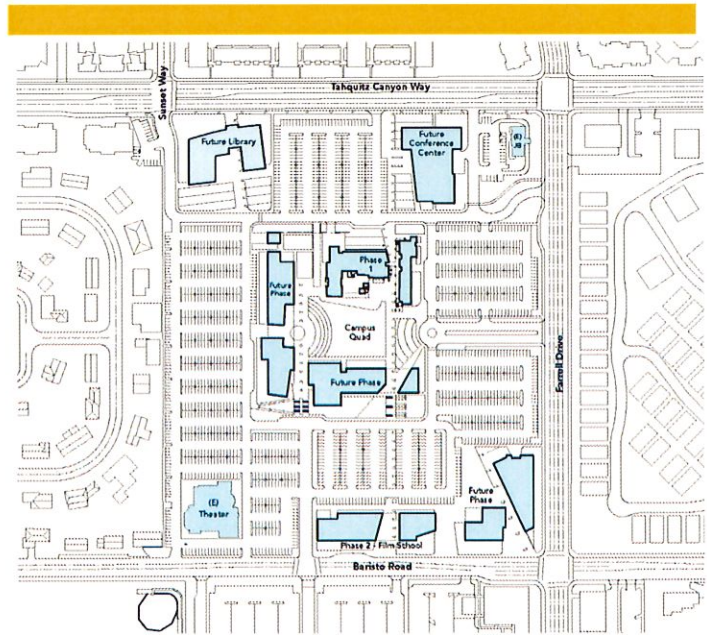
Fast Facts

Establish West Valley Campus in Palm Springs. Phase 1 includes Culinary Arts Center learning environment.

- Total Project Budget \$37,582,623
- Project Square Footage (GSF) . . 50,000 SF
- Funding Source Measure B & RDA
- Construction Start TBD
- Targeted Completion TBD

Project Update

- Preliminary Architectural Interviews are being scheduled for January 2017



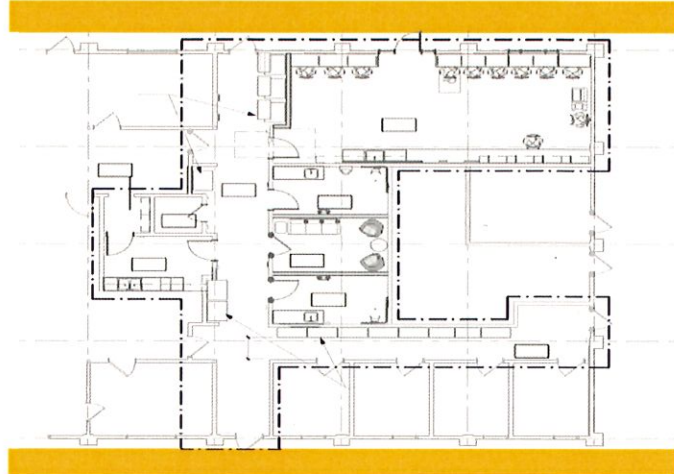
MASTER PLAN

ADJUNCT FACULTY RENOVATION ADMINISTRATION BUILDING

PROJECT STATUS REPORT

DESIGN

- **Address** 43-500 Monterey Ave.
Palm Desert, CA 92260
- **Project Manager** MAAS
Ellen Garrett
- **Architect** HMC Architects
Ontario, CA
- **Construction Manager** TBD



Renovation Rendering

Fast Facts

The Administration Building will be renovated to provide a new Adjunct Faculty Office, two new restrooms, staff Break Room and Kitchen.

- Total Project Budget TBD
- Project Square Footage (GSF) 11,500 SF
- Funding Source Measure B
- Construction Start TBD
- Targeted Completion Summer 2017

Project Update

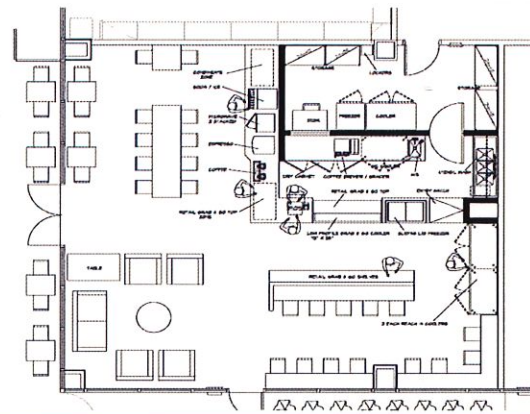
- Construction Documents were submitted to DSA on 11/11/16
- Anticipated Plan Check duration is 4 months
- Bond Office is reviewing the Construction Documents for accuracy

INDIO CAMPUS STUDENT KIOSK

PROJECT STATUS REPORT

DESIGN

- **Address** 45-524 Oasis St.
Indio, CA 92201
- **Project Manager** MAAS
Ellen Garrett
- **Architect** o2 Architecture
Palm Springs, CA
- **Construction Manager** N/A



Fast Facts

The 1,330 square foot Northwest corner of the Indio retail space is being designed as a student-operated enterprise, "Solutions Café." This space will offer snacks, drinks and pre-packaged warmable entrees to students and staff. There will be a variety of seating options including window, small table and lounge type seats as well as outdoor fixed tables and stools.

Students will have the opportunity to learn about running a business with teacher supervision.

- Total Project Budget \$TBD
- Project Square Footage (GSF) 1,330 SF
- Funding Source RDA
- Construction Start TBD
- Targeted Completion Fall 2017

Project Update

- Project is currently in the Construction Document Phase
- Project is anticipated to be submitted to DSA mid-January 2017
- Last Kiosk Committee meeting occurred 12/5/116. Colors, furnishings, menu boards and budget were addressed.
- Students and Faculty will propose name options for the Café to Administrative Services for approval.

CHILD DEVELOPMENT CENTER PLAYGROUND

PROJECT STATUS REPORT

DESIGN

- Address 43-500 Monterey St.
Palm Desert, CA 92260
- Project Manager MAAS
Robert Rauscher
- Architect Quinn Landscape
San Francisco, CA
- Construction Manager N/A



Fast Facts

Renovation of the playground shared by the McCarthy Child Development Center and The Early Childhood Education Center. The update will include extensive changes to the site landscape and hardscape including provision of new desert-appropriate trees, shrubs, and groundcover.

- Total Project Budget \$500,000
- Project Square Footage (GSF) 33,000 SF
- Funding Source RDA
- Construction Start 2017
- Targeted Completion Fall 2017

Sustainable Features

Will use drought-tolerant planting where feasible and high-efficiency irrigation

Project Update

- Schematic Design Phase 50% complete. Conceptual Cost Estimate pending.
- Project is on track for submittal to the Division of the State Architect in March 2017

PROJECTS IN CONSTRUCTION . . .

- Project Status Reports

MECCA-THERMAL CAMPUS EXPANSION

PROJECT STATUS REPORT

CONSTRUCTION

- **Address** 61120 Buchanan St.
Thermal, CA 92274
- **Project Manager** MAAS
Ryan Lamb
- **Architect** HMC Architects
Ontario, CA
- **Construction Manager** N/A



Fast Facts

The Mecca/Thermal Expansion includes 1 Interdisciplinary Lab with a Lab Prep Room, 1 Computer Lab and 1 general use classroom. A new maintenance vehicle enclosure and re-design of the existing detention basin are also included with the expansion

- Total Project Budget \$5,000,000
- Project Square Footage (GSF) 4,500 SF
- Funding Source Measure B
- Construction Start Summer 2016
- Targeted Completion Winter 2017

MECCA-THERMAL CAMPUS EXPANSION

PROJECT STATUS REPORT CONSTRUCTION

Fast Financial Facts

- Total Project Budget \$5,000,000
- Construction Budget \$1,450,000
- Expenditures To Date..... \$ 926,478

- Percent Complete of Project Cost 19%
- Percent Complete of Construction..... 75%

Project Update

- Stucco complete
- Interior Electrical and Low Voltage work in progress
- Fire Sprinklers complete
- Erection of Vehicle Enclosure steel in progress
- Erection of Covered Walkways Canopy steel in progress
- Sidewalk Concrete in progress
- Site Fencing and gates in progress
- Propane Tank pad and bollards installed
- Sewer Lift Station installed
- Site Utilities and building tie-ins nearing completion



OLD ART BUILDING RENOVATION

PROJECT STATUS REPORT

CONSTRUCTION

- **Address** 43-500 Monterey Ave.
Palm Desert, CA 92260
- **Project Manager** MAAS
Curtis Guy
- **Architect** Moreto Mathison &
Associates
Glendora CA
- **Construction** N/A



Fast Facts

Renovation of the Old Art Building to relocate the Mechanical Shop, Woodshop and Hardware storage, Lock Smith shop, Warehouse and Mailroom services from where they are presently housed in the M&O area.

- Total Project Budget \$250,000
- Project Square Footage (GSF) 16,500 SF
- Funding Source RDA
- Construction Start Fall 2016
- Targeted Completion Winter 2016-2017

Project Update

- Exterior on south side of building is complete
- Work for interior building went out for bid; contract submitted for 12/16 board approval

FINANCIAL REVIEW . . .

- Project Allocation Budget

COMPLETED PROJECTS

PROJECT ALLOCATION BUDGET

<u>COMPLETED PROJECTS</u>	<u>Budget</u>	<u>Expense</u>	<u>Balance</u>
	<u>Bond + Other</u>	<u>Bond + Other</u>	
Ag Science Project	\$105,804	\$105,804	\$0.00
Alumni Centre	\$2,714,816	\$2,714,816	\$0.00
Applied Sciences	\$12,125,867	\$12,125,867	\$0.00
Aquatics Swimming Pool Demolition	\$310,103	\$310,103	\$0.00
Athletic Facilities	\$24,613,750	\$24,613,750	\$0.00
Barker Nursing Complex	\$10,973,913	\$10,973,913	\$0.00
Berger Faculty Innovation Center	\$349,000	\$349,000	\$0.00
Burn Tower	\$2,875,267	\$2,875,267	\$0.00
Business Building Renovation	\$4,598,036	\$4,598,036	\$0.00
Campus IT Infrastructure	\$2,498,904	\$2,498,904	\$0.00
Campus Standards & Design	\$615,343	\$615,343	\$0.00
Carol Meier Hall 1 & 4	\$145,999	\$145,999	\$0.00
Carol Meier Lecture Hall Roof Repair	\$317,728	\$317,728	\$0.00
Central Annex Village	\$2,308,330	\$2,308,330	\$0.00
Central Campus Redevelopment Planning-Original Phase I	\$1,427,832	\$1,427,832	\$0.00
Central Plant	\$13,127,485	\$13,127,485	\$0.00
Central Plant MBCx	\$3,335,803	\$3,335,803	\$0.00
Child Development Center	\$6,066,890	\$6,066,890	\$0.00
Communication Building	\$20,258,662	\$20,258,662	\$0.00
Contractor Lay Down Area	\$724,890	\$724,890	\$0.00
Cravens Student Services Center	\$22,954,847	\$22,954,847	\$0.00
CSSC Second Floor Renovation	\$148,060	\$148,060	\$0.00
Culinary Kitchen	\$410,529	\$410,529	\$0.00
Date Palm Removal	\$311,447	\$311,447	\$0.00
Demo Central Annex / Cooling Tower	\$336,262	\$336,262	\$0.00
Desert Energy Enterprise Center (DEEC)	\$14,220	\$14,220	\$0.00
Desert Hot Springs	\$1,140	\$1,140	\$0.00
Diesel Mechanics Flooring	\$14,154	\$14,154	\$0.00
Dining Facility Renovation	\$5,399,910	\$5,399,910	\$0.00
Facilities Yard Improvement	\$416,825	\$416,825	\$0.00
Imaging	\$399,540	\$399,540	\$0.00
Indio Campus	\$24,123,997	\$24,123,997	\$0.00
Institutional Effectiveness	\$243,369	\$243,369	\$0.00
Mecca-Thermal Interim Modulars	\$9,913,929	\$9,913,929	\$0.00
Mecca-Thermal Septic Sewer System	\$288,401	\$288,401	\$0.00

COMPLETED PROJECTS

PROJECT ALLOCATION BUDGET

<u>COMPLETED PROJECTS—Continued</u>	<u>Budget</u> <u>Bond + Other</u>	<u>Expense</u> <u>Bond + Other</u>	<u>Balance</u>
Monterey Entrance	\$5,417,239	\$5,417,239	\$0.00
Monterey Wall & Landscaping	\$1,544,946	\$1,544,946	\$0.00
Nursing Building Renovation	\$3,538,287	\$3,538,287	\$0.00
Pavement Removal North Alumni Road	\$28,721	\$28,721	\$0.00
Ph I - Infrastructure Upgrade	\$14,512,593	\$14,512,593	\$0.00
Ph II - Infrastructure Upgrade	\$11,727,628	\$11,727,628	\$0.00
PSA Parking & Mag. Falls Entrance	\$949,794	\$949,794	\$0.00
Public Safety Academy	\$14,917,722	\$14,917,722	\$0.00
Safety/Security Improvements CDC & AR	\$256,377	\$256,377	\$0.00
Scene Shop	\$75,654	\$75,654	\$0.00
Science Labs	\$223,624	\$223,624	\$0.00
Security Cameras & Emergency Phones	\$132,450	\$132,450	\$0.00
Sidewalk Repairs	\$38,846	\$38,846	\$0.00
So./No. Annex Ph I Classroom Modulares	\$1,920,155	\$1,920,155	\$0.00
South Annex 3 and 8 Remodel	\$72,024	\$72,024	\$0.00
South Annex Ph I	\$273,569	\$273,569	\$0.00
South Annex Ph II	\$1,027,825	\$1,027,825	\$0.00
South Annex Ph III - DSPS Modulares	\$646,294	\$646,294	\$0.00
South Annex Tenant Improvements	\$39,127	\$39,127	\$0.00
South Parking Lot	\$1,004,767	\$1,004,767	\$0.00
Stagecraft Shop	\$2,042,836	\$2,042,836	\$0.00
Storm Drain Outlet Structure	\$1,563,111	\$1,563,111	\$0.00
Telephone Systems/VOIP Upgrade Ph I	\$964,487	\$964,487	\$0.00
Temporary Access Road	\$87,252	\$87,252	\$0.00
Temporary Dining Facility	\$752,840	\$752,840	\$0.00
Velma Dawson House Lot	\$27,500	\$27,500	\$0.00
Visual Arts Building	\$8,434,163	\$8,434,163	\$0.00
Visual Arts Kiln Building	\$179,079	\$179,079	\$0.00
Wayfinding Phase 1	\$473,684	\$473,684	\$0.00
West Valley Palm Springs - Original Campus	\$5,403,355	\$5,403,355	\$0.00
Western Parking Lot	\$2,564,965	\$2,564,965	\$0.00
Western Parking Lot Landscaping	\$266,422	\$266,422	\$0.00
Wireless Access Project	\$322,555	\$322,555	\$0.00
EXPENDED TOTAL	\$255,900,939	\$255,900,939	\$0.00

CURRENT PROJECTS

PROJECT ALLOCATION BUDGET

<u>CURRENT PROJECTS</u>	<u>Budget</u> <u>Bond + Other</u>	<u>Expense</u> <u>Bond + Other</u>	<u>Balance</u>
Applied Sciences Solar Yard	\$135,000	\$0	\$135,000
Campus Electronic Sign	\$300,000	\$20,891	\$279,109
Campus Energy Monitoring	\$295,801	\$289,570	\$6,230
Career & Workforce Solutions Center	\$375,000	\$299,875	\$75,125
Central Campus Redevelopment	\$35,839,672	\$1,146,995	\$34,692,677
Child Development Center Playground	\$507,423	\$7,340	\$500,082
Desert Hot Springs Campus - Modulares	\$745,000	\$437,256	\$307,744
Mecca/Thermal Campus Expansion	\$29,700,000	\$1,031,403	\$28,668,597
HR Renovation - South Annex	\$70,000	\$5,015	\$64,985
Indio Campus - Modulares	\$690,000	\$499,350	\$190,650
Indio Campus - Retail Space	\$1,663,800	\$1,439,028	\$224,772
Indio Campus - Student Kiosk	\$132,910	\$19,354	\$113,556
Infrastructure Upgrade - Ph III	\$11,732,136	\$11,729,639	\$2,498
M2-Music Rehearsal Classroom Renovation	\$120,000	\$103,134	\$16,866
Math Science Technology Center	\$24,347,061	\$24,303,698	\$43,363
Old Art Building Renovation	\$250,000	\$88,578	\$161,422
RDA Small Maintenance Projects	\$1,972,893	\$1,811,502	\$161,391
Relocations Project	\$766,879	\$568,049	\$198,830
Road Repair, Parking Lot Improvements & Weatherproofing	\$1,285,539	\$1,226,825	\$58,714
Site Remediation	\$387,000	\$318,301	\$68,699
Soils Contingency	\$101,500	\$0	\$101,500
South Annex 13 Remodel	\$85,000	\$54,815	\$30,185
Visual Arts Canopy	\$216,190	\$193,204	\$22,986
West Valley Palm Springs	\$38,039,570	\$456,947	\$37,582,623
SUB TOTAL	\$149,758,373	\$46,050,770	\$103,707,603

PROJECT ALLOCATION BUDGET

<u>FUTURE PROJECTS</u>	<u>Budget Bond + Other</u>	<u>Expense Bond + Other</u>	<u>Balance</u>
West Valley Desert Hot Springs Ph II	\$2,500,000	\$0	\$2,500,000
SUB TOTAL	\$2,500,000	\$0	\$2,500,000

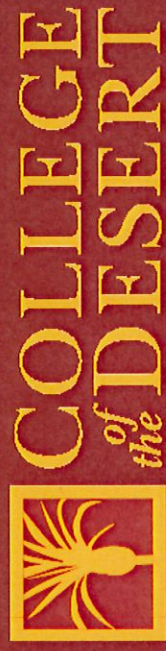
<u>SUMMARY OF PROJECTS</u>	<u>Budget Bond + Other</u>	<u>Expense Bond + Other</u>	<u>Balance</u>
Completed Projects	\$255,900,939	\$255,900,939	\$0
Current Projects	\$149,758,373	\$46,050,770	\$103,707,603
Future Projects	\$2,500,000	\$0	\$2,500,000
Bond Management and Other Fees	\$32,087,005	\$29,919,554	\$2,167,451
Contingency	\$2,693,055	\$0	\$2,693,055
TOTAL	\$442,939,372	\$331,871,262	\$111,068,109

Total Bond Funds Issued	\$346,500,000
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<u>DEFERRED PROJECTS</u>	<u>Proposed Budget</u>
Art Building Re-Purpose	\$500,000
Construct Parking Lot Velma Dawson House	\$600,000
Demo East Annex / Construct Parking Lot	\$2,000,000
Diesel Mechanics / Install Parking Lot	\$2,500,000
Engineering Building Renovation	\$4,000,000
Landscaping at Fred Waring Entrance	\$1,000,000
Multi-Use Arts Facility	\$20,386,059
Parking Lot at Lay Down Area	\$1,200,000
Pollock Theater Carol Meier Renovation	\$3,940,381
Public Safety Academy Phase II	\$10,887,000
TOTAL DEFERRED PROJECTS	\$47,013,440

UPCOMING EVENTS . . .

- No Events Currently Scheduled



International Education Program & Intensive English Academy

Cody McCabe, Director
January 19, 2017

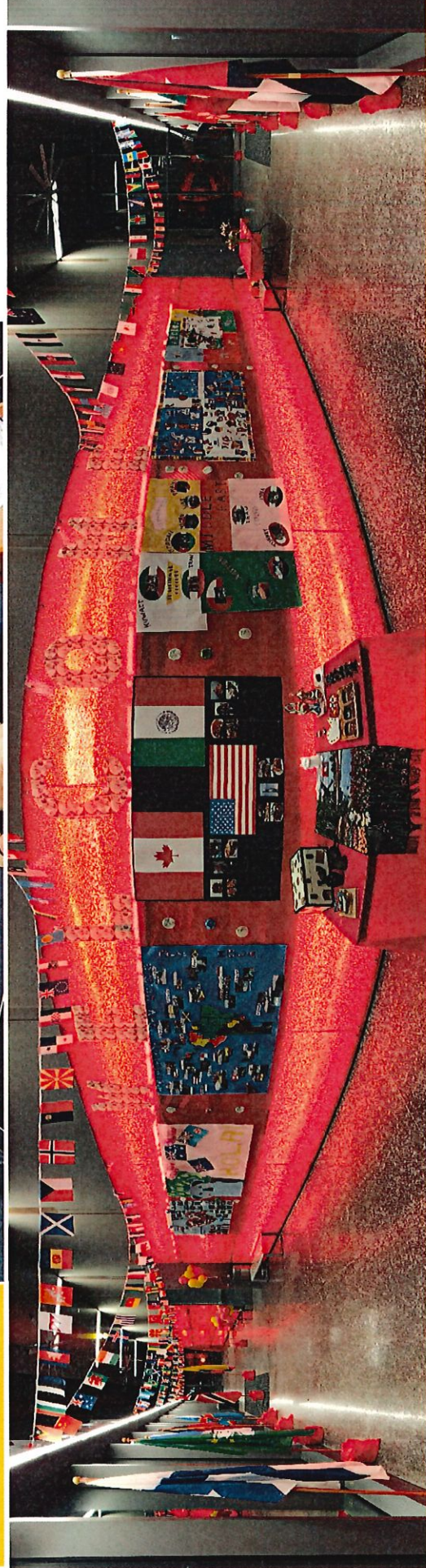
International Culture Competition



International Culture Competition



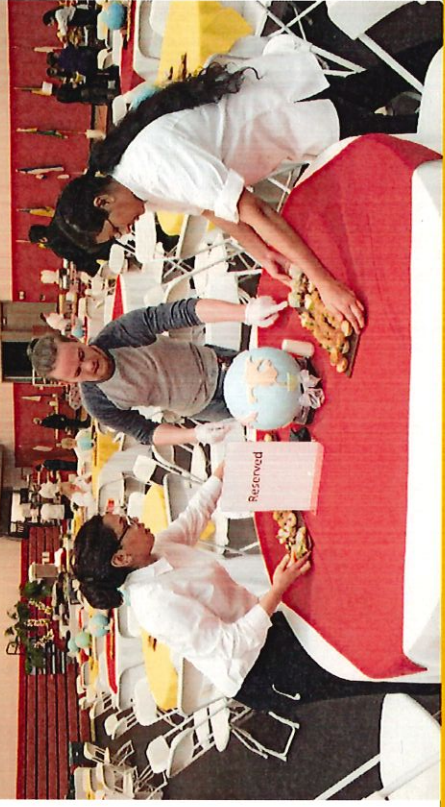
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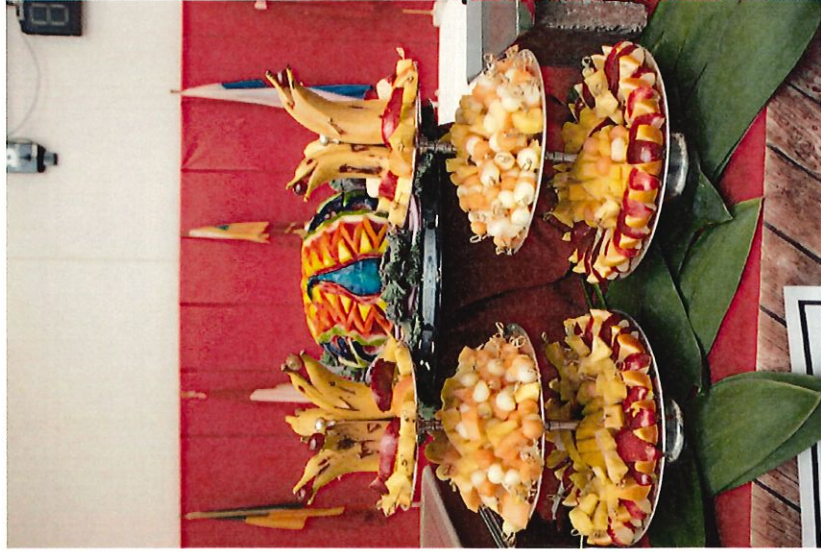
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Journey to COD

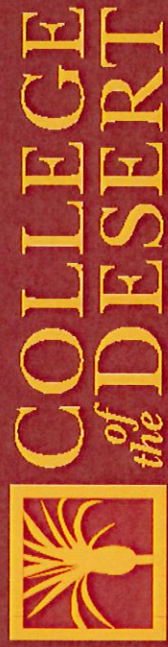


Journey to COD



Journey to COD





International Education Program & Intensive English Academy

Cody McCabe, Director
January 19, 2017