COLLEGE of the DESERT

DESERT COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTIPURPOSE ROOM
WEDNESDAY, FEBRUARY 10, 2016
9:30 am

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

Dr. Kinnamon conducted the roll call:

> Trustee Broughton
> Trustee Stefan
> Trustee Sanchez-Fulton
> Trustee Wilson
> Student Trustee Escobar-Prado (1:30 pm arrival)

> Parliamentarian – Carlos Maldonado
> Recorder – Angela Walton

II.   **BOARD MEETING AGENDA**

Confirmation of Agenda: Approve the agenda of the Regular Meeting of February 10, 2016 with any additions, corrections, or deletions.

There are two Human Resources items to add to this agenda:

1.   Corrected Consent Human Resources Item #1, Personnel Items – a name has been removed from this item and an updated Personnel Item list was provided to the Board and the public.
2.   New agenda item - Consent Human Resources Item #4, Approval of Job Description: Manager of Network & Servers, has been added to the consent agenda. This item came to the Board's attention after the posting of the agenda, and was provided to the Board and the public.

There being no further additions or corrections, the agenda was approved as amended.

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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)

IV.   OPEN SESSION

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

V.   PUBLIC UPDATES

President Kinnamon acknowledged the Bragdon and Inez Garrow family's contribution to COD
and the plaque recognition ceremony held this morning in the gymnasium.

The State of the College event was successful, and Dr. Kinnamon thanked Pam Hunter, Patricia
Danna, Carlos Maldonado, the ASCOD representatives and support staff who assisted with the
event.

Dr. Kinnamon complimented the recent Flex activities, stating that he has received good
feedback on these events. Dr. Kinnamon also reported on recent COD recognitions:
   o   2015 Concrete Masonry Design Grand Award for Education Design from the Concrete
       Masonry Association of California and Nevada
   o   Certificate of Appreciation presented to COD in recognition of its contribution to the
       National Occupational Information Network Data Collection Program from the US
       Department of Labor
   o   School Appreciation Award from the Jack Kent Cooke Foundation in recognition of
       having a student, Todor Nikolov, selected as a finalist for the Cooke Undergraduate
       Transfer Scholarship in 2015. Todor was selected into the Jack Kent Cooke Foundation's
       Undergraduate Scholarship Program in 2015; Cooke scholars receive up to $40,000 a
       year for up to three years to complete a bachelor's degree at an accredited four-year
       college or university.

VI.   PUBLIC COMMENTS

   •   Dr. Lisa Soccio – Dr. Soccio updated the Board on recent Marks Arts events, and
       reported that they are expecting to host around 1700 students from the Coachella
       Valley for the "An Open Book 2" exhibit occurring until March 11. Dr. Soccio

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invited the Board to the gallery for the exhibit.

- **READING OF PROCLAMATIONS**

Proclamation – Women's History Month –Jessica Enders, Director of Education Centers, read the proclamation.

VII. **INTRODUCTION OF STAFF** – President Kinnamon introduced Daniel Aucutt, Director of Tutoring and Academic Skills Center and Supplemental Instruction to the Board of Trustees. Mr. Aucutt briefly addressed the Board.

VIII. **APPROVE THE MINUTES OF:**

Approve the minutes of the regular meetings of January 15, 2016. There were no corrections noted, and the minutes stand approved.

IX. **REPORTS** – Chair Sanchez-Fulton asked that written reports are submitted at least two days prior to the Board meeting to give the trustees time to review the reports.

A. **ASCOD (Associated Students of College of the Desert)** – Jose Rodriguez, Independent Senator was present and provided a brief report.
B. **College of the Desert Foundation** – Jim Hummer was present and provided a brief report.
C. **Academic Senate** – No report.
D. **CODFA (College of the Desert Faculty Association)** – Denise Diamond was present and provided a brief report.
E. **CODAA (College of the Desert Adjunct Association)** – Denise Diamond read the report on behalf of Cathy Levitt.
F. **CSEA (California School Employees Association)** – Lauro Jimenez was present and provided a brief report.

G. **GOVERNING BOARD**

Student Trustee Escobar-Prado – absent, attending class

Trustee Stefan – Trustee Stefan wished everyone Happy Valentine's day, and commented that it was great seeing everyone at the faculty and staff Flex dinner, and regretted not being able to attend Flex sessions due to her work schedule. Trustee Stefan attended the Friends of the Library book sale last weekend, and reported that she is also the Board representative of the Foundation and attended their meeting during Flex week. Trustee Stefan encouraged everyone to become members of the President's Circle if possible, and reminded everyone of the Stepping Up for COD event coming up and informed all that tours of the college are taking place.

Trustee Broughton – Trustee Broughton stated that she could not attend plaque ceremony this morning, but thanked the Garrow family and Char Whittaker for continuing their relationship

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with COD. Trustee Broughton stated that she is also appreciative of the signs for the Mecca/Thermal campus along the highway as the signage helps to builds COD's recognition in the community. Trustee Broughton stressed the importance of continued outreach efforts of the college, especially to high school students, and encouraged earlier outreach to prepare students for the possibility of college.

Trustee Broughton reported that she continues to hear good feedback about the English as a Second Language classes, and that COD will need to reach out in Indio and Mecca/Thermal to be sure to reach the older, higher-level students, as their personal work schedules may present a challenge for the people wanting to take classes.

Trustee Broughton reported that she recently received a thank you note from a student who praised the COD staff members who helped her graduate and receive a transfer degree.

Trustee Wilson – Trustee Wilson thanked Trustee Stefan for mentioning the recent spring book sale given by the Friends of the Library, of which she is a member. Trustee Wilson reported that she has been attending many community events such as the recent Indian Wells/Palm Desert Women's Club event at Desert Horizons. The Ophelia Project held a volunteers luncheon recently at the Marrakesh, and she thanked the COD Foundation for providing scholarships to girls in the program and also thanked the staff members who volunteer with the program. The Clinton Health Matters Initiative held an event in January at La Quinta High School, where the culinary students prepared meals for the Joslyn Center Meals on Wheels program. Trustee Wilson also serves on this board; she had the opportunity to tour their culinary academy and met a COD culinary student. She also attended the World Affairs Council that is attended by students from CalState, and Trustee Wilson reported that the World Affairs Council president Guido Portante continues to reach out to encourage COD students to attend their monthly events as well. Trustee Wilson reported that she attended Flex events, including the State of the College, and thanked Zerryl Becker and staff. She also congratulated those staff members who received service awards. Trustee Wilson praised the State of the College event, thanked all those involved in organizing that event, and reported she attended the all faculty/staff dinner that same evening.

Trustee Wilson reported that she attended the ACCT Conference in Sacramento with the Board Chair for training, and stated it was a good opportunity to meet other college trustees. She also attended the grand opening of the Desert Trial Academy in Indio. Trustee Wilson reminded everyone that the County Fair begins this weekend, and thanked Trustee Broughton for her many years of services on the county fair. Trustee Wilson commented that she is looking forward to the Board candidate selection process later today.

Trustee Sanchez-Fulton – Trustee Sanchez-Fulton reported that she attended the plaque ceremony this morning, and thanked the Garrow family and Foundation for all they have done and continue to do for COD. Trustee Sanchez-Fulton welcomed returning staff and faculty, and reported that she attended the State of the College event and several Flex events. She was able to attend the Job Hub session, and thanked Michelle Richards for her work in putting the workshop together. Trustee Sanchez-Fulton attended the ACCT Sacramento Conference and Legislative

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Days with Dr. Kinnamon and Trustee Wilson. Trustee Sanchez-Fulton reported that she attended the first ASCOD meeting at the Indio campus, as well as a recent Girlfriend Factor event and reported that this organization provides scholarships and mentoring for girls. Trustee Sanchez-Fulton thanked Bonnie Stefan for co-chairing the Board vacancy ad hoc committee and Angela Walton for assistance in preparing for the Board vacancy special meeting to be held later today. She also thanked Trustee Broughton and Trustee Wilson for taking the time to review the candidate applications. Trustee Sanchez-Fulton attended the Desert Trial Academy opening in Indio as well.

President Kinnamon - Dr. Kinnamon reported that Dr. Kelly Hall is traveling and could not attend today's meeting.

Dr. Kinnamon asked Dean Scott Cooper to introduce employees. Dean Cooper introduced Alejandra Aguilar, TRiO Veterans Program Secretary, Gabriella Hernandez, TRiO DSPS Secretary, Rebecca Martinez, CalWORKS Specialist, and Marguerita Morin, EOPS Technician.

Dr. Kinnamon reported that COD has been actively recruiting, and thanked everyone involved in the recruiting and hiring process. Dr. Kinnamon acknowledged Karen Tabor, Interim Dean of Science and Math, and new Dean of Applied Sciences and Business Zerryl Becker. Dr. Kinnamon reported that COD is in the process of finalizing recruitment for the Vice President of Student Learning and that the Vice President of Student Success search was extended through February 18th. Vice President Jeff Baker has extended his contract to assist in the searches, as well as Vice President Diane Wirth. President Kinnamon also reported that they are hoping to have an update on the School of Communications in the very near future, and that he and Vice President Baker are working on an interim appointment for the School of Arts and Social Sciences, on which they also hope to have an update soon.

Vice President Lisa Howell, Administrative Services – VP Howell reported on water conservation efforts, stating that COD is still meeting the mandated reductions and has not received any penalties. VP Howell reported that all faculty computer replacement equipment has been received, and half of them have been installed. The final installations should conclude at the end of this month. IT staff have reported that 13 instructor media workstations have been installed, 113 student workstations have been installed, as well as 3 instructor workstations, 24 laptops and 5 new printers.

VP Howell also reported that the contract with SunLine has been completed, and COD artwork for the buses has been provided by Pam Hunter and staff. Dr. Daniel Martinez and his staff have been providing student geographic information to assist with the development of bus routes.

Interim Vice President Diane Wirth, Human Resources – VP Wirth reported that Human Resources is focused on hiring, and they are appreciative of the hiring committees. VP Wirth commented that the caliber of candidates and applicants compliments COD.

Interim Vice President Jeff Baker, Student Success – VP Baker updated the trustees on categorical programs, he reported that the state categorical allocation formula has changed and

rewards growth. COD is looking to grow its categoricals by 25%, especially EOPS, CalWorks, CARE, Foster Youth. VP Baker acknowledged the work of Dean Scott Cooper in this effort.

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

A. BOARD OF TRUSTEES

1. Proclamation – Women's History Month

B. HUMAN RESOURCES
1. Personnel Items
2. Faculty-Tenure Review
3. Approval of MOU between CODAA & DCCD

C. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll
5. ~~Gifts/Donations to the District~~ *Pulled for discussion*
6. Out-of-State Travel
7. Budget Transfers
8. 2015-2016 CCFS-311Q/Quarterly Financial Status Report
9. ~~Approval of Memorandums of Understanding for the Adult Education Block Grant~~ *Pulled for discussion*

Trustee Stefan pulled Administrative Services Consent Item 5, Gifts/Donations to the District, and Trustee Broughton pulled Administrative Services Consent Item 9, Approval of Memorandums of Understanding for the Adult Education Block Grant.

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve the consent agenda as amended.

Discussion: None.

Vote:

Yes:	Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson
No:	None
Absent:	Student Trustee Escobar-Prado
Abstain:	None

The motion carried unanimously.

XI.   **ACTION AGENDA**

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

Pulled Item – *Administrative Services Consent Item 5, Gifts/Donations to the District*

Motion: Motion by Trustee Stefan, seconded by Trustee Wilson to approve Administrative Services Consent Item 5, Gifts/Donations to the District.

Discussion - Trustee Stefan commented that they are always grateful to the public for any donations given to the college. Trustee Broughton stated that the donation of stanchions will assist with safety.

Vote:

Yes:	Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson
No:	None
Absent:	Student Trustee Escobar-Prado
Abstain:	None

The motion carried unanimously.

Pulled Item – *Administrative Services Consent Item 9, Approval of Memorandums of Understanding for the Adult Education Block Grant*

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve Memorandums of Understanding for the Adult Education Block Grant.

Discussion - Trustee Broughton commented on the MOUs for Adult Education Block Grant, speaking on the grant's importance and complimenting the staff members that have stepped into the leadership role of assisting in the deployment of this initiative.

Vote:

Yes:	Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson
No:	None
Absent:	Student Trustee Escobar-Prado
Abstain:	None

The motion carried unanimously.

B. HUMAN RESOURCES

1. Granting of Tenure - Faculty

Motion: Trustee Broughton made the motion to approve granting tenure to George Brown and Sarah Fry, and Trustee Stefan seconded.

Discussion: Trustee Broughton congratulated George Brown and Sarah Fry. Dr. Kinnamon commented that he is excited to see both faculty members receiving this honor.

Vote:

Yes:	Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson
No:	None
Absent:	Student Trustee Escobar-Prado
Abstain:	None

The motion carried unanimously.

C. ADMINISTRATIVE SERVICES

1. Budget Revisions

Motion: Trustee Broughton made the motion to approve the budget revisions, and Trustee Stefan seconded.

Discussion: None.

Vote:

Yes:	Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson
No:	None
Absent:	Student Trustee Escobar-Prado
Abstain:	None

The motion carried unanimously.

2. Resolution #021016-1 Increase Revolving Fund

Motion: Trustee Stefan made the motion to approve Resolution #021016-1 Increase Revolving Fund, and Trustee Broughton seconded.

Discussion: VP Howell provided information on this item, reporting that they are requesting an increase in this existing fund for emergency items such as payroll, travel, or any extraordinary events or budgeted, preapproved items in the event of errors.

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

Student Trustee Escobar-Prado - absent
Trustee Broughton - yes
Trustee Stefan - yes
Trustee Wilson - yes
Trustee Sanchez-Fulton - yes

The motion carried unanimously.

3. Declare Property as Surplus

Motion: Trustee Wilson made the motion to approve declaring property as surplus, and Trustee Broughton seconded.

Discussion: None.

Vote:

Yes:	Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson
No:	None
Absent:	Student Trustee Escobar-Prado
Abstain:	None

The motion carried unanimously.

4. Designation of Off-Site Location

Motion: Trustee Broughton made the motion to approve the designation of the Indio Campus, 45-524 Oasis St., Indio, CA 92201, as an Off-Site Location, and Trustee Wilson seconded.

Discussion: Dr. Kinnamon reported that COD is required to designate off-site teaching facilities to allow for providing education at that site. This particular site requires a designation from the Board of Trustees so the international students may attend classes at this site.

Vote:

Yes:	Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson
No:	None
Absent:	Student Trustee Escobar-Prado
Abstain:	None

The motion carried unanimously.

XII. INFORMATION ITEMS: - provided as information; Dr. Kinnamon provided a brief overview of these procedures.

       1.   Administrative Procedures
           a. AP 5500 Standards of Student Conduct
           b. AP 5520 Student Discipline Procedures
           c. AP 5530 Student Rights and Grievances

XIII. STUDY SESSION:

- **Distribution of Board Self-Evaluation Instrument** – The trustees briefly discussed the evaluation instrument. Trustee Broughton commented that it may be beneficial to have the trustees review the evaluation and discuss it at the next Board meeting, and to have the trustees focus on 3-5 issues that will be important in the upcoming year. Trustee Broughton requested that the area requiring that the Student Trustee maintains an academic standard of 2.0 GPA is removed this from the evaluation. The self-evaluation will be brought back in March after review.

IX. CLOSED SESSION (Cont'd)

    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, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 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, 641 261 020 0, 687 199 001, 687 199 002, 687 212 009, 687 212 010, 687 212 011, 687 212 022, 687 212 023, 687 212 024, 687 212 027, 611 211 013, 611 211 014, 611 211 019, 663 290 003-5

Agency Negotiator or Designee: Dr. Joel Kinnamon

X. OPEN SESSION

Closed Session Report – In closed session, Chair Sanchez Fulton reported that a motion was made by Trustee Broughton, seconded by Trustee Stefan, to authorize President Kinnamon to offer employment for Vice President of Student Learning. The motion carried, with 4 members voting in favor and no members voting against. Motion carried 4 to 0.

- **Salary Survey** – Dr. Jean Malone and Dr. Jack Miyamoto, Collaborative Brain Trust

  - VP Diane Wirth introduced this item and the members of the Collaborative Brain Trust team. Distributed was a final report of a Salary Comparison Study of Full-time Faculty, and Dr. Miyamoto and Dr. Malone provided a detailed verbal overview of the report.
  - Mr. Bill Ewing - Provided an overview of the Salary Comparison Study for Classified Staff.

- **President's Annual Report** – Dr. Kinnamon distributed copies of the President's Annual and the Foundation's Annual Reports, and asked the trustees to review. President Kinnamon highlighted the Fall 2014 headcount, which was 10,782, and the Fall 2015 headcount, which was 12,865, indicating significant increases in the number of students being served. He also highlighted the COD Foundation's contributions to programs and scholarships. The trustees complimented the State of the College event and thanked the students who participated.

XI. FUTURE AGENDA ITEMS

  - Trustee Broughton – Board self-evaluation, the fire truck donation, and Adult Education Block Grant
  - Trustee Wilson – COD concussion protocols
  - Trustee Sanchez-Fulton – update on athletic program and update on Desert Hot Springs

Student Trustee Escobar-Prado provided her report at this time. She attended first MESA meeting of the semester, and reported on the California Space Grant Consortium, which will include 15 students for the NASA Winternship in December. She also attended the recent ASCOD meeting which Trustee Sanchez-Fulton also attended. Ms. Escobar-Prado reported that she was informed of the upcoming SCORE Legislative breakfast during the ASCOD meeting and announced that if any students wanted to attend, they could email her.

XII. ADJOURN

There were no objections to adjourning this meeting. The meeting was adjourned at 2:45 p.m.

Becky Broughton, Clerk

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DESERT COMMUNITY COLLEGE DISTRICT
SPECIAL BOARD MEETING
43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTIPURPOSE ROOM
WEDNESDAY, FEBRUARY 10, 2016
3:00 pm

I. **CALL TO ORDER** - Chair Sanchez-Fulton called the meeting to order at 3:04 pm and asked Trustee Wilson to lead the pledge of allegiance.

Dr. Kinnamon conducted the roll call:

> Trustee Broughton
> Trustee Stefan
> Trustee Sanchez-Fulton
> Trustee Wilson
> Student Trustee Escobar
>
> Parliamentarian – Carlos Maldonado
> Recorder – Angela Walton

II. **BOARD MEETING AGENDA**

Confirmation of Agenda: Approve the agenda of the Special Meeting of February 10, 2016 with any additions, corrections, or deletions.

Dr. Kinnamon recommended a change in the agenda. A closed session item was inadvertently placed on agenda, and he recommended removing it from the agenda as there is no need for a closed session.

Motion: Trustee Broughton made the motion to approve amended agenda, removing the closed session and having a recess from 3:05 pm to 3:30 pm, and Trustee Stefan seconded.

Discussion: There will be no closed session; instead, the Board will recess until 3:30 pm.

Vote:
Yes: Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson, Student Trustee Escobar
No: None
Absent: None

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Abstain: None

The motion carried unanimously. Chair Sanchez-Fulton called a recess until 3:30 pm.

III. **OPEN SESSION** – The meeting was called back to order at 3:30 pm by Chair Sanchez-Fulton.

IV. **PUBLIC COMMENTS**

There were no public comments.

V. **ACTION AGENDA**

A. BOARD OF TRUSTEES

1. Appointment Process – Approved at January 2016 Board of Trustees Meeting
   a. Appointment Process to Fill the Vacant Seat in Trustee Area 3

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve the appointment process to fill the vacant seat.

Discussion – None.

Vote:
Yes: Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson, Student Trustee Escobar
No: None
Absent: None
Abstain: None

The motion carried unanimously.

Chair Sanchez-Fulton read the process to the candidates and to the Board of Trustees.

1. *The Board Chair will ask the Interim Vice President of Human Resources & Labor Relations to draw names of the candidates randomly and announce them in order.*
2. *The Board Chair asks the candidates for the position to be seated at the tables in front of the Board in the order announced from left to right.*
3. *The Board Chair reads the process listed below to the candidates:*

PROCESS:
- *Each candidate will make an opening statement of no more than four (4) minutes in length. The opening statements will be timed and the candidates will be asked to stop speaking when the timer sounds. The order of candidates will begin with the candidate on the Board's left and follow in order to the right.*

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- *Once the opening statements are concluded, the first question will be read to the candidates by the Board Chair and each candidate will have two minutes to respond to the question. The order of candidates will begin with the candidate on the Board's left and follow in order to the right.*
- *Once the first question is completed, the second question will be read to the candidates by a board member, and each candidate will have two (2) minutes to respond to the question. The order of candidates will begin with the second candidate on the Board's left and follow in order.*
- *Subsequent questions will proceed Round-Robin style until all questions have been asked.*
- *The Board Chair will describe the nominating and voting process to the members of the Board and the candidates.*

NOMINATIONS:
- *After the first round of questions to the candidates, the trustees will each nominate 2 candidates. Any candidate with less than 2 nominations will be eliminated. When a candidate is eliminated, they will be asked to leave the table but are welcome to stay for the remainder of the meeting.*
- *The nomination process will continue with each Board member nominating 2 candidates until only 2 candidates are remaining.*
- *If there are more than 2 candidates remaining, a second round of questions will commence with each trustee asking one question.*
- *The Student Trustee will not participate in the nominations but will be asked for an advisory vote once the members vote. The nomination process will continue until there are 2 candidates remaining.*

VOTING:
- *Once down to 2 candidates, a question will be asked by the trustees and a vote will be taken. A final candidate is chosen when he/she receives a majority of votes, not nominations.*
- *In the event of a tie, a final question will be asked by the trustees. Another vote will be taken after the question is answered by both candidates.*
- *In the event of another tie, another final question will be asked.*
- *A final vote will be conducted.*
- *Once a candidate is selected they will be sworn in.*
- *In the event that the Board is unable to reach a decision after numerous votes, it may be necessary for the county to hold an election.*

At this time, Interim Vice President of Human Resources & Labor Relations Diane Wirth pulled and announced the names of the candidates and they were seated in order: Al Jones, Russ Russell, Fred Jandt, and John Stiles. The candidates gave their opening statements and the trustees proceeded with the first round of questions.

After the first round of questions, first nominations were held in which each trustee selected two nominees.

NOMINATIONS:

(Student Trustee does not participate in nominations)

	Al Jones	Russ Russell	Fred Jandt	John Stiles
Trustee Broughton		X	X	
Trustee Wilson		X		X
Trustee Sanchez-Fulton	X		X	
Trustee Stefan		X	X	
TOTALS	1	3	3	1

Russ Russell and Fred Jandt were selected. Mr. Stiles and Mr. Jones were eliminated and excused, and the Board thanked them for their time.

The trustees then asked a second round of questions to the two remaining candidates.

After the final question, the trustees held their final vote.

VOTE:

	Russ Russell	Fred Jandt
Trustee Broughton		X
Trustee Wilson	X	
Trustee Sanchez-Fulton		X
Trustee Stefan		X
Student Trustee Escobar (advisory vote)		
TOTALS	1	3

Chair Sanchez-Fulton read the final vote. Russ Russell was eliminated, and Fred Jandt was confirmed as the new trustee.

> 2.   Approval of New Trustee
>   a.   Swearing in of New Trustee

Motion: Motion by Trustee Wilson, seconded by Trustee Broughton to approve the appointment of and swearing in of the new trustee, Dr. Fred Jandt.

Discussion – None.

Vote:
Yes: Becky Broughton, Bonnie Stefan, Mary Jane Sanchez-Fulton, Aurora Wilson, Student Trustee Escobar
No: None

Absent: None
Abstain: None

The motion carried unanimously. Dr. Kinnamon swore in the new trustee.

VI. ADJOURN

There were no objections to adjourning this meeting. The meeting was adjourned at 4:32 p.m.

Becky Broughton
Becky Broughton, Clerk

Board of Trustees Meeting
10 February 2016
ASCOD Student Senate BoT Report

Good Morning Madame Chair, Board Members, Senior Administration, and Distinguished guests. The following is the ASCOD report for the month of February.

The ASCOD Student Senate would like to congratulate Madame Chair Sanchez in her new term as chair.

The ASCOD Student Senate met this past Monday February 8th at the Indio COD campus. Expanding our meetings to our wide college campuses keeps motivating us to represent the students and distribute information pertaining to them.

On January 28th and 29th the ASCOD Student Senate conducted our The Winter Retreat for our own leadership training. During the retreat, we reviewed Parliamentary Procedure, self-assessed our progresses, and planned out the Spring Semester.

The ASCOD Student Senate's YouTube channel, known now as Road Runner TV will continue to post monthly videos consisting of campus and community events, announcements, and general College of the Desert information.

Our next ASCOD meeting will be on Monday February 22, 2016, from 2:00pm-4:00pm in the Office of Student Life Conference room.

We look forward to continue working with the Desert Community College District groups to kick start the Spring semester with high positivity and successful planning.

This concludes the ASCOD report for the month of February.

Thank you,

ASCOD Student Senate

Report to the Board of Trustees

Desert Community College District

Submitted by: Dr. Kelly Hall, Associate Professor, Business

President, Academic Senate

February 2016

I begin this report by recognizing Douglas Redman for his leadership and service to College of the Desert and the School of Applied Science and Business as interim dean over these past months. Douglas is an asset to this college and a valued colleague; thank you Douglas!

Administrators' Retreat Rights - Interim VP of Student Services Jeff Baker has been identified as the administrator designated to work with the Academic Senate to develop a local policy for Administrators' retreat rights. This work will take place in the Educational Policies and Practices Committee. The policy will then be brought forward for Senate and Board approval. Professor Rossidean, Chair of Ed Policies, invited VP Baker to attend the February Ed Policies Committee meeting and he did so.

Good-bye Blackboard, Hello Canvas

In December, faculty approved a resolution to change our Learning Management System from Blackboard to Canvas. The transition will be complete before June 30, 2016. This is a big undertaking with a bold timeline. Fortunately we have a great Information Systems Department and an outstanding team assisting faculty in this process: Christen Smith and the Educational Technologies Committee, Kim Dozier and the Distance Education Committee and Donna Greene, Instructional Design Coordinator, and our newest addition, Lynn York, Information Systems Support Assistant.

One-Stop Job and Career Center – As you know, last semester, in response to our community's request, the Academic Senate and College of the Desert Administration worked together to facilitate a robust and transparent dialogue between several stakeholder groups about a

proposed One-Stop Job and Career Center. Those discussions resulted in joint endorsements from the Academic Senate and the College Planning Council of the One-Stop Job and Career Center concept.

Last month, I met with Jeff Baker who informed me that he will be taking point for the administration on moving this project from concept to reality. I am pleased to announce that full-time faculty member Michelle Richards, Work Experience Coordinator, has agreed to co-chair a One-Stop Job and Career Center Advisory Committee alongside VP Baker. We are in the process of identifying the remaining Advisory Committee positons. This is an exciting opportunity for our college and our community. We are fortunate to have the support of our outstanding College of the Desert Foundation in pursuing this project.

Adult Education Block Grant (AEBG) - The 2013-2014 State Budget appropriated $25 million to the California Community College Chancellor's Office to allocate funding for grants to expand and improve the noncredit programs in specific areas which include Career & Technical, Early Childhood Education, Services to Disabled Students, and Adult Basic Education.

A Taskforce was formed that worked over the winter break to develop a set of recommendations for moving forward with the planning and discussions needed in order to best pursue this opportunity. The Taskforce was Co-Chaired by Renate Senters and Christen Smith with the support of Pam Hunter. This team did great work. Their recommendation report, which I will take to the All Faculty Senate for endorsement on February 25, is attached.

We have an exciting opportunity to fill a currently unmet need in our community while growing our college by reaching a population that we do not currently serve. I wish to recognize the hard work of Pam Hunter, Renate Senters, Christen Smith and the entire winter taskforce. I am also grateful (once again) for the speedy response of Diane Wirth and Denise Diamond as they pulled together the necessary agreement that enabled this work to move forward.

AP 7120: Hiring Procedures – The Senate, with the leadership of then president Zerryl Becker, started working on a revision to the procedure for full-time faculty hiring committees back in 2011. Zerryl and HR Director Stan Dupree made much progress. The forward motion stalled when we tragically lost Stan. Obviously that is no one's fault. It simply happened. So we started over. Once again we are making progress but we aren't there yet. Vida Rossidean, Chair of Educational Policies and Practices is working with VP of Human Resources Diane Wirth to review the revisions approved by the Senate. VP Wirth is interim with only a few months left of her appointment. I really hope to see this matter completed before VP Wirth's departure. Diane understands this and from my observations, she has this on her priority list and I appreciate that very much.

Skills-Builder Metric Added to Success Scorecard - Last fall, I updated the board on proposed changes to the Chancellor's office Scorecard. The Scorecard Advisory Committee had recommended an additional success metric – 'Skills Builders' be added to the Success Scorecard. Skills Builders are students who take Career & Technical Education (CTE) courses that build on existing skills. This course work, while not resulting in a degree or certificate, does measurably increase the student's earnings. I am delighted to report that the Skills Builders metric has been added to the Success Scorecard. Look for Skills Builders on the next Scorecard which will be released on March 30, 2016.

Doing What Matters/Strong Workforce Taskforce – The Strong Workforce Task Force recommendations were approved by Board of Governors last fall. The recommendations are divided into eight areas. The Academic Senate has determined that seven out of eight of these areas contain recommendations pertaining to professional and academic matters. The eight areas are:

- Student Success
- Career Pathways
- Workforce Data and Outcomes
- Curriculum
- CTE Faculty
- Regional Coordination

- Funding

The governor has set aside $200 million to be available in 2017 for implementation of the recommendations. The funding will be allocated based on Regional Plans. College of the Desert will be in one of the three Regional Planning Units in San Bernardino and Riverside County. The institutional Effectiveness Partnership has scheduled CTE DATA UNLOCKED workshops to help colleges interpret the new skills-builder metric data and integrate that information into their regional workforce plan. Attending this training makes a college eligible for up to $50,000 to support CTE data usage. The training for the Inland Empire region is scheduled for May 6, 2016. Details attached.

Common Assessment Initiative – (CAI) - The Common Assessment is coming. The roll-out will happen in waves. The roll-out schedule, established by the Chancellor's office, will be released any day. We should plan on implementation within a year or less.

Next week, I am meeting with Dr. Nery and Jeff Baker to discuss creating an implementation team comprised of English, ESL, math, reading, counseling and other faculty, researchers, assessment center staff and coordinators, IT personnel and administrators.

Training is already underway for this effort. The next training event in our region is February 26 in Los Angeles; I'm hoping we can get a team in place and attend this training. Stand by for more.

Staffing

Last month, Dr. Berg resigned his position as Dean of the School of Math and Sciences. Dr. Kinnamon decided to divide the school along the lines of 1) Math/Science/Computer Science and 2) Arts & Social Sciences. As I understand it, this is not a permanent re-alignment. It is a temporary arrangement necessitated by the departure of Dr. Berg days before the beginning of a new school term. I appreciate that in making his decision, Dr. Kinnamon considered the input of the faculty in that area.

On Wednesday, January 27, the first day of the school term, we welcomed Karen Tabor as the interim Dean of Math and Science. The Arts & Social Sciences area is currently without a dean. Also on the first day of school, Zerryl Becker was welcomed as the Dean of Applied Sciences and Business. I appreciate this administration's recognizing faculty for their leadership and contributions with career ladder opportunities. At the same time, the last-minute announcements created a flurry of schedule adjustments and teaching load changes during an already hectic back-to-school week. The selection committee for the Dean of the School of Communications and Humanities completed its work on December 18, 2016. A decision remains under consideration.

College of the Desert is in an era of breathtaking opportunity, the kind of opportunity that Benjamin Franklin wisely observed tends to be dressed in overalls and look a lot like hard work. The first week of a semester is always a challenge and this term was certainly no exception. As always, College of the Desert faculty showed up and delivered and did what had to be done. We welcome several thousand students to the Spring 2016 semester.

Happy back-to-school week!

Respectfully Submitted,
Kelly Hall, MBA, PhD, CPA
President, Academic Senate: College of the Desert

College of the Desert AB 86 Task Force, Jan. 2016

Mission-
The committee's task was to create a strategy for implementation of the AEBG plan to ensure Administration, Staff, and Faculty collaborate in expanding services and programs in non-credit.

Recommendations-
1. Establish the AEBG Steering Committee for Spring 2016 which will provide an update report to the Academic Senate at the April 14th All Faculty Senate meeting.
2. Establish nine sub-committee work groups which will report to the AEBG Steering committee:
   I. Student Services
   II. ESLN, ABE, Citizenship, & CASAS/ WIOA/TOPSPRO
   III. CTE
   IV. Basic Skills
   V. Older Adults in Workplace Training and Emeritus courses
   VI. Adults with Disabilities
   VII. Parent education & Adult training to support child school success
   VIII. Staff Hiring: Dir. NC, Non-credit staff- In-take Specialist, Non-credit CASAS Coordinator, Non-credit Assessment Testing Specialist, Non-credit Counselor, ASC ESLN Tutors, and ABE Tutors Work Group
   IX. Community Outreach and Marketing
3. The AEBG Steering committee and Work Groups are tasked with assessing goals and objectives outlined in the AEBG plan in the following AEBG grant areas:
   - Address gaps in service areas by increasing course offerings in the allowable program areas:
     o Adult Education
     o English as a Second Language
     o Pre-Apprenticeship Training
     o Career and Technical Education
     o Adults training to support child school success
     o Older Adults in the Workplace
     o Services for Adults with Disabilities
   - Reduce student barriers to education
   - Enhance and expand student service
   - Evaluate existing college program
   - Identify new or modify existing programs for the Non Credit delivery model

AEBG Steering committee
1. **Committee size:** 15 total = 7 Administrators & 8 Faculty
2. **Committee make-up:** Co-chairs: one Faculty/one Admin

   a. COD AEBG Project Manager (non-voting):
   b. Executive Director Not-for-credit/ AEBG Consortium designee:
   c. Director of Student Services- counseling:

d. Director of Off-Campus Programs:
e. Vice President of Instruction or Designee:
f. Vice President of Student Services or Designee:
g. Dean of Communication:
h. Dean of ASBU:
i. Dean of Health Sciences Education and Kinesiology:
j. DSPS Counselor:
k. ESLN Faculty:
l. Adult Basic Education Faculty:
m. Basic Skills: Math Faculty:
n. Basic Skills: English, ESL, or Reading Faculty:
o. CTE Business Faculty:
p. CTE Applied Science Faculty:
q. CTE Nursing, Early Childhood, or Kinesiology:

3. **Meeting Dates/frequency:** 2nd & 4th Fridays 8:00am-9:45am * exception February 1st meet 1-3pm due to Holiday. Term- Spring semester.

4. **Mission:** The AEBG Steering committee is a comprehensive collaboration of Administrators, Staff and Faculty tasked with making recommendations on ways College of the Desert can utilize the Adult Education Block Grant to best serve residents of the Coachella Valley by expanding, creating, and or modifying non-credit programs and services at COD. The Steering committee will establish sub-committee work groups and oversee goals and objectives for those groups. The Steering committee will present an update of AEBG recommendations to the Academic Senate at the April 14th All Faculty Senate meeting. The following Work groups will report recommendations to the AEBG Steering committee:

5. **Work groups tasked with identifying potential areas to offer non-credit and expand services:**
   i. Student Services
   ii. ESLN, ABE, Citizenship, & CASAS/ WIOA/TOPSPRO
   iii. CTE
   iv. Basic Skills
   v. Older Adults in Workplace Training and Emeritus courses
   vi. Adults with Disabilities
   vii. Parent education & Adult training to support child school success
   viii. Staff Hiring: Dir. NC, Non-credit staff- In-take Specialist, Non-credit CASAS Coordinator, Non-credit Assessment Testing Specialist, Non-credit Counselor, ASC ESLN Tutors, and ABE Tutors Work Groups
   ix. Community Outreach and Marketing

6. **Additional Recommendation for Task Force** under Faculty and Staff Development committees on Non-credit Professional Development

7. **Resources needed [to be provided by the Executive Director Institutional Advancement & Interim Director of Non-credit]:**
   a. Research needed for input on expanding non-credit and expanding services
      i. Track non-credit ESLN & ABE student completion & matriculation to credit programs over past two year period.

ii. Labor Market Demographics & projections for Coachella Valley.
iii. Workforce Development Center: number of users, training offered/referrals, age of users, cities of residence of users, number of second language users.
iv. CTE offerings: COD CTE credit & PaCE, K-13 Adult Ed & HS, & For Profit colleges/universities in CV.
v. Academic Skills Center Services of non-credit students- PD, Indio, & Mecca- number of students served, hours open, most/least busy times centers utilized.
vi. Data on number of DSPS residence qualified for educational training in CV.
vii. CTE training for DSPS and Older Adults programs offered throughout CV.
viii. Pre-apprenticeship training offered in CV.
ix. Assessment Center non-credit testing hours PD & Indio.
x. Admission & Records Services hours: PD, Indio, & Mecca.
xi. SCORE Training for Older Adults in CV.
xii. CASAS/ TOPSPRO report on student academic & professional goals, educational background, age, cities of residence, current employment, & government assistance students are receiving.
xiii. List of CA community colleges with Emeritus Community Ed/life-long learning programs in Small-Medium colleges with similar retirement demographics in community.
xiv. List of Community Ed classes for Seniors in CV: UCR OSHA, City Senior Centers, & Desert Recreation District.
xv. List of Small-Medium CA community colleges with programs targeting Adults with Disabilities.
xvi. List of CA community colleges that offer Parent courses/programs.
xvii. List of Parent courses/programs offered in CV.
xviii. Current job descriptions: Non-credit staff- In-take Specialist, Non-credit CASAS Coordinator, Non-credit Assessment Testing Specialist, Non-credit Counselor, ASC ESLN Tutors, and ABE Tutors.
xix. Job Descriptions for Director of NC and Director of AEBG at other CA community colleges.
xx. Track majors, certificates and degrees earned by students who started in following three cohorts from 2013-2016:

    1. ESL 69,
    2. ESL 70, English 70, and English 61.
    3. ESL 71 & English 71

xxi. Track majors, certificates and degrees earned by students who started in following three cohorts:
    1. Math 70
    2. Math 60
    3. Math 54

8. **Communications**- Work with Consortium & IT to develop AEBG link, e-mail list, inter-agency communication plan
9. **Timeline** for making recommendations to the Senate so that Senate can vote on recommendations:
    i. 1st reading April 14 (documents due to Senate April 7)
    ii. 2nd reading April 28 (documents due to Senate April 21)
    iii. May 12th last Senate meeting

Student Services Work Group

1. **Committee size**: 11
2. **Committee make-up**: Co-chairs: one Faculty/one Admin

    a. COD AEBG Project Manager (non-voting)
    b. Director of Student Services Counseling
    c. Director of Student Services Admissions & Records
    d. Director of Off-Campus Programs
    e. Assessment/Placement Testing Coordinator
    f. IT Director or Designee
    g. ESLN Faculty - 1
    h. ABE Faculty - 1
    i. Basic Skills: Math Faculty - 1
    j. Basic Skills: English, ESL, or Reading Faculty - 1
    k. Non-credit Counselor - 1

3. **Meeting Dates/frequency**: 1st and 3rd Fridays 8-10
4. **Objectives/Goals**: An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.
    a. Expand non-credit assessment/placement testing to include evenings at PD, & Indio.
    b. Research internet issue with assessment at Mecca campus or alternative assessment testing options.
    c. Research expanding assessment at off-campus sites in West Valley.
    d. Expand ASC services PD, Mecca, and Indio: number of tutors & evening hours.
    e. Expand Non-credit Counseling to cover off-campus sites and evening students.
    f. Counseling to assist students in creating Student Educational plans for all non-credit students (SSSP non-credit collaboration).
    g. Expand Orientation & online Orientation (SSSP non-credit collaboration).
    h. Expand Bridging workshops for all level Five ESLN Comprehensive classes.
    i. Outreach/Orientation/Tours for CVU & DSU Adult Ed students.
    j. Community Outreach and Marketing.
    k. Provide Free bus ticket incentives for low-income students.

l. Research Non-credit "Center": assessment, A&R, counseling, tutoring, etc. in one location.

5. **Research Needed:**

   i.   Track non-credit ESLN & ABE student completion & matriculation to credit programs over past two year period.
   ii. Academic Skills Center Services of non-credit students- PD, Indio, & Mecca- number of students served, hours open, most/least busy times centers utilized.
   iii. Assessment Center non-credit testing hours PD & Indio

ESLN, ABE, Citizenship, & CASAS/ WIOA/TOPSPRO Work Group

1. **Committee size:** 10
2. **Committee make-up:** Co-chairs: one Faculty/one Admin

   a. COD AEBG Project Manager (non-voting)
   b. Dean of Communication
   c. Director of Off-Campus Programs
   d. Chair of Non-credit programs
   e. ESLN Faculty - 3
   f. ABE Faculty - 2
   g. ECE Faculty- 1

3. **Meeting Dates/frequency:** 1st and 3rd Fridays 8-10
4. **Objectives/Goals:** An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.

   a. Evaluate existing ESLN and ABE/GED programs and course offerings.
   b. Expand existing course offerings to off-campus sites.
   c. Determine need for and develop additional ESLN and ABE/GED courses.
   d. Research need for VESL course offerings and determine what courses will be created.
   e. Develop Citizenship course.
   f. Collaborate with ECE to create ESLN course for parent education & adult training to support child school success for non-native speakers.
   g. Research Older ESLN adults in the workforce and need for VESL or CTE programs that target this population.
   h. Collaborate with Counseling, CTE Faculty and ESL Faculty on Increasing advising and assistance for ESLN and ABE/GED students to transition to ESL credit and CTE credit & Non-credit courses.
   i. Re-establish CASAS / WIOA / TOPSPRO by hiring CASAS Coordinator and creating a plan for testing ESLN and ABE students.

    j. Determine need for purchase of
- i. instructional supplies
- ii. instructional equipment and technology
- iii. curriculum / software

    k. Outreach to hire Non-credit instructors by establishing connections with CSUSB TESOL, CSUSB Extension TESOL, UCR Extension TESOL, and CVU Adult Ed.

5. **Research Needed:**

- i. Track non-credit ESLN & ABE student completion & matriculation to credit programs over past two year period.
- ii. Labor Market Demographics & projections for Coachella Valley.
- iii. Workforce Development Center: number of users, training offered/referrals, age of users, cities of residence of users, number of second language users.
- iv. CASAS/ TOPSPRO report on student academic & professional goals, educational background, age, cities of residence, current employment, & government assistance students are receiving.
- v. Academic Skills Center Services of non-credit students- PD, Indio, & Mecca- number of students served, hours open, most/least busy times centers utilized.

CTE Work Group

1. **Committee size:** 20+
2. **Committee make-up:** Co-chairs: one Faculty/one Admin
   - a. COD AEBG Project Manager (non-voting)
   - b. Deputy Sector Navigator (non-voting)- 2
   - c. Director Prop 39 (non-voting)
   - d. Dean ASBU or Designee
   - e. Dean Nursing, ECE, Kinesiology or Designee
   - f. Curriculum Specialist
   - g. Chair ASBU
   - h. Chair Nursing or designee
   - i. Chair ECE or designee
   - j. Chair Kinesiology or designee
   - k. Business CTE Faculty
   - l. CIS CTE Faculty
   - m. Automotive CTE Faculty
   - n. HVAC CTE Faculty
   - o. Drug & Alcohol Counseling CTE Faculty
   - p. Public Safety CTE Faculty
   - q. Horticulture/Agriculture CTE Faculty
   - r. Culinary Arts CTE Faculty
   - s. ESL credit

3. **Meeting Dates/frequency:** 1st and 3rd Fridays 8-10
4. **Objectives/Goals:** An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.
   a. Provide CTE faculty with understanding of non-credit and the process for creating a non-credit program (i.e. Senate CTE Curriculum training online).
   b. Explore credit/non-credit overlay of courses & programs.
   c. Train CTE faculty in use of *Launch Board* and *Doing What Matters* and publicize CTE Data Unlocked training workshops.
   d. Evaluate existing CTE programs and courses and determine which ones could be offered as Non-credit courses/programs.
   e. Evaluate existing PaCE courses and determine which ones could be offered as Non-credit courses/programs.
   f. Collaborate with CV industry to determine need for and to create short-term vocational certificates.
   g. Collaborate with SCORE to offer Non-credit courses for older adults.
   h. Collaborate with CV K-12 schools to determine pathways for high school graduates (particularly in HS CTE programs) to bridge into CTE programs at COD.
   i. Determine need for and develop plan for creating-
      i. stacked certificates
      ii. (pre-)apprenticeship training
      iii. CTE programs targeting DSPS students
      iv. CTE programs targeting Older adults in the workforce
      v. Basic skills courses specifically for CTE programs
   j. (2016/17) Determine need for purchase of materials needed for CTE non-credit programs-
      i. instructional supplies
      ii. instructional equipment and technology
      iii. curriculum / software
   k. (2016/17) Capital outlay: Remodel / refurbish classrooms / school site for CTE programs
5. **Research Needed:**
   i. Labor Market Demographics & projections for Coachella Valley.
   ii. Workforce Development Center: number of users, training offered/referrals, age of users, cities of residence of users, number of second language users.
   iii. CTE offerings: COD CTE credit & PaCE, K-13 Adult Ed & HS, & For Profit colleges/universities in CV.
   iv. CTE training for DSPS and Older Adults programs offered throughout CV.
   v. Pre-apprenticeship training offered in CV.
   vi. SCORE Training for Older Adults in CV.
   vii. CASAS/ TOPSPRO report on student academic & professional goals, educational background, age, cities of residence, current employment, & government assistance students are receiving.

viii. Data on number of DSPS residence qualified for educational training in CV.
ix. CTE training for DSPS and Older Adults programs offered throughout CV.
x. CTE programs may request addition information from *Launch Board* & *Doing What Matters*

Basic Skills Work Group

1. **Committee size:** 13
2. **Committee make-up:** Co-chairs: one Faculty/one Admin
   a. COD AEBG Project Manager (non-voting):
   b. Math Dean or Designee
   c. Communication Dean or Designee
   d. EDGE Coordinator
   e. Math Chair
   f. Math Faculty: Basic Skills
   g. Math Faculty: Dual enrollment
   h. English Chair
   i. English Faculty: Basic Skills
   j. English Faculty: Dual enrollment
   k. Humanities Chair
   l. Reading Faculty: Basic Skills
   m. ESL Faculty: credit
   n. CTE Faculty seeking Basic Skills in context
3. **Meeting Dates/frequency:** 1st and 3rd Fridays 10-12 or TBD
4. **Objectives/Goals:** An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.
   a. Evaluate existing Basic Skills credit courses and determine if it would be beneficial to offer any Basic Skills courses as Non-credit courses.
   b. Determine need for additional Non-credit basic skills courses.
   c. Research basic skills courses specifically as preparation (pre-requisite?) for CTE courses.
   d. Collaborate with CTE Faculty to research need for contextualized basic skills courses.
   e. Plan for creating non-credit courses for EDGE.

5. **Research Needed:**

   i. Student success and retention in basic skills courses ???
   ii. Track non-credit ESLN & ABE student completion & matriculation to credit programs over past two year period.
   iii. Labor Market Demographics & projections for Coachella Valley.
   iv. Workforce Development Center: number of users, training offered/referrals, age of users, cities of residence of users, number of second language users.

     v.   CTE offerings: COD CTE credit & PaCE, K-13 Adult Ed & HS, & For Profit colleges/universities in CV.

    vi.   CTE training for DSPS and Older Adults programs offered throughout CV.

   vii.   Track majors, certificates and degrees earned by students who started in following three cohorts:

      1. ESL 69,
      2. ESL 70, English 70, and English 61.
      3. ESL 71 & English 71

  viii.   Track majors, certificates and degrees earned by students who started in following three cohorts:

      1. Math 70
      2. Math 60
      3. Math 54

Older Adults in Workplace Training and Emeritus Program Work Group

1. **Committee size:** 6+
2. **Committee make-up:** Co-chairs: one Faculty/one Admin

   a. COD AEBG Project Manager (non-voting)
   b. Executive Director PaCE or Designee
   c. Director Student Services Counseling or Designee
   d. Faculty from prospective programs (3+): Art, CIS, Foreign Language, English, Accounting, Business, Culinary, Kinesiology, Music, Theater, History, Philosophy, Political Science, Nursing, & Horticulture.
   e. Guest attendees (non-voting): UCR OSHA lifelong Learning, City Senior Centers, & Desert Recreation District, Riverside County Office on Aging & Disability, and SCORE.

3. **Meeting Dates/frequency:** 1st and 3rd Fridays 8-10 or TBD
4. **Objectives/Goals:** Look at classes and programs offered for older adults in Coachella Valley in CTE and Life-long-learning and determine if there is a community need for creating non-credit courses at COD targeting this student population. Review Emeritus programs at other CA community colleges for the purpose of making recommendations on what a potential for Older Adults might look like at COD. An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.
5. **Research Needed:**

   a. CASAS/ TOPSPRO report on student academic & professional goals, educational background, cities of residence, age, current employment, & government assistance students are receiving.
   b. CTE training for Older Adults programs offered throughout CV.
   c. SCORE Training for Older Adults in CV.

d. PaCE for older adults
e. List of CA community colleges with Emeritus Community Ed/life-long learning programs in Small-Medium colleges with similar retirement demographics in community.
f. List of Community Ed classes for Seniors in CV: UCR OSHA, City Senior Centers, & Desert Recreation District
g. Workforce Development Center: number of users, training offered/referrals, age of users, cities of residence of users, number of second language users.

Adults with Disabilities Work Group

1. **Committee size:** 8+
2. **Committee make-up:** Co-chairs: one Faculty/one Admin

   a. COD AEBG Project Manager (non-voting)
   b. Dean of Student Services or Designee
   c. Director DSPS or Designee
   d. Trio DSPS Director or Designee
   e. DSPS Counselors
   f. DSPS Staff
   g. Faculty Volunteers (2+)
   h. Guest attendees: Desert Arc, Riverside County Office on Aging & Disability, CV Disabilities Collaborative, K-12 Special Education Directors, Community Access Center, Braille Institute, Department of Rehabilitation, United Cerebral Palsy, Incite, and Riverside County Veterans Services.

3. **Meeting Dates/frequency:** 1st and 3rd Fridays 8-10 or TBD
4. **Objectives/Goals:** Look at classes and programs offered for adults with disabilities in Coachella Valley in Student Success or CTE and determine if there is a community need for creating non-credit courses at COD targeting these student populations. Review Non-credit programs for Adults with Disabilities at other CA community colleges for the purpose of making recommendations on what a potential program might look like at COD. An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.
5. **Research Needed:**

   a. Workforce Development Center: number of users, training offered/referrals, age of users, cities of residence of users, number of second language users.
   b. Data on number of DSPS residence qualified for educational training in CV.
   c. CTE training for DSPS and Older Adults programs offered throughout CV.
   d. List of Small-Medium CA community colleges with programs targeting Adults with Disabilities.

Parent Education & Adult Training to Support Child School Success Work Group

1. **Committee size:** 7+
2. **Committee make-up:** Co-chairs: one Faculty/one Admin

   a. COD AEBG Project Manager (non-voting)
   b. Dean ECE or Designee
   c. Non-credit Chair or Designee
   d. ECE Chair
   e. ECE Faculty
   f. ESLN Faculty
   g. Counseling Faculty (Student Development)
   h. Guest attendees: K-12 Parent & Community Engagement Coordinators, Esperanza Youth & Family Center, John F. Kennedy Memorial Foundation, Riverside County Department of Public Health: Indio Adolescent Family Life Program (AFLP), Riverside County Office of Education Head Start, and K-12 Head Start/ECE Directors.
3. **Meeting Dates/frequency:** 1st and 3rd Fridays 10-12 or TBD
4. **Objectives/Goals:** Look at classes and programs offered for parents (infant- school age children) in Coachella Valley and determine if there is a community need for creating non-credit courses at COD targeting this student population. Review Parent programs at other CA community colleges for the purpose of making recommendations on what a potential program might look like at COD. An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.
5. **Research Needed:**
   a. List of CA community colleges that offer Parent courses/programs.
   b. List of Parent courses/programs offered in CV.

Staff Hiring: Dir. NC, Non-credit staff- In-take Specialist, Non-credit CASAS Coordinator, Non-credit Assessment Testing Specialist, Non-credit Counselor, ASC ESLN Tutors, and ABE Tutors Work Groups

1. **Committee size:** Sub-groups 4+
2. **Committee make-up:** Co-chairs: one Faculty/one Admin. Group membership will fluctuate depending on input needed for each job description. Membership will include both faculty, Administration, and staff.
   a. Director of Non-credit:
      i. HR (non-voting)
      ii. Executive Director PaCE & AEBG

        iii.   Dean of Communication
        iv.   Non-credit Chair
        v.   ESLN Faculty

b. Non-credit In-take Specialist
        i.   HR (non-voting)
        ii.   Director of A&R
        iii.   Director of Off-campus Programs
        iv.   Non-credit Chair

c. Non-credit Assessment Testing Specialist
        i.   HR (non-voting)
        ii.   Director of Admissions and Records
        iii.   Assessment Testing Coordinator
        iv.   Director of Off-campus Programs
        v.   DSPS Staff
        vi.   ESLN Faculty

d. CASAS Staff/Liaison
        i.   HR (non-voting)
        ii.   Dean of Communication
        iii.   Non-credit Chair
        iv.   ESLN Faculty

e. Non-credit Counselor
        i.   HR (non-voting)
        ii.   Director of Counseling
        iii.   Non-credit Counselor
        iv.   ESLN Faculty

f. TASC ESLN & ABE Tutors
        i.   HR (non-voting)
        ii.   Director of Off-campus Programs
        iii.   TASC Director
        iv.   TASC Tutoring Task Force: English and Math Faculty
        v.   Non-credit Chair
        vi.   ESLN Faculty

3. **Meeting Dates/frequency:** TBD

4. **Objectives/Goals:** An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.

    a. Identify job specifications.
    b. Review current job descriptions and, if necessary, recommend modifications.
    c. Create job descriptions or "preferred qualifications" for new positions .
    d. Develop timeline for recruitment and search processes.
    e. Make recommendations for recruiting.

5. **Research Needed:**

a. Current job descriptions: Non-credit staff- In-take Specialist, Non-credit CASAS Coordinator, Non-credit Assessment Testing Specialist, Non-credit Counselor, ASC ESLN Tutors, and ABE Tutors.
b. Job Descriptions for Director of NC and Director of AEBG at other Ca community colleges.

Community Outreach and Marketing Work Group

Spring 2016 committee
1. **Committee size:** 6
2. **Committee make-up:** Co-chairs: one Faculty/one Admin
   a. COD AEBG Project Manager (non-voting):
   b. Dean of Student Services
   c. Director of Off-Campus Programs
   d. IT Director or designee
   e. Non-credit Chair
   f. ESLN faculty
3. **Meeting Dates/frequency:** 1st and 3rd Fridays 10-12 or TBD
4. **Objectives/Goals:** Update non-credit COD website to highlight expanded programs and services. Collaborate with work being done through SSSP. An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.

Spring 2017 committee
2. **Committee size:** 13
5. **Committee make-up:** Co-chairs: one Faculty/one Admin
   a. COD AEBG Project Manager (non-voting):
   b. Executive Director Not-for-credit/ AEBG Consortium designee
   c. Director of Student Services- Counseling
   d. Director of Off-Campus Programs
   e. Dean of ASBU
   f. Dean of Communications & Humanities
   g. DSPS Counselor
   h. Director of A&R
   i. Non-credit counselor
   j. Coordinator cooperative work experience
   k. Public Relations
   l. IT Director or designee
   m. Non-credit faculty
   n. Guest attendees: K-12 AEBG Consortium members
6. **Meeting Dates/frequency:** 1st and 3rd Fridays 10-12 or TBD
7. **Objectives/Goals:** An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty

Senate meeting on April 14th. Create a plan for improving community awareness of non-credit programs through community outreach and marketing:

    a. Community outreach to
- i. K-12 (with emphasis on Adult Ed and CTE students)
- ii. Local industry
- iii. Workforce Development Center
- iv. Community Centers
- v. Faith-based organizations
- vi. Libraries
- vii. Coachella Valley Women's Business Center (CVWBC)
- viii. SCORE
- ix. Coachella Valley Economic Partnership (CVEP)
- x. Chamber of Commerce

    b. Marketing
- i. Develop marketing strategy
- ii. Create comprehensive COD Adult Education Non-credit website highlighting new programs
- iii. Create visuals (e.g. pathways) at Student Services Center
- iv. Create marketing materials
- v. Contact TV / Radio / Newspapers

8. **Research Needed:**

- i. Labor Market Demographics & projections for Coachella Valley.
- ii. Workforce Development Center: number of users, training offered/referrals, age of users, cities of residence of users, number of second language users.
- iii. CTE offerings: COD CTE credit & PaCE, K-13 Adult Ed & HS, & For Profit colleges/universities in CV.
- iv. Data on number of DSPS residence qualified for educational training in CV.
- v. CTE training for DSPS and Older Adults programs offered throughout CV.
- vi. Pre-apprenticeship training offered in CV.
- vii. SCORE Training for Older Adults in CV.
- viii. CASAS/ TOPSPRO report on student academic & professional goals, educational background, cities of residence, current employment, & government assistance students are receiving.

Non-credit Professional Development Sub-committee Task Force(Sub-group of Faculty and Staff Development)

1. **Committee size:** TBD
3. **Committee make-up:** Co-chairs: one Faculty/one Admin
   - a. Professional Development Task Force
   - b. Staff Development Task Force
4. **Meeting Dates/frequency:** 1st and 3rd Fridays 10-12 or TBD

5. **Objectives/Goals**: An update report should be presented to the AEBG Steering committee by April 1st so that the Steering committee will be able to include Work Group progress at the All Faculty Senate meeting on April 14th.
    b. Research offering IBEST training for Non-credit faculty.
    c. Develop and provide professional development workshops– possible topics
        i. Teaching Non-credit students
        ii. Best practices
        iii. CASAS / TOPSPRO
        iv. Online / Hybrid courses
        v. Curriculum writing
        vi. Staff training
    d. Professional development for
        i. Faculty
            1. ABE / GED faculty
            2. ESLN faculty
            3. CTE
            4. DSPS
            5. Basic Skills
        ii. Staff
            1. Counseling
            2. A&R
            3. Assessment specialist
        iii. Tutors
6. **Research Needed:**

        iv. IBEST: experiences, success, challenges
        v. CASAS training
        vi. OTAN training

Institutional Effectiveness Partnership Initiative (IEPI) Workshop

CTE Data Unlocked
Data Tools for Measuring Student Success, Supporting Integrated Planning and Managing Accreditation and Program Review

- Wondering how to explain the new Scorecard CTE skills-builder metric to your board?
- Curious about how to calculate regional supply and demand for program review?
- Seeking to benchmark program outcomes for accreditation?
- **Looking for information on students' employment and earnings outcomes?**

Increasingly, colleges are examining employment outcomes and evaluating regional labor market data to shape their career and technical education (CTE) offerings. This analysis is particularly important given new requirements to create regional workforce plans, the promise of $200 million in additional CTE funding in 2017, and recommendations by the Strong Workforce Task Force. However, many colleges struggle to access and understand these new sources of information.

This day-long training will walk you through a suite of resources and a new grant program that can help your college get the data you need, understand how to integrate it into processes like program review, accreditation, and planning, and use tools that provide this information in a user-friendly format. Bring your computer and your leadership team—**you'll have the opportunity to examine the outcomes of your own college's programs** in tools like Data Mart and the LaunchBoard.

Attending this training makes your college eligible for 10 hours of technical assistance and $50,000 to support CTE data usage.

Additional information on this grant opportunity is available online at:
http://doingwhatmatters.cccco.edu/LaunchBoard/CTEDataUnlocked.aspx

Who Should Attend?
Each district/college should bring a team of representatives including: a senior administrator (CEO, CIO, or CSSO), plus one or more CTE deans, faculty, and institutional researchers.

Workshop Details
All workshops will take place from **9:30-3:30**. Lunch will be provided. Workshops cost $50 and advanced registration is required through EventBrite. Registration will open in mid-February.

- Friday, March 11 in the Central/Mother Lode region
- Friday, March 18 in the South Central Coast region
- Friday, April 1 in the North/Far North region
- Friday, April 15 in the LA/Orange County region
- Friday, April 29 in the Bay Area region
- Friday, May 6 in the Inland Empire region
- Friday, May 13 in the San Diego/Imperial region

CTE Data Unlocked is a partnership of the California Community Colleges Chancellor's Office, the Academic Senate for California Community Colleges, the Centers of Excellence, CTE Outcomes Survey/ Santa Rosa Junior College, Delta College/Educational Results Partnership/Butte CCD, the Institutional Effectiveness Partnership Initiative, Regional Consortia Chairs, the RP Group, Sector Navigators, and WestEd/Butte CCD.

DESERT COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES
SUMMARY PRESENTATION

SALARY COMPARISON STUDY:
FULL-TIME FACULTY

COLLABORATIVE **CB** BRAIN TRUST

February 10, 2016

COLLEGE of the DESERT

INTRODUCTION

CONSULTANTS, COLLABORATIVE BRAIN TRUST

(FACULTY STUDY)

DR. JEAN MALONE

DR. JACK MIYAMOTO

PARTNERING WITH EWING CONSULTING

(CLASSIFIED STUDY)

MR. BILL EWING

REVIEW

- Scope of Work
- Methodology
- Findings/Observations
- Questions

SCOPE OF WORK

SCOPE OF WORK

TO PROVIDE A COMPREHENSIVE SALARY COMPARISON STUDY OF FULL-TIME FACULTY SALARIES, INCLUDING

- Determination of comparison districts collaboratively agreed to by Desert full-time faculty, Desert administration, and CBT consultants
- Review of pertinent documents (from Desert and comparison districts)
- Determination of salary comparison points
- Determination of method for collecting data
- Communication with comparison districts
- Organization and preparation of raw data into tables of comparison
- Analysis of survey results
- Findings/Observations
- Submission of draft report to check for errors of fact
- Submission of final report

METHODOLOGY

- **COMPARISON DISTRICTS (COLLABORATIVELY CHOSEN)**

  - FIVE SINGLE COLLEGE, SIMILAR SIZED CALIFORNIA COMMUNITY COLLEGE DISTRICTS
    - Ohlone CCD
    - San Luis Obispo CCD
    - Sequoias CCD
    - Solano CCD
    - Victor Valley CCD

  - THREE NEIGHBORING DISTRICTS (REQUESTED BY COD FACULTY)
    - Mt. San Jacinto CCD
    - Riverside CCD
    - San Bernardino CCD

  - 2014-15 TOTAL FTES
    - Two Single College Districts slightly smaller; three slightly larger
    - All three neighboring districts considerably larger

  - 2014-15 TOTAL COMPUTATIONAL REVENUE
    - Desert's 2014-15 computational revenue is the lowest of all comparison districts

  - NUMBER OF CENTERS (OR COLLEGES)
    - The average number of centers at the five single college districts is 2.6; Desert has 3
    - The average number of colleges in the neighboring districts is 2; Desert has 3 centers

METHODOLOGY

- ## COLLECT AND REVIEW DOCUMENTS

  - Obtain full-time faculty salary schedules and collective bargaining agreements from Desert and comparison districts; verified to be current by each district

METHODOLOGY

- **DETERMINATION OF FOUR COMMON ANNUAL SALARY COMPARISON POINTS FOR BOTH COMPARISON GROUPS**

  - Entry level (Column 1, Step 1)

  - Highest possible entry level (Doctorate with credit for maximum number of years of experience allowed)

  - Step 10 on column just below Doctorate column

  - Highest possible salary, including longevity steps

Methodology

- ## Additional related data

  - Comparison of number of full-time faculty annual work days

  - Table of number of full-time faculty and their placement on the salary schedule

  - Table of number of full-time faculty who have entered the longevity salary program

  - Comparison of salary schedule "percentage slippage"

FINDINGS/OBSERVATIONS

- **COMPARISON OF NUMBER OF FULL-TIME FACULTY ANNUAL WORK DAYS**

  OBSERVATION: All five of the similar-sized, single-college districts have a 175 day faculty work year, as does Desert. All three of the neighboring districts have more than a 175 day faculty work year.

- **TABLE OF NUMBER OF FULL-TIME FACULTY AND THEIR PLACEMENT ON THE SALARY SCHEDULE**

  OBSERVATION: Nearly half of the full-time faculty have been employed at Desert for five years or more with 11% over 20 years.

FINDINGS/OBSERVATIONS

- **TABLE OF NUMBER OF FULL-TIME FACULTY WHO HAVE ENTERED THE LONGEVITY SALARY PROGRAM**

  OBSERVATION: While there are 59 full-time faculty at Desert who have reached the last step on their salary schedule column, 14 of them have reached one or more of the prescribed number of years to receive a longevity stipend. Of those 14, three are in the doctoral column and it will be more than 10 years before any of the three reach the highest possible salary offered by the district.

  In addition, the average length of time to reach the highest possible annual salary of the eight comparison districts in this study is 24 years. It takes 40 years at Desert for a full-time faculty member to reach that point. Further, once a faculty member reaches the 40 year point, he/she realizes a 2.17% salary increase from the last step on the highest column compared to the average of 7.28% from the comparison districts.

FINDINGS/OBSERVATIONS

- **COMPARISON OF SALARY SCHEDULE "PERCENTAGE SLIPPAGE"**

OBSERVATION: While the full-time faculty salary schedules from most of the districts studied have considerable "percentage slippage" from the lowest annual amount to the highest, Desert has negligible percentage slippage and Mt. San Jacinto CCD has none.

FINDINGS/OBSERVATIONS

- ## ENTRY LEVEL (COLUMN 1, STEP 1)

  OBSERVATION: Desert's base entry level annual salary (Column 1, Step 1) ranks second highest among the group of six similar-sized, single-college districts; and ranks highest among the four neighboring districts.

FINDINGS/OBSERVATIONS

- HIGHEST POSSIBLE ENTRY LEVEL (DOCTORATE WITH CREDIT FOR MAXIMUM NUMBER OF YEARS OF EXPERIENCE ALLOWED)

OBSERVATION: Desert's highest entry level annual salary (with a doctorate and placed on step 3) ranks third highest among the group of six similar-sized, single-college districts; and ranks the lowest among the four neighboring districts.

CBT

FINDINGS/OBSERVATIONS

- **STEP 10 ON COLUMN JUST BELOW DOCTORATE COLUMN**

OBSERVATION: Desert's annual salary at Column 6, Step 10, just below the doctorate column, ranks first among the group of six similar-sized college districts; and ranks first among the four neighboring districts.

FINDINGS/OBSERVATIONS

- **HIGHEST POSSIBLE SALARY, INCLUDING LONGEVITY DOLLARS**

OBSERVATION: Desert's highest possible annual salary, including longevity steps, ranks third among the six similar-sized college districts; and ranks third among the four neighboring districts.

In addition, Desert's full-time faculty daily rate, highest possible salary including longevity steps, also ranks third among the four neighboring college districts.

QUESTIONS

WE ARE HAPPY TO ANSWER QUESTIONS........

THANK YOU FROM CBT

DR. JEAN MALONE
DR. JACK MIYAMOTO

COLLABORATIVE **CBT** BRAIN TRUST

![College of the Desert logo]

FINAL REPORT
Salary Comparison Study: Full-time Faculty

Desert Community College District
December 10, 2015 (Corrected)

Collaborative Braintrust Consulting Firm
1130 K Street, Suite 150
Sacramento, CA 95814
916-446-5058

Table of Contents

Background

The Desert Community College District (COD) is a single college district with over 8,300 FTES including non-credit programs (2014-15 FTES figures from Chancellor's Office Data Mart). The college is located in Palm Desert, California with other college satellite locations throughout the eastern and western Coachella Valley.

In early June 2015, the District expressed an interest in having the Collaborative Brain Trust conduct a salary comparison study for its full-time faculty unit. Approval to proceed with the study was given on September 23, 2015.

The District has 123 full-time faculty (including full-time temporary) all of whom are categorized by the California Community College Chancellor's Office as "instructor."

Scope of Work

This final report by CBT covers the:

- discussion and evaluation of the method used for the selection of the comparison districts as determined by the district;
- review of documents provided by COD;
- identification of positions to be studied (as determined by COD);
- method for collecting data;
- communication with representatives from comparison districts;
- preparation of graphs of comparison;
- analysis of the survey results;
- observations;
- submission of draft report to Superintendent/President;
- finalization of report and submission to Chancellor.

Methodology

Phase 1 – Initial Communication and Preliminary Preparation

1. *Conduct an initial telephone conference to identify areas of concern and answer questions regarding the study.* The CBT Consultants communicated with the district's Interim Chief Human Resources Officer to discuss the scope of the project and the best method for selecting appropriate comparison districts. The CBT Consultants provided samples of comparison groups based upon criteria suggested by both COD and the Consultants. A variety of criteria was discussed which included reviewing single college districts based on FTES size, (including a limit of percentage larger and smaller), annual general revenue, location, and information about the number of off-site centers at each district.

   Upon the recommendation of the COD administration, their union leaders, and with the agreement of CBT, the comparison districts used in this study are shown in Table 1. The districts have been selected based on the criteria of similar-sized, (based on the 2014-2015 FTES, Chancellor's Data Mart) single college districts and size of total computational revenue for 2014-15, and includes information about the number of centers (off site locations) maintained by each district.

District	2014-15 Credit FTES	2014-15 Noncredit FTES	2014-2015 Total FTES	2014-15 Total Computational Revenue	No of Centers
Victor Valley CCD	9,343.66	104.78	9,448.44	$ 47,539,509.00	5
Sequoias CCD	8,547.71	407.09	8,954.80	$ 46,645,627.00	2
Desert CCD	7,837.53	546.94	8,384.47	$ 37,665,633.00	3
Ohlone CCD	8,374.69	0.00	8,374.69	$ 42,242,182.00	1
Solano CCD	7,912.07	0.89	7,912.97	$ 43,315,739.00	3
San Luis Obispo CCD	7,659.07	243.26	7,902.33	$ 43,394,514.00	2

Table 1, Single-College Comparison Districts

In addition to the above comparison districts, COD has requested that this study include data regarding the salaries of three neighboring districts (two of which are multi-college districts) viewed as COD's competition when hiring staff. Those districts are shown in Table 2.

District	2014-15 Credit FTES	2014-15 Noncredit FTES	2014-2015 Total FTES	2014-15 Total Computational Revenue	No of Colleges
Riverside CCD	28,064.15	153.58	28,217.73	$ 137,665,612.00	3
San Bernardino CCD	14,838.22	39.35	14,877.57	$ 74,269,562.00	2
Mt. San Jacinto CCD	10,645.94	644.48	11,290.42	$ 54,576,727.00	1
Desert CCD	7,837.53	546.94	8,384.47	$ 37,665,633.00	3 Centers

Table 2, Neighboring Districts

COD also requested that size of budget be included in the comparisons. CBT has included the 2014-15 Total Computational Revenue obtained from the Chancellor's Office 2014-15 Second Principal Apportionment Report for all California Community Colleges. Table 3 displays those figures for all nine districts. The table indicates that COD has the lowest computational revenue of the nine districts.

District	Computational Revenue 2014-15 Total
Riverside CCD	$ 137,665,612.00
San Bernardino CCD	$ 74,269,562.00
Mt. San Jacinto CCD	$ 54,576,727.00
Victor Valley CCD	$ 47,539,509.00
Sequoias CCD	$ 46,645,627.00
San Luis Obispo CCD	$ 43,394,514.00
Solano CCD	$ 43,315,739.00
Ohlone CCD	$ 42,242,182.00
Desert CCD	$ 37,665,633.00

Table 3, Total Computational Revenue, California Chancellor's Office, 2014-15

2. *Obtaining pertinent information from the district.* The CBT Consultants communicated with the Interim Chief Human Resources Officer and the Interim Human Resources Employment Manager to obtain the appropriate district faculty salary schedule and the document which describes each of the columns on that salary schedule, as well as other pertinent documentation.

3. *Determine, based on industry standards, positions in the unit to be studied.* The CBT Consultants have included in this study all positions listed in the full-time faculty unit; i.e. instructor, counselor, librarian. In addition, a comparison of annual salaries will be tested at four separate points on the salary schedule of COD and on the salary schedules of the comparison districts.

   a. The beginning annual salary (column 1, step 1).
   b. Highest initial salary placement for each district.

   c. The annual salary found on the tenth step on the column just below the doctoral column. For COD, that is column IV, step 10.

   d. The highest possible annual salary (including longevity pay).

Phase 2 – Data Collection, Comparison Graphs, Analysis, and Observations

1. *Collection of data.* The CBT Consultants collected appropriate faculty salary schedules from the comparison districts. The salary schedules were obtained from each of the districts' web sites. A verification from each district was obtained confirming that the salary schedule obtained is the current schedule.

2. *Prepare report narrative and data tables.* The CBT Consultants organized the raw data and prepared the results of each comparison in clearly understandable language and have included the use of numbered and titled data tables showing comparison results.

3. *Prepare observations based on results of comparisons.* The data was analyzed and general observations are noted in this report.

Phase 3 -- The Final Report

4. *Preparation of final report.* The CBT Consultants have prepared this detailed final report which includes, but is not limited to, the following sections:

   a. Background
   b. Scope of Work
   c. Methodology
   d. Findings – Full-time Faculty
   e. Observations
   f. List of Documents
   g. The CBT Consultants

5. *Presentation of DRAFT report.* CBT submitted a draft of this final report to the Superintendent/President and requested a review of the draft noting only errors of fact. The draft was submitted on Saturday, November 7, 2015.
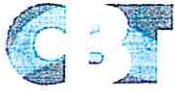
6. *Presentation of a final written report to COD.* CBT Consultants are happy to present, on December 1, 2015, this final report via email to the Superintendent/President.

Findings

The CBT Consultants proposed comparing COD's full-time faculty annual salaries with the full-time faculty annual salaries to five similar-sized, single-college districts and three additional districts, based on location, at four separate common points on the salary schedule. Comparing the salaries at more than one point on the salary schedule gives COD a broader picture of where their current full-time faculty salaries relate, not only at the entry level but also at the very highest possible salary level, including longevity.

A comparison of full-time annual salaries at the entry level, both at Column 1, Step 1, but also at the highest possible entry level, may support why potential full-time faculty candidates apply at COD. The findings could also reveal why candidates may be applying elsewhere. Full-time faculty who stay at COD for their entire career may be the result of how much they are paid over a 20 to 40 year period, as compared to other districts.

The following findings should provide COD with data-driven results at these four separate common points on each of the salary schedules, as well as discussions about topics directly related to full-time faculty pay. The results put into perspective COD's relationship to the full-time faculty salaries from those comparison districts surveyed.

Faculty Work Year

One might ask about the required number of work days for faculty and whether that provides a different type of comparison—the comparison of a daily rate based on the established number of work days for each district--that is, the annual faculty salary divided by the required number of faculty work days. In the case of the comparisons of the five similar-sized, single-college districts, all of the districts in that group, including COD, have a full-time faculty work year of 175 as shown in Table 4.

| | Annual |
District	Work Days
Desert CCD	175
Ohlone CCD	175
San Luis Obispo CCD	175
Sequoias CCD	175
Solano CCD	175
Victor Valley CCD	175

Table 4, Similar-Sized, Single-College Districts, Faculty Annual Work Days

In the case of the comparison of faculty work year of the four neighboring districts, the differences are shown in Table 5.

District	Annual Work Days
Desert CCD	175
Riverside CCD	176
San Bernardino CCD	177
Mt. San Jacinto CCD	176

Table 5, Neighboring Districts, Faculty Annual Work Days

Distribution of Full-time Faculty on Salary Schedule

As a prelude to this discussion, a reminder about the description of each of the seven columns on the COD Full-time Faculty Salary Schedule is in order. The following description has been taken from the COD Faculty Collective Bargaining Agreement.

I Minimum employment as an academic instructor with a Bachelor's Degree in a subject matter taught at the community college level, or employment as an occupational instructor with minimum qualifications for employment as an occupational education instructor*.

II Bachelor's Degree plus fifteen (15) units of graduate work or a combination of graduate and not more than six (6) approved undergraduate units related to the Faculty Member's teaching area completed subsequent to meeting the requirements of the Bachelor's Degree; or minimum qualifications as an occupational instructor plus an Associate of Arts degree or 60 units of undergraduate credit including not more than five (5) units earned through the substitution of Continuation Education Units (CEU's). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Standards Committee.

III Master's Degree in the subject matter taught, or minimum qualifications as an occupational instructor plus a Bachelor's degree.

IV Master's Degree plus fifteen (15) units of approved graduate work, or a combination of graduate units and not more than six (6) approved undergraduate units related to an academic Faculty Member's teaching area, subsequent to

meeting the requirements of the degree; or placement on Range III as an occupational instructor plus fifteen (15) units of approved graduate work, or a combination of graduate units and not more than six (6) units of approved undergraduate work related to Faculty Member's teaching area, including not more than five (5) units earned through the substitution of Continuation Education Units (CEU's). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Standards Committee.

V   Master's Degree plus thirty (30) units of approved graduate work, or a combination of graduate units and not more than six (6) approved undergraduate units related to an academic Faculty Member's teaching area, subsequent to meeting the requirements of the degree; or placement on Range III as an occupational instructor plus 30 units of graduate work, or a combination of graduate units and not more than six (6) units of approved undergraduate work related to Faculty Member's teaching area, including not more than five (5) units earned through the substitution of Continuation Education Units (CEU's). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Standards Committee.

VI   Master's Degree, or an occupational instructor at Range V, plus forty-five (45) units of approved graduate work, or a combination of graduate units and not more than six (6) approved undergraduate units related to an academic Faculty Member's teaching area, subsequent to meeting the requirements of the degree; or placement on Range III as an occupational instructor plus forty-five (45) units of graduate work, or a combination of graduate units and not more than six (6) units of approved undergraduate work related to Faculty Member's teaching area, including not more than five (5) units earned through the substitution of Continuation Education Units (CEU's). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Standards Committee.

VII   Earned Doctor's Degree from an approved accredited university. For individuals hired after July 1, 1988, who have not entered into an approved doctoral program, advance approval of the proposed institution and program of studies by the College President shall be required before the degree can be accepted for schedule advancement.

We note that, according to the descriptors above and shown in Table 6, the salaries of 43 faculty fall into Column III, "Master's Degree in the subject matter taught, or minimum qualifications as an occupational instructor plus a Bachelor's degree."

In addition, the salaries of 55 faculty fall into Columns VI and VII, "VI: Master's Degree, or an occupational instructor at Range V, plus forty-five (45) units of approved graduate work, or a combination of graduate units and not more than six (6) approved undergraduate units related to an academic Faculty Member's teaching area, subsequent to meeting the requirements of the degree; or placement on Range III as an occupational instructor plus forty-five (45) units of graduate work, or a combination of graduate units and not more than six (6) units of approved undergraduate work related to Faculty Member's teaching area, including not more than five (5) units earned through the substitution of Continuation Education Units (CEU's). Units may be applied only if granted advance approval by the President upon recommendation of the Professional Standards Committee. VII: Earned Doctor's Degree from an approved accredited university. For individuals hired after July 1, 1988, who have not entered into an approved doctoral program, advance approval of the proposed institution and program of studies by the College President shall be required before the degree can be accepted for schedule advancement."

All three placements noted above indicate that most of the full-time faculty at COD have been employed for at least five years or more.

Row	Column I	Column II	Column III	Column IV	Column V	Column VI	Column VII	Total
1	0	0	2	1	2	0	0	5
2	0	0	3	1	1	2	2	9
3	0	0	2	1	0	1	2	6
4	0	1	9	0	0	1	1	12
5	0	1	1	0	0	0	1	3
6	0	0	0	0	0	1	0	1
7	0	0	2	0	1	0	0	3
8	0	0	4	1	0	0	0	5
9	0	0	1	0	1	1	0	3
10	0	0	1	1	1	2	6	11
11	0	0	2	1	0	1	2	6
12	1	2	16	5	3	16	16	59
Total	1	4	43	11	9	25	30	123

Table 6, COD Salary Distribution - Regular FT and Temporary FT Faculty

Longevity Stipend

In addition, 59 full-time faculty have reached the last step on their column but only 14 of them have reached one or more of the prescribed number of years to receive longevity pay as outlined in the faculty collective bargaining agreement, as shown in Table 7.

Years of Service	Annual Stipend	Number of Faculty Receiving Stipend
20 - 24	$ 1,200.00	5
25 - 29	$ 1,620.00	7
30 - 34	$ 1,920.00	2
35 - 39	$ 2,200.00	0
40 - 44	$ 2,400.00	0
Total		14

Table 7, Full-time Faculty Receiving Longevity Stipends, COD

Only three of those 14 full-time faculty are placed on Column 7 and it will be more than ten years before any of the three reach COD's highest possible salary.

Faculty Obligation Number

As of Fall of 2014, only two California Community College Districts met the Chancellor's Office goal of 75%/25% Full-time/Part-time Faculty Ratio; that is, the goal that 75% of the instructional courses, counseling, and library services will be performed by full-time faculty and 25% will be performed by part-time (adjunct) faculty. Those two districts are San Mateo Community College District and West Hills Community College District.

According to the California Community Colleges Chancellor's Office Fall 2014 Full-time Faculty Obligation Compliance by District report, Desert Community College District's Full-time/Part-time Faculty Ratio was 46.17%/53.83%--not unlike most districts struggling to recover from several years of poor economic health. The important ingredient along the way to that goal is to meet the Chancellor's Office Full-time Obligation Number (FON) which is calculated by the Chancellor's Office and represents the number of full-time faculty a specific district is required to hire in the fall. If the FON is not met, a penalty is lodged against the district.

     Desert Community College District may not know what their FON is for Fall of 2016 until after January 2016 just about the time advertising for full-time faculty begins. Desert Community College District currently employs about 18 full-time temporary faculty. No doubt filling all of those positions will provide an opportunity to move forward toward the ·75/25 goal and meet the anticipated future FON requirement. In addition, it is another occasion to test their entry level full-time faculty salaries against the perceived competition of their neighboring districts.

Salary Schedule Slippage

     One might want to examine the full-time faculty salary schedule to see whether or not there exists "slippage" of the percentage between the steps from the bottom of the salary schedule to the top. For example, the percentage between Column 1, Step 1 and Column 1, Step 2 is a 3.96% increase at Desert Community College District. The percentage between Column 7, Step 11 and Column 7, Step 12 is a 4.02% increase. This indicates negligible percentage slippage.

     The CBT consultants did a check of the salary schedules from all of the districts used in this study. Most of the other districts' salary schedules show a percentage slippage from bottom to top by an average of 1.81%. It is unknown whether this slippage is intentional or is the result of applying percentage increases across the salary schedule over time. While Desert CCD has negligible percentage slippage, Mt. San Jacinto CCD has no slippage. These two districts have kept their salary schedules mathematically true, as shown in Table 8.

District	From Col & Step		To Col & Step			Percent Increase	From Col & Step		To Col & Step			Percent Increase
Desert CCD	1-1	$55,272.79	1-2	$	57,554.83	3.96%	VII-11	$ 106,041.91	VII-12	$	110,477.69	4.02%
Mt. San Jacinto CCD	9-1	$45,086.27	9-2	$	46,438.88	2.91%	15-15	$ 118,643.35	15-16	$	122,202.65	2.91%
Ohlone CCD	I-1	$59,420.00	I-2	$	61,875.00	3.97%	VI-20	$ 115,852.00	VI-21	$	118,146.00	1.94%
Riverside CCD	B-1	$54,404.00	B-2	$	57,179.00	4.85%	H-12	$ 105,775.00	H-13	$	108,539.00	2.55%
San Bernardino CCD	C-1	$48,320.88	C-2	$	50,401.23	4.13%	I-23	$ 107,108.66	I-24	$	108,918.29	1.66%
San Luis Obispo CCD	A-1	$40,499.00	A-2	$	42,891.00	5.58%	G-13	$ 83,517.00	G-14	$	86,035.00	2.93%
Sequoias CCD	I-1	$48,011.41	I-2	$	50,085.28	4.14%	V-14	$ 89,064.46	V-15	$	90,912.86	2.03%
Solano CCD	1-1	$44,631.00	1-2	$	46,571.00	4.17%	5-16	$ 88,947.00	5-17	$	92,063.00	3.38%
Victor Valley CCD	I-1	$49,962.00	I-2	$	52,177.00	4.25%	V-19	$ 102,606.00	V-20	$	104,821.00	2.11%

Table 8, Salary Schedule Slippage, All Districts

Entry Level

Column 1, Step 1

The findings displayed in Table 9 indicate that the entry level full-time annual salary (Column 1, Step 1) at COD ranks second highest among the group of six similar-sized, single-college districts.

District	2014-2015 Total FTES	2014-15 Total Computational Revenue	No of Centers	Annual Salary Column 1, Step 1
Ohlone CCD	8,374.69	$ 42,242,182.00	1	$ 59,420.00
Desert CCD	8,384.47	$ 37,665,633.00	3	$ 55,272.79
Victor Valley CCD	9,448.44	$ 47,539,509.00	5	$ 49,962.00
Sequoias CCD	8,954.80	$ 46,645,627.00	2	$ 48,011.41
Solano CCD	7,912.97	$ 43,315,739.00	3	$ 44,631.00
San Luis Obispo CCD	7,902.33	$ 43,394,514.00	2	$ 40,499.00

Table 9, Similar-Sized, Single-College Districts, Column 1, Step 1

The findings displayed in Table 10 indicate that the entry level full-time annual salary (Column 1, Step 1) at COD ranks highest among the group of four neighboring districts, two of which are multi-college districts.

District	2014-2015 Total FTES	2014-15 Total Computational Revenue	No of Colleges	Annual Salary Column 1, Step 1
Desert CCD	8,384.47	$ 37,665,633.00	3 Centers	$ 55,272.79
Riverside CCD	28,217.73	$ 137,665,612.00	3	$ 54,404.00
San Bernardino CCD	14,877.57	$ 74,269,562.00	2	$ 48,320.88
Mt. San Jacinto CCD	11,290.42	$ 54,576,727.00	1	$ 45,086.27

Table 10, Neighboring Districts, Column 1, Step 1

Highest Entry Level

The findings displayed in Table 11 indicate that the highest entry level full-time annual salary for a new faculty member with a doctorate at COD ranks third highest among the group of six similar-sized, single-college districts.

District	2014-2015 Total FTES	2014-15 Total Computational Revenue	No of Centers	Highest Possible Entry Step	Highest Possible Annual Entry Salary
Ohlone CCD	8,374.69	$ 42,242,182.00	1	6	$ 82,752.00
Victor Valley CCD	9,448.44	$ 47,539,509.00	5	8	$ 78,241.00
Desert CCD	8,384.47	$ 37,665,633.00	3	3	$ 76,469.41
Solano CCD	7,912.97	$ 43,315,739.00	3	10	$ 76,131.00
Sequoias CCD	8,954.80	$ 46,645,627.00	2	6	$ 72,069.55
San Luis Obispo CCD	7,902.33	$ 43,394,514.00	2	5	$ 64,364.00

Table 11, Similar-Sized, Single-College Districts, Highest Possible Entry Step

The findings displayed in Table 12 indicate that the highest entry level full-time annual salary for a new faculty member with a doctorate at COD ranks lowest among the group of four neighboring districts.

District	2014-2015 Total FTES	2014-15 Total Computational Revenue	No of Colleges	Highest Possible Entry Step	Highest Possible Annual Entry Salary
Riverside CCD	28,217.73	$ 137,665,612.00	3	6	$ 89,213.00
Mt. San Jacinto CCD	11,290.42	$ 54,576,727.00	1	5	$ 88,281.78
San Bernardino CCD	14,877.57	$ 74,269,562.00	2	8	$ 78,443.26
Desert CCD	8,384.47	$ 37,665,633.00	3 Centers	3	$ 76,469.41

Table 12, Neighboring Districts, Highest Possible Entry Step

10th Step Just Below Doctorate Column

The findings displayed in Table 13 indicate that at Step 10, just below doctorate column, full-time annual salary at COD ranks highest among the group of six similar-sized, single-college districts.

District	2014-15 Total FTES	2014-15 Computational Revenue	No. of Centers	Annual Salary Column 6, Step 10
Desert CCD	8384.47	$37,665,633.00	3	$97,699.88
Ohlone CCD	8374.69	$42,242,182.00	1	$90,116.00
Victor Valley CCD	9448.44	$47,539,509.00	5	$79,478.00
Sequoias CCD	8954.8	$46,465,627.00	2	$76,421.07
San Luis Obispo CCD	7902.33	$43,394,514.00	2	$73,907.00
Solano CCD	7912.97	$43,315,739.00	3	$73,731.00

Table 13, Similar-Sized, Single-College Districts, Step 10, just below doctorate column

The findings displayed in Table 14 indicate that at Step 10, just below doctorate column, full-time annual salary at COD ranks highest among the group of four neighboring districts.

District	2014-15 Total FTES	2014-15 Computational Revenue	No. of Centers	Annual Salary Column 6, Step 10
Desert CCD	8384.47	$37,665,633.00	3	$97,699.88
Riverside CCD	28064.15	$137,665,612.00	3	$96,760.00
Mt. San Jacinto CCD	10645.94	$54,576,727.00	1	$92,108.51
San Bernardino CCD	14838.22	$74,269,562.00	2	$80,018.95

Table 14, Neighboring Districts, Step 10, just below doctorate column

The findings displayed in table 15 indicate that at Step 10 just below doctorate column, full-time faculty daily rate at COD ranks highest among the group of four neighboring districts.

District	2014-15 Total FTES	2014-15 Computational Revenue	No. of Centers	Annual Salary Colum 6, Step 10	Service Days	Daily Rate
Desert CCD	8384.47	$37,665,633.00	3	$97,699.88	175	$558.29
Riverside CCD	28064.15	$137,665,612.00	3	$96,760.00	176	$549.77
Mt. San Jacinto CCD	10645.94	$54,576,727.00	1	$92,108.51	176	$523.34
San Bernardino CCD	14838.22	$74,269,562.00	2	$80,018.95	177	$452.08

Table 15, Neighboring Districts, Step 10, just below doctorate column

Highest Possible Salary (Including Longevity)

The findings displayed in Table 16 indicate that the highest possible full-time annual salary at COD ranks third highest among the group of six similar-sized, single-college districts.

District	2014-15	2014-15	No. of	Annual Salary Highest Possible	Years to Highest
	Total FTES	Computational Revenue	Centers	Including Longevity	Possible Salary
Ohlone CCD	8374.69	$42,242,182.00	1	$120,508.92	24
Sequoias CCD	8954.8	$46,465,627.00	2	$113,695.82	35
Desert CCD	8384.47	$37,665,633.00	3	$112,877.69	40
Victor Valley CCD	9448.44	$47,539,509.00	5	$104,821.00	20
Solano CCD	7912.97	$43,315,739.00	3	$100,563.00	30
San Luis Obispo CCD	7902.33	$43,394,514.00	2	$99,597.00	22

Table 16, Similar-Sized, Single-College Districts, Highest Possible Annual Salary (including longevity)

The findings displayed in Table 17 indicate that the highest possible full-time annual salary at COD ranks third among the group of four neighboring districts.

District	2014-15	2014-15	No. of	Annual Salary Highest Possible	Years to Highest
	Total FTES	Computational Revenue	Centers	Including Longevity	Possible Salary
Mt. San Jacinto CCD	10645.94	$54,576,727.00	1	$122,202.64	16
Riverside CCD	28064.15	$137,665,612.00	3	$116,687.00	22
Desert CCD	8384.47	$37,665,633.00	3	$112,877.69	40
San Bernardino CCD	14838.22	$74,269,562.00	2	$108,918.29	24

Table 17, Neighboring Districts, Highest Possible Annual Salary (including longevity)

Percentage Increase to Highest Possible Salary

The findings displayed in Table 18 indicate that the percentage between salaries on the last step of the last column of the salary schedule (A) and the highest possible salary, including longevity (B), rank COD as one of the lowest of the nine other districts used in this study.

| | A | B | Years to Highest | Percentage Increase |
| | Last Step on | Highest Possible | Possible Salary | from A to B |
District	Highest Column	Salary w/Longevity		
Sequoias CCD	$ 90,912.86	$ 113,695.82	35	25.06%
San Luis Obispo CCD	$ 86,035.00	$ 99,597.00	22	15.76%
Solano CCD	$ 92,063.00	$ 100,563.00	30	9.23%
Riverside CCD	$ 109,897.00	$ 116,687.00	22	6.18%
Desert CCD	$ 110,477.69	$ 112,877.69	40	2.17%
Ohlone CCD	$ 118,146.00	$ 120,508.92	24	2.00%
Victor Valley CCD	$ 104,821.00	$ 104,821.00	20	0.00%
San Bernardino CCD	$ 108,918.29	$ 108,918.29	24	0.00%
Mt. San Jacinto CCD	$ 122,202.65	$ 122,202.64	16	0.00%

Table 18, All Districts, Percentage between Highest Step and Highest Possible Annual Salary (including longevity)

Daily Rate

The findings displayed in Table 19 indicate that at the highest possible full-time faculty daily rate at COD ranks third among the group of four neighboring districts.

| | 2014-15 | 2014-15 | Annual Salary | Years to Highest | Service Days | Daily Rate |
District	Total FTES	Computational Revenue	Highest Possible	Possible Salary		
Mt. San Jacinto CCD	10645.94	$54,576,727.00	$122,202.64	16	176	$694.33
Riverside CCD	28064.15	$137,665,612.00	$116,687.00	22	176	$662.99
Desert CCD	8384.47	$37,665,633.00	$112,877.69	40	175	$645.02
San Bernardino CCD	14838.22	$74,269,562.00	$108,918.29	24	177	$615.36

Table 19, Neighboring Districts Highest Possible Annual Salary, Daily Rates

General Observations

1. Desert Community College District has the lowest 2014-15 Computational Revenue of all of the districts in this study.

2. The average number of off-site centers of the five similar-sized, single-college districts is 2.6. Desert Community College District has 3.

3. All five of the similar-sized, single-college districts have a 175 day faculty work year, as does Desert Community College District. All three of the neighboring districts have more than a 175 day faculty work year.

4. With 18 full-time temporary faculty, the hiring season for fall 2016 will give the Desert Community College District an excellent opportunity to both meet its required FON and progress toward the statewide goal of 75/25 full-time/part-time faculty ratio.

5. Nearly half of the fulltime faculty at Desert Community College District have been there five years or more with 11% over 20 years.

6. While there are 59 fulltime faculty who have reached the last step on their salary schedule column, 14 of them have reached one or more of the prescribed number of years to receive a longevity stipend. Of those 14, only three are in the doctoral column and it will be more than 10 years before any of the three reach the highest possible salary offered by the district.

7. While the full-time faculty salary schedules from most of the districts studied have considerable "percentage slippage" from the lowest annual amount to the highest, the Desert Community College District has negligible slippage and Mt. San Jacinto Community College District has none.

8. Desert Community College District's base entry level annual salary (Column 1, Step 1) ranks second highest among the group of six similar-sized, single-college districts; and, ranks highest among the four neighboring districts.

9. Desert Community College District's highest entry level annual salary (with a doctorate and placed on step 3) ranks third highest among the group of six similar-sized, single-college districts; and ranks the lowest among the four neighboring districts.

10. Desert Community College District's annual salary, at Column 6, Step 10, just below the doctorate column, ranks first among the group of six similar-sized college districts; and, ranks first among the four neighboring districts.

11. Desert Community College District's highest possible annual salary, including longevity steps, ranks third among the six similar-sized college districts; and, ranks third among the four neighboring districts.

12. The average length of time to reach the highest possible annual salary of the eight comparison districts in this study is 24 years. It takes 40 years at Desert Community College District for a full-time faculty member to reach that point. In addition, once a faculty member reaches the 40 year point, he/she realizes a 2.17% salary increase from the last step on the highest column compared to the average of 7.28% from the comparison districts.

13. Desert Community College District's full-time faculty daily rate, column six step 10, just below the doctorate column, ranks first among the six similar-sized single college districts; and, third among the four neighboring college districts.

List of Documents

1   Academic Salary Schedule, San Bernardino Community College District, Effective July 1, 2014
2   Academic Salary Schedule, Sequoias Community College District, 2015-16, effective August 1, 2015
3   Agreement between Riverside Community College District and Riverside Community College District Faculty Association CCA/CTA/NEA, 2015-2018
4   Collective Bargaining Agreement Between Desert Community College District and Desert Community College Faculty Association CCA/CTA/NEA, July 1, 2013 - June 30, 2015
5   Faculty Salary Schedule Placement, Placement of Newly Hired Faculty Members, CTA Collective Bargaining Agreement, 2013-2015
7   Faculty Salary Schedule, Ohlone Community College District, Fall Semester 2014
8   Faculty Salary Schedule, Riverside Community College District, 2015-2018, effective July 1, 2015
9   Faculty Salary Schedule, San Luis Obispo County Community College District, Cuesta College, 2014-2015, effective July 1, 2014
10 Faculty Salary Schedule, Victor Valley Community College District, 2014-15, effective Feb 17, 2015
11 Full Time Faculty Annual Salary Schedule based on 175 contract days, Desert Community College District, effective date July 1, 2015
12 Full-time Equivalent Student (FTES) Summary Report, California Community College Chancellor's Office, 2014-15
13 Full-time Faculty Obligation California Community Colleges Chancellor's Office, 2013-2014, 2014-2015
14 Full-time Faculty Obligation, Compliance by District, California Community College Chancellor's Office, Fall 2014
15 Full-time Teaching Faculty Salary Schedule, Mt. San Jacinto Community College District, Board Approved 6/25/2015
16 Ohlone College Agreement between the Ohlone Community College District and the United Faculty of Ohlone, Contract Duration July 1, 2014 to June 30, 2017, Version July 1, 2014-June 30, 2015
17 Regular Faculty Salary Schedule, Academic Track, Solano Community College, Mediation Proposal April 15, 2015
18 Regular Faculty Salary Schedule-AcademicTrack, Solano Community College District, 2013-14, effective July 1, 2012
19 Second Principal Apportionment, California Community Colleges, 2014-15
20 Tentative Agreement, College of the Desert Faculty Association to Desert Community College District, January 27, 2015

CBT Consultants

Dr. Jean Malone

Dr. Malone retired in June 2004 with 40 years in public education. As Vice President of Human Resources and District Chief Negotiator, Dr. Malone was instrumental in taking the Citrus Community College District through the implementation of the major reform education bill, AB 1725, in the early 1990's. Her responsibilities included all of the major human resources functions of an organization, including collective bargaining.

In 1990, Dr. Malone was appointed by the Citrus Board to be the District's Chief Negotiator after having served several years on the negotiating team. These years represent many successful contract closings, including closing the first contract for the newly organized adjunct faculty union. She is considered to be an expert on the topic of adjunct parity compensation and has given advice and workshops on this complex subject.

In 2004, Dr. Malone was selected by the Community College League of California to oversee the maintenance, growth, and user training of the Online Collective Bargaining (OCB) Database. This database grew from a few hundred to over 8,000 searchable negotiations-related documents, with over 800 community college users across the state. The project was discontinued in July of 2011 due to declining district subscriptions and faltering technical support. Dr. Malone is well known throughout the state for her knowledge about the database and collective bargaining in general.

In December of 2011, Dr. Malone developed and maintained the Collaborative Brain Trust's CAPTURE! Website—a depository of direct links to all California community colleges' collective bargaining-related documents. As the project's lead consultant, the program was an efficient way for member districts to quickly find pertinent documents from across the state. Dr. Malone led the program until its termination in January 2013.

Dr. Malone has conducted a variety of negotiations-related workshops, served as a Professional Expert for Human Resources in litigation, has conducted Skelly Hearings/Reviews, advised districts through negotiations mediation, crafted contract language, and investigated discrimination claims (including sexual harassment). She has done many salary comparison studies for districts throughout California, as well as comparison studies on a number of other topics of interest. She has been a workshop presenter for CHRO/EEO, ACBO, League Annual Convention, CIO/CSSO Joint Conference,

ACCCA, CCCT, AACC, and individual community college districts. She continues to maintain membership in the ACHRO/EEO and ACCCA organizations.

Dr. Malone received her Bachelor of Business Administration from the University of Redlands, Whitehead Center, her Master's Degree in Management from National University, and her Doctorate in Educational Leadership from the University of La Verne.

Dr. Jack Miyamoto

A retired Vice President of Human Resources and District Chief Negotiator, who spent 33 years in the California Community College system, 18 of those years serving as a Vice Chancellor or Vice President of Human Resources for three different community college districts. For the past 10 years since his retirement, Dr. Miyamoto has served as a human resource consultant for various California community colleges.

Dr. Miyamoto's Human Resource experience includes participation in a number of classification and compensation studies; long range staffing plans, as well as writing human resource policies and administrative procedures. Dr. Miyamoto served as the President of ACCCA as well as representing the State's Community College Chief Human Resources Officers on the State Chancellor's Office Consultation Council.

Dr. Miyamoto's education includes a Bachelor of Arts degree from the University of Northern Colorado, a Master's Degree from San Jose State University, and holds a Doctorate in Educational Administration from United States International University.

COLLABORATIVE

CBT

BRAIN TRUST

COMMUNITY COLLEGE
CONSULTING

FINAL REPORT
Salary Comparison Study: Classified

Desert Community College District
December 11, 2015

Collaborative Braintrust Consulting Firm
1130 K Street, Suite 150
Sacramento, CA 95814
916-446-5058

Table of Contents

Final Report
Classified Salary Survey College of the Desert

We have completed our salary survey of benchmark classified positions for College of the Desert. Our report follows including supporting documentation and conclusion.

Methodology

Our first step was to review the current classification program. In order the select benchmark classifications for purposes of the salary survey, we organized the current 102 classifications into job families, or occupational groups. The families, recognized in Exhibit A, were:

The idea was to select, from each family list, classifications which would serve in your salary setting process as benchmarks or representatives for the entire array of classes within the family. We selected classes which we thought would exist in other colleges at the entry, experienced and senior level within the family.

The benchmarks selected are illustrated in Exhibit B. These represent the classes which were surveyed within the eight survey districts.

Salary Survey

The eight survey participants were selected by the College and included:

Mt. San Jacinto
Ohlone
Riverside
San Bernardino
San Luis Obispo
Sequoias
Solano
Victor Valley

Based on a meeting with you and Mr. Durand, we determined that the college has been frustrated in its salary practice in the past by seeming to be paying at the top steps (with 9 steps in the salary schedule), while being low paying at the entry step, which is the hiring step. We determined that, in order to gain the best comparison with the other districts, we should survey the range midpoint of the other colleges and compare with step 5 (midpoint) of the COD range.

Our consultants were careful to identify the best possible match to your classification within the participating district. We considered titles as well as job descriptions to determine if our standard of the "rule of 80" is met, that is, if 80 percent of the job is a match, we utilized the

1

data in the analysis. If less than 80 percent (in our judgment), we considered the participant as N/A (not applicable) without a match for that particular classification. We also consulted the participant's organization charts and contacted the colleges if we had further questions about matches.

In order to provide you with a complete analytical tool, we have provided the salary survey showing the median of the market at the first step, midpoint as well as top step (without longevity) in comparison to COD's current pay practice. The detail for each benchmark is included as Exhibit C.

To gain an overview of the entire survey, we have also provided a summary of our findings at the midpoint comparison point. (Exhibit D.)

Athletics	Range
Equipment Manager/Athletics	8
Senior Equipment Manager	10
Athletic Programs Assistant	10
Sports Information Specialist	16
Athletic Trainer	16
Child Development	Range
Child Development Food Services Technician	6
Child Development Center Assistant	9
Child Development Specialist	9
Clerical/Secretarial Support	Range
Clerical Assistant	4
Senior Office Assistant	6
Mail Technician	7
Secretary	7
Senior Office Assistant-Bilingual	7
Administrative Services Assistant	8
Secretary Bilingual	8
Public Relations Technician	9
Administrative Assistant	12
Grants Technician	13
Executive Administrative Assistant	14
Fiscal	Range
Bursar Technician	8
Business Services Support Tech/Operator	8
Non Credit Programs/Bursar Technician Bilingual	9
Accounting Technician	10
Payroll Specialist	12
Purchasing Services Specialist	13
Accounting Specialist	13
Financial Analyst	15
Human Resources	Range
Human Resources Technician	10
Human Resources Specialist	16
Instructional Support	Range

Instructional Laboratory Technician-ABE	8
Instructional Laboratory Technician-Lang Lab	8
Instructional Laboratory Technician-PE	8
Instructional Laboratory Technician-PSA	8
Instructional Support Assistant	8
Instructional Laboratory Technician-Art	9
Instructional Support Specialist/ASC	9
Instructional Support Specialist/TRIO DSPS	9
Library Specialist	9
Accompanist	10
Laboratory Technician	10
Laboratory Technician HVACR	10
Nursing Program Assistant	10
Laboratory Specialist/Allied Health & Nursing	14
Art Gallery Assistant	15
Arts Technical Specialist	15
Maintenance/Operations & Security	**Range**
Custodian	8
Groundskeeper	8
Maintenance Assistant	8
Campus Maintenance & Security EVC/MT	9
Print Shop Technician	9
Security Officer	9
Lead Custodian	10
Lead Security Officer	11
Senior Groundskeeper	11
Lead Print Shop Specialist	12
Maintenance Worker	12
Warehouse Operator	12
Skilled Maintenance Worker/HVAC	13
Locksmith	14
Skilled Maint Wrk/Electrical, Plumb, Mech, Carp	14
Senior HVAC & Refrigeration Mechanic	15
Research	**Range**
Research Analyst	15
Research Analyst Student Affairs	15
Student Services	**Range**
EOPS/CARE Technician	7

Student Center Assistant	7
CalWORKS Assistant	8
DSP&S Career Development Assistant	8
International Education Program Assistant	8
Transfer & Career Centers Specialist	8
Admissions & Records Technician	8
Financial Aid Specialist	8
EOPS/CARE Program Specialist	9
International Education Program Specialist	9
Outreach Specialist	9
Outreach Specialist Financial Aid	9
EWD Training Technician	9
Student Support Specialist I	9
Academic Skills Center Assistant	10
Senior Program Specialist/Student Life	10
Program Admissions Specialist	10
Testing Services Specialist	11
Counseling Support Assistant	11
Senior Program Specialist Non Credit Programs	11
Admissions & Records Specialist	11
Upward Bound Support Assistant	12
Senior Financial Aid Specialist	12
Veterans Resource Specialist	13
Lead Admissions & Records Evaluation Specialist	13
International Education Program Senior Specialist	14
Lead Financial Aid Specialist	14
CTE Transitions Specialist	15
Curriculum and Catalog Specialist	16
Scheduling Specialist	16
Technology	**Range**
Information Technology Technician	12
Information Services Specialist	13
Systems Specialist	16
Computer Support Specialist	19
Instructional Computer Support Specialist	19
Programmer	19

BENCHMARK CLASSIFICATIONS	Range
Accompanist	10
Accounting Specialist	13
Accounting Technician	10
Administrative Assistant	12
Admissions & Records Specialist	11
Admissions & Records Technician	8
Athletic Trainer	16
Child Development Center Assistant	9
Clerical Assistant	4
Computer Support Specialist	19
Counseling Support Assistant	11
Curriculum and Catalog Specialist	16
Custodian	8
Executive Administrative Assistant	14
Financial Aid Specialist	8
Financial Analyst	15
Human Resources Technician	10
Information Technology Technician	12
Instructional Laboratory Technician-Lang Lab	8
Instructional Support Assistant	8
Laboratory Specialist/Allied Health & Nursing	14
Laboratory Technician	10
Library Specialist	9
Maintenance Worker	12
Outreach Specialist	9
Print Shop Technician	9
Programmer	19
Research Analyst	15
Security Officer	9
Senior Equipment Manager	10
Senior Financial Aid Specialist	12
Skilled Maintenance Worker/HVAC	13

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Accompanist

		SALARY RANGES		
SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	MINIMUM	MIDPOINT	MAXIMUM
Riverside Community College District	Piano Accompanist	$4,537	$5,006	$5,522
Sequoias Community College District	Accompanist	$2,775	$3,214	$3,720
Mt. San Jacinto Community College District	N/A			
Ohlone Community College District	N/A			
San Bernardino Community College District	N/A			
San Luis Obispo Community College District	N/A			
Solano Community College District	N/A			
Victor Valley Community College District	N/A			
	MEDIAN:	ISD	ISD	ISD
	COD	$3,216	$3,910	$4,753

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Accounting Specialist

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Riverside Community College District	Accounting Technician	$4,740	$5,230	$5,770
Victor Valley Community College District	Accounting Technician II	$4,441	$5,053	$5,666
Ohlone Community College District	Senior Accounting Technician	$3,997	$4,539	$5,080
Mt. San Jacinto Community College District	Senior Accounting Specialist	$3,727	$4,321	$5,009
Solano Community College District	Accounting Specialist II	$3,579	$4,082	$4,685
Sequoias Community College District	Accounting Coordinator	$3,465	$4,007	$4,637
San Luis Obispo Community College District	Accounting Technician III	$3,315	$3,654	$4,030
San Bernardino Community College District	N/A			
	MEDIAN:	$3,727	$4,321	$5,009
	COD	$3,724	$4,525	$5,501

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Accounting Technician

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Riverside Community College District	Accounts Payable Specialist	$3,768	$4,157	$4,587
Ohlone Community College District	Accounting Technician	$3,632	$4,124	$4,615
Mt. San Jacinto Community College District	Accounting Assistant IV	$3,474	$4,028	$4,669
Victor Valley Community College District	Accounting Specialist	$3,384	$3,852	$4,319
Solano Community College District	Accounting Specialist I	$3,276	$3,734	$4,267
Sequoias Community College District	Accounting Technician	$3,141	$3,635	$4,203
San Luis Obispo Community College District	Accounting Technician II	$3,157	$3,481	$3,837
San Bernardino Community College District	Account Clerk II	$2,974	$3,279	$3,616
	MEDIAN:	$3,330	$3,793	$4,293
	COD	$3,216	$3,910	$4,753

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Administrative Assistant

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Ohlone Community College District	Administrative Assistant	$4,096	$4,650	$5,204
Riverside Community College District	Administrative Assistant IV	$4,116	$4,542	$5,011
Victor Valley Community College District	Administrative Secretary II	$3,830	$4,358	$4,885
Solano Community College District	Administrative Assistant IV	$3,579	$4,082	$4,685
San Bernardino Community College District	Administrative Secretary	$3,535	$3,898	$4,297
Mt. San Jacinto Community College District	Administrative Associate III	$3,355	$3,889	$4,508
San Luis Obispo Community College District	Division/Department Assistant	$3,157	$3,481	$3,837
Sequoias Community College District	Instructional Division Secretary	$2,707	$3,132	$3,623
	MEDIAN:	$3,557	$3,990	$4,597
	COD	$3,546	$4,310	$5,240

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Admissions & Records Specialist

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Victor Valley Community College District	Admissions & Records Specialist II	$4,441	$5,053	$5,666
San Bernardino Community College District	Admissions & Records Evaluator	$4,002	$4,412	$4,866
Riverside Community College District	Student Services Specialist	$3,933	$4,320	$4,789
Solano Community College District	Admissions & Records Analyst	$3,734	$4,274	$4,890
Mt. San Jacinto Community College District	Student Services Assistant IV	$3,599	$4,172	$4,836
Ohlone Community College District	Enrollment Services Specialist I	$3,632	$4,124	$4,615
San Luis Obispo Community College District	Admissions & Records Evaluation Analyst	$3,481	$3,837	$4,231
Sequoias Community College District	Admissions & Records Specialist Senior	$2,912	$3,373	$3,907
MEDIAN:		$3,683	$4,223	$4,813
COD		$3,378	$4,105	$4,990

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Admissions & Records Technician

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Mt. San Jacinto Community College District	Student Services Assistant IV	$3,599	$4,172	$4,836
Victor Valley Community College District	Admissions & Records Technician	$3,384	$3,852	$4,319
San Bernardino Community College District	Admissions & Records Technician	$3,126	$3,447	$3,800
Riverside Community College District	Admissions & Records Operations Assistant	$2,854	$3,150	$3,475
San Luis Obispo Community College District	Admissions & Records Assistant	$2,795	$3,081	$3,398
Sequoias Community College District	Admissions & Records Technician	$2,576	$2,981	$3,448
Ohlone Community College District	N/A			
Solano Community College District	N/A			
	MEDIAN:	$2,990	$3,299	$3,638
	COD	$2,917	$3,546	$4,310

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Athletic Trainer

			SALARY RANGES	
SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	MINIMUM	MIDPOINT	MAXIMUM
Riverside Community College District	Certified Athletic Trainer	$4,940	$5,449	$6,014
Mt. San Jacinto Community College District	Athletic Trainer	$4,601	$5,334	$6,184
San Luis Obispo Community College District	Athletic Trainer	$4,782	$5,270	$5,812
San Bernardino Community College District	Athletic Trainer	$4,002	$4,412	$4,864
Solano Community College District	Athletic Trainer	$3,494	$3,937	$4,380
Ohlone Community College District	N/A			
Sequoias Community College District	N/A			
Victor Valley Community College District	N/A Management Schedule			
	MEDIAN:	$4,601	$5,270	$5,812
	COD	$4,310	$5,240	$6,368

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Child Development Center Assistant

		SALARY RANGES		
SURVEY PARTICIPANT	**PARTICIPANT'S CLASSIFICATION**	**MINIMUM**	**MIDPOINT**	**MAXIMUM**
Mt. San Jacinto Community College District	Child Education Office Specialist	$3,474	$4,028	$4,669
Solano Community College District	Children's Program Assistant	$2,752	$3,137	$3,571
Ohlone Community College District	N/A			
Riverside Community College District	N/A			
San Bernardino Community College District	N/A			
San Luis Obispo Community College District	N/A			
Sequoias Community College District	N/A			
Victor Valley Community College District	N/A			
MEDIAN:	ISD	ISD	ISD	ISD
	COD	$3,063	$3,724	$4,525

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Clerical Assistant

			SALARY RANGES		
SURVEY PARTICIPANT	**PARTICIPANT'S CLASSIFICATION**		**MINIMUM**	**MIDPOINT**	**MAXIMUM**
Riverside Community College District	Clerk Typist		$3,121	$3,443	$3,799
Victor Valley Community College District	Office Assistant		$2,919	$3,322	$3,724
Ohlone Community College District	Office Assistmt I		$2,800	$3,172	$3,544
Sequoias Community College District	Clerical Assistant		$2,453	$2,837	$3,283
San Luis Obispo Community College District	Clerical Assistant II		$2,415	$2,662	$2,936
San Bernardino Community College District	Clerical Assistant I		$2,382	$2,626	$2,894
Mt. San Jacinto Community College District	Clerical Assistant II		$2,201	$2,551	$2,958
Solano Community College District	N/A				
		MEDIAN:	$2,453	$2,837	$3,283
		COD	$2,400	$2,917	$3,546

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Computer Support Specialist

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Ohlone Community College District	IT Support Technician II	$5,590	$6,354	$7,118
Riverside Community College District	Microcomputer Support Specialist	$4,740	$5,230	$5,770
San Luis Obispo Community College District	Network & Systems Administrator	$4,554	$5,021	$5,535
San Bernardino Community College District	Technology Support Specialist I	$4,417	$4,869	$5,368
Solano Community College District	Technology Specialist	$4,082	$4,678	$5,359
Sequoias Community College District	Computer Resource Specialist	$3,550	$4,106	$4,753
Mt. San Jacinto Community College District	Computer Operator II	$3,239	$3,755	$4,353
Victor Valley Community College District	N/A			
	MEDIAN:	$4,417	$4,869	$5,368
	COD	$4,990	$6,065	$7,373

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Counseling Support Assistant

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION		SALARY RANGES	
		MINIMUM	MIDPOINT	MAXIMUM
San Luis Obispo Community College District	Paraprofessional Advisor	$3,315	$3,654	$4,030
San Bernardino Community College District	Student Services Technician II	$3,282	$3,619	$3,990
Sequoias Community College District	Counseling Assistant	$2,643	$3,059	$3,533
Mt. San Jacinto Community College District	N/A			
Ohlone Community College District	N/A			
Riverside Community College District	N/A			
Solano Community College District	N/A			
Victor Valley Community College District	N/A			
	MEDIAN:	$3,282	$3,619	$3,990
	COD	$3,378	$4,105	$4,990

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Curriculum and Catalog Specialist

		SALARY RANGES		
SURVEY PARTICIPANT	**PARTICIPANT'S CLASSIFICATION**	**MINIMUM**	**MIDPOINT**	**MAXIMUM**
Victor Valley Community College District	Curriculum & Scheduling Coordinator	$4,441	$5,053	$5,666
Ohlone Community College District	Curriculum and Schedule Coordinator	$4,189	$4,760	$5,331
San Bernardino Community College District	Schedule/Catalog Data Specialist	$4,002	$4,412	$4,864
Solano Community College District	Curriculum Analyst	$3,734	$4,274	$4,890
San Luis Obispo Community College District	Curriculum Resource Specialist	$3,481	$3,837	$4,231
Mt. San Jacinto Community College District	Curriculum and Catalog Specialist	$3,239	$3,755	$4,353
Riverside Community College District	N/A			
Sequoias Community College District	N/A			
	MEDIAN:	$3,868	$4,343	$4,877
	COD	$4,310	$5,240	$6,368

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Custodian

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Ohlone Community College District	Custodian	$3,148	$3,573	$3,997
Victor Valley Community College District	Custodian	$2,780	$3,161	$3,542
Riverside Community College District	Custodian	$2,854	$3,150	$3,475
San Bernardino Community College District	Custodian I	$2,762	$3,046	$3,358
Solano Community College District	Custodian	$2,577	$2,892	$3,207
Sequoias Community College District	Custodian	$2,394	$2,770	$3,205
San Luis Obispo Community College District	Custodian I	$2,474	$2,726	$3,006
Mt. San Jacinto Community College District	Facilities Assistant I	$2,125	$2,463	$2,856
	MEDIAN:	$2,670	$2,969	$3,283
	COD	$2,917	$3,546	$4,310

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Executive Administrative Assistant

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION
Mt. San Jacinto Community College District	N/A Confidential
Ohlone Community College District	N/A Confidential
Riverside Community College District	N/A Confidential
San Bernardino Community College District	N/A Confidential
San Luis Obispo Community College District	N/A Confidential
Sequoias Community College District	N/A Confidential
Solano Community College District	N/A Confidential
Victor Valley Community College District	N/A Confidential

	SALARY RANGES		
	MINIMUM	MIDPOINT	MAXIMUM
MEDIAN:	ISD	ISD	ISD
COD	$3,910	$4,753	$5,777

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Financial Aid Specialist

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Ohlone Community College District	Financial Aid Specialist I	$3,722	$4,226	$4,729
San Bernardino Community College District	Financial Aid Specialist I	$3,623	$3,996	$4,405
Victor Valley Community College District	Financial Technician	$3,384	$3,852	$4,319
Riverside Community College District	Student Financial Services Support Specialist	$3,421	$3,775	$4,164
Solano Community College District	Student Services Assistant II-Financial Aid	$3,137	$3,579	$4,085
Sequoias Community College District	Financial Aid Specialist	$3,063	$3,543	$4,103
Mt. San Jacinto Community College District	Financial Aid Technical I	$2,815	$3,263	$3,782
San Luis Obispo Community College District	Financial Aid Clerk II	$2,863	$3,157	$3,481
MEDIAN:		$3,261	$3,677	$4,134
COD		$2,917	$3,546	$4,310

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Financial Analyst

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Ohlone Community College District	Financial/Budget Analyst	$5,871	$6,670	$7,469
Solano Community College District	Financial Aid Systems Analyst	$3,905	$4,475	$5,129
Mt. San Jacinto Community College District	Senior Accounting Specialist	$3,727	$4,321	$5,009
San Luis Obispo Community College District	Fiscal Analyst Special Projects Grants/Categorical Programs	$3,745	$4,130	$4,553
Riverside Community College District	N/A			
San Bernardino Community College District	N/A			
Sequoias Community College District	N/A			
Victor Valley Community College District	N/A			
	MEDIAN:	$3,825	$4,398	$5,069
	COD	$4,105	$4,990	$6,065

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Human Resources Technician

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Victor Valley Community College District	Human Resources Technician	$3,384	$3,852	$4,319
San Luis Obispo Community College District	N/A Confidential			
Mt. San Jacinto Community College District	N/A Confidential			
Ohlone Community College District	N/A Confidential			
Riverside Community College District	N/A Confidential			
San Bernardino Community College District	N/A Confidential			
Sequoias Community College District	N/A Confidential			
Solano Community College District	N/A Confidential			
	MEDIAN:	ISD	ISD	ISD
	COD	3,216	$3,910	4,753

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Information Technology Technician

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Ohlone Community College District	IT Support Technician	$5,590	$6,354	$7,118
Solano Community College District	Technology Specialist	$4,028	$4,678	$5,359
Victor Valley Community College District	Network/Microcomputer Technician	$3,830	$4,358	$4,885
San Luis Obispo Community College District	Computer Services Technician	$3,837	$4,231	$4,667
Riverside Community College District	Help Desk Support Technician	$3,768	$4,157	$4,587
San Bernardino Community College District	Computer Technician	$3,623	$3,996	$4,405
Mt. San Jacinto Community College District	N/A			
Sequoias Community College District	N/A			
	MEDIAN:	$3,834	$4,295	$4,776
	COD	$3,546	$4,310	$5,240

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Instructional Laboratory Technician-Language Lab

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Mt. San Jacinto Community College District	N/A			
Ohlone Community College District	N/A			
Riverside Community College District	N/A			
San Bernardino Community College District	N/A			
San Luis Obispo Community College District	N/A			
Sequoias Community College District	N/A			
Solano Community College District	N/A			
Victor Valley Community College District	N/A			
MEDIAN:	ISD	ISD	ISD	ISD
	COD	$2,917	$3,546	$4,310

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Instructional Support Assistant

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Victor Valley Community College District	Instructional Assistant	$3,141	$3,576	$4,010
Mt. San Jacinto Community College District	Instructional Aid I	$2,814	$3,263	$3,782
San Luis Obispo Community College District	Instructional Assistant	$2,863	$3,157	$3,481
Sequoias Community College District	Instructional Assistant- Lab Setting	$2,576	$2,981	$3,448
Ohlone Community College District	N/A			
Riverside Community College District	N/A			
San Bernardino Community College District	N/A			
Solano Community College District	N/A			
	MEDIAN:	$2,839	$3,210	$3,632
	COD	$2,917	$3,546	$4,310

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Laboratory Specialist/Allied Health & Nursing

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Riverside Community College District	Nursing Simulation Laboratory Assistant	$3,933	$4,340	$4,789
Solano Community College District	Instructional Assistant- Nursing	$3,004	$3,418	$3,895
Mt. San Jacinto Community College District	N/A			
Ohlone Community College District	N/A			
San Bernardino Community College District	N/A			
San Luis Obispo Community College District	N/A			
Sequoias Community College District	N/A			
Victor Valley Community College District	N/A			
	MEDIAN:	ISD	ISD	ISD
	COD	$3,910	$4,753	$5,777

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Laboratory Technician

		SALARY RANGES		
SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	MINIMUM	MIDPOINT	MAXIMUM
Riverside Community College District	Laboratory Technician I	$4,116	$4,542	$5,011
Victor Valley Community College District	Laboratory Technician	$3,830	$4,358	$4,885
Ohlone Community College District	Science Lab Technician	$3,814	$4,328	$4,842
Solano Community College District	Instructional Laboratory Technician-Sciences	$3,657	$4,120	$4,583
San Bernardino Community College District	Laboratory Technician-Science	$3,623	$3,996	$4,405
San Luis Obispo Community College District	Physical Science Laboratory Technician	$3,398	$3,746	$4,130
Sequoias Community College District	Laboratory Technician	$3,141	$3,635	$4,203
Mt. San Jacinto Community College District	N/A			
	MEDIAN:	$3,657	$4,120	$4,583
	COD	$3,216	$3,910	$4,753

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Library Specialist

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Riverside Community College District	Library Technician Assistant II	$3,933	$4,340	$4,789
Ohlone Community College District	Learning Resource Technician II	$3,814	$4,328	$4,842
Victor Valley Community College District	Library Technician	$3,384	$3,852	$4,319
San Bernardino Community College District	Library Technician Assistant II	$3,282	$3,619	$3,990
Solano Community College District	Learning Resource Technician	$3,137	$3,579	$4,086
San Luis Obispo Community College District	Library Technician II	$3,081	$3,398	$3,746
Mt. San Jacinto Community College District	Library Technician II	$2,915	$3,379	$3,917
Sequoias Community College District	Library Technician	$2,576	$2,981	$3,448
MEDIAN:		$3,210	$3,599	$4,038
COD		$3,063	$3,724	$4,525

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Maintenance Worker

		SALARY RANGES	
SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	MINIMUM	MIDPOINT	MAXIMUM
Ohlone Community College District	Maintenance Worker	$4,189	$4,760	$5,331
Riverside Community College District	Maintenance Helper	$3,421	$3,775	$4,164
Mt. San Jacinto Community College District	Facilities Assistant V	$3,239	$3,755	$4,353
Sequoias Community College District	Maintenance Worker	$3,221	$3,725	$4,311
San Bernardino Community College District	Maintenance Worker	$3,203	$3,531	$3,892
San Luis Obispo Community College District	General Maintenance Worker	$3,006	$3,315	$3,654
Solano Community College District	General Maintenance Worker	$2,808	$3,151	$3,494
Victor Valley Community College District	N/A			
	MEDIAN:	$3,221	$3,725	$4,164
	COD	$3,546	$4,310	$5,240

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Outreach Specialist

		SALARY RANGES		
SURVEY PARTICIPANT	**PARTICIPANT'S CLASSIFICATION**	**MINIMUM**	**MIDPOINT**	**MAXIMUM**
Riverside Community College District	Outreach Recruitment Services Specialist	$3,768	$4,157	$4,170
San Bernardino Community College District	Outreach Recruitment Technician	$4,203	$3,768	$5,108
Sequoias Community College District	Program Outreach Assistant	$2,453	$2,837	$3,283
Mt. San Jacinto Community College District	N/A			
Ohlone Community College District	N/A			
San Luis Obispo Community College District	N/A			
Solano Community College District	N/A			
Victor Valley Community College District	N/A			
	MEDIAN:	$3,768	$3,768	$4,170
	COD	$3,063	$3,724	$4,525

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Print Shop Technician

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Riverside Community College District	Production Printer	$4,116	$4,542	$5,011
Victor Valley Community College District	Printing Services Specialist	$3,384	$3,852	$4,319
Sequoias Community College District	Printer/Bindery Operator	$3,221	$3,725	$4,311
San Bernardino Community College District	Printer Reproduction Operator	$2,974	$3,279	$3,616
San Luis Obispo Community College District	Reprographics Technician II	$2,936	$3,235	$3,567
Mt. San Jacinto Community College District	Print Shop Technician II	$2,445	$2,835	$3,286
Ohlone Community College District	N/A			
Solano Community College District	N/A			
	MEDIAN:	$3,098	$3,502	$3,964
	COD	$3,063	$3,724	$4,525

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
2015- EXHIBIT C

CLASSIFICATION: Programmer

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Ohlone Community College District	Programmer Analyst	$6,014	$6,833	$7,651
Victor Valley Community College District	Communication Systems Coordinator	$5,023	$5,716	$6,408
Riverside Community College District	Programmer Developer	$5,175	$5,711	$6,302
San Luis Obispo Community College District	Programmer	$4,665	$5,143	$5,670
Sequoias Community College District	Programmer/Analyst	$4,430	$5,127	$5,937
San Bernardino Community College District	Programmer/Analyst	$4,417	$4,869	$5,368
Mt. San Jacinto Community College District	Computer Programmer IV	$3,998	$4,635	$5,374
Solano Community College District	N/A			
	MEDIAN:	$4,665	$5,143	$5,937
	COD	$4,990	$6,065	$7,373

COLLEGE OF THE DESERT
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CLASSIFICATION: Research Analyst

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Mt. San Jacinto Community College District	Research Analyst	$5,485	$6,358	$7,371
San Bernardino Community College District	Research Analyst	$5,380	$5,931	$6,540
Victor Valley Community College District	Research Analyst	$4,447	$5,053	$5,666
Solano Community College District	Research Analyst/Research & Planning	$3,734	$4,274	$4,890
Ohlone Community College District	N/A			
Riverside Community College District	N/A			
San Luis Obispo Community College District	N/A			
Sequoias Community College District	N/A			
	MEDIAN:	$4,914	$5,492	$6,103
	COD	$4,105	$4,990	$6,065

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CLASSIFICATION: Senior Equipment Manager

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Riverside Community College District	Athletic Equipment Manager	$3,421	$3,775	$4,164
San Luis Obispo Community College District	Kinesiology/Athletics Equipment Technician II	$3,006	$3,315	$3,654
San Bernardino Community College District	P.E. & Athletics Equipment Specialist	$2,694	$2,970	$3,274
Mt. San Jacinto Community College District	N/A			
Ohlone Community College District	N/A			
Sequoias Community College District	N/A			
Solano Community College District	N/A			
Victor Valley Community College District	N/A			
	MEDIAN:	$3,006	$3,315	$3,654
	COD	3,378	$4,104	4,990

COLLEGE OF THE DESERT
SALARY SURVEY DETAIL
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CLASSIFICATION: Skilled Maintenance Worker/HVAC

SURVEY PARTICIPANT	PARTICIPANT'S CLASSIFICATION	SALARY RANGES		
		MINIMUM	MIDPOINT	MAXIMUM
Ohlone Community College District	Skilled Maintenance Worker	$4,615	$5,243	$5,871
Riverside Community College District	Maintenance Mechanic - HVAC	$4,361	$4,813	$5,310
Solano Community College District	Maintenance Engineer	$3,999	$4,514	$5,028
San Bernardino Community College District	HVAC/R Technician	$3,903	$4,302	$4,743
Mt. San Jacinto Community College District	Facilities Journeyman	$3,599	$4,172	$4,836
San Luis Obispo Community College District	Skilled Maintenance- HVAC I	$3,745	$4,130	$4,553
Sequoias Community College District	HVAC Technician	$3,378	$3,910	$4,526
Victor Valley Community College District	N/A			
	MEDIAN:	$3,903	$4,302	$4,836
	COD	$3,724	$4,525	$5,501

BENCHMARK CLASSIFICATION	COD SALARY MIDPOINT ($)	SALARY SURVEY MIDPOINT ($)	DIFFERENCE ($)	NUMBER OF PARTICIPANTS
Accompanist	$3,910	ISD	ISD	2
Accounting Specialist	$4,525	$4,321	$204	7
Accounting Technician	$3,910	$3,793	$117	8
Administrative Assistant	$4,310	$3,990	$320	8
Admissions & Records Specialist	$4,105	$4,223	-$118	8
Admissions & Records Technician	$3,546	$3,299	$247	6
Athletic Trainer	$5,240	$5,270	-$30	5
Child Development Center Assistant	$3,724	ISD	ISD	2
Clerical Assistant	$2,917	$2,837	$80	7
Computer Support Specialist	$6,065	$4,869	$1,196	7
Counseling Support Assistant	$4,105	$3,619	$486	5
Curriculum and Catalog Specialist	$5,240	$4,343	$897	6
Custodian	$3,546	$2,969	$577	8
Executive Administrative Assistant	$4,753	ISD	ISD	0
Financial Aid Specialist	$3,546	$3,677	-$131	8
Financial Analyst	$4,990	$4,398	$592	4
Human Resources Technician	$3,910	ISD	ISD	1
Information Technology Technician	$4,310	$4,295	$15	6
Instructional Laboratory Technician-Lang Lab	$3,546	ISD	ISD	0
Instructional Support Assistant	$3,546	$3,210	$336	4
Laboratory Specialist/Allied Health & Nursing	$4,753	ISD	ISD	2
Laboratory Technician	$3,910	$4,120	-$210	7
Library Specialist	$3,724	$3,599	$125	8
Maintenance Worker	$4,310	$3,725	$585	7
Outreach Specialist	$3,724	$3,768	-$44	3
Print Shop Technician	$3,724	$3,502	$222	6
Programmer	$6,065	$5,143	$922	7
Research Analyst	$4,990	$5,492	-$502	4
Security Officer	$3,724	$3,069	$655	4
Senior Equipment Manager	$4,104	$3,315	$789	3
Senior Financial Aid Specialist	$4,310	$4,185	$125	8
Skilled Maintenance Worker/HVAC	$4,525	$4,302	$223	7

ISD=Insufficeint Data

Ewing Consulting Inc. 2/1/2016