



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

- I. CALL TO ORDER** - Chair Sanchez-Fulton called the meeting to order at 9:32 am and asked Trustee Wilson to lead the pledge of allegiance.

Dr. Kinnamon conducted the roll call:

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

Parliamentarian – Carlos Maldonado (absent)
Recorder – Angela Walton

II. BOARD MEETING AGENDA

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

Chair Sanchez-Fulton announced that there were two corrections to Administrative Services Consent Items - #3, Contracts (updated funding sources), and Administrative Services Consent Items #4, Payroll (incorrect meeting date listed). Both items were corrected and provided to the Trustees and public.

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

III. CLOSED SESSION

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

2. PERSONNEL

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

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

IV. OPEN SESSION

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

V. **SWEARING IN OF NEW STUDENT TRUSTEE** - Isiah Estrada – Chair Mary Jane Sanchez-Fulton swore in the new student Trustee Isiah Estrada.

VI. PUBLIC UPDATES

President Kinnamon commented on recent tragedies, and assured the Board that COD is continuing to work to increase and improve safety awareness measures, including the Anchorman door lock device that has been installed in classrooms and offices. The COD Public Safety Department has been providing training on workplace violence, personal security, emergency preparedness, shooter awareness, self-defense, and first responder training. Additional trainings are forthcoming on workplace violence and the Anchorman devices, basic emergency preparation and perhaps mental health awareness training as well. Vice President Howell reported that notifications went out to faculty and staff regarding the new text alert system, broadcasting on campus phones, and the campus public address system, and emergency response guidelines are displayed throughout the campus. There is also an emergency response guide posted on the COD website. Vice President Howell also reported that the new text alert system that is being updated to the RAVE system is expected to be completed by the end of June. Interested parties (as well as Board members) can opt in to this new text alert system.

Trustee Wilson asked if there are any table-top exercises being planned for staff. Vice President Howell reported that Tim Nakamura, Director of Public Safety & Emergency Preparedness, is planning a comprehensive exercise and staff will be strongly encouraged to participate. A command center will be identified, and COD will be coordinating the exercise with local agencies. Vice President Howell commented that they will provide an active shooter training update, and that emergency kits were delivered to campus departments. Mr. Nakamura will provide a demonstration on how to utilize the emergency kits in the fall. Trustee Wilson asked if Mr.

Nakamura participates in monthly meetings with local emergency service chiefs, and Vice President Howell will follow-up and report back. Dr. Kinnamon reported that the Public Safety Director Neil Lingle regularly meets with local chiefs. Trustee Broughton inquired on what mental health services are currently available to the students. Dr. Nery stated that she will research this and provide an update at a later meeting.

President Kinnamon provided a brief update on Alumni relations, stating that presently there are over 120,000 COD Alumni, but that less than 1% of Alumni are active. COD has begun discussions on how to strengthen relations with the Alumni Association, and Dr. Kinnamon stated that there appear to be challenges on getting a quorum for alumni meetings. Trustee Broughton commented that the Alumni Association has been reaching out to COD Trustees, and asked Dr. Kinnamon to inquire if one or two Trustees can serve on the Alumni Board. President Kinnamon reported that there is a process for nominating members to the Alumni Board, that there are currently two vacancies, and he will discuss it at the next Alumni meeting.

Dr. Kinnamon read a thank you letter from Natalie Grove, the 4th grader who wants to become a COD student in the future. Natalie thanked Dr. Kinnamon and COD for sending her several COD items.

Dr. Kinnamon commented that today's meeting will be adjourned in memory of Ted Grofer, Professor of Journalism and Speech.

VII. PUBLIC COMMENTS

1. Betsy Young, Alumni Association – Ms. Young stated that she has been with the Association for 11 years, and complimented the team she works with. Ms. Young reported that the Scholarship Awards ceremony was held on June 10, and 64 scholarships were given to students who will attend COD. She also read a thank you letter from a scholarship student. Ms. Young also reported that through several initiatives including the Pathways scholarship program and the SunLine bus passes, the Alumni Association program contributed more than \$400,000 to students in need of transportation, and over \$1.5 million to campus work-study programs.
2. Pat Savastano, Spoiled Dog Designs, Street Fair merchant – thanked Betsy Young and the Alumni Association for their leadership.
3. Breanna Sewell, Top Shop Printing Company, Desert Hot Springs – Ms. Sewell announced that she is running for the COD Board of Trustees, Area 2, in the November 2016 election.

VIII. INTRODUCTION OF STAFF – President Kinnamon introduced several new employees:

- Kenneth Meler, Groundskeeper
- Renan Avanzini, Part-Time Public Safety Officer
- Ed Singleterry, Manager of Networks and Servers
- Tiffany Abeytia, Senior Financial Aid Specialist
- Gabriela Gudino-Martinez, Foster Youth Services
- Cynthia Figueroa, EDGE Outreach Specialist
- Joshua Rodriguez, EDGE Outreach Specialist
- Evelyn Trejo, EDGE Outreach Specialist
- Matthew Hoeffner, Testing Services Technician – PaCE

IX. APPROVE THE MINUTES OF:

The regular meeting of May 20, 2016. There were no corrections noted, and the minutes stand approved.

X. REPORTS

- A. **ASCOD (Associated Students of College of the Desert)** – Tamara Escobar Prado provided the verbal 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 unable to attend, but provided a written report.
- E. **CODAA (College of the Desert Adjunct Association)** – No report.
- F. **CSEA (California School Employees Association)** – Lauro Jimenez was present and provided a brief report.

G. GOVERNING BOARD

Student Trustee Estrada – Student Trustee Estrada introduced himself to the Trustees and shared information on himself, including the organizations he is involved in and his college major. He publicly thanked the COD students who voted him into this position and thanked the Trustees for welcoming him to the Board.

Trustee Jandt – Trustee Jandt commented that there is an overwhelming need for scholarships in the Coachella Valley and that he recently worked with the Community Foundation to assist in reviewing scholarship applications. Dr. Jandt reported that Dr. Kinnamon gave an informative presentation on the West Valley project at a recent Palm Springs City Council meeting. Trustee Jandt also reported that he attended the spring luncheon, and commencement, appreciated the feeling of community and family that he felt at this year's commencement ceremony.

Trustee Stefan – Trustee Stefan reported that she attended a concert at the Palm Desert campus of California State University San Bernardino, the MESA Honors Banquet, the COD Foundation meeting, the Nurse Pinning ceremony, commencement, and the President’s Graduation reception. Trustee Stefan also reported that she received information from PaCE programs and shared the information with her school. Trustee Stefan thanked Diane Wirth and Jeff Baker for their work at COD, welcomed Student Trustee Estrada. Lastly, Trustee Stefan wished Dr. Kinnamon a belated happy birthday.

Trustee Broughton – Trustee Broughton asked everyone to observe a moment of silence for the victims of the recent Orlando tragedy, and their families.

Trustee Broughton reported that she has attended many end-of-year events and graduations in the community. She commented that she is pleased about the wet lab, and continues to celebrate the success of the Indio location. She welcomed the new student Trustee, and thanked Jeff Baker and Diane Wirth for their work during their time at COD.

Trustee Wilson – Trustee Wilson commented that the Learning in Retirement folks who attend classes at PaCE continue to stay in touch with her and share their class schedule. Trustee Wilson stated that LIR members are very happy at the PaCE location. Trustee Wilson welcomed Student Trustee Estrada, and reported that she attended graduation ceremony and the Alumni Association for the graduation reception in the gymnasium. Trustee Wilson reported that she attended the Friends of the COD Library luncheon, where they gave \$45,000 to COD, and she also attended the CSEA luncheon. Trustee Wilson also attended the CNG open house event on June 8 at the Diesel Mechanics Building, and thanked Larry McLaughlin and Dick Cromwell with Clean Cities, Coachella Valley Region, for the event. Trustee Wilson thanked both Diane Wirth and Jeff Baker for their work and leadership. She also thanked Vice President Baker for staying on with COD in a different capacity. Trustee Wilson also announced that the Pat & Roy Wilson scholarship recipients were journalism majors.

Trustee Sanchez-Fulton – Trustee Sanchez-Fulton welcomed the new student Trustee, and welcomed the new ASCOD president and leaders as well. She thanked Diane Wirth and Jeff Baker for their work and assistance in moving the college forward with their expertise. Trustee Sanchez-Fulton commented that she participated in the Make-A-Wish Foundation’s recent event in Desert Hot Springs where a donated chair was given to a young man with multiple sclerosis. Trustee Sanchez-Fulton also thanked the staff who are bringing the EDGE Program and the robotics camp to Desert Hot Springs. Trustee Sanchez-Fulton briefly commented on the COD Commencement, and reported that she has attended the following events:

- Eduardo Garcia first annual pancake breakfast
- Desert Hot Springs Women’s Scholarship event
- MESA Banquet
- CSEA Luncheon

- Nurse Pinning Ceremony
- Transfer, TRiO ACES and Upward Bound, EOPS/CalWORKS and Student Art Scholarship Ceremonies

CLOSED SESSION

3. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

Section 54956.9 (d)(2/3/4) Specify number of potential cases: 3

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, 502 190 017, 502 190 018, 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, 611 211 011

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

XI. OPEN SESSION

Closed Session Report – Chair Sanchez-Fulton reported there was no reportable action taken in closed session.

H. SUPERINTENDENT/PRESIDENT

President Kinnamon – Dr. Kinnamon welcomed the new student Trustee. Dr. Kinnamon acknowledged the 2016 Commencement Committee and volunteers for their work at this year’s graduation ceremony. President Kinnamon also praised how the COD Trustees are engaged in COD as well as their individual communities.

Vice President Lisa Howell – Citizen’s Oversight Bond committee had their final meeting of the year, and are searching for new representatives to fill four vacancies: business, senior citizens group, tax payers association, and member at large for West Valley. The notice of the vacancies will be posted online on the COD portal and will be listed as public notice in the Desert Sun.

Interim Vice President of Human Resources & Labor Relations Diane Wirth – Vice President Wirth reported that the department has been preparing for the arrival of the new Vice President of Human Resources & Labor Relations, Dr. Mary Ann Gularte, next week, and HR still working on hiring of faculty.

Vice President Pamela Ralston – Dr. Ralston commented that the college’s online catalog link was sent to the Trustees for their review, and they are completing the fully integrated online catalog, which will come to the Board of Trustees for formal approval in July. Dr. Ralston briefly described how the catalog will work, and reported that 3,000 hard copy catalogs will be printed each year in addition to having the online catalog.

Vice President Annebelle Nery – Dr. Nery distributed the EDGE Spanish-translation brochure, and provided a brief history on the growth of the EDGE Program and how successful it has been. She also commented on the three high school senior days recently held at COD and how successful they were. Dr. Nery reported that this event is now in demand, and they will be holding another event on “Transition to Success” on June 23, and high school graduates who participate will receive priority registration.

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

A. HUMAN RESOURCES

1. Personnel Items
2. Approval of MOU: CSEA - New Job Description-Educational Support Specialist
3. Initial Proposal CODAA-DCCD, Second Reading
4. Approval of MOU: DCCD & CTA – Summer 2016 & Winter 2017 Office Hours Compensation

B. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #11
5. ~~Out of State Travel~~ *Pulled for discussion*
6. Budget Transfers

C. STUDENT SUCCESS & STUDENT LEARNING

1. ~~Courses and Programs Approved by Curriculum Committee~~ *Pulled for discussion*

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

PULLED ITEMS:

Trustee Broughton pulled Administrative Services Item 5, Out-of-State Travel, and Student Success/Student Learning Item 1, Courses and Programs Approved by Curriculum Committee.

Discussion: None.

Vote:

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

No: None

Absent: None

Abstain: None

The motion carried unanimously. Consent agenda was approved as amended.

XIII. ACTION AGENDA

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

Pulled Item – Administrative Services Consent Item 5, Out of State Travel

Motion: Motion by Trustee Broughton, seconded by Trustee Wilson to approve Out of State Travel presented.

Discussion: Trustee Broughton expressed concerned that the Board is being asked to approve a travel event that already occurred this past April. Vice President Ralston reported on this item and stated that the faculty member, Dr. Eileen Walsh, was not completely clear on the proper process of requesting travel, and therefore this request was not accurately completed. Dr. Ralston further reported that Dr. Walsh sent a communication to her office apologizing for not being clear on how the process works. Dr. Ralston reported that there is a two-step process in place that was communicated to Dr. Walsh.

Vote:

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

No: None

Absent: None

Abstain: None

The motion carried unanimously.

Pulled Item – Student Success/Student Learning Consent Item 1, Courses and Programs
Approved by Curriculum Committee

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve this item as presented.

Discussion: Trustee Broughton thanked and complimented the Curriculum Committee for their hard work. Trustee Broughton also commented that she is pleased to see the certificate of achievement for Zero Net, and thanked the committee for all the work that went into the program. Dr. Jandt thanked the staff who worked on making the kinesiology classes easier to transfer.

Vote:

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

No: None

Absent: None

Abstain: None

The motion carried unanimously.

B. BOARD OF TRUSTEES

1. Board Policy Review – 1st Reading

- a. BP 1100 Desert Community College District
- b. BP 2010 Board Membership
- c. BP 3520 Local Law Enforcement
- d. BP 2710 Conflict of Interest

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve the Board Policies for a 1st Reading.

Discussion – Trustee Stefan asked if there was a separate policy for Trustees and employees. Vice President Howell commented that Board Policy 3711, Conflict of Interest – Employees, states that the President will “maintain procedures that ensure all employees are subject to conflict of interest rules in the District’s day-to-day business”. Trustee Broughton commented on BP 3520 Local Law Enforcement, commenting that she was glad to learn that COD liaisons with all stations in the Coachella Valley.

Vote:

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

No: None

Absent: None
Abstain: None

The motion carried unanimously.

2. Board Meeting Dates – 1st Reading

Motion: Motion by Trustee Stefan, seconded by Trustee Wilson to approve 2017 Board Meeting dates for a first reading.

Discussion – Trustee Stefan requesting changing the July Board meeting date from July 21 to July 20, and August 19 to August 17; Trustee Broughton requested moving the February 2017 Board meeting date from February 17 to February 10, 2017 in consideration of the Riverside County Fair.

Motion: Friendly Amendment – Trustee Stefan made a motion for a friendly amendment to separate the 2016 calendar dates from the 2017 calendar dates, and vote on them separately. Trustee Broughton seconded the motion for the separation of the 2016 meeting dates – July through December 2016 with the changed dates as requested by Trustee Stefan: change July 21 to July 20, and August 19 to August 17.

Vote:

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

The motion carried unanimously.

Motion: Trustee Stefan made the motion to approve first reading of dates for 2017, Trustee Wilson seconded.

Discussion – Trustee Stefan requested that the Trustees consider having meetings at other COD sites, keeping in mind the need to consider students’ schedules as well as staff schedules when scheduling offsite meetings. Trustee Broughton requested changing the February 17, 2017 Board meeting date to February 10 in consideration of the Riverside County fair.

Vote:

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

The motion carried unanimously. 2017 Board meeting dates are approved for a first reading.

D. ADMINISTRATIVE SERVICES

1. Budget Revisions

Motion: Motion by Trustee Stefan, seconded by Trustee Wilson to approve the budget revisions.

Discussion – Vice President Howell briefly addressed the revisions of the full-time student success grants and child development training consortium.

Vote:

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

No: None

Absent: None

Abstain: None

The motion carried unanimously.

2. 2016-17 Tentative Budget

Motion: Motion by Trustee Stefan, seconded by Trustee Broughton to approve the 2016-2017 tentative budget as presented.

Discussion – Vice President Lisa Howell gave a presentation on the budget, and shared the 2016-17 Budget Calendar. Vice President Howell reported that the STRS and PERS rates have continued to increase over the past several years and are expected to continue to increase. The Tentative Budget includes projections based upon the following assumptions:

- Revenues
 - 1) State COLA of 0.0%
 - 2) Growth projected of 3%
- Expenditures
 - 1) Step/Column and COLA increases where applicable
 - 2) Adjunct faculty salary increase of 3.93%
 - 3) Permanent faculty and staff salary increases of 3%
 - 4) Approved staff positions including 17 full-time faculty positions
 - 5) STRS and PERS rate increases

Vice President Howell reported that the final budget will be presented to the Board of Trustees for consideration and approval on September 16, 2016. The Tentative Budget will provide the

necessary revenue and expenditure allocations to continue normal operations until the Final Budget is adopted in September.

Vote:

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

No: None

Absent: None

Abstain: None

The motion carried unanimously.

3. Resolution 061616-1 Appropriations Subject to Proposition 4 – GANN Limitations

Motion: Motion by Trustee Stefan, seconded by Trustee Jandt to approve Resolution 061616-1 Appropriations Subject to Proposition 4 – GANN Limitations, as presented.

Discussion – None

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

Student Trustee Estrada – Yes

Trustee Sanchez-Fulton - Yes

Trustee Wilson - Yes

Trustee Jandt - Yes

Trustee Broughton - Yes

Trustee Stefan – Yes

The motion carried unanimously.

4. Resolution 061616-2 Temporary Loan

Motion: Motion by Trustee Stefan, seconded by Trustee Broughton to approve Resolution 061616-2 Temporary Loan, as presented.

Discussion – Trustee Wilson requested a brief background on this item, which Vice President Howell provided.

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

Student Trustee Estrada – Yes

Trustee Sanchez-Fulton - Yes

Trustee Wilson - Yes

Trustee Jandt - Yes

Trustee Broughton - Yes
Trustee Stefan – Yes

The motion carried unanimously.

5. Resolution 061616-3 Adoption of Education Protection Account Funding and Expenditures

Motion: Motion by Trustee Stefan, seconded by Trustee Wilson to approve Resolution 061616-3, Adoption of Education Protection Account Funding and Expenditures, as presented.

Discussion – None

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

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

The motion carried unanimously.

6. Declare Property as Surplus

Motion: Motion by Trustee Broughton, seconded by Trustee Jandt to approve Declaring Property as Surplus, as presented.

Discussion – Mr. Ramont informed the Trustees of what will happen with these items, and reported that none of the surplus items are needed for any educational purpose on campus.

Vote:

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

The motion carried unanimously.

7. 2018-2022 Five-Year Construction Plan

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve the 2018-2022 Five-Year Construction Plan, as presented.

Discussion – Vice President Howell reported that it is a requirement that this report is registered before July 1, but can be amended at any time if necessary.

Vote:

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

No: None

Absent: None

Abstain: None

The motion carried unanimously.

8. Designated Off-Site Location Removal

Motion: Motion by Trustee Broughton, seconded by Trustee Stefan to approve the Designated Off-Site Location Removal of 3301 Micro Place, Palm Springs, CA, as presented.

Discussion – Dr. Kinnamon reported that this program will be relocated to the Palm Desert site, access to the site was a challenge for staff and students.

Vote:

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

No: None

Absent: None

Abstain: None

The motion carried unanimously.

XIV. INFORMATION ITEMS

1. AP 3518 Child Abuse Reporting
2. AP 5130 Financial Aid
3. AP 3250 Institutional Planning

XV. STUDY SESSION

1. Central Campus Redevelopment Presentation – LPA Architects
 - i. LPA Architects provided design schematics for the Hilb Building and Building C, which will house the President’s office suite, conference rooms, and a dedicated suite of Board of Trustees meeting rooms.
2. Brief Facilities Update – Lisa Howell, Vice President, Administrative Services –
 - i. Vice President Howell provided an overview of completed facilities projects, projects in planning and the total bond funds that were allocated and used for these projects.
 - ii. Adam Bauer, CEO and President, Fieldman, Rolapp & Associates, Inc., addressed the Potential 2016 General Obligation Bond Election – a

successful general obligation bond election held in November 2015 would allow the District to issue new money by early 2017 and issue approximately \$506 million within 8 years. Donald Field with Orrick, Herrington & Sutcliffe LLP, addressed the legal process and parameters of the general obligation bonds.

XVI. FUTURE AGENDA ITEMS

- Trustee Wilson – requested an accreditation update
- Trustee Broughton – Trustee Broughton commented that the Trustees will need to know how they can promote the bond properly if they receive questions from the public. Dr. Kinnamon asked legal counsel to be prepared to address questions and provide a written summary. Trustee Broughton also requested an update on the agreement for the farmer on COD property.
- Trustee Sanchez-Fulton – requested updates on the College Promise and Desert Hot Springs, and requested monthly updates safety and security measures

XVIII. ADJOURN – Meeting was adjourned in memory of Ted Grofer.

Trustee Sanchez Fulton read the following statement:


Ted Grofer, Professor of Journalism and Speech, was granted Academic Emeritus Status in May 2016. He had worked as an adjunct professor from 1998 until 2015. During his tenure, he also served as the faculty advisor to COD's campus newspaper, The Chaparral. Additionally, Ted served as an adjunct faculty representative on the Academic Senate, Academic Senate Executive Committee and the Planning Council.

At our recent Tenure/Emeriti/Retirement event, Mr. Grofer was honored by Dr. Kelly Hall, Professor Laurilie Jackson, and student Warren Horton. During the ceremony, Dr. Hall outlined Ted's extensive professional experience that contributed to the real life teachings he was able to give our students. "He had over 30 years experience as an independent desert marketing professional. He founded TGA Publishing in 1980. Since then he has created marketing, advertising, and public relations programs for a wide range of industries, including banking, medicine, hospitality, automotive, retail shopping centers and municipal business improvement districts. Prior to beginning his independent marketing business he was publisher of the Desert Sun newspaper from 1974-1980. Before that he served as marketing director for the Detroit News from 1969-1974, and marketing director for The Jam Handy Organization, the largest marketing communications company in the country at the time, from 1962 -1969."

In the most recent edition of The Chaparral, Editor-in-Chief Marina Padilla wrote; "A BIG thank you to Ted Grofer, former advisor for the Chaparral for his advice and putting so much effort into The Chaparral. He taught me not to put so much 'lard' in stories. I hope we all make him proud."

I know you all join me in mourning Ted's passing and taking a moment to be grateful for everything he did for our students, our college and our community.

There were no objections to adjourning this meeting. The meeting was adjourned at 4:40 pm.


Becky Broughton, Clerk

Board of Trustees Meeting
16 June 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 June.

ASCOD would like to wish everyone a fun summer time.

The ASCOD Student Senate for the 2016-2017 academic year was voted in by the student body in the month of May. The new Senate will consist of President Jeffrey Salas-Arellano, Vice President Luis Castellanos, Officer of Fiscal Affairs Maritza Valencia, Officer of Communications Yulissa Hernandez-Castro, Officer of Academic Affairs Sarah Litmore, Independent Senators, Liam Withrow, Jessa Mae Domingsil, Andrea Aldana, Nicolas Meade, and Student Trustee Isiah Estrada. Congratulations to all. We are all very excited for a new year to start and communications to be made.

The elected candidates along with the former ASCOD Student Senate will attend a transitional retreat on August 9th through 11th. New members will get more familiar with the senate positions and goals for next year. They will also work with those in the current positions and learn communication skills and have answers to all their questions about what it takes to be a Senate member. The students will undergo a series of workshops regarding leadership and Parliamentary procedure as well as team building and leadership.

Our next and final ASCOD meeting for the 2015-2016 academic year, will be on Monday, June 20, 2016, from 2:00pm-4:00pm in the ASCOD Conference room at the Office of Student Life.

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

This concludes the ASCOD report for the month of June.

Thank you,

ASCOD Student Senate

Report to the Board of Trustees

June 16, 2016

Denise Diamond, President College of the Desert Faculty Association

On behalf of the faculty, we thank VP Diane Wirth and Jeff Baker for their service to COD.

You each came at a time of our need and we appreciate your listening skills and work ethic. Growth and change require good communication and problem solving to be effective. Thank-you both for being available and attentive. We wish you well!

We welcome our new leadership team as we look forward to meeting our new colleagues and the many new hires to COD. As such, The Faculty Association and Senate met with Dr. Ralston on the topic of New Faculty Orientation. The productive meeting resulted in a signed MOU.

The Faculty Association and Tony Manzoni also met with the President and VP Wirth on Tuesday, 6/14 about the Golf Center. There were many points of discussion and the next steps will include written clarification of key issues, such as working days and job duties. The President assured us that the Golf Management program and Tony's dedication to it were valued by the District.

This important face of the college to the community and its dedicated staff are looking for clarity of direction. Working together, we can hope to move in a positive direction.



Desert Community College District Tentative Budget 2016-17

Lisa Howell
Vice President, Administrative Services
June 16, 2016

Desert Community College District

2016-17 Budget Calendar

- ✓ Governor’s Proposed Budget January 10th
- ✓ Budget Sub-Committee Meeting February 8th
- ✓ Base Budget Projection March 1st
- ✓ Budget Sub-Committee Meeting March 14th
- ✓ Budget Sub-Committee Meeting April 11th
- ✓ Governor’s May Revise May 10th
- ✓ Budget Sub-Committee Meeting May 16th
- ✓ Budget Committee Meeting June 13th
- COD Tentative Budget Adoption June 16th
- State Budget Adoption June
- Final Budget Adoption September 16th

Desert Community College District

	January	May Revise	As of June 13th
Statutory COLA	.47%	0%	%0
Community College Growth	2%	2%	2%
Base Allocation Funding Increase	\$0	\$75M	\$75M
Strong Workforce Development	\$200M	\$200M	\$200M
Deferred Maintenance/Instructional Equipment	\$289.5M	\$219.4M	\$154M
State Mandate Claims (one-time \$)	\$76M	\$105.5M	\$105.5M
Career Technical Education Pathways	\$48M	\$48M	
Prop 39 Energy Efficiency Grants	\$45.2M	\$49.3M	
Basic Skills	\$30M	\$30M	
Institutional Effectiveness	\$10M	\$10M	
Apprenticeship (CDCP Rates)	\$1.8M	\$1.7M	
COLA for DSPS, EOPS, etc	\$1.3M	\$0	

Desert Community College District

Assumptions used for Tentative Budget Adoption

	2014-15	2015-16	2016-17
Statutory COLA	.85%	1.02%	0%
Growth/Restoration	6%	3%	2%
Lottery – Base <i>unrestricted</i>	\$128	\$140	\$140
Lottery – Prop 20 <i>restricted</i>	\$34	\$41	\$41
Revenue Shortfall	1.5%	1.5%	0.5%
STRS Employer Rate	8.88%	10.73%	12.58%
PERS Employer Rate	11.771%	11.847%	13.888%

Desert Community College District

Unrestricted General Fund - \$5.8M net increase in Expenditures

	2016-17
3% On-going salary increase	\$1,377,236
Adjunct Salary Schedule Increase	\$283,014
Salary Schedule Servicing (S&C)	\$534,189
Temporary Full-time Faculty Savings	(\$1,006,735)
New Positions / Filled Vacancies	\$3,025,281
PERS/STRS Increases	\$611,313
Health and Welfare Cap Increase	\$176,400
Election Costs	\$180,000
Operating Contract Increases	\$262,015
Other	<u>\$396,303</u>
Total Increases in Expenditures over Estimated Actuals	<u>\$5,839,016</u>

Desert Community College District

A look at our Budget – past and present

COMBINED FUND 10	2014-15 Actuals	2015-16 Estimated Actuals	2016-17 Tentative Budget
Revenues	\$54,468,288	\$67,583,663	\$65,491,796
Expenditures	<u>(\$55,418,849)</u>	<u>(\$59,919,904)</u>	<u>(\$68,611,311)</u>
Surplus / (Deficit)	(\$950,561)	\$7,663,759	(\$3,119,515)
Transfers/Contributions/Other Outgo	<u>(\$1,074,474)</u>	<u>(\$2,129,096)</u>	<u>(\$437,351)</u>
Increase / (Decrease) to Fund Balance	(\$2,025,035)	\$5,534,663	(\$3,556,886)
Beginning Balance	\$11,695,445	\$9,670,409	\$15,205,073
Audit Adjustment	\$0	\$0	\$0
Ending Balance	\$9,670,409	\$15,205,073	\$11,648,207

Desert Community College District

A look at our Budget – past and present

UNRESTRICTED FUND 11	2014-15 Actuals	2015-16 Estimated Actuals	2016-17 Tentative Budget
Revenues	\$43,632,733	\$54,041,540	\$50,841,795
Expenditures	<u>(\$44,295,744)</u>	<u>(\$47,424,460)</u>	<u>(\$53,401,166)</u>
Surplus / (Deficit)	(\$663,011)	\$6,617,080	(\$2,559,371)
Transfers/Contributions	<u>(\$1,175,473)</u>	<u>(\$818,654)</u>	<u>(\$806,881)</u>
Increase / (Decrease) to Fund Balance	(\$1,838,484)	\$5,798,426	(\$3,366,252)
Beginning Balance, (includes audit adjustment)	\$10,206,334	\$8,367,850	\$14,166,276
Audit Adjustment			
Ending Balance	\$8,367,850	\$14,166,276	\$10,800,024

Desert Community College District

A look at our Budget – past and present

RESTRICTED FUND 12	2014-15 Actuals	2015-16 Estimated Actuals	2016-17 Tentative Budget
Revenues	\$10,835,556	\$13,542,123	\$14,650,001
Expenditures	<u>(\$11,123,105)</u>	<u>(\$12,495,444)</u>	<u>(\$15,210,145)</u>
Surplus / (Deficit)	(\$287,550)	\$1,046,679	(\$560,144)
Transfers/Contributions/Other Outgo	<u>\$100,998</u>	<u>(\$1,310,442)</u>	<u>\$369,530</u>
Increase / Decrease to Fund Balance	(\$186,551)	(\$263,763)	(\$190,614)
Beginning Balance	\$1,489,111	\$1,302,559	\$1,038,797
Ending Balance	\$1,302,559	\$1,038,797	\$848,183

Desert Community College District

Fund Balance Components - Unrestricted

	2014-15 Actuals	2015-16 Estimated Actuals	2016-17 Tentative Budget
Ending Fund Balance	<u>\$8,367,850</u>	<u>\$14,166,276</u>	<u>\$10,800,024</u>
7.5% Board Recommended Reserve	\$3,858,364	\$4,647,675	\$5,178,650
Reserve for Growth			\$1,174,041
Reserve for One-time/Other	\$2,927,971	\$7,937,086	\$2,945,818
NMTC	\$1,581,515	\$1,581,515	\$1,501,515

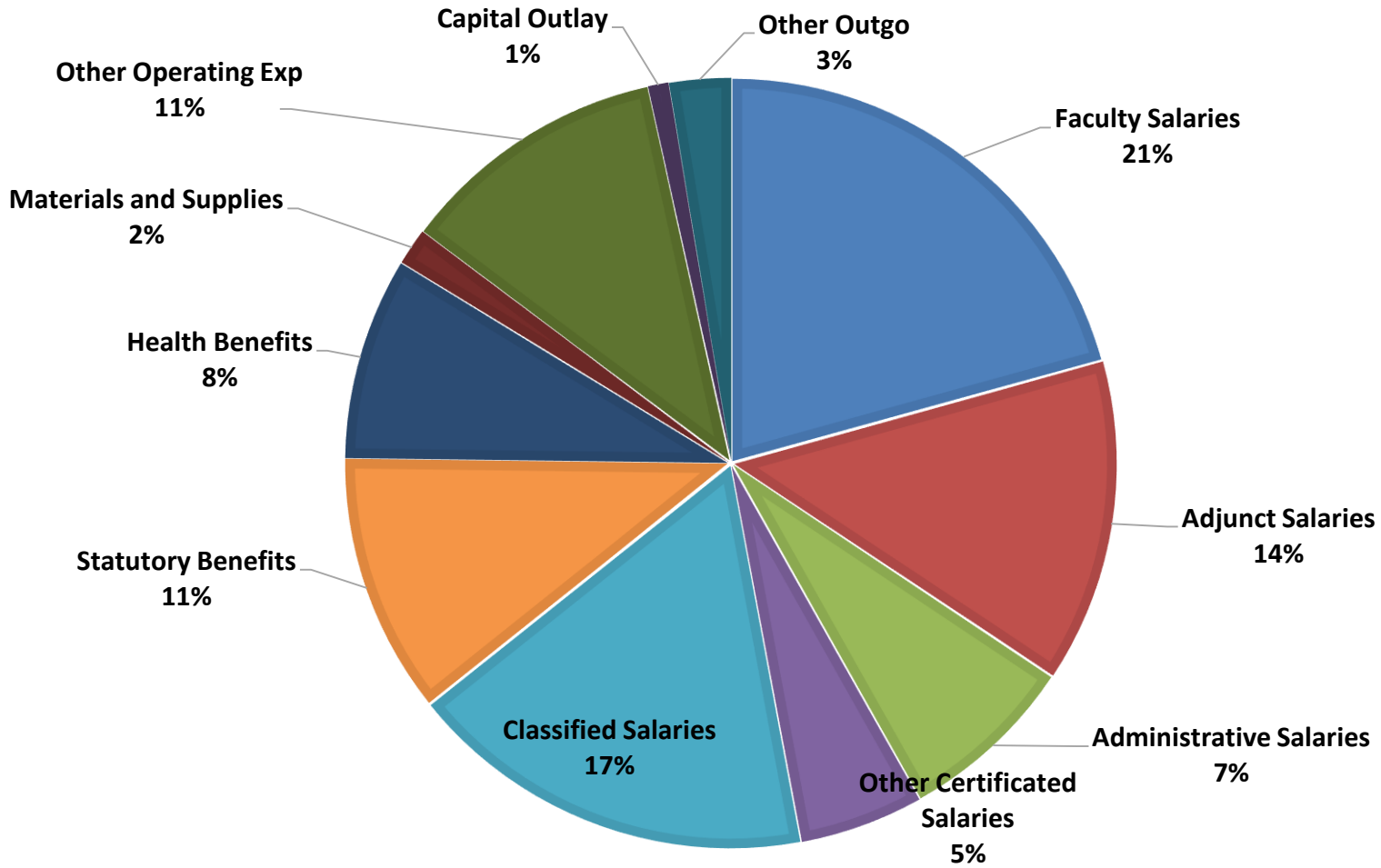
Desert Community College District

A look at our Budget – Future

UNRESTRICTED FUND 11	2016-17 Tentative Budget	2017-18 Projected	2018-19 Projected
Revenues	\$50,841,795	\$57,745,118	\$56,048,129
Expenditures	<u>(\$53,401,166)</u>	<u>(\$55,694,950)</u>	<u>(\$57,769,601)</u>
Surplus / (Deficit)	(\$2,559,371)	\$2,050,168	(\$1,721,472)
Transfers/Contributions/Other Outgo	<u>(\$806,881)</u>	<u>(\$824,068)</u>	<u>(\$845,068)</u>
Increase / Decrease to Fund Balance	(\$3,366,252)	\$1,226,100	(\$2,568,377)
Beginning Balance	\$14,166,276	\$10,800,024	\$12,026,124
Ending Balance	\$10,800,024	\$12,026,124	\$9,458,747

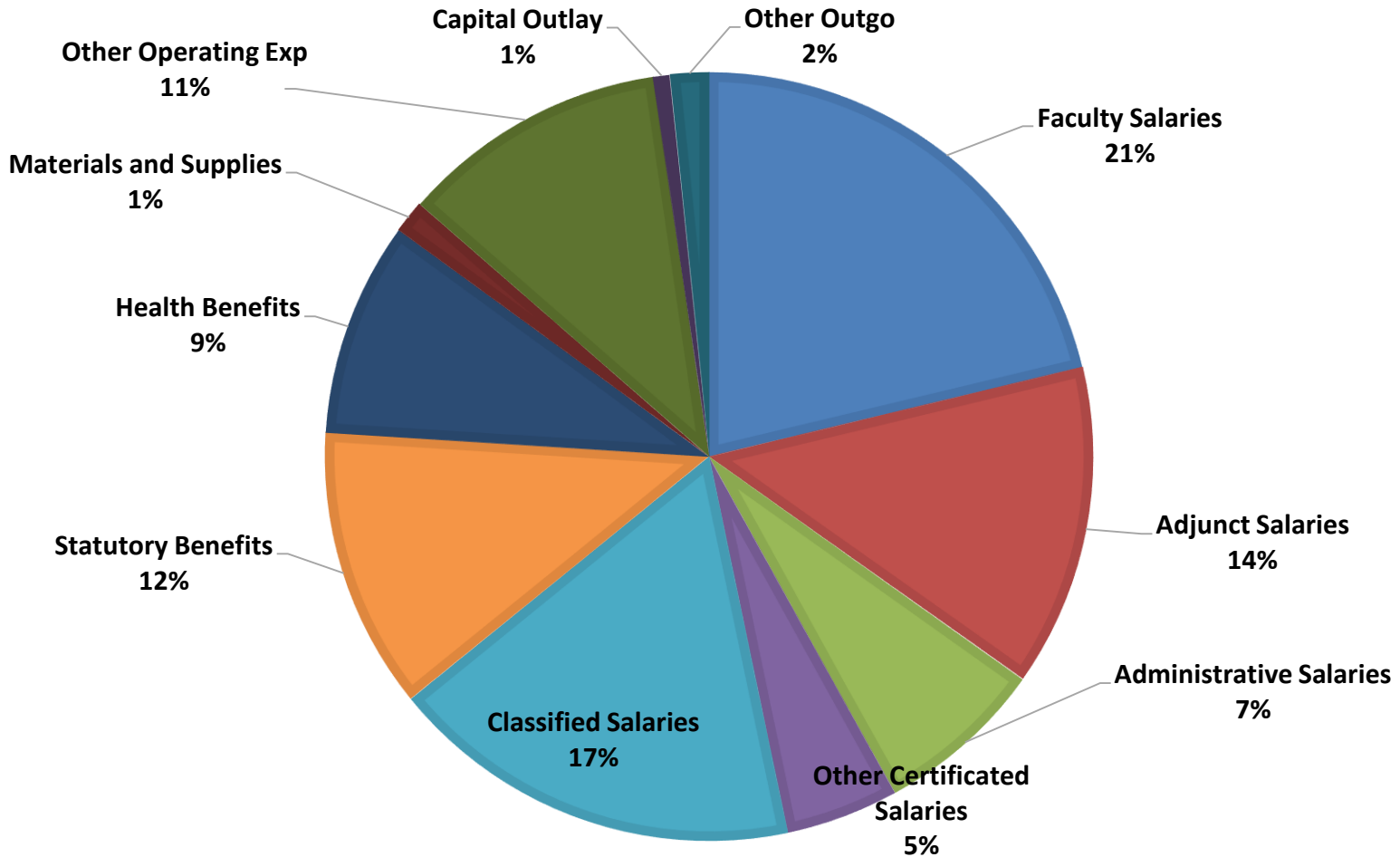
Desert Community College District

2014-15 UNRESTRICTED ACTUALS



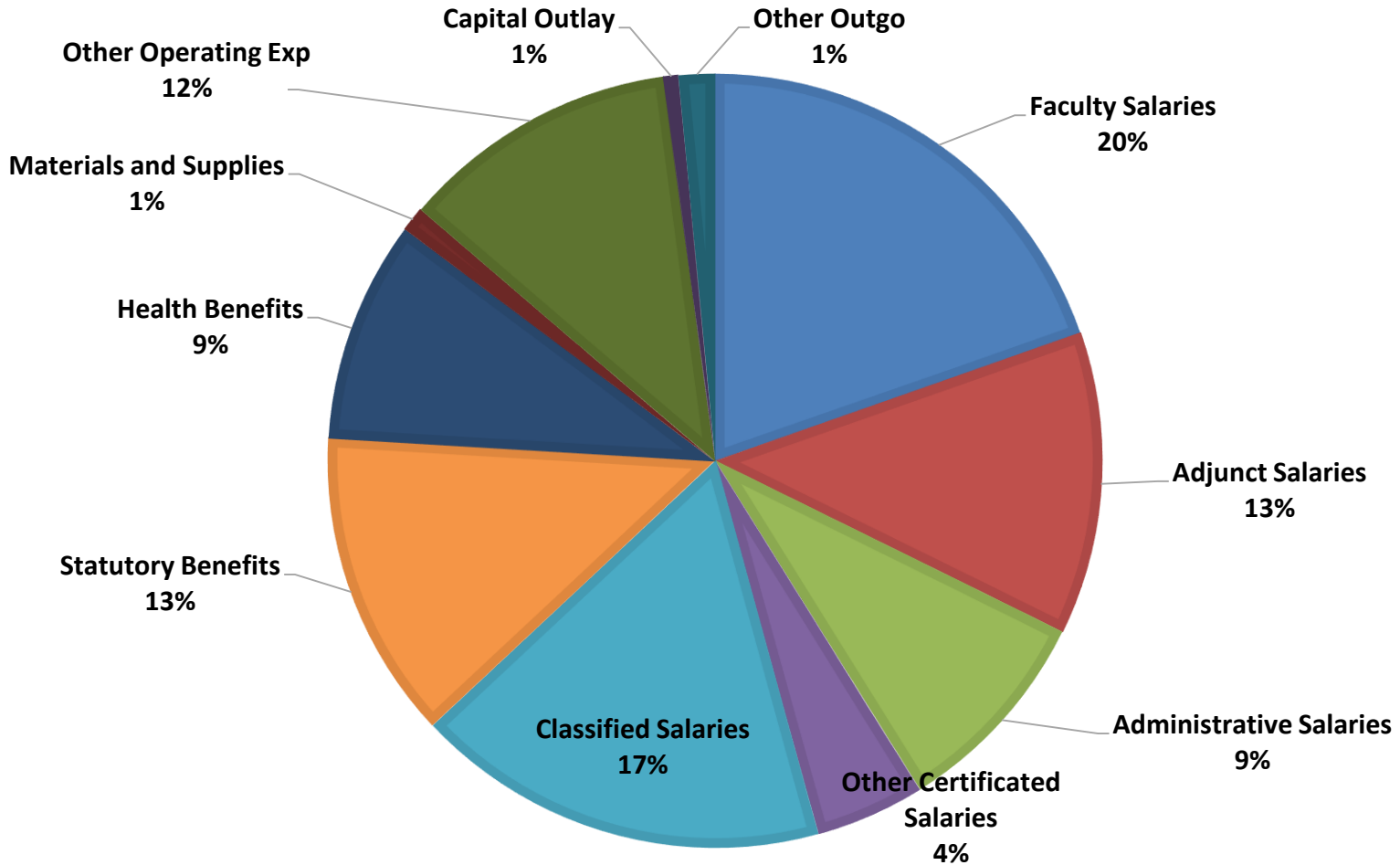
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2015-16 UNRESTRICTED ESTIMATED



Desert Community College District

2016-17 UNRESTRICTED TENTATIVE BUDGET



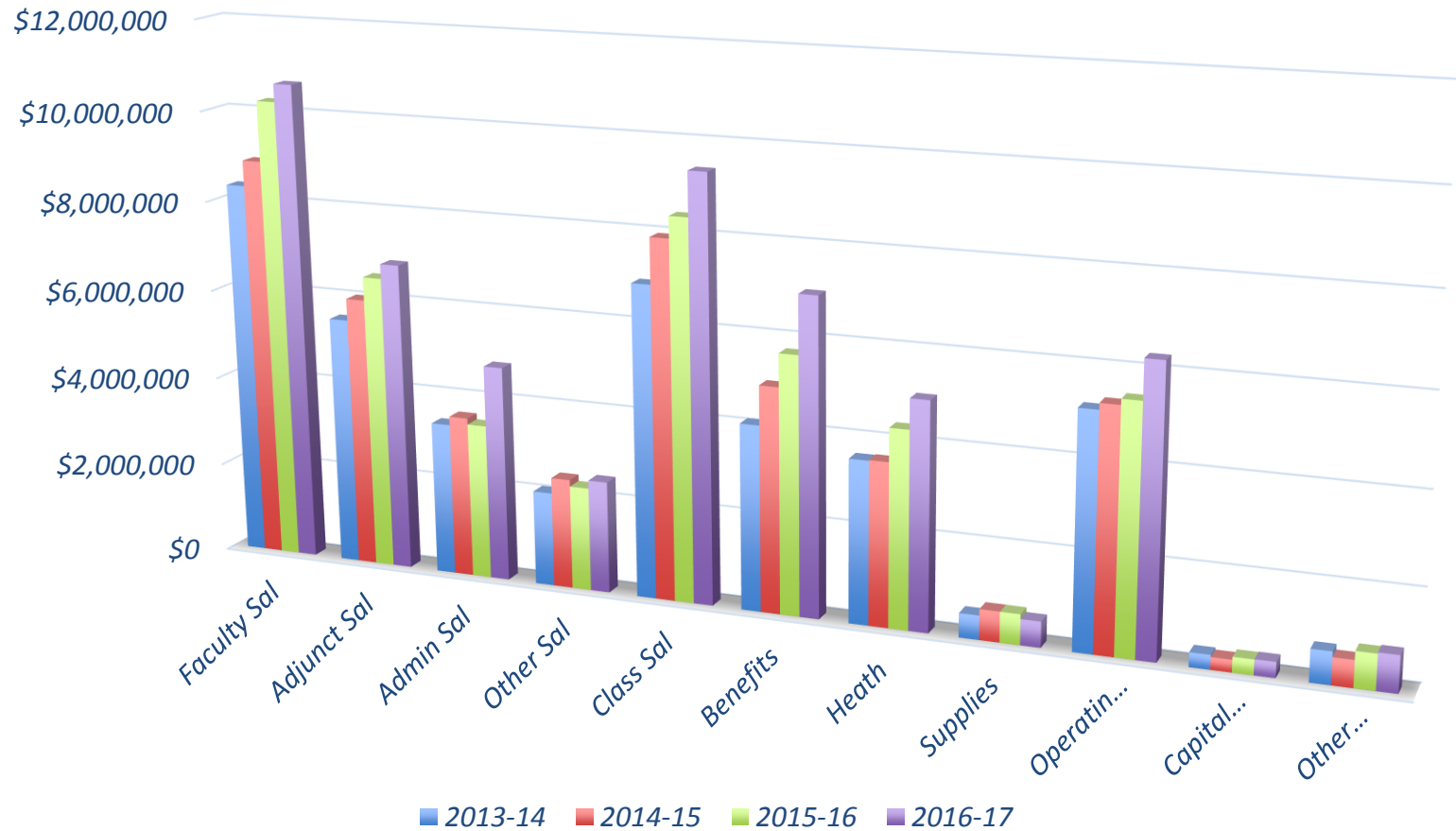
Desert Community College District

% of Expenditures Budget by Category

	2014-15 Actual	2015-16 Estimated	2016-17 Tentative Budget
Faculty Salaries	21%	21%	20%
Adjunct Salaries	14%	14%	13%
Administrative Salaries	7%	7%	9%
Other Certificated Salaries	5%	5%	4%
Classified Salaries	17%	17%	17%
Statutory Benefits	11%	12%	13%
Health Benefits	<u>8%</u>	<u>9%</u>	<u>9%</u>
<i>Commitment to Staff</i>	83%	85%	85%
Materials & Supplies	2%	1%	1%
Other Operating Expenses	11%	11%	12%
Capital Outlay	1%	1%	1%
Other Outgo	3%	2%	1%

Desert Community College District

Expenditure History by Category



Desert Community College District

Other Funds

- Bond Interest and Redemption Fund 21
- Child Development Fund 33
- *Other Special Revenues Fund 39 (NEW Kiosk Fund)*
- Capital Outlay Projects Fund 41
 - Bond Construction Funds
 - Redevelopment Funds
- Self Insurance Fund 61
- Other Benefits Fund 69
- Student Representation Trust Fund 72
- Student Body Center Fee Trust Fund 73
- Trust Fund 79 – Irrevocable Trust – Other Post Employment Benefit

Final Thoughts and Considerations

- COD's Tentative Budget is based on May Revise assumptions
- The State Budget is expected to be adopted by July 1st
- COD Final Budget will be on the September 16th board agenda for consideration
- 2015-16 was a great year for student growth
 - 8% is expected to be achieved
- Bargaining agreements are settled for 2016-17
 - 3% COLA 2015-16 retroactive + 1% off schedule
 - 3% COLA for 2016-17
- All Funds are fiscally sound and represent current estimates



Facilities Update

June 16, 2016

COMPLETED PROJECTS SQUARE FOOTAGE

NEW AND RENOVATED BUILDINGS

• Central Plant	19,877	• Visual Arts	13,710
• Business Building	11,446	• Athletic Facilities	26,840
• Barker Nursing	9,015	• Stagecraft	3,346
• Public Safety Academy	19,747	• Early Childhood Education	10,314
• Student Services	48,132	• South Annex	18,240
• Dining Hall Renovation	14,715		
• Alumni Center	3,500		
• MSTC	40,353		
• Nursing Renovation	9,000		
• Athletics Modular' s	3,840		
• Mecca / Thermal Campus	12,760	Sq. Ft. Renovated:	35,161
• Communication Building	39,800	Sq. Ft. New Buildings:	312,965
• Indio Campus	40,000		
• Applied Sciences	21,741		

PROJECTS IN DESIGN - SQUARE FOOTAGE

PROJECTS IN DESIGN

- Indio Campus Retail 8,000
- Mecca / Thermal Expansion 4,500
- West Valley Campus – Palm Springs 50,000
- Central Campus Redevelopment 44,726

Sq. Ft. in Design: 107,226

Total Square Feet: 455,352

COMPLETED PROJECTS – PALM DESERT



Central Plant



Public Safety Academy



Business Building



Barker Nursing

COMPLETED PROJECTS – PALM DESERT



Cravens Student Services



Math Science Technology Center



Dining Hall Renovation



Alumni Association

COMPLETED PROJECTS – PALM DESERT



Nursing Renovation



Communication Building



Athletics - Weight / Training



Applied Sciences

COMPLETED PROJECTS – PALM DESERT



Visual Arts



Stagecraft



Athletics



South Annex Village

COMPLETED PROJECTS – OFF CAMPUS SITES



Mecca/Thermal Campus



Indio Campus

PROJECTS IN PLANNING

Project	Start	Est. Completion
West Valley- Palm Springs Campus	Summer 2015	Summer 2019
Central Campus Redevelopment	Summer 2015	Fall 2018
Mecca/Thermal Expansion	Spring 2015	Winter 2016
Indio Retail	Winter 2015	Fall 2016

COMPLETED PROJECTS – PALM DESERT

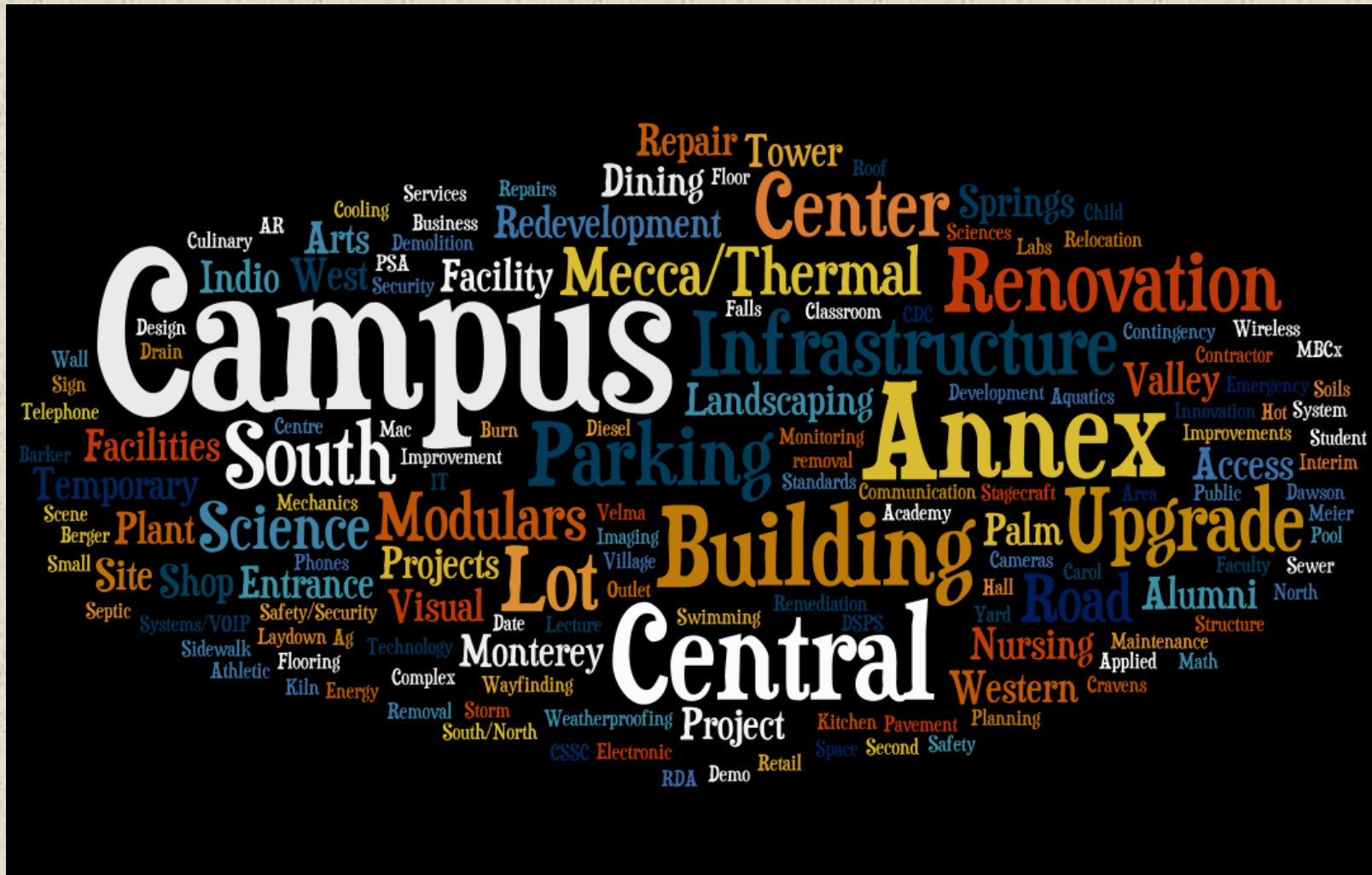
OTHER BOND PROJECTS

- PSA Parking Lot
- Magnesia Falls Entrances
- Kiln Area Improvements
- Campus Wide Electronic Locks
- Football Field Lighting
- South Parking Lot
- Dining Hall Structural Upgrade
- Monterey Wall / Fence
- North Annex
- Central Annex
- Monterey Entrance
- South Annex Complex
- Athletics Scoreboard
- Soccer Field
- Infrastructure Phases 1,2 &3
- Infill of Pools
- Science Labs
- ADA Transition
- Diesel Mechanics Renovation
- VOIP Upgrade
- Facilities Yard Improvements
- Road and Parking Lot Improvements

ENVIRONMENTALLY CONSCIOUS PROJECTS

- **LEED Certified Buildings – Four LEED Silver, Five LEED Gold; more on track for LEED Gold**
- **Energy Efficiency Projects – reduction of energy use by 10% with square footage increase with \$850,000 of incentives earned**
- **Energy and Sustainability Awards;**
 - **California Higher Education Sustainability Conference; 1. HVAC and Energy Management, 2. Lighting and Lighting Controls**
 - **Community College Board of Governors; Faculties and Operations Sustainability Stewardship**
 - **Green California Community College Summit; District Leadership Award**
- **Design Awards; CCFC Award for PSA and Barker Nursing Buildings**
- **Backlog of DSA projects closed with certification**
- **Facilities Lifecycle/Reserve Fund assessment complete and tracking program implemented**
- **EV charging station partnership with Palm Desert – installed**
- **Leadership in State Building Monitoring Based Commissioning**

ALL PROJECTS



FINANCIALS

Total Bond Funds Issued	\$346.5M
Total remaining funds to be allocated to new projects:	\$16.7M
Total completed and approved projects using bond funds, interest earnings and redevelopment dollars:	\$371.3M

WE STILL HAVE SO MUCH WORK TO DO

SUSTAINABLE TECHNOLOGY

WEST VALLEY PALM SPRINGS FUTURE PHASES

ACCESSIBILITY

CULINARY ARTS

HOSPITALITY INCUBATOR AND JOB TRAINING

UPGRADING TECHNOLOGY

CENTRAL CAMPUS
REDEVELOPMENT

FILM AND MEDIA ARTS

CAREER AND SUPPORT
FACILITIES FOR VETERANS

UNIVERSITY CENTER

HEALTHCARE

MECCA-THERMAL FUTURE
PHASES

PUBLIC SAFETY

UPGRADE CAREER
TRAINING FACILITIES

UPGRADING SCIENCE LABS

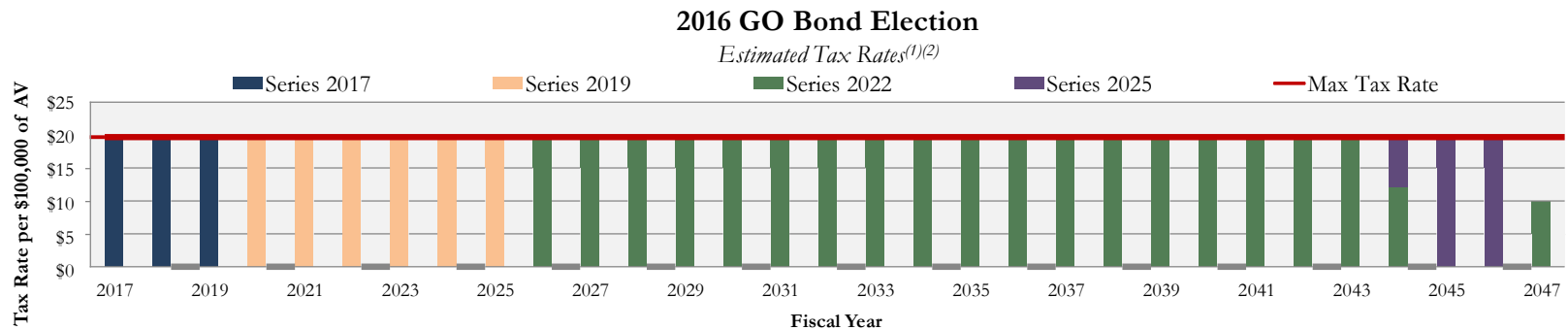
REPAIR AND CONSTRUCT CLASSROOMS

FACILITY UPDATE – JUNE 16, 2016



Potential 2016 General Obligation Bond Election (\$19.50 Tax Rate)

- A successful GO Bond election held in November 2016 would allow the District to issue new money by early 2017 and issue approximately \$506 million within 8 years
 - 100% CIBs over the entire program
 - Repayment ratio of \$1.77 to 1



	Series 2017	Series 2019	Series 2022	Series 2025	Total
Issue Date	2/1/2017	8/1/2019	8/1/2022	8/1/2025	-
Par Amount	125,000,000	120,000,000	125,000,000	136,500,000	506,500,000
Project Amount	124,000,000	119,030,000	124,000,000	135,431,000	502,461,000
Final Maturity Date	8/1/2041	8/1/2044	8/1/2047	8/1/2046	8/1/2047
Percentage of CIBs	100%	100%	100%	100%	100.00%
Percentage of CABs	0%	0%	0%	0%	0.00%
Repayment Ratio	1.56	1.79	1.97	1.76	1.77

⁽¹⁾Assumes 4.50% growth in AV for FY 16-17 and 4.50% every year thereafter.

Note: Assumes MMD 10-year average 'AA' scale per maturity plus 25 basis points.