



**COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
43500 MONTEREY AVE
PALM DESERT, CA 92260
THURSDAY, JUNE 18, 2015
9:30 am**

- I. CALL TO ORDER** - Chair Stefan called the meeting to order at 9:30 am and asked Trustee Wilson to lead the pledge of allegiance.

Dr. Kinnamon – Dr. Kinnamon conducted the roll call:

Trustee Broughton
Trustee O’Neill
Trustee Stefan
Trustee Sanchez-Fulton (absent)
Trustee Wilson
Student Trustee Escobar (arrival 10:30 am)

Parliamentarian – Carlos Maldonado
Recorder – Angela Walton

II. BOARD MEETING AGENDA

Confirmation of Agenda: Approve the agenda of the regular meeting of June 18, 2015 with any additions, corrections, or deletions.

There were no more changes to the agenda, and the agenda stands approved as presented.

III. CLOSED SESSION:

1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon
2. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:** **Section 54956.9 (d)(2/3/4)** Specify number of potential cases: 7
3. **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

Agency Negotiator or Designee: Dr. Joel Kinnamon

IV. OPEN SESSION

Closed Session Report: Chair Stefan stated that no reportable action was taken in closed session.

V. SWEARING IN OF STUDENT TRUSTEE: The new Student Trustee Tamara Escobar was sworn in by Chair Stefan.

VI. PUBLIC UPDATES

Dr. Kinnamon indicated that there were no public updates at this time.

VII. PUBLIC COMMENTS

Cindy Stillman, Executive Director, Alumni Association: Ms. Stillman provided an update on the progress of the Alumni Association, reporting that they have been reviewing their policies and procedures, and their budget will be completed next week. Ms. Stillman reported that she has been meeting regularly with the street fair merchants and thanked them for their continued support of COD students. Through May 2015, the Alumni Association has awarded approximately \$405,000 in support to COD and can provide detail on where the funds have been allocated. Ms. Stillman further reports that fall street fair merchant applications have been coming in, and have received 163 applications to date. Ms. Stillman commented that graduation was great, as was the turnout for the commencement reception held by the Alumni Association, and next year they would like to get the scholarship students more involved. 93 students received scholarships to attend or continue attending COD. Hall of Fame Awards will be held Saturday, November 21 at Rancho Las Palmas, and the Board of Trustees are invited.

VIII. INTRODUCTION OF NEW FULL-TIME STAFF – President Kinnamon reported that no new employees that were able to attend today's meeting.

IX. APPROVE THE MINUTES OF:

Chair Stefan reminded all that the minutes of the regular meeting of April 17, 2015 were pulled for further review.

- Minutes of the Regular meeting of April 17, 2015 – There were no corrections noted, and the minutes stand approved with no corrections.
- Minutes of the Regular meeting of May 15, 2015 – There were no corrections noted, and the minutes stand approved with no corrections.

X. REPORTS

- A. **ASCOD (Associated Students of College of the Desert)** – No report.
- B. **College of the Desert Foundation** – Jan Hawkins and Peter Sturgeon were present and gave a brief report.
- C. **Academic Senate** – New President Dr. Kelly Hall was present and gave a brief report.
- D. **C.O.D.F.A. (College of the Desert Faculty Association)** – Denise Diamond was present and provided a brief report.
- E. **C.O.D.A.A. (College of the Desert Adjunct Association)** – Cathy Levitt was present and provided a brief report.
- F. **C.S.E.A. (California School Employees Association)** – Lauro Jimenez was present and provided a brief report.

G. GOVERNING BOARD

Trustee Broughton – Trustee Broughton thanked everyone involved in graduation exercises, complimented how well the commencement process was, and stated that she is looking forward to a follow-up survey for the graduation. Trustee Broughton thanked the Alumni Association for their report on the street fair and appreciated the updates on the vendors. She also expressed her pleasure that street fair applications are coming in for the fall, as this is a good opportunity for college to reach out to the community. Trustee Broughton also thanked everyone involved in Robotics Camp and for providing the opportunity for middle school students to visit the COD campus. It inspires the kids to believe they can go to college and be successful, and fosters a better community relationship.

Since the last meeting, Trustee Broughton reported that she has met with east valley community members to see how COD and community can work together to blend COD education and their workforce needs; this is part of COD's effort at reaching out to the community to assist developing the local workforce. Trustee Broughton thanked Dr. Hall for the update on the Student Equity Plan, as was pleased to know that the college and Academic Senate will begin to looking at student access as part of the plan as students in her area have a physical access problem while other students experience different access issues. Trustee Broughton stated she is looking forward to seeing how this will develop in the future.

Trustee O'Neill – Trustee O'Neill welcomed new student trustee and was happy to welcome Dr. Kinnamon back from vacation. Due to illness, Trustee O'Neill was unable to attend commencement but was able to watch the program livestreamed on his Apple

products. Trustee O'Neill congratulated Bert Bitanga on Faculty of the Year award and stated he is a great asset to the college. Trustee O'Neill commented on the new full-time faculty, stating that it is nice to see that the faculty is growing along with student population. Trustee O'Neill reported that the Health and Welfare Committee has met twice in last month, and have selected six health care plans to be made available to employees in the fall during the enrollment period; the plans cover a wide spectrum of financial and medical needs, and he thanked everyone who participates on this committee. The health plan orientation period for employees will be extended due to the changes, the open enrollment period will be lengthened, and the plans will be presented during the first day of Flex.

Trustee Wilson - Trustee Wilson welcomed new student trustee to the Board. Trustee Wilson reported she was unable to attend graduation due to her daughter's graduation, but watched it online and thanked everyone involved in the commencement activities. Trustee Wilson reported that her daughter Ashley graduated from a city college in San Francisco on May 22, and will be attending San Francisco State to major in hospitality in preparation of joining her family's catering business.

Trustee Wilson reported she attended the Eastern Riverside County Workforce Investment Board meeting on May 28, and the meeting was led by Wendy Fredericks, regional manager for County Workforce, who discussed AB86 and TANF, and they are working with COD also. Ms. Fredericks reported that the County's Workforce Investment Commission is undergoing a change to reduce the number of members on the current commission, and the commission structure changes will be made by the County Board of Supervisors. Three new committees being recommended as part of the change, and they will focus on youth, the private sector and disabilities. Trustee Wilson reported that an Agricultural Summit was well attended by various community agriculture groups. Trustee Wilson informed the Board that a valley-wide employment expo will be held on September 10 at the Riverside County fairgrounds.

Student Trustee Escobar – Student Trustee Escobar thanked the Board of Trustees for welcoming her to the Board. Ms. Escobar provided a brief background, stating that she is majoring in chemistry, and after graduating from COD will continue her education at a four-year institution in California to work toward becoming a physician. Student Trustee Escobar commented that she is honored to sit on the Board of Trustees, and will do her best to identify and represent the needs of the students and promote educational success.

Student Trustee Escobar informed the Board that she has been working with community physicians and elected officials to create an initiative called Walk with the Doc, where community members meet once per month at a local park for the walk and they can ask physicians about their well-being or any health-related issue. The next walk is tentatively scheduled for June 25. Student Trustee Escobar also participated in the 2015 California Space Grant Consortium at COD for MESA Community College Laboratory Research Experience, where she has been working with her teammates to create a fully-autonomous robot that will have voice and sensory-recognition skills. The program is

funded by NASA and the Board of Trustees will be invited to the presentation of the robot. Carl Farmer is the supervisor.

Student Trustee Escobar also participating in the 2015 Health Career Connections Internship, where she is working with her host, Planned Parenthood of the Pacific Southwest. She was also recently hired as an emergency room medical scrub at Desert Regional Medical Center, and stated she is looking forward to attending the 8th Annual ASCOD Inauguration on June 30.

Trustee Stefan – Trustee Stefan welcomed Student Trustee Escobar, and thanked everyone in local college community for all they do for our students. Trustee Stefan praised all the graduations and all the special programs held on campus recently, and informed the Board that she had the honor of speaking at MESA ceremony and commented on how talented and motivated COD students are. She reminded everyone that COD is a family and we work together for the good of the students.

Chair Stefan reminded the Board of Trustees that it is important for the Chair to receive notification in writing when a trustee has to be absent from a meeting, training, special meeting. Written notifications stating why a Board member will be absent may come by email or text, and Chair Stefan stressed that Board member absences from Board meetings need to be documented and properly addressed at the Board meeting. Chair Stefan reminded the Board members that COD policies dictate that there are excused and unexcused absences, and that absences need prior approval from the Board. Absences need to be on the record. Emergencies can be expressed verbally to either Chair Stefan or the Board Clerk.

Chair Stefan presented a training through the Community College League of California titled “Excellence in Trusteeship Program”, and assigned Trustee Wilson to take on responsibility to look into the program, give a short presentation at next meeting and outline.

Chair Stefan reminded the Board members of the ACCT October conference in San Diego, which she would like the Board members to attend as a group. Chair Stefan also informed the public that when Trustees have not used all of their conference funds, the funds go back into the general fund for the college, and cannot be amassed.

Lastly, Chair Stefan asked Dr. Kinnamon to explore how to get a Board member on an accreditation visiting team. Chair Stefan also asked Trustee Wilson to look into this issue as well. Chair Stefan again commended the staff on the phenomenal job during the graduation ceremonies.

H. SUPERINTENDENT/PRESIDENT

Dr. Kinnamon welcomed the new student trustee to the Board of Trustees, and thanked Vice President Lisa Howell for acting on his behalf while he was on vacation.

President Kinnamon announced that there would be a budget presentation for the upcoming year later in the agenda, and that although the Governor's budget is perhaps one of the best budgets for community colleges in recent years, COD is still not at pre-recession levels and will need to remain attentive to this fact. President Kinnamon also noted that there will be increases in STRS and PERS contributions coming up in the near future, which is also a matter to keep in mind as well as growing faculty, student capacity and additional course offerings at COD. President Kinnamon informed the Board that COD is up 15% in their credit enrollments and 20% in noncredit enrollments while some community colleges are experiencing declining enrollments. With regard to the COD growth strategy, President Kinnamon commented that COD is attempting to get to mid-college status in the next few years which would provide additional resources to better serve the students and community.

President Kinnamon announced that there are 15 pilot programs at community colleges offering bachelors year degrees, and that he will be monitoring how successful they are.

Trustee O'Neill inquired how a college that is accredited as a 2-year college becomes accredited to offer a four-year degree. Dr. Kinnamon informed the Board that the college would be required to submit a substantive change to the program to the Accrediting Commission for Community and Junior Colleges (ACCJC), which is the approving body for these programs. Trustee Broughton asked what fees students are paying when going to a community college for year 3 and year 4. Trustee Stefan suggested that a study session could be given at a future Board meeting to learn more about this issue. Dr. Kinnamon shared that the California University system renewed its original commitment to a goal of having one-third of new admissions come from community colleges, as well as a commitment to bringing 20 new transfer pathways for the most sought-after majors coming from community colleges over the next two years.

President Kinnamon asked Dr. Annebelle Nery, Dean, Institutional Effectiveness, Educational Services and Planning, to give an update on the EDGE Program, which she provided. The EDGE program will be serving over 600 students this summer and will be offered at the Palm Desert campus, the Indio campus and Palm Springs High School. Math boot camps have been offered for those students with transportation issues, and Dr. Nery provided a brief background of the program, as well as how to apply to the program.

XI. 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. Employment Group C Appointments
2. Employment Group A Appointments
3. Volunteers
4. Initial Proposal from DCCD to CSEA
5. Initial Proposal from CSEA to DCCD

6. Initial Proposal from DCCD to CODAA
7. Initial Proposal from DCCD to CTA
8. Initial Proposal from CTA to DCCD
9. Resignations

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/Country Travel
6. Change Orders – Measure B Bond Projects
7. Amendment to a Contract – Measure B Bond Project
8. Budget Transfers

C. STUDENT SUCCESS & STUDENT LEARNING

1. Approval of Curriculum Modifications for Fall 2015
2. High School Course Articulation Agreement Renewal

Motion: Motion by Trustee Wilson, seconded by Trustee O’Neill to approve the consent agenda as presented.

Discussion: Trustee O’Neill thanked volunteers dedicating their time and talent to the college. He also complimented the Approval of Curriculum modifications item on today’s agenda as an action taken by the Curriculum Committee and demonstrates that the system can work. Trustee Wilson briefly acknowledged several Learning In Retirement members in the audience. Chair Stefan commented that high school course articulation agreement renewal refers to Amistad High School, where she works. The Automotive Department at their school was visited by a National Automotive Training Program, and received commendations for their program and announced that their program will be appearing on the cover of a national magazine for training; once she receives a copy of the magazine, she will share it with the Board of Trustees.

Vote:

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

The motion carried unanimously.

CLOSED SESSION (CONT’D)

4. PERSONNEL

- a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**
(Government Code Section 54957)
- b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**
Superintendent/President Closed Session

OPEN SESSION

Closed Session Report:

In closed session a motion was made by Trustee Broughton, seconded by Trustee O’Neill to approve the appointment of Jon Caffery as the Trade Adjustment Assistance Community College and Career Training Grant Project Director, effective 6/1/2015.

Discussion: None

Vote:

Yes: Bonnie Stefan, Becky Broughton, Michael O’Neill, Aurora Wilson

No: None

Absent: Mary Jane Sanchez-Fulton

Abstain: None

The motion carried with four members voting in favor and no members voting against, one member absent. Motion carried 4 to 0.

In closed session a motion was made by Trustee O’Neill seconded by Trustee Broughton to approve the appointment of Carol Scobie as Interim Director, Nursing & Allied Health effective 6/1/2015.

Discussion: None

Vote:

Yes: Bonnie Stefan, Becky Broughton, Michael O’Neill, Aurora Wilson

No: None

Absent: Mary Jane Sanchez-Fulton

Abstain: None

The motion carried with four members voting in favor and no members voting against, one member absent. Motion carried 4 to 0.

In closed session a motion was made by Trustee Wilson seconded by Trustee O’Neill to approve the appointment of Tim Nakamura as the Interim Director, Public Safety Academy effective 5/25/2015.

Discussion: None

Vote:

Yes: Bonnie Stefan, Becky Broughton, Michael O’Neill, Aurora Wilson

No: None
Absent: Mary Jane Sanchez-Fulton
Abstain: None

The motion carried with four members voting in favor and no members voting against, one member absent. Motion carried 4 to 0.

XII. ACTION AGENDA

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

No items were pulled.

B. BOARD OF TRUSTEES

1. Board Policy 2210 – Officers of the Board – Revisions – 2nd reading

Motion: Trustee Broughton made the motion to approve Board Policy 2210 – Officers of the Board – amendments for a second reading, and Trustee O’Neill seconded.

Discussion: None.

Vote:

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Student Trustee Escobar

No: None

Absent: Mary Jane Sanchez-Fulton

Abstain: None

The motion carried unanimously.

2. 2016 Board Meeting Dates

Motion: Trustee Broughton made the motion to approve the 2016 Board meeting dates, and Trustee Wilson seconded.

Discussion: Trustee Stefan announced there several date change requests through the end of 2015 that are included for re-approval: there is a request for the August 2015 meeting date to be changed from August 21 to August 19 to accommodate Chair Stefan’s work schedule, as well as a request to change the November 2015 meeting date from November 20 to November 18 to accommodate the annual CCLC Convention. 2016 meeting dates change requests: request for the February 2016 meeting date to move from February 19 to February 10 to accommodate the Riverside County Fair and Trustee Broughton, as well as the November 2016 change to from November 18 to November 16 to accommodate the annual CCLC Convention.

Vote:

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

Motion carried unanimously; accepted as the first reading of the meeting calendar.

3. ACCT Pacific Region Diversity Council Position

Motion: Trustee Broughton made the motion to approve the Board of Trustees providing a letter of support for Trustee Sanchez-Fulton to run for the ACCT Pacific Region Diversity Council Position. Trustee Stefan seconded.

Discussion: Chair Stefan discussed this action, stating that Trustee Sanchez-Fulton has made a request to become active as a member of the ACCT Pacific Region Diversity Council, and is requesting a letter of support from the Board of Trustees. Trustee Broughton stated that having a trustee on a regional diversity committee is an honor but is concerned that but may be a large fiscal responsibility for COD. Trustee Broughton also expressed concern of the need for the college to continue to be fiscally prudent with the travel budget, as these funds could be expended for other programs supporting student success. Trustee O'Neill also expressed his concern with the costs involved in attending out-of-town meetings (cost of registration, hotel, flights, etc.) as well as the history of some past COD trustees becoming more involved in state and nationwide activities that inadvertently had a negative impact on the operation and performance of COD Board functions. Trustee O'Neill pointed out that COD's Board is small compared to other colleges with larger boards and larger travel budgets, and they may have an easier time of releasing Board members to travel to state and national meetings. Chair Stefan was concerned that Trustee Sanchez-Fulton has only attended training meetings in the Midwest and east while a member of COD's Board, but has not attended political action committee meetings, where the responsibilities are vastly different. Chair Stefan further stated that specific training is required for community college representation at the state or national level, and to her knowledge, Trustee Sanchez-Fulton has not received said training. Trustee Broughton made the recommendation that the Board of Trustees develop criteria for Board of Trustee members who wish to apply for positions of this sort, if feasible. Chair Stefan announced that Trustee Sanchez-Fulton has the option of self-nominating if the Board does not provide her a support letter, and she can spend her COD travel budget on the mandatory meetings for this council position, but she would be required to fund her own travel over the travel budget limitation for Trustees. Trustee Wilson commented that if Trustee Sanchez-Fulton obtains the position with Board of Trustees not providing a support letter, she would request that Trustee Sanchez-Fulton provides reports to the Board of Trustees.

Vote:

Yes: None
No: Becky Broughton, Michael O'Neill, Aurora Wilson, Bonnie Stefan
Absent: Mary Jane Sanchez-Fulton

Abstain: Student Trustee Escobar

Motion did not carry, vote was 0 – 4, four members voting against, one member absent.

4. Change of August 2015 and November 2015 Board Meeting Dates

Motion: Trustee O’Neill made the motion to approve the change in dates, and Trustee Wilson seconded.

Discussion: Trustee Broughton requested that Angela Walton adds these date changes to the Board members’ calendars.

Vote:

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Student Trustee Escobar

No: None

Absent: Mary Jane Sanchez-Fulton

Abstain: None

Motion carried unanimously.

A. ADMINISTRATIVE SERVICES

1. Notice of Intent to Award Contract for the Road Repair and Parking Lot Improvements Project

Motion: Trustee Broughton made the motion to approve the Notice of Intent to Award Contract for road repair and parking lot improvements, and Trustee O’Neill seconded.

Discussion: Trustee Broughton inquired what types of notification will be given, and VP Howell explained that email notification (two weeks in advance) with another email reminder one week before the project begins will be sent, and there will be parking lot signage as well. VP Howell explained that these repairs will take place over the summer to mitigate impact on staff and students. Chair Stefan asked about emergency access if the repairs are done all at once, to which VP Howell stated that the projects will not all occur at the same time as COD has to provide emergency access.

Vote:

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Student Trustee Escobar

No: None

Absent: Mary Jane Sanchez-Fulton

Abstain: None

Motion carried unanimously.

2. Notice of Intent to Award Contract for the Weatherproofing Project

Motion: Trustee Broughton made the motion to approve the Notice of Intent to Award Contract for the Weatherproofing Project, and Trustee O’Neill seconded.

Discussion: Trustee Broughton asked if this includes roofing, and if so, where will the roofing be. VP Howell reported that it does include weatherproofing and repair the existing roof and the work will take place in the Agricultural Sciences building. This project will also take place over the summer.

Vote:

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Student Trustee Campbell

No: None

Absent: Mary Jane Sanchez-Fulton

Abstain: None

Motion carried unanimously.

VP Howell requested moving Item 7, Resolution #061815-3 Establishing a Trust Fund (Fund 79), in front of Item 3, 2015-2016 Tentative Budget. The Board members had no objections to this change.

3. Resolution #061815-3 Establishing a Trust Fund (Fund 79)

Motion: Trustee O’Neill made the motion to approve Resolution #061815-3 Establishing a Trust Fund (Fund 79), and Trustee Wilson seconded.

Discussion: VP Howell praised the Health and Welfare Committee for their work and thanked them for their hard work, as well as their work on the irrevocable trust. VP Howell reported that she anticipates interest earnings that will far exceed what can occur under the current constraints. Trustee O’Neill also thanked the committee, as well as thanked VP Howell and John Ramont and commented that this is great to see this item come to fulfillment.

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

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Student Trustee Escobar

No: None

Absent: Mary Jane Sanchez-Fulton

Abstain: None

Motion carried with four members voting in favor, none against, one absent.

4. 2015-2016 Tentative Budget Adoption

Motion: Trustee O'Neill made the motion to approve the tentative budget, and Trustee Broughton seconded.

Discussion: VP Howell and John Ramont, Director of Fiscal Services, introduced the 2015-2016 tentative budget, informing the Board of Trustees that this budget may be the best Governor's budget in recent history. VP Howell shared the budget calendar for 2015-2016, reported that the tentative budget is built from the May Revise and provided an overview of the May Revise, and listed the assumptions used to develop the tentative budget. VP Howell also discussed the State Budget Agreement for Community College, with detail on the following:

- Statutory COLA 1.02%
- Growth/Restoration Funding 3%
- Base Allocation Funding - \$266.7M
- Mandate Apportionment - \$720.7M (up from \$626M)
- Deferred Maintenance and Instruction Supplies - \$148M
- Full-time Faculty - \$62.3M (down from \$75M)
- Basic Skills - \$60M
- COLA for EOPS, DSPS, etc. - \$2.5M
- Student Equity Plan - \$85M (down from \$115M)

Mr. Ramont further addressed the assumptions for tentative budget adoption, reporting that STRS and PERS rates are increasing rapidly. VP Howell provided detail on the unrestricted general fund, reporting a \$1.975M net increase in expenditures that include a salary increase by 1.02% COLA, new positions including 12 FTF and substitutes (\$ 2,466,767), PERS/STRS increases and a reduction of 4.5% off schedule salary increase.

VP Howell provided the projections for the 2015-2016 tentative budget, and reported that it reflects a balanced budget in which revenues exceed expenditures, 6% growth target has been achieved, and 3% growth has been included and reserved in fund balance.

Vote:

Yes: Becky Broughton, Michael O'Neill, Aurora Wilson, Bonnie Stefan, Student Trustee Escobar

No: None

Absent: Mary Jane Sanchez-Fulton

Abstain: None

Motion carried unanimously.

5. Budget Revisions

Motion: Trustee O'Neill made the motion to approve the budget revisions, and Trustee Wilson seconded.

Discussion: None

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

Motion carried unanimously.

6. Resolution - #061815-1 Appropriations subject to Proposition 4 – Gann Limitations

Motion: Trustee Broughton made the motion to approve Resolution #061815-1 Appropriations Subject to Proposition 4 – Gann Limitations, and Trustee O’Neill seconded.

Discussion: Trustee Wilson requested background on this item. VP Howell provided information on the Gann Limitations, which is a statutory regulation that is a simple computation that is a requirement of the government, and has no impact to educational institution unless state runs out of appropriations limit, at which time the state would move to increase that limit. VP Howell explained that the calculation is required every year from each institution, who must then send their calculated amount to the state of California.

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

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

Motion carried with four members voting in favor, none against, one absent.

7. Resolution - #061815-2 Temporary Loan

Motion: Trustee O’Neill made the motion to approve Resolution #061815-2 Temporary Loan, and Trustee Wilson seconded.

Discussion: Trustee Stefan asked VP Howell to explain this resolution, which VP Howell explained will allow COD to borrow from other funds if necessary should the state withhold COD’s apportionment. VP Howell assured the Board members that this resolution is solely a precautionary measure and that to date, COD has not had to borrow from other funds.

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

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Student Trustee Escobar
No: None

Absent: Mary Jane Sanchez-Fulton
Abstain: None

Motion carried with four members voting in favor, none against, one absent.

8. Proposed Local Projects for the City of Indio

Motion: Trustee Broughton made the motion to approve the proposed local projects for the city of Indio, and Trustee Wilson seconded.

Discussion: Trustee Wilson requested information on the Board of Directors for Desert Community College Financing Corporation. VP Howell explained the makeup of the Board, reporting that the New Market Tax Credit had a requirement to establish the Desert Community College Financing corporation, the Board of which needed to be comprised of one COD board member (Trustee Broughton), one administrator (President Kinnamon), one City of Indio council member, one City of Indio administrator, and one community member. Legal counsel for the New Market Tax Credit provided the guidelines for the Board composition. Trustee Broughton was designated at a prior COD Board of Trustees meeting to be the Board's representative when she was the COD Board Chair; Dr. Kinnamon, City Manager Dan Martinez, Mayor Mike Wilson and Larry Salas as community member make up the remainder of the Board, and to date they have met twice. VP Howell explained their roles and responsibilities, and reported they are required to meet a minimum of once per year to approve the funds and projects. VP Howell further reported that they received proposals from the City of Indio of organizations that qualify for this funding; the minimum amount to be funded was \$100,000, and Board of Directors approved all three proposals. Trustee Broughton provided more detail on these approved projects, commenting that the projects that were selected will add quality of life to the area, they complied with the needs of the Indio community, will enhance the community and be available to all members in the community. Trustee Wilson requested the bylaws for the corporation, and commented that this should be added to the list of appointments for Board members. Trustee Wilson also asked about the call for proposals process, which VP Howell explained.

Vote:

Yes: Becky Broughton, Michael O'Neill, Aurora Wilson, Student Trustee Escobar, Bonnie Stefan

No: None

Absent: Mary Jane Sanchez-Fulton

Abstain: None

Motion carried unanimously.

XIII. INFORMATION

1. **Child Development Center - California Department of Education, Annual Program Reviews** - Dr. Kinnamon addressed this annual program review, stating that there is a new requirement that the program review is seen by the Board of Trustees. This is the first year for this requirement. Dianne Russom, Director of the Child Development

Center, was on hand to address any questions, and stated that the review has been accepted by the state.

2. **Food Services Update** – VP Howell announced that the RFP was awarded to Pacific Dining Group. There were five interested parties who completed the onsite tour, and three submitted proposals. They will be coming on campus immediately following the summer term. John Ramont provided information on the group that was selected.

XIV. STUDY SESSION

1. **Facilities Update** – Lisa Howell – introduced Mac McGinnis, Maas Companies Program Manager, who presented an overview of facilities from the college's inception to the present.
2. **Realignment Update** – President Kinnamon announced that this update will be held for a later meeting where updated information could be provided. Dr. Stefan would like to take a tour with the Foundation of the campus for the trustees; this will be discussed at the next meeting (July).

Future Agenda Items:

- Trustee Broughton requests information on the responsibilities of a four year community college that has an additional two year program – how it's working in the state, overview of their payments system, how is community involved, how it fares, and pathways to UC system location.
- Trustee Wilson requested updates on Chancellor's newsletters and information on universities having oversight over community colleges.
- Trustee O'Neill, add accreditation element to four year colleges, are they accredited alone, is there another accreditation process for four year.
- Chair Stefan would like to have the President's evaluation process assessed, and would also would like to plan a Board retreat before end of the term. Chair Stefan would also like to consider offsite board meeting locations and dates.

XV. ADJOURN

There were no objections to adjourning the meeting. Meeting adjourned at 4:52 pm.



By: Aurora Wilson, Clerk



Desert Community College District Tentative Budget 2015-16

Lisa Howell
Vice President, Administrative Services
June 18, 2015

Desert Community College District

2015-16 Budget Calendar

- ✓ Governor's Proposed Budget. January 10th
- ✓ Budget Sub-Committee Meeting February 9th
- ✓ Base Budget Projection. March 1st
- ✓ Budget Sub-Committee Meeting March 9th
- ✓ Budget Sub-Committee Meeting April 13th
- ✓ Governor's May Revise May 15th
- ✓ Budget Sub-Committee Meeting June 1st
- ✓ Budget Committee Meeting June 8th
- COD Tentative Budget Adoption June 18th
- State Budget Adoption June
- Final Budget Adoption September 18th



Desert Community College District

State Budget – May Revise

- May Revise Assumptions \$619M in augmentations for Community Colleges
 - Statutory COLA 1.02%
 - Growth/Restoration Funding 3%
 - Base Allocation Funding - \$266.7M
 - Mandate Apportionment - \$626M
 - Deferred Maint and Instr Supplies - \$148M
 - Full-time Faculty - \$75M
 - Basic Skills - \$60M
 - COLA for EOPS, DSPS, etc. - \$2.5M
 - Student Equity Plan - \$115M



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Desert Community College District

State Budget Agreement – Hot off the Press

- State Budget Agreement for Community Colleges
 - Statutory COLA 1.02%
 - Growth/Restoration Funding 3%
 - Base Allocation Funding - \$266.7M
 - Mandate Apportionment - \$720.7M (up from \$626M)
 - Deferred Maint and Instr Supplies - \$148M
 - Full-time Faculty - \$62.3M (down from \$75M)
 - Basic Skills - \$60M
 - COLA for EOPS, DSPS, etc. - \$2.5M
 - Student Equity Plan - \$85M (down from \$115M)



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Desert Community College District

COD Potential Revenues from May Revise Assumptions

	Unrestricted		Restricted
	One-time	On-going	
3% Growth		\$1,137,819	
Base Allocation		\$192,965	
COLA plus CDCP rate adj		\$1,150,000	<i>Unknown</i>
Mandate Apportionment	\$4,433,089		
Deferred Maint & Instr Equip			\$1,048,079*
Full-time Faculty		\$531,121	
Basic Skills			\$424,897*
Student Equity Plans			\$814,385*

* Not included in Tentative Budget



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Desert Community College District


Assumptions used for Tentative Budget Adoption

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




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Desert Community College District	
Unrestricted General Fund - \$1.975M net increase in Expenditures	
	2015-16
Salary increase by 1.02% COLA (excludes CODAA)	\$258,577
Adjunct salary schedule increase of 4.07%	\$205,000
Salary Schedule Servicing (S&C)	\$483,826
Retirement Savings	(\$268,892)
New positions including 12 FTF, substitutes,	\$2,466,767
Adjunct faculty changes due to FTF	(\$368,653)
PERS/STRS increases	\$186,430
Retiree Benefit Savings OPEB Savings	(\$465,808)
Reduction of 4.5% off schedule salary increase	(\$1,050,245)
Other	\$528,033


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Desert Community College District			
A look at our Budget – past and present			
COMBINED FUND 10	2013-14 Actuals	2014-15 Estimated Actuals	2015-16 Tentative Budget
Revenues	\$52,276,587	\$55,348,509	\$60,862,436
Expenditures	<u>(\$50,240,566)</u>	<u>(\$57,513,213)</u>	<u>(\$58,859,930)</u>
Surplus / (Deficit)	\$2,036,021	(\$2,164,704)	\$2,032,506
Transfers/Contributions/Other Outgo	<u>(\$1,204,285)</u>	<u>(\$1,224,813)</u>	<u>(\$331,052)</u>
Increase / (Decrease) to Fund Balance	\$831,737	(\$3,389,517)	\$1,701,454
Beginning Balance	\$9,143,999	\$11,695,445	\$8,305,928
Audit Adjustment	\$1,719,709	\$0	\$0
Ending Balance	\$11,695,445	\$8,305,928	\$10,007,382

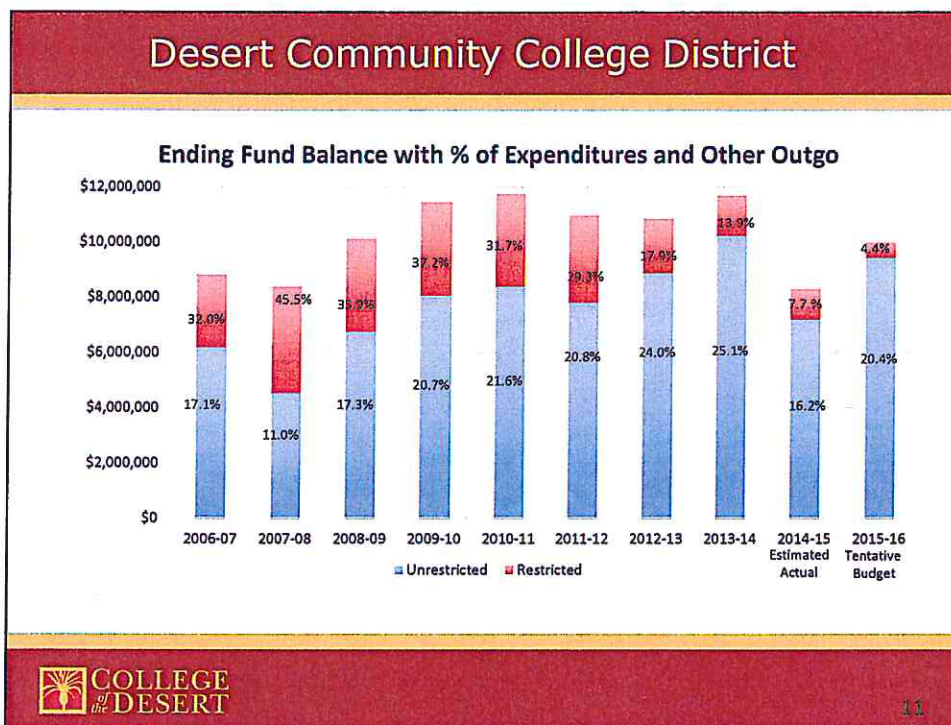

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Desert Community College District			
A look at our Budget – past and present			
UNRESTRICTED FUND 11	2013-14 Actuals	2014-15 Estimated Actuals	2015-16 Tentative Budget
Revenues	\$42,723,983	\$42,180,666	\$49,424,655
Expenditures	<u>(\$39,981,630)</u>	<u>(\$43,717,777)</u>	<u>(\$46,409,940)</u>
Surplus / (Deficit)	\$2,742,353	(\$1,537,111)	\$3,014,715
Transfers/Contributions	<u>(\$1,400,243)</u>	<u>(\$1,478,168)</u>	<u>(\$763,020)</u>
Increase / (Decrease) to Fund Balance	\$1,342,110	(\$3,015,279)	\$2,251,695
Beginning Balance, (includes audit adjustment)	\$7,144,515	\$10,206,334	\$7,191,056
Audit Adjustment	\$1,719,709	\$0	\$0
Ending Balance	\$10,206,334	\$7,191,056	\$9,442,751


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Desert Community College District			
A look at our Budget – past and present			
RESTRICTED FUND 12	2013-14 Actuals	2014-15 Estimated Actuals	2015-16 Tentative Budget
Revenues	\$9,552,604	\$13,167,843	\$11,437,781
Expenditures	<u>(\$10,258,936)</u>	<u>(\$13,795,436)</u>	<u>(\$12,419,990)</u>
Surplus / (Deficit)	(\$706,332)	(\$627,593)	(\$982,209)
Transfers/Contributions/Other Outgo	<u>\$195,959</u>	<u>\$253,355</u>	<u>\$431,968</u>
Increase / Decrease to Fund Balance	(\$510,373)	(\$374,238)	(\$550,241)
Beginning Balance	\$1,999,484	\$1,489,111	\$1,114,873
Ending Balance	\$1,489,111	\$1,114,873	\$564,632


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Desert Community College District

Fund Balance Components - Unrestricted


	2013-14 Actuals	2014-15 Estimated Actuals	2015-16 Tentative Budget
Ending Fund Balance	<u>\$10,206,334</u>	<u>\$7,191,056</u>	<u>\$9,442,751</u>
7.5% Board Recommended Reserve	\$3,858,364	\$4,405,352	\$4,437,074
Reserve for Growth/Other	\$502,439	\$0	\$1,137,819
Reserved for FTES Dispute	\$1,000,000	\$1,000,000	\$1,000,000
NMTC	\$1,707,865	\$1,607,865	\$1,527,865
Reserved for Enhanced Student Access	\$2,137,666	\$0	\$0
Other One-time Designations	\$1,000,000	\$177,839	\$1,339,993

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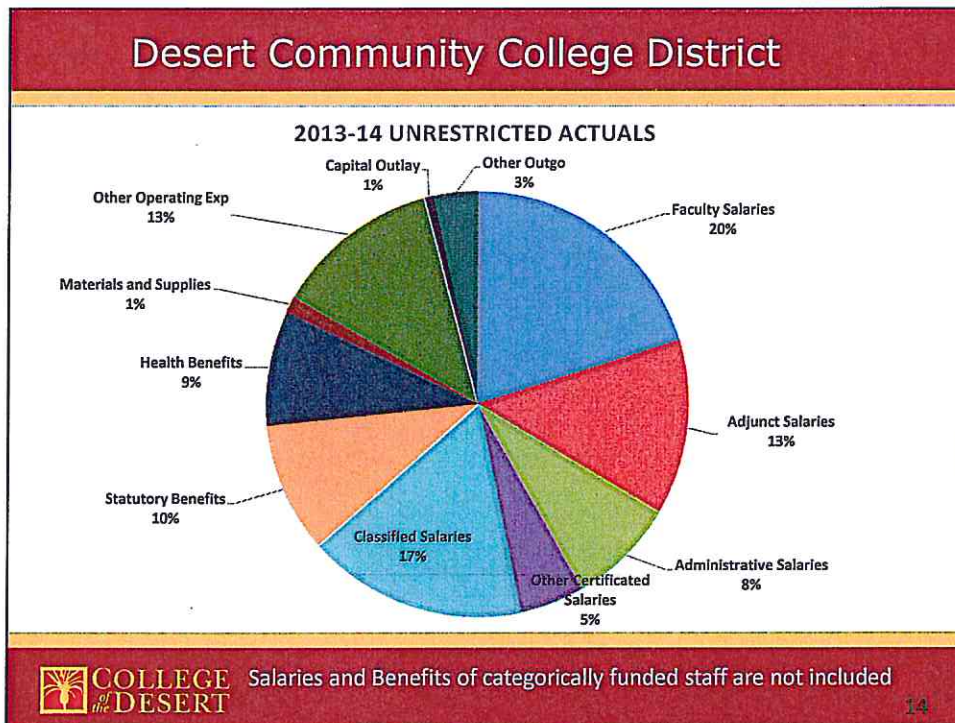
Desert Community College District

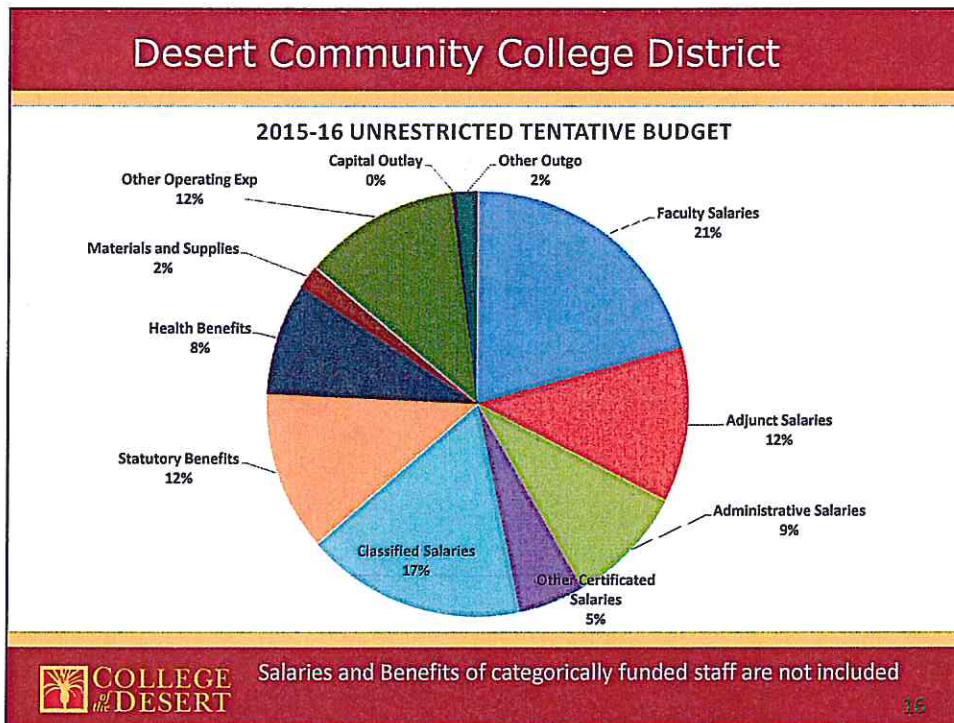
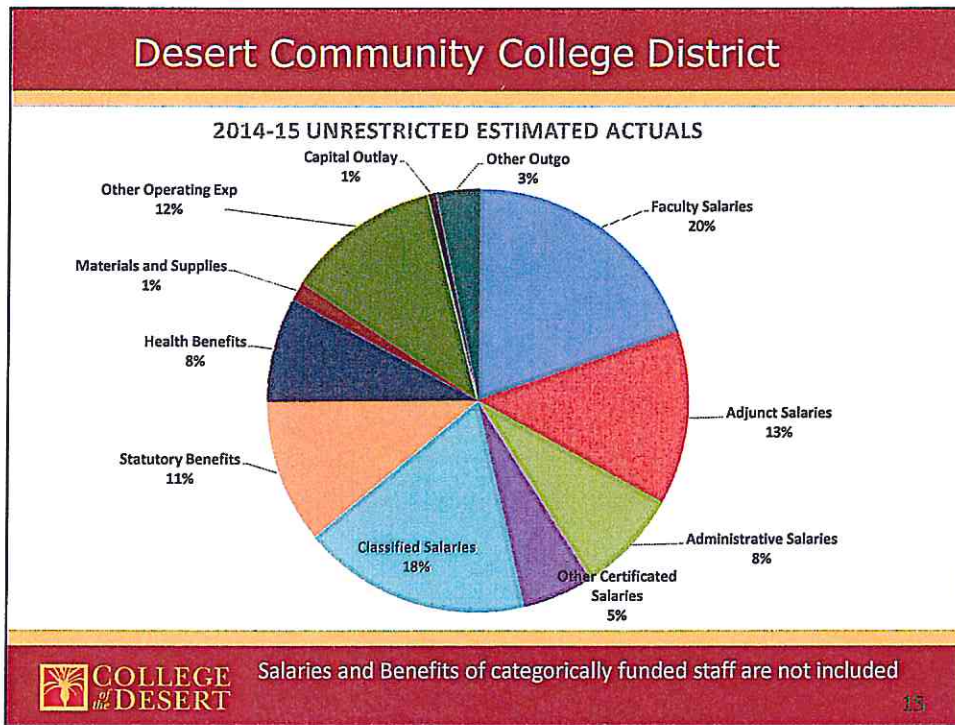
A look at our Budget – Future

UNRESTRICTED FUND 11	2015-16 Tentative Budget	2016-17 Projected	2017-18 Projected
Revenues	\$49,424,655	\$46,232,248	\$47,284,104
Expenditures	(\$46,409,940)	(\$47,228,186)	(\$49,076,047)
Surplus / (Deficit)	\$3,014,715	(\$995,938)	(\$1,791,943)
Transfers/Contributions/Other Outgo	(\$763,020)	(\$775,228)	(\$794,454)
Increase / Decrease to Fund Balance	\$2,251,695	(\$1,771,167)	(\$2,586,397)
Beginning Balance	\$7,191,056	\$9,442,751	\$7,671,584
Ending Balance	\$9,442,751	\$7,671,584	\$5,085,187


COLLEGE of the DESERT

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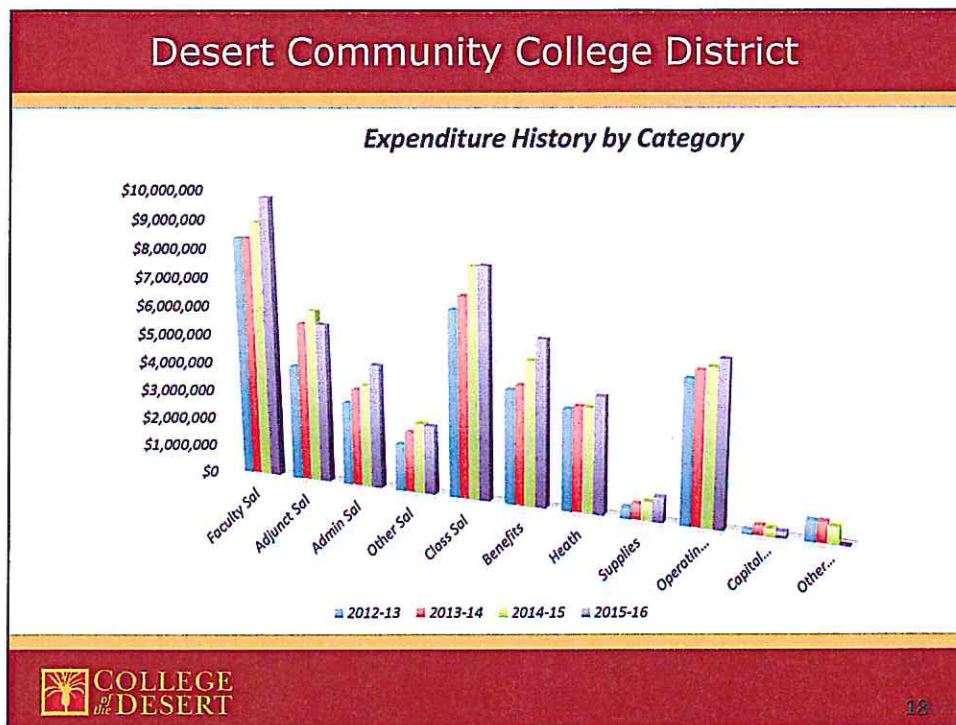


Desert Community College District

% of Expenditures Budget by Category

	2013-14 Actual	2014-15 Estimated Actuals	2015-16 Tentative Budget
Faculty Salaries	20%	20%	21%
Adjunct Salaries	13%	13%	12%
Administrative Salaries	8%	8%	9%
Other Certificated Salaries	5%	5%	5%
Classified Salaries	17%	18%	17%
Statutory Benefits	10%	11%	12%
Health Benefits	9%	8%	8%
<i>Commitment to Staff</i>	82%	83%	84%
Materials & Supplies	1%	1%	2%
Other Operating Expenses	13%	12%	12%
Capital Outlay	1%	1%	0%
Other Outgo	3%	3%	2%


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Desert Community College District

Other Funds/Expenditure & Uses Budgets

• Child Development Fund 33	\$ 1,198,737
• Capital Outlay Projects Fund	\$ 6,137,770
• Bond Fund 43	\$10,000,000
• Self Insurance Fund 61	\$ 100,000
• Other Benefits Fund 69	\$ 3,414,904
• Student Representation Trust Fund 72	\$ 14,000
• Student Body Fee Trust Fund 73	\$ 49,855
• <i>Other Post Employment Benefits Trust Fund 79</i>	\$ 250,000

Desert Community College District

Final Thoughts and Considerations

- The 2015-16 Tentative Budget reflects a balanced budget
 - Revenues exceed expenditures
 - One time money is abundant
 - Look back and look forward
- What about growth?
 - We believe our strategy paid off in 2014-15
 - 6% growth target achieved
 - Can we continue to grow?
 - 3% growth has been included and reserved in fund balance
- Restricted Funds are expected to spend down the existing fund balance
 - This 2014-15 strategy continues to 2015-16
- All other funds have been reviewed and reflect accurate projections

Desert Community College District

Final Thoughts and Considerations

- Prop 30 implications are not included
 - Sales tax
 - Income tax
- FTES repayment will complete in 2017-18

DESERT COMMUNITY COLLEGE DISTRICT
2015-16 Tentative Budget
Unrestricted General Fund Income Estimates

	2014-15 Budget 5/31/2015	2014-15 Projected Actuals	2015-16 Tentative Budget	Changes From PY Actuals	Notes
BASE REVENUES					
Calculated Base Revenue	37,038,553	36,642,884	41,111,018		
Revenue Shortfall	(604,049)	(578,285)	(624,420)		
Other Revenue Adjustments	2,953,954	2,638,121	1,137,820		
FTES Dispute Resolution		(1,000,000)	(1,000,000)		
Annual COLA	314,828	311,465	419,332		
Adjusted BASE REVENUE	39,703,286	38,014,185	41,043,750	3,029,565	A
OTHER STATE INCOME					
P. T. Faculty Equity Pay	171,674	171,674	171,674		
Mandated costs	200,459	536,542	4,640,008		
Lottery	870,000	950,000	996,608		
Other	1,515,716	763,781	657,819		
Total Other State Revenue	2,757,849	2,421,997	6,466,109	4,044,112	B
OTHER LOCAL REVENUES					
Rentals and Leases	19,000	58,000	58,000		
Interest	25,000	40,000	40,000		
Nonresident/Foreign Tuition	1,358,220	1,470,692	1,631,004		
Parking Fines	110,000	130,000	140,000		
Misc. Local Income	53,000	45,792	45,792		
Total Local Revenues	1,565,220	1,744,484	1,914,796	170,312	C
TOTAL REVENUES	44,026,355	42,180,666	49,424,655	7,243,989	
BEGINNING BALANCE	10,206,334	10,206,334	7,191,056		
TOTAL RESOURCES	54,232,689	52,387,000	56,615,711		
Less: Expenditures (includes transfers)	41,439,334	45,195,944	41,439,334		
	-	-	-		
	41,439,334	45,195,944	41,439,334	-	
7.5% Required Reserve	4,523,830	4,405,352	4,437,074		
Less: Other Reserves	4,081,685	2,785,704	5,005,677		
TOTAL Contingency/Ending Balance	8,605,515	7,191,056	9,442,751		
	Budget				

DESERT COMMUNITY COLLEGE DISTRICT
2015-16 Tentative Budget
Unrestricted General Fund

	2014-15 Budget 5/31/2015	2014-15 Projected Actuals	2015-16 Tentative Budget	Change of Prior Year Budget	Notes
REVENUES					
Base Revenues	39,703,286	38,014,185	41,043,750	3,029,565	A
State Income	2,757,849	2,421,997	6,466,109	4,044,112	B
Local Income	1,565,220	1,744,484	1,914,796	170,312	C
Total Revenue	44,026,355	42,180,666	49,424,655	7,243,989	
Expenditures					
Full-Time Teaching Salaries	8,911,442	8,911,442	9,783,622	872,180	1
Adjunct Teaching Salaries	6,291,532	6,008,468	5,553,480	(454,988)	2
Other Academic Salaries	2,061,690	2,442,279	2,390,815	(51,464)	3
Administration Salaries	3,578,708	3,578,708	4,313,389	734,681	4
Classified Salaries, Aides	1,002,683	1,002,683	1,053,920	51,237	5
Classified Salaries, Other	6,985,174	6,930,983	6,918,321	(12,662)	5
Employee Benefits	8,692,703	8,589,870	9,726,256	1,136,386	6
Supplies & Materials	846,233	674,194	857,553	183,359	7
Contracts & Services	5,385,897	5,307,345	5,600,224	292,879	8
Sub-Total Operating Expense	43,756,062	43,445,972	46,197,580	2,751,608	
Capital Outlay	392,944	271,804	212,360	(59,444)	9
Sub-Total Operating Exp. & Capital Outlay	44,149,006	43,717,776	46,409,940	2,692,164	10
Excess Revenue over (Expenditures)	(122,651)	(1,537,110)	3,014,715	4,551,825	
Transfers within General Fund	767,772	767,772	763,020	(4,752)	
Transfers to Fund 6X	710,396	710,396	-	(710,396)	
Total Expenditures	45,627,174	45,195,944	47,172,960	1,977,016	
Excess Total Expenditures over Total Revenues	(1,600,819)	(3,015,278)	2,251,695		
General Fund - Beginning Balance					
7.5% Required Reserve	3,858,364	3,858,364	4,331,808		
Reserve for Future Liabilities	6,347,970	6,347,970	2,859,248		
	10,206,334	10,206,334	7,191,056		
General Fund - Ending Balance (Reserve)	8,605,515	7,191,056	9,442,751		

CHANGES FROM 2014-15 PROJECTED ACTUALS TO 2015-16 TENTATIVE BUDGET

		Change By Category	Net Change
INCOME			
A	Base Revenue	\$ 3,029,565	
B	State Revenue	4,044,112	
C	Local Revenue	<u>170,312</u>	
	Total Revenue Changes		<u>\$ 7,243,989</u>
EXPENSE			
1	Faculty Steps	151,482	
	Salary Increase	90,896	
	Retirement Savings	(171,499)	
	New Faculty Positions	892,257	
	Prior Year Off-Schedule Payment	(415,391)	
	Net All Other Budget Adjustments	<u>324,435</u>	
			872,180
2	Adjunct Faculty Estimated Steps	65,000	
	Salary Increase	215,000	
	Assignment Reductions	(839,971)	
	Net All Other Budget Adjustments	<u>104,983</u>	
			(454,988)
3	Other Academic Salary Increase	-	
	Net All Other Budget Adjustments	<u>(51,464)</u>	
			(51,464)
4	Administration Steps	86,741	
	Salary Increase	35,789	
	New Positions	626,046	
	Net All Other Budget Adjustments	<u>(13,895)</u>	
			734,681
5	Classified Steps	135,953	
	Salary Increase	81,476	
	New Positions	121,555	
	SERP Savings	(49,246)	
	Prior Year Off-Schedule Payment	(347,621)	
	Net All Other Budget Adjustments	<u>96,458</u>	
			38,575

		Change By Category	Net Change
6	STRS/PERS Rate Increase	186,430	
	New SERP Payment	142,878	
	New Positions	598,130	
	H&W Cap Increase	149,400	
	Prior Year Off-Schedule Payment	(143,993)	
	OPEB Rate Implementation	244,588	
	Net All Other Budget Adjustments	<u>(41,047)</u>	
			1,136,386
7	Books	600	
	Instructional Supplies	62,439	
	Non Capital Equipment	3,348	
	Non-instructional supplies	112,889	
	Food	<u>4,083</u>	
			183,359
8	Postage	150	
	Contracts & Personal Services	6,860	
	Travel & Conferences	(2,371)	
	Dues & Memberships	(6,125)	
	Insurance	1,512	
	Utilities	94,030	
	Rents, Leases & Repairs	21,175	
	Legal, Elections, & Audit	151,600	
	Other Services	<u>26,048</u>	
			292,879
9	Capital Outlay	<u>(59,444)</u>	
			<u>(59,444)</u>
10	Total Expenditures		<u>\$ 2,692,164</u>

COLLEGE OF THE DESERT



MAAS

FACILITIES STUDY SESSION – JUNE 18, 2015

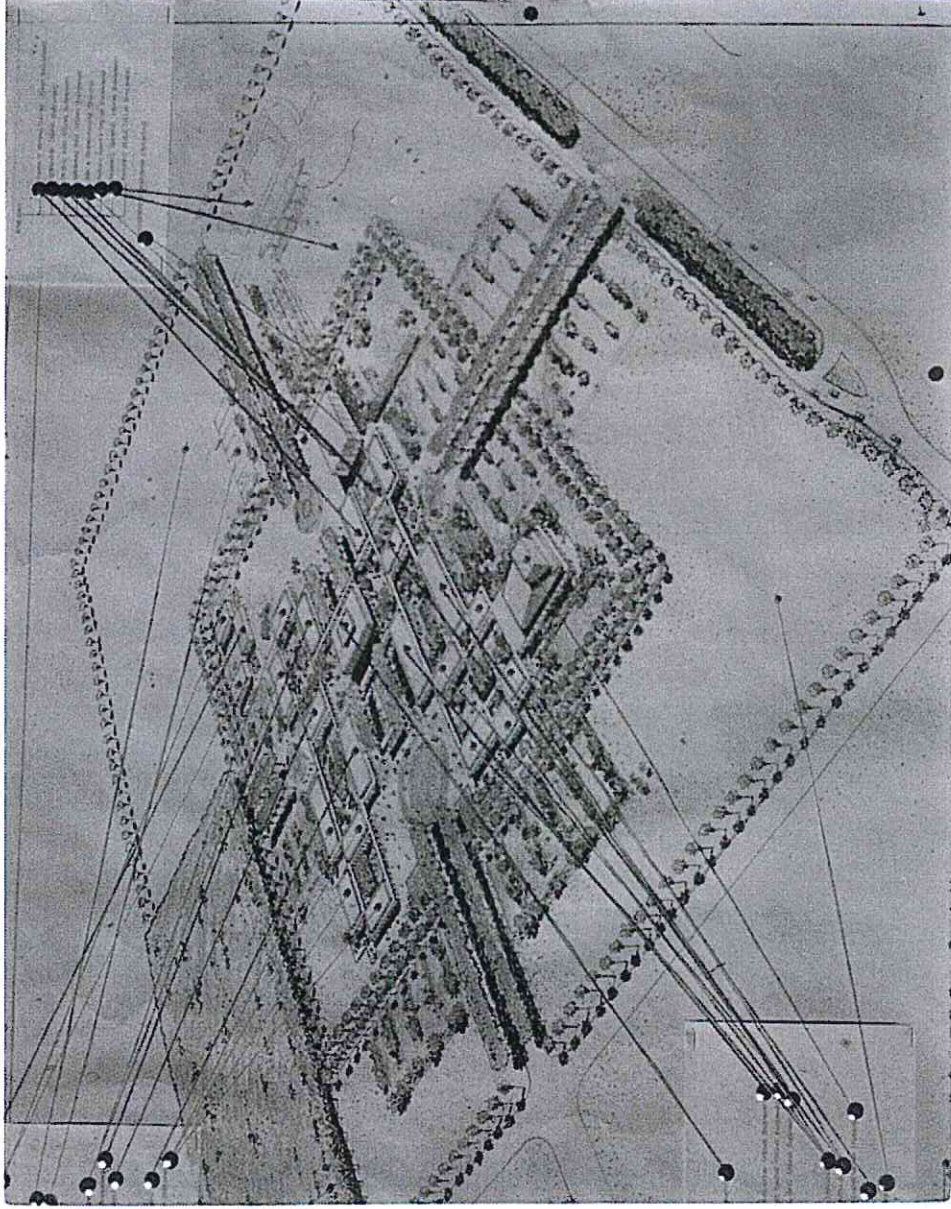


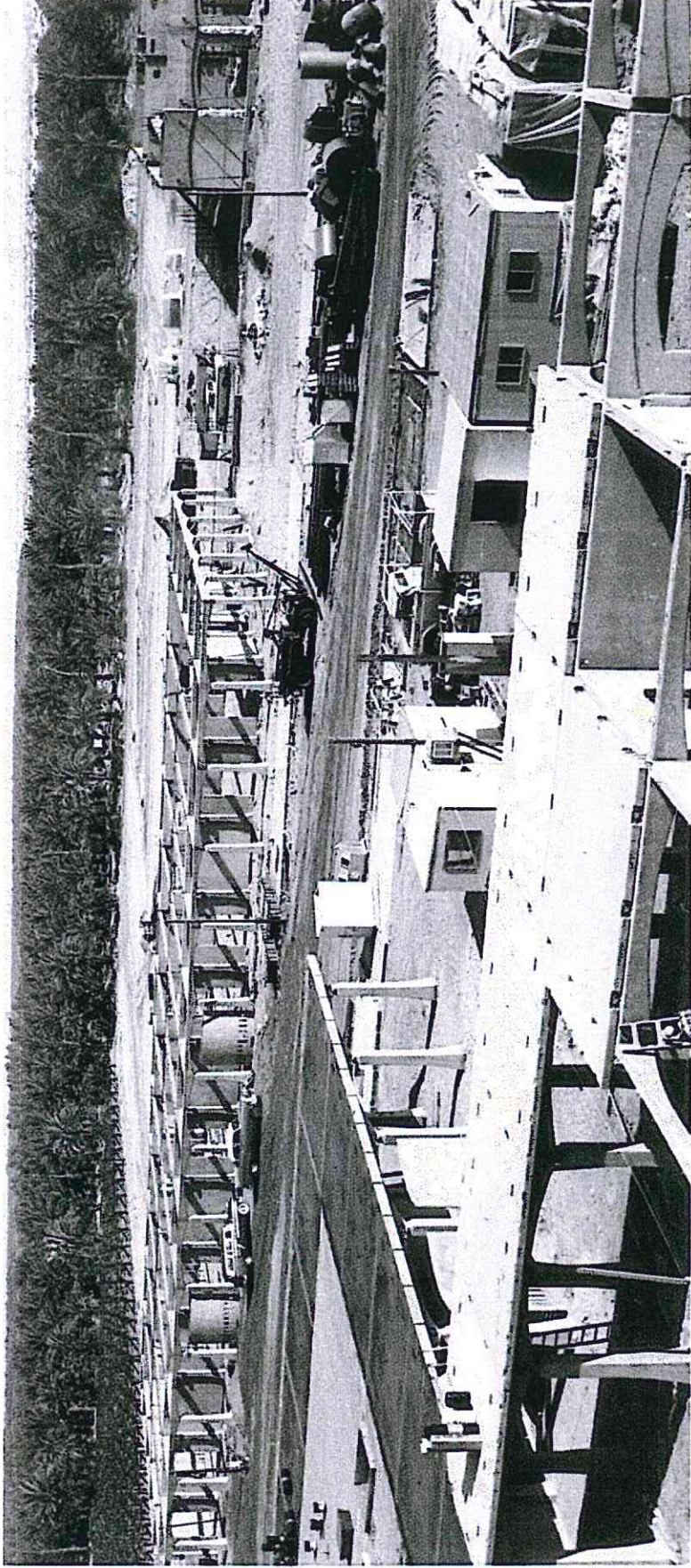
COLLEGE
of the
DESERT

IN THE BEGINNING



John Carl Warnecke





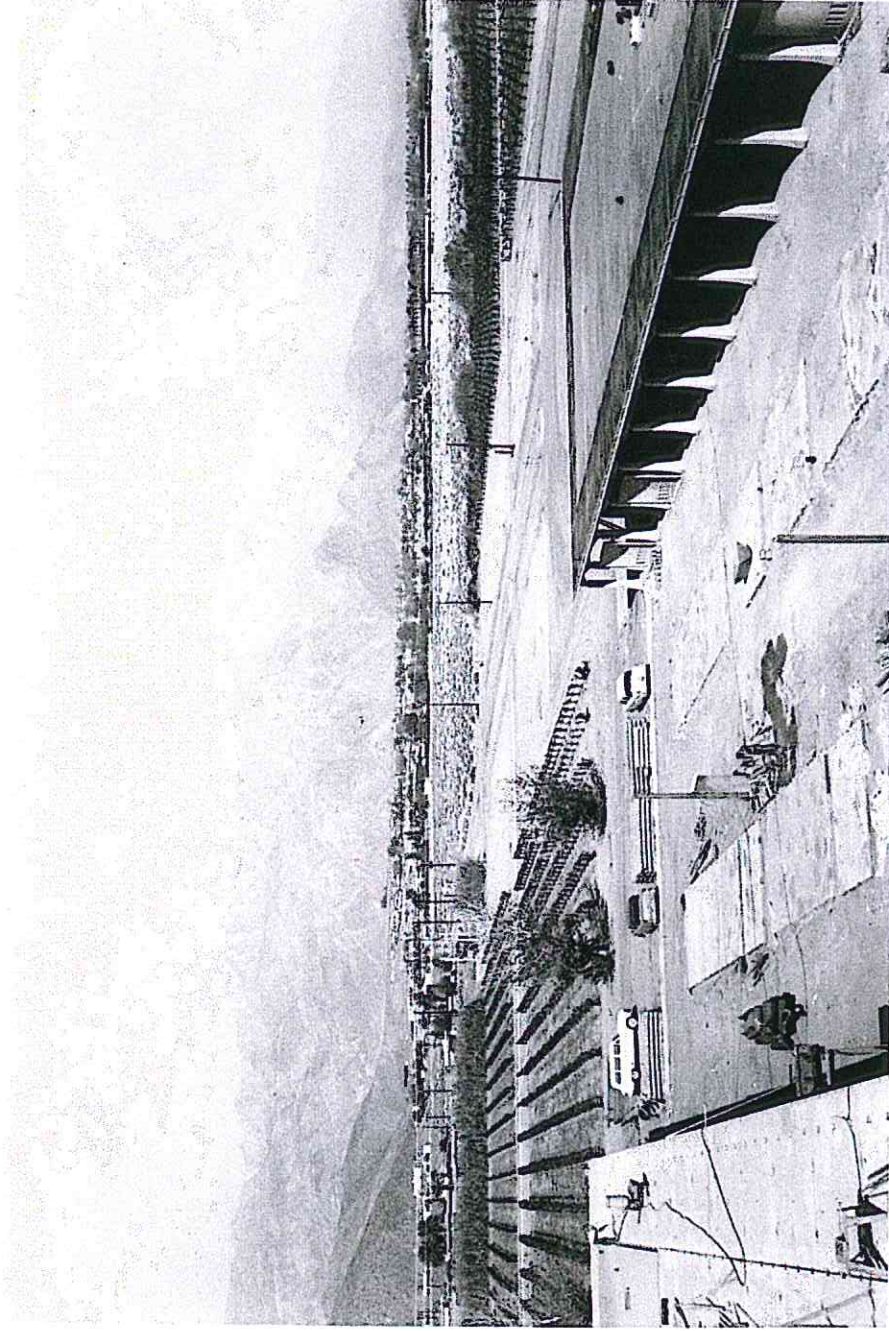
April - 1962

MAAS

FACILITIES STUDY SESSION – JUNE 18, 2015



COLLEGE
of the
DESERT



April - 1962



Since the 1960's very little construction took place on the COD campus

A portion of the Date Grove is still evident in area to the north.

COMPLETED PROJECTS – PALM DESERT



**\$346.5 MILLION
MEASURE "B" BOND
PROJECTS
2008 - 2009**

- *Alumni Center*
- *Barker Nursing*
- *Public Safety Academy*
- *Infrastructure Phase 2*

COMPLETED PROJECTS – PALM DESERT



**MEASURE "B" BOND
PROJECTS
2009 - 2010**

- *Cravens Student Services*
- *Nursing Bldg. Renovation*
- *Dining Hall Renovation*
- *Infrastructure Phase 3*
- *Business Building Renovation*
- *Weight / Trainer's Buildings*

COMPLETED PROJECTS – PALM DESERT



**MEASURE "B" BOND
PROJECTS
2011 - 2012**

- *Math Science Tech. Ctr.*
- *Golf Range Lighting*

COMPLETED PROJECTS – PALM DESERT



MEASURE "B" BOND PROJECTS 2012 - 2013

- *Communication Building*
- *Monterey Entrance*
- *IT Infrastructure Upgrade*
- *Carol Meier Hall Repurposing*
- *Reclaimed Water Line Connect*
- *Gas Line Connections*

COMPLETED PROJECTS – PALM DESERT



MEASURE "B" BOND PROJECTS 2013 - 2014

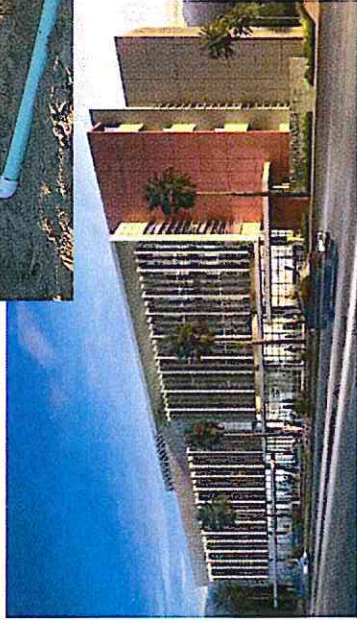
- Photovoltaic System
- Gymnasium
- Visual Arts
- Applied Sciences
- Early Childhood Education
- Kinesiology
- Agriculture Buildings
- Stagecraft

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
- South Annex Complex
- Athletics Scoreboard
- Soccer Field
- Infrastructure Phase 1
- Infill of Pools
- Science Labs
- ADA Transition
- Diesel Mechanics Renovation
- VOIP Upgrade
- Facilities Yard Improvements

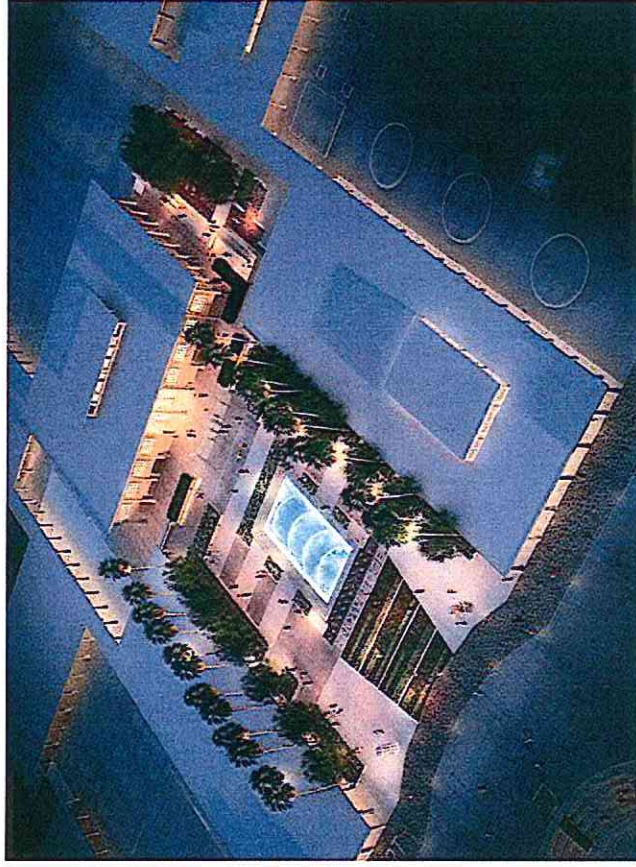
COMPLETED PROJECTS – OFF CAMPUS SITES



MEASURE "B" BOND PROJECTS OFF CAMPUS SITES

- *East Valley Campus – Mecca/Thermal (2009)*
- *East Valley Campus – Mecca/Thermal Septic (2012)*
- *Indio Campus (2014)*

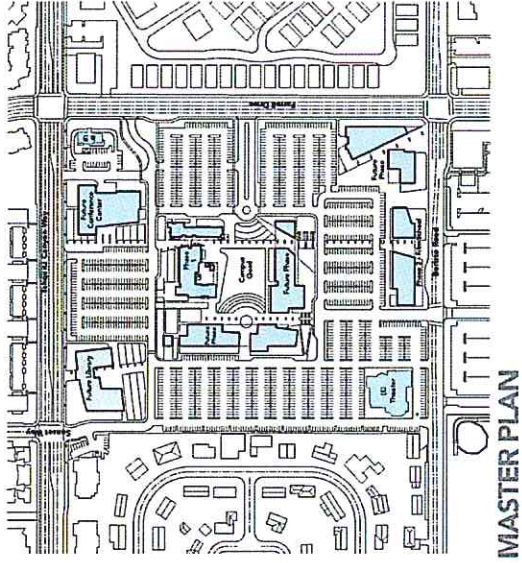
CURRENT PROJECTS – PALM DESERT



MEASURE "B" BOND PROJECTS 2014 - 2015

- *Central Campus Redevelopment*
- *Administration Bldg. Upgrade*
- *Liberal Arts Cosmetic Upgrade*
- *Berger Faculty Innovation Center*

CURRENT PROJECTS – OFF CAMPUS SITES

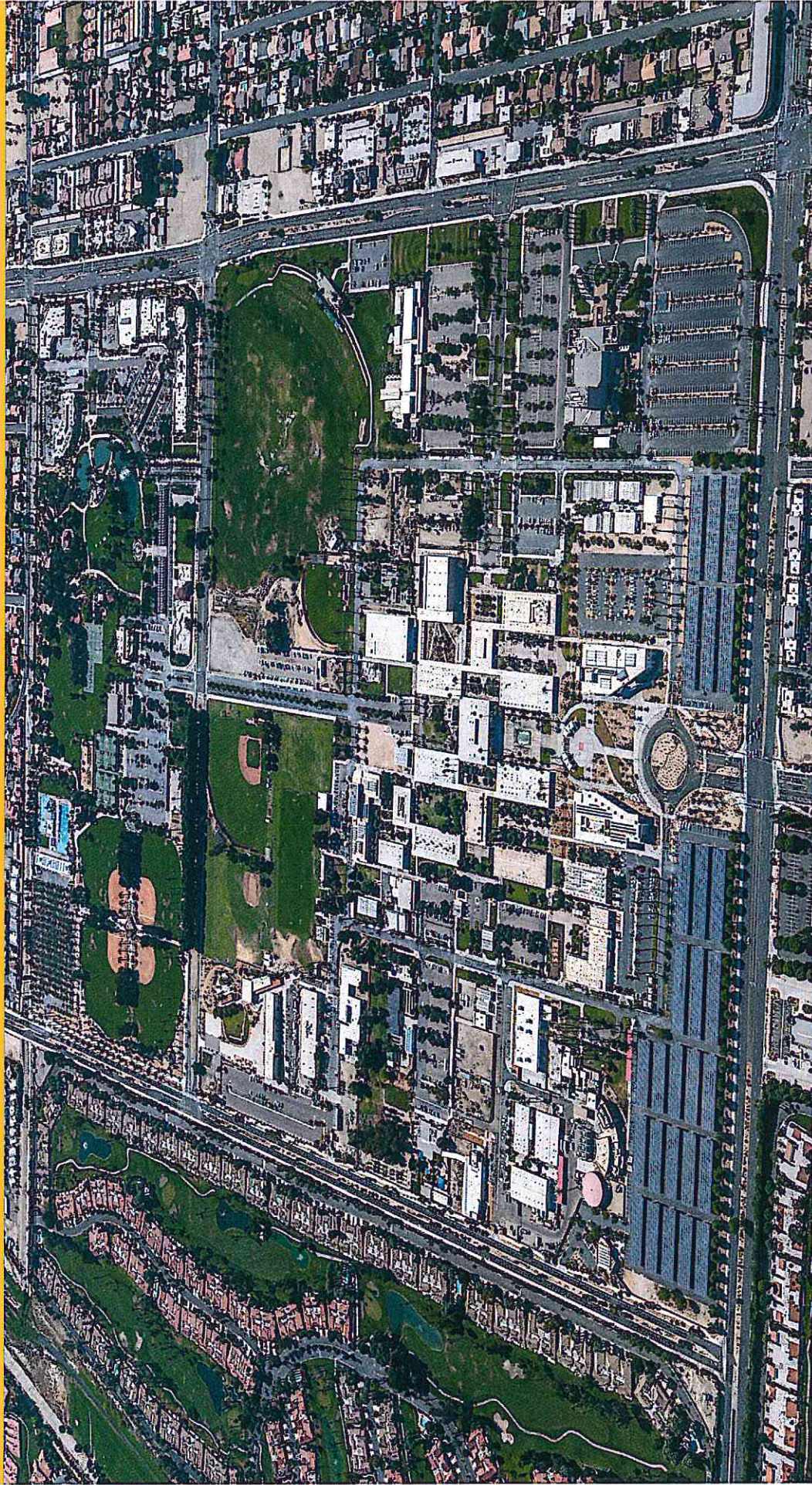


**MEASURE "B" BOND
PROJECTS
2013 - 2014**

- **West Valley Campus – Palm Springs**
- **East Valley Campus – Mecca / Thermal Expansion**
- **East Valley Campus Indio – Retail**



A WORK OF ART IN PROGRESS



MAAS

FACILITIES STUDY SESSION – JUNE 18, 2015



**COLLEGE
of the
DESERT**

ACCOMPLISHMENTS

- LEED Certified Buildings – Two LEED Silver, Three 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

LOOKING BACK AT OUR SUCCESSFUL BOND PROGRAM

COMPLETED PROJECTS	EXPENDED
Ag Science Project	\$105,804
Alumni Centre	\$2,714,816
Aquatics Swimming Pool Demolition	\$310,103
Barker Nursing Complex	\$10,973,913
Burn Tower	\$2,875,267
Business Building Renovation	\$4,598,036
Campus IT Infrastructure	\$2,498,904
Campus Standards & Design	\$615,343
Carol Meier Lecture Hall Roof Repair	\$317,728
Central Annex Village	\$2,308,330
Central Campus Redevelopment Planning - Phase I	\$1,427,832
Central Plant	\$13,127,485
Contractor Lay Down Area	\$724,890
CSSC Second Floor Renovation	\$148,060
Culinary Kitchen	\$410,529
Date Palm Removal	\$311,447
Demo Central Annex / Cooling Tower	\$336,262
Desert Hot Springs	\$1,140
Diesel Mechanics Flooring	\$14,154
Dining Facility Renovation	\$5,399,910
Facilities Yard Improvement	\$416,825
Imaging	\$399,540
Mecca-Thermal Interim Modulars	\$9,913,929
Mecca-Thermal Septic Sewer System	\$288,401
Monterey Wall & Landscaping	\$1,544,946
Nursing Building Renovation	\$3,538,287

COMPLETED PROJECTS - CONTINUED	EXPENDED
Pavement Removal North Alumni Road	\$28,721
Ph I - Infrastructure Upgrade	\$14,512,593
Ph II - Infrastructure Upgrade	\$11,727,628
PSA Parking & Mag. Falls Entrance	\$949,794
Public Safety Academy	\$14,917,722
Safety/Security Improvements CDC & AR	\$256,377
Scene Shop	\$75,654
Science Labs	\$223,624
Sidewalk Repairs	\$38,846
South Annex Ph I	\$273,569
South Annex Ph II	\$1,027,825
South Annex Ph III - DSPS Modulars	\$646,294
South Parking Lot	\$1,004,767
So./No. Annex Ph I Classroom Modulars	\$1,920,155
Storm Drain Outlet Structure	\$1,563,111
Telephone Systems/VOIP Upgrade Ph I	\$964,487
Temporary Access Road	\$87,252
Temporary Dining Facility	\$752,840
Velma Dawson House Lot	\$27,500
Visual Arts Kiln Building	\$179,079
West Valley Palm Springs - Original Campus	\$5,403,355
Western Parking Lot	\$2,564,965
Western Parking Lot Landscaping	\$266,422
Wireless Access Project	\$322,555
EXPENDED TOTAL	\$125,057,013

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FACILITIES STUDY SESSION -- JUNE 18, 2015



BOND DOLLARS AT WORK

CURRENT PROJECTS	Budget Bond + Other
Applied Sciences	\$12,381,000
Athletic Facilities	\$24,765,238
Berger Faculty Innovation Center	\$349,000
Campus Electronic Sign	\$300,000
Campus Energy Monitoring	\$295,801
Central Campus Redevelopment	\$36,122,168
Central Plant MBCx	\$3,547,420
Child Development Center	\$6,074,000
Communication Building	\$20,266,832
Cravens Student Services Center	\$22,963,961
East Valley Mecca/Thermal Campus	\$29,700,000
Indio Education Center	\$24,122,350
Indio Retail Space	\$1,663,800
Infrastructure Upgrade - Ph III	\$11,732,136
Math Science Technology Center	\$24,347,061
Monterey Entrance	\$5,404,168
RDAs Small Maintenance Projects	\$1,495,893
Relocations Project	\$766,879
Road Repair & Weatherproofing	\$1,285,539
Security Cameras & Emergency Phones	\$200,000
Site Remediation	\$387,000
Soils Contingency	\$101,500
Stagecraft Shop	\$2,100,000
Visual Arts Building	\$8,465,353
Wayfinding	\$500,000
West Valley Palm Springs	\$37,596,646
SUB TOTAL	\$276,933,744

ESTIMATED UNCOMMITTED BOND DOLLARS \$16,115,159

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FACILITIES STUDY SESSION – JUNE 18, 2015



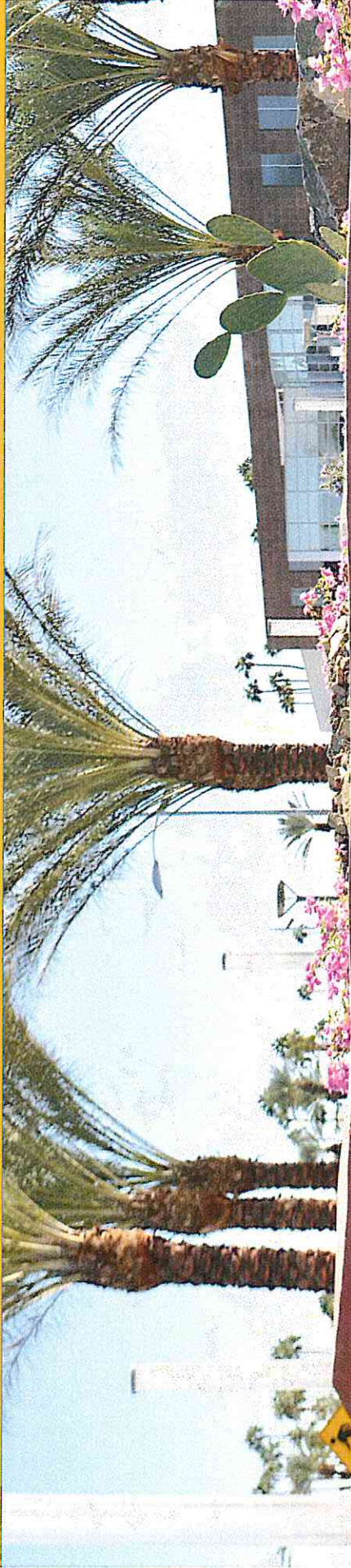
**COLLEGE
of
the
DESERT**

WE STILL HAVE WORK TO DO

PARTIAL LIST OF NEEDS

- **New Diesel Mechanics Building**
- **Engineering Building Renovation**
- **Pollock Theater Renovation**
- **New Science Building**
- **Math Building Renovation**
- **Landscaping and Parking Lots**
- **WVC – Desert Hot Springs**
- **EVC - Indio Expansion**
- **EVC - Mecca/Thermal Future Phases**
- **WVC – Palm Springs Future Phases**

THE VISION CONTINUES



COLLEGE OF THE DESERT

MAAS

FACILITIES STUDY SESSION – JUNE 18, 2015



Report to the Board of Trustees

Desert Community College District

Presented by: Dr. Kelly Hall, Associate Professor, Business
President, Academic Senate

June 18, 2015

Opening Remarks

I am honored to begin my term as President of the Academic Senate. I began teaching at College of the Desert in 2002, as an adjunct for the first 7 years and full time for the past 7. I teach business and accounting. I spent 3 years as Vice President of the Faculty Association and have just completed a 3 year term as Chair of the business academic programs housed in Applied Science and Business.

We are fortunate to have Vida Ross-Dean, Carl Farmer and Bert Bitanga continuing their Senate chair positions next year and I am delighted to welcome Christen Smith and Zerryl Becker to the Senate Executive Committee.

Christen Smith is faculty member in the ESL credit discipline. She has taught community college for 20 years; ten of those here.

Christen joins the Senate as the Chair of Educational Technologies. She is looking forward to putting her recent sabbatical work studying in CSUSB's Education Instructional Technology program to work as the ED Tech Chair.

Zerryl Becker has worked at College of the Desert since 1991, first as a systems analyst and adjunct then as a full time faculty member in the Computer Information Systems discipline. Zerryl joins the Executive Committee as Chair of Faculty Development.

COMMITTEE UPDATES

Educational Technologies (Christen Smith, Professor, English as a Second Language, Chair) - The Online Education Initiative (OEI) is a state-wide effort to increase student success by increasing access to quality online courses and support services. Over the next year, all online classes will be evaluated using the OEI's rubric and faculty teaching online will complete training. Ed Tech is also looking forward to the opening of the Faculty Innovation Center.

Educational Policies and Practices (Vida Rossi-Dean, Assistant Professor, Reading, Chair) - Ed Policies will finalize the updated Faculty Handbook which will be a living, electronic document. Ed Policies is also developing a best practices template for effective syllabi and working on faculty hiring committee practices. They will be drafting a proposed policy for the rights of administrators to retreat to faculty. We will be consulting with the board on this policy in the fall.

Faculty Development (Zerryl Becker, Associate Professor, Computer Information Systems, Chair) - This group will take the lead on new faculty orientation in the fall. We are starting with last year's successful model and working through any proposed changes with Administration. The fall flex schedule is out and we encourage the board to attend Flex activities. For example, both the outgoing and incoming Chair of Curriculum for the entire state of California will be providing training on the writing and approving of curriculum. This training is certainly of interest to all of us.

Outcomes and Assessments (Bert Bitanga, Associate Professor, Architecture, Chair) - Student Learning Outcomes and their completed assessments will be migrated to an electronic, searchable library. The technology is already in place. We expect the process of entering all previously completed assessments into the database to be completed by fall.

Chair of Outcomes, Bert Bitanga, will be the Faculty co-Chair for Accreditation. Bert is already working on building the teams and framework for the accreditation process. Our accreditation visit will happen in fall of 2017. Standard 4, Leadership, will be of particular interest to the board.

Curriculum (Dr. Carl Farmer, Director of Mesa, Chair) - On March 6, then Senate President Douglas Redman issued a request for a written rationale explaining the board's decision to not rely on the recommendation of the Senate to approve math curriculum modifications from last spring. On June 3, I received the board's response. In your response, you cited a lack of information as your rationale and posed 9 questions that you believed had not been adequately answered. We appreciate your interest in fully understanding the recommended modifications.

As your letter was delivered to me after the end of the school term, I have not yet been able to consult with the full Senate as to next steps. I do respectfully remind the board that the academic Senate's recommendations have primacy in academic and professional matters, of which curriculum is one. And while we have an obligation to seek and

consider input from all stakeholders, the Senate is not bound to adopt, accommodate, or reach consensus on concerns raised by other constituent groups. I also remind you, again respectfully, that your own policy is to rely primarily on the recommendations of the Senate in matters of curriculum except in extraordinary circumstances.

We all want the same thing, to deliver the best possible educational experience to our students. To that end, I look forward to working together to bring this matter to a satisfactory resolution.

Student Equity Plan

Last Spring, all California Community Colleges were required to submit a Student Equity Plan as part of the Student Success Initiative mandates. There is more than a million dollars in College of the Desert funding tied to this plan. Plus student equity is something that we all care about. On May 20, College of the Desert received feedback from the Chancellor on the plan we submitted. We did not receive a passing grade. *Note that NO plan, from any college, was found to be in full compliance.* Time lines were short and state requirements were changed throughout the plan creation period.

Our revised plan is due NOVEMBER 25, 2015. Dr. Nery and I have met and begun to develop action steps for submitting our revised plan on time.

State Senate Leadership Conference

All six full time faculty members of the Senate Executive Committee attended the State Senate Leadership training last weekend in San Jose. Thank you, Dr. Kinnamon, for generously supporting this training with your budget. I also want to recognize Angela Walton for her tireless patience in helping the team with travel. Thank you very much, Angela.

A key take-away from this conference was that the tidal wave of new requirements coming at us from the state is not going to let up. I can now talk about SSI, ADT's, C-ID, the OEI, Triple SSSP, and Equity. On the Horizon is the DWM initiative for CTE. Doing What Matters is a coming from the Chancellor's office and is going to demand we make sweeping changes in our CTE courses and programs. Stay tuned.

I'm not sure how we are going to continue to meet these increasing legislative requirements with our existing resources. Now that the budget is looking up, I would like to urge the district to sit down with the and campus bargaining units to talk about how resources can be allocated in a way that would help us meet ever increasing demands without sacrificing service to our students.

Concluding Remarks

As you know, last year was a challenging year. Several positive steps taken by the administration have begun to turn things in a better direction. There are still a few troubling matters to resolve from last year and I will focus on doing so. Nevertheless, I want the board to know, that since taking office on May 22, the interactions I have had with Dr. Kinnamon, Vice-President Werth, Vice-President Howell, and Dr. Nery, have been characterized by openness, collegiality, and a let's-work-together attitude. Happy Summer.

Attachments:

Letter from Chancellor: Equity plan, May 20, 2015

Feedback on Equity Plan: April, 2015

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET, SUITE 4554
SACRAMENTO, CA 95811-6549
(916) 445-8752
<http://www.cccco.edu>



Via email only

May 20, 2015

TO: Joel Kinnamon, Chief Executive Officer, College of the Desert
Anna Davies, Chief Instructional Officer, College of the Desert
Anna Davies, Chief Student Services Officer, College of the Desert
Lisa Howell, Chief Business Officer, College of the Desert
Anabelle Nery, Student Equity Coordinator, College of the Desert
Douglas Redman, Academic Senate President, College of the Desert

FROM: Denise Noldon, Ph.D.
Vice Chancellor, Student Services and Special Programs (Interim)

SUBJECT: Student Equity Plan Feedback

As you know, colleges were required to submit Student Equity Plans in January, 2015 that contained college research into student groups experiencing achievement gaps, and the goals, activities and expenditures the college planned to address those gaps. On March 18-20, 2015 the Chancellor's Office brought together a panel of thirty college volunteers representing faculty, students, researchers, administrators, and others to read and provide feedback on the plans. Readers were divided into ten teams of three who read between 10-11 plans. Readers discussed each plan and provided joint feedback using a worksheet designed for that purpose. Enclosed, you will find the comments and suggestions readers had for your college plan.

Content of Feedback

Readers were asked to evaluate your plan for compliance with [title 5 regulations](#) and Education Code (Ed. Code) subdivision (d), [Sections 78220-78221](#) (added by the passage of Senate Bill (SB) 860 in June, 2014). Since some of the Ed Code requirements were new and were added on short notice, no college plan fully complied. As a result, all colleges will be asked to submit a new, revised plan in Fall, 2015 which will be covered later in this memo. Based on reader comments, your college plan will need to improve any section below marked with an N (No) or a U (Unclear, Unknown) to be in compliance. Sections marked with a Y (Yes), seem to be in compliance, but may still benefit from changes.

- | | |
|---|---|
| 1) The executive summary addressed all of the required topics. | Y |
| 2) The planning process was collaborative. | U |
| 3) The plan addressed all of the required target populations. | N |
| 4) A disproportionate impact study was conducted for <i>each</i> success indicator. | Y |
| 5) The goals and activities were aligned with the research and target populations. | N |
| 6) The goals were measurable and include baseline data. | N |

- | | |
|--|--------|
| 7) The budget provided detail on how funds would be spent. | Y |
| 8) The plan demonstrated coordination with the Student Success and Support Program. | Y |
| 9) The plan demonstrated coordination with some other categorical programs. | U |
| 10) The plan included an evaluation, and;
the evaluation examines links between the goals, activities and budget. | N
N |

If colleges provided budget detail (not required for this year but preferred) we asked readers to check to see if expenditures were allowable, based on the [Student Equity Expenditure Guidelines](#).

We also asked readers to comment on what colleges did well in the plans, highlighting any innovative practices or approaches. After each team had commented on their assigned plans, we asked them to help us identify colleges that had well-constructed plans that could be used as models for other colleges. If the last item on the worksheet is marked with a “Y”, readers indicated that your college had “one of the best plans yet.” It is clear from the comments that readers were generally impressed with the dedication and creativity colleges showed in attempting to improve equitable outcomes for students. Please see the attached copy of your college Student Equity Feedback Worksheet for detailed reader comments on your plan.

New Plan Template and Revised Plan Due Date

As mentioned above, since SB 860 added new requirements that were not included in the plan template the Chancellor's Office published in March, 2014, colleges will be asked to submit a revised plan that addresses these new requirements. My staff are currently developing a new plan template to help colleges meet these requirements. We expect to email it to related listservs in the next 4-6 weeks. The revised plan will be due on **November 23, 2015**.

Colleges can expect the plan template to include the following changes:

- The new requirements of Ed. Code Sections 78220-78221 related to target populations, required stakeholders and coordination with categorical programs.
- Increased focus on college-wide collaboration – a description of who was involved in the planning process and a list of planning participants.
- A description of the overall college strategy and priorities for improving equity, including the criteria and process used for setting priorities for activities and funding.
- Better alignment of research, goals, activities and expenditures – the plan template will be reorganized so that research, goals, activities, and budget are all a subset of each success indicator: access, course completion, basic skills and English as a Second Language (ESL) completion, degrees and certificates and transfer.
- A separate budget template using [Budget and Accounting Manual](#) definitions which will link expenditures to goals, activities, target populations and related categorical program expenditure sources.
- A statement to be signed by college presidents and chief business officers certifying that student equity funds are being used in accordance with the expenditure guidelines.

Colleges do not need to wait for the new template to begin revisions however; this feedback is intended to guide you as you develop your revised plan.

If you have any questions or concerns, feel free to contact Debra Sheldon via email at dsheldon@cccco.edu or me at dnoldon@cccco.edu.

Student Equity Plan Feedback Worksheet

College Name:

Team ID #

Reader ID #

Executive Summary

1. Was an executive summary provided? Yes No

2. Did the Executive Summary cover these required topics?

Target Groups	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Goals	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Activities	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Resources	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Contact/Coordinator	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

3. Was the planning process collaborative and were all of the necessary stakeholders included?

In this report, it was difficult to determine which stakeholders were involved in the process of writing the report, identifying needs, and planning activities. There is no discussion of who was involved in the development of the report and which stakeholders were afforded the opportunity to provide feedback or suggest activities. That being said, given the activities listed, it is clear that there is a good level of collaboration at the college and a commitment to address the needs of disproportionately impacted student groups. The report would be substantially improved by highlighting these connections.

4. What was done well in the executive summary? What should be improved in the future?

The executive summary did a good job of outlining the basic timeline for the development of the equity report. It also highlighted target groups that were identified as having disproportionate impact.

Campus-Based Research

5. Were all of the required target populations addressed in the research?

Males	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Females	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Am. Indians or Alaskan natives	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Asian	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Black or African American	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Hispanic or Latino	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Native Hawaiian or Pacific Islander	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Whites	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Some other race	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
More than one race	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Current or former foster youth	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Students with disabilities	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Low income students	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Veterans	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

6. Did the college address any other optional populations? If so, which ones? (Age groups, LGBT, etc.)

The college collected data on various age groups.

7. A disproportionate impact study compares of the performance of each target population to that of a reference group, *and* provides clear, data-driven *conclusions* about affected populations. Did the college conduct a disproportionate impact study for each indicator?

Yes No

8. Which target populations showed a disproportionate impact, and/or were indicated as experiencing an achievement gap and/or needing extra help?

Indicators	Populations
<i>Access</i>	The college is still researching and collecting data in this area.
<i>Course Completion</i>	None.
<i>ESL and Basic Skills Completion</i>	ESL: Ages 30-34, 35-39, 40-49. Basic Skills English by Ethnicity: American Indian/Alaska Native, Black or African American. Basic Skills English by Age: 25-29, 30-34, 35-39, 50+. Basic Skills Math by Ethnicity: American Indian/Alaska Native, Black or African American, Native Hawaiian or Other Pacific. Basic Skills Math by Age: 40-49, 50+
<i>Degree & Cert Completion</i>	Females, Degree Completion by Ethnicity: American Indian/Alaska Native (cohort was 2), Native Hawaiian or Other Pacific (cohort was 1). Students with disabilities
<i>Transfer</i>	Transfer rate by Ethnicity: Black or African American, Native Hawaiian or Other Pacific, "Unknown". Transfer rate by Age: 25-29,30-34, 35-39, 40-49

9. What problems did the college describe in conducting the research, if any?

No problems were identified or listed. However, cohort sizes for many groups were extremely small. This made it difficult to draw strong conclusions from some data elements.

10. What was done well in the Research section? What should be improved in the future?

The data was broken down well into easy to read charts. All of the identified equity groups were addressed and researched. Some cohorts were small and it makes it difficult to identify appropriate responses to the needs of these student groups. The data was presented without a substantial narrative explaining the conclusions the institution drew from the data. A stronger narrative would strengthen the rationale for planned activities to address these needs. The college also needs to develop a methodology to measure Access issues and plan activities around the results of this data.

Goals and Activities

Access

11. Did the college set goals and plan activities to improve access?

Yes No

12. Do the goals and activities for *access* address the target populations identified in the research?

The college is in the early stages of identifying potential areas of disproportionate impact as they relate to Access. The activities, therefore, are important because there is a heavy focus on developing these research methods and collecting the necessary data to develop meaningful interventions.

13. Are the goals and activities appropriate, achievable and have a reasonable chance of improving *access* for targeted groups?

The college needs to develop specific plans/activities to address Access issues. Before planning these activities, the college needs to collect data on disproportionate Access issues.

14. What was done well in the plan to improve *access*? What should be improved in the future?

The plan includes a number of outreach programs and research opportunities. These are both essential to help the college measure and address potential Access issues. This part of the report could be improved by including timelines for completion and information on the leads for these efforts.

Course Completion (*Retention*)

15. Did the college set goals & plan activities to improve course completion? Yes No

16. Do the goals and activities for *course completion* address the target populations identified in their research?

Yes.

17. Are the goals and activities appropriate, achievable and have a reasonable chance of improving *course completion* for targeted groups?

Yes.

18. What was done well in the plan to improve *course completion*? What should be improved in the future?

The initial data demonstrated that there was not a disproportionate impact in course completion for any group. The activities listed are meant to address the needs of all college students. Some examples of strong activities include: increasing supplemental instruction, developing a student/faculty mentorship program, and expanding the early alert system. This area could be improved by providing timelines for completion of these activities and identifying intended outcomes for these activities.

19. Did the college set goals and plan activities to improve ESL and basic skills completion? Yes No

20. Do the goals and activities for *ESL and basic skills completion* address the target populations identified in the research?

Yes.

21. Are the goals and activities appropriate, achievable and have a reasonable chance of improving *ESL and basic skills completion* for targeted groups?

The activities seem appropriate but the college has not identified intended outcomes/targets for these activities.

22. What was done well in the plan to improve *ESL and basic skills completion*? What should be improved in the future?

The exploration of different assessment models could be key if the current assessment model used by the college is not a strong indicator of student preparedness for a certain course level. The plan could be improved by identifying specific targets the college would like to reach and identifying specific individuals/departments that will lead these efforts.

Degree and Certificate Completion

23. Did the college set goals and plan activities to improve degree and certificate completion? Yes No
24. Do the goals and activities for *degrees and certificate completion* address the target populations identified in the research as experiencing a disproportionate impact?
25. Are the goals and activities appropriate, achievable and have a reasonable chance of improving *degrees and certificate completion* for targeted groups?
26. What was done well in the plan to improve *degrees and certificate completion*? What should be improved in the future?

Transfer

27. Did the college set goals and plan activities to transfer? Yes No
28. Do the goals and activities for *transfer* address the target populations identified in the research as experiencing a disproportionate impact?
29. What was done well in the plan to improve *transfer*? What should be improved in the future?

Budget

30. Does the budget section contain a list of funding sources for activities outlined in the plan? Yes No
31. Did the college provide any detail on how they plan to spend their student equity funds? Yes No
32. What was done well in the budget section? What should be improved in the future?

be divided up to meet the needs of all the planned activities.

Coordination with Other Programs

33. Does the plan show evidence of coordination with the Student Success and Support Program (SSSP)? Yes No

34. Does the plan show evidence of coordination with any other programs? If yes, which ones?

Yes. The activities identified in the plan would need to include the participation of stakeholders across the college. These include: faculty (instruction), counseling, and special programs. The report could be improved by highlighting these connections.

35. What was done well to coordinate with other programs or initiatives? What should be improved in the future?

Planned activities would clearly need the collaboration of many departments/stakeholders at the college. The report could be improved by identifying what the specific roles of these stakeholders would be and providing a timeline for these initiatives.

Evaluation Schedule and Process

36. Did the college describe the evaluation process and provide an evaluation schedule? Yes No

37. The instructions in the student equity plan template state that the evaluation should link the goals, activities and budget sections? Was this link evident?

Yes. The budget was clearly linked to the activities listed in the report.

38. What was done well in the plan to evaluate student equity implementation at the college? What should be improved in the future?

The plan did a solid job of gathering the appropriate research. The college has identified a number of areas where they realize more data is needed in order to develop meaningful activities. The activities already listed seem like they will address some of the needs of students who are disproportionately impacted. The plan could be greatly improved by providing: specific timelines and target goals for the activities, identifying leads for these activities, highlighting the connections between various stakeholders, and providing a stronger narrative to explain the data collected by the college and the methodology it used to develop its planned activities.

Other Comments?

This plan was one of the best I have read and should be used as a model for other colleges! (Please mark with an x if you agree with this statement.) Yes