



Agenda

Desert Community College District Board of Trustees
43-500 Monterey Ave., Palm Desert, CA 92260

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: THURSDAY, JULY 16, 2015
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the President as soon in advance of the Board meeting as possible.

For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, www.collegeofthedesert.edu. This is a non-interactive format allowing viewers to hear the discussion and view the Board of Trustees during the meeting. Archived video of some prior meetings is also available. The minutes of the meetings of the Board of Trustees are the official record of the actions of the Board.

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

II. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a 2/3 vote of the Board, or (if less than 2/3 of the members are present, a unanimous vote of those present), that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified.

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of July 16, 2015 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 a.m. to 10:30 a.m. and 12:00 p.m. to 1:30 p.m. and/or following the open session if additional time is needed.

Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

- 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: 4

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, 663 290 003

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**

(Government Code Section 54957)

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

o Superintendent/President

IV. **OPEN SESSION** (10:45 a.m.)

Closed session report (if any)

VI. **PUBLIC UPDATES**

VII. **PUBLIC COMMENTS:** PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE "REQUEST TO ADDRESS THE BOARD" FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD.

VIII. **INTRODUCTION OF NEW FULL-TIME STAFF**

IX. **APPROVE THE MINUTES OF:**

Regular meeting of June 18, 2015 ([Details on COD Website](#))

X. **REPORTS**

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. ACADEMIC SENATE
- D. C.O.D.F.A.
- E. C.O.D.A.A.
- F. C.S.E.A.
- G. GOVERNING BOARD

H. SUPERINTENDENT/PRESIDENT

- 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. Personnel Items
2. Initial Proposal from DCCD to CSEA – Second Reading
3. Initial Proposal from CSEA to DCCD – Second Reading
4. Initial Proposal from DCCD to CODAA – Second Reading
5. Initial Proposal from DCCD to CTA – Second Reading
6. Initial Proposal from CTA to DCCD – Second Reading
7. New Job Description: Director, TRiO Programs
8. MOU between CSEA & DCCD re: IEP Senior Specialist Job Description

B. **ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #12
5. Out-of-State Travel
6. Amendment to a Contract – Measure B Bond Project
7. Budget Transfers

XII. **ACTION AGENDA**

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

B. **BOARD OF TRUSTEES**

1. 2016 Board Meeting Dates, 2nd Reading
2. Approval of Nomination for Emeritus Status

C. **ADMINISTRATIVE SERVICES**

1. 2017-2021 Five-Year Construction Plan
2. Resolution #071615-1 Authorized Signatures
3. Certification of Signatures
4. Resolution #071615-2 Establish Operating Reserve
5. Resolution #071615-3 Adoption of Education Protection Account Funding and Expenditures

6. Resolution #071615-4 Budget Revisions, Adjustments and Transfers

D. STUDENT SUCCESS AND STUDENT LEARNING

1. Approval of the 2015-16 College of the Desert Catalog

E. INFORMATION

1. Board Policy 2725 – Board Member Compensation
2. Fall 2015 Flex Schedule

XIII. STUDY SESSION

1. Agenda Item Request from April 2015 Board meeting:
 - Realignment Update – President Kinnamon
2. COD Foundation Updates – Jim Hummer, Executive Director

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONT'D)

XVI. ADJOURN



**COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
43500 MONTEREY AVE
PALM DESERT, CA 92260
THURSDAY, JULY 16, 2015
9:30 am**

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

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

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

Parliamentarian – Carlos Maldonado
Recorder – Angela Walton & Lee Ann Weaver

II. BOARD MEETING AGENDA

Confirmation of Agenda: Approve the agenda of the regular meeting of July 16, 2015 with any additions, corrections, or deletions.

President Kinnamon presented a corrected version of Human Resources Consent Item #9, MOU between CSEA & DCCD regarding International Education Program Senior Specialist Job Description. Under the recommendation, the corrected item reads: “Board of Trustees approves the MOU and approves the job description as presented pending ratification by CSEA”.

There were no more changes to the agenda, and the agenda stands 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. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**
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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: In closed session, a motion was made by Trustee O'Neill, seconded by Trustee Broughton to authorize the appointment of President Kinnamon or his designee as the College of the Desert representative on the AB 86 Desert Regional Consortium effective July 16, 2015. The motion carried unanimously with 5 members voting in favor, 0 members voting against, no abstentions.

V. PUBLIC UPDATES

Dr. Kinnamon announced that on January 28, 2016 COD will be hosting a state college event where the college community and community at large will be invited to celebrate accomplishments of COD. This event will also provide an opportunity to introduce student ambassadors to the community and provide campus tours. This event will occur during Flex.

President Kinnamon also discussed concurrent enrollment, commenting that COD continues to work with its K-12 partners, and concurrent enrollment is planned for Desert Hot Springs School, Palms Springs High School, Cathedral City High School, Palm Desert High School, and Coachella Valley High School. Dr. Kinnamon reported that enrollment projections are strong and that COD has been working on an aggressive enrollment strategy. An enrollment management team comprised of several faculty members and administration staff are scheduled to attend and Enrollment Management conference in August.

President Kinnamon reported that COD is expanding its ESL offerings, stating that six levels of non-credit courses are being offered at Desert Hot Springs, six levels of noncredit courses at Mecca/Thermal campus, six levels of non-credit courses at Cathedral City High School; Cathedral City will be providing three classrooms exclusively for COD at no charge this purpose. Three application workshops will be held at Cathedral City High School, Desert Hot Springs High School, and Mecca/Thermal on August 10, 11, and 12. Special assessment testing and registration will be held for these courses and will take place at Palm Springs Unified School District, Cathedral City High School, Desert Hot Springs High School, and COD. Palm Springs Unified is also supplying a bus to transport students to the campus for these assessments. On August 20, AB 86 is providing funding for a bus to provide transportation to the Indio campus

for these assessments as well. Dr. Kinnamon commended the staff of their work with COD's K-12 partners.

President Kinnamon also reported that the Summer Robotics Camp in Mecca had 19 students, and they were provided training in clinical/medical assistance and pharmacy tech.

VI. PUBLIC COMMENTS

No public comments.

VII. INTRODUCTION OF NEW FULL-TIME STAFF – No new employees were introduced.

VIII. APPROVE THE MINUTES OF:

Regular meeting of June 18, 2015 – there were no changes or corrections to the minutes, and they stand approved.

Trustee Sanchez-Fulton reported at this time that her absence at the June meeting was due to her attendance at the National Association of Latino Elected and Appointed Officials Conference in Las Vegas on June 16 -18, 2015. Chair Stefan commented that the policy referring to proper procedures for Board absences will be reviewed later in the agenda.

IX. REPORTS

- A. **ASCOD (Associated Students of College of the Desert)** – No report.
- B. **College of the Desert Foundation** – Peter Sturgeon and Jan Hawkins were present and gave a brief report.
- C. **Academic Senate** – Dr. Kelly Hall was unavailable but submitted a written report to the Board of Trustees.
- D. **C.O.D.F.A. (College of the Desert Faculty Association)** – No report.
- E. **C.O.D.A.A. (College of the Desert Adjunct Association)** – No report.
- F. **C.S.E.A. (California School Employees Association)** – Lauro Jimenez was present and provided a brief report.

G. GOVERNING BOARD

Student Trustee Escobar – Student Trustee Escobar reported on her internship with Planned Parenthood, commenting that her community project was to create a town hall meeting for a Latino leadership academy that has been advocating for the implementation

sex education at Coachella Valley High School. She also attended the Building Healthy Communities meeting in Indio, as well as a media workshop event where local media representatives provided a panel discussion on their services. Student Trustee Escobar provided a copy of a paper titled “Unincorporated Coachella”, a bilingual newspaper written by students in the east valley.

Trustee O’Neill – Trustee O’Neill complimented Zerryl Becker, chair of the Faculty Development Committee for her work on the Flex schedule and how impressive the schedule appears. Trustee O’Neill wished Parliamentarian Carlos Maldonado Happy Birthday.

Trustee Broughton – Trustee Broughton commented on her readings on community colleges moving into four-year campuses and how much she appreciates the vast information that is available on this subject. Trustee Broughton reported that she looked through the fall schedule, and believes the students will find it user-friendly. She reported that she is pleased to see the lab at the Mecca/Thermal campus is moving along on schedule, and commented that she is looking forward to seeing how this opportunity will affect and benefit the students in that area.

Trustee Sanchez-Fulton – Trustee Sanchez-Fulton commended the president of the UC system, reporting that 30% of students entering the UC system are transfer students, and 90% come from California community colleges. She reported on several workshops she participated in at the National Association of Latino Elected and Appointed Officials Conference in Las Vegas, as well as reported that she attended the recent opening of the detention center in Indio. Trustee Sanchez-Fulton also attended the ASCOD Inaugural luncheon, and congratulated the incoming officers, as well as the new student trustee, and recognized Carlos Maldonado for all of his hard work with ASCOD. Trustee Sanchez-Fulton encouraged everyone to attend and support COD sports teams, and reported that she met with an athletic director in Desert Hot Springs recently and discussed COD assisting in helping to build local athletes at the area schools. Trustee Sanchez-Fulton commented that AB 770, a bill that addresses student success, cleared the Senate Higher Education Committee, and requested a study session at a future meeting. Trustee Sanchez-Fulton thanked the Flex team for putting together an impressive schedule and looks forward to attending, and invited interested members to submit articles to her district’s newsletter. Trustee Sanchez-Fulton commended Dr. Kinnamon and staff for great class offerings in ESL in Desert Hot Springs.

Trustee Wilson – Trustee Wilson reported on the Community College League of California certificate program titled “Excellence in Trusteeship Program”, that she was assigned at the last Board meeting. Trustee Wilson provided a brief presentation as well as handouts for the trustees. Trustee Wilson described the benefits of participating in this program, stating that it keeps trustees apprised of changes in the community college arena, as well as prepares them for accreditation should the trustees ever desire to serve on an accreditation team. There is a registration fee of \$150 per participant for the program, and has a total of twelve units addressing the competency areas of accreditation, student success, governance, fiscal responsibility, board evaluation, ethics training, and

Brown Act training. Participants are allowed up to 24 months to complete the program. Credits may be earning by attending conferences (including ACCT conferences), utilizing online training, or attending Board retreats. The upcoming ACCT Annual Conference in San Diego may also be used toward credits. Recertification is available, but not required.

Trustee Wilson reported that she attended the ASCOD Inauguration on June 30, as well as the Open Mic event at the Marks Art Gallery on July 8.

Trustee Stefan – Chair Stefan encouraged the trustees to participate in the Excellence in Trusteeship Program as it benefits the Board members individually as well as COD and the community and shows that the trustees are engaged in continually educating themselves.

Chair Stefan addressed the issue of Board policy and trustee absences, stating that at the June meeting, one of the trustees was absent and the proper procedure of reporting absences will be discussed later in the meeting under Information Items. Chair Stefan stated that as trustees who are paid for attending meetings, it will be important to follow proper procedure as well as for trustees to inform the Chair and Board clerk in writing of the absence in advance, if possible. She also requested that if a trustee has a scheduled meeting with a member of administrative staff that they cannot attend, to please inform the staff member.

Chair Stefan also commented that she is concerned that the trustees do not review its policies as a group, and recommended that the trustees review the policies at a future meeting. Trustee O’Neill reminded the trustees that they have been provided policy binders for their personal review.

Chair Stefan informed the staff and audience that the trustees attempt to attend as many events as possible to support the college, although they may not always be visible, particularly during the summer months when people tend to travel. She thanked everyone in the college for their hard work in supporting the students.

H. SUPERINTENDENT/PRESIDENT

Dr. Kinnamon congratulated Douglas Redman on his new position of Interim Dean of Applied Sciences and Business, and announced that the new faculty orientation will be occurring in the fall and he is looking forward to it, as well as attending the Flex activities coming up.

Dr. Kinnamon reported on annual program review updates, stating the VP Lisa Howell will be providing an overview of the updates. President Kinnamon commended Dr. Kelly Hall for her involvement since becoming Academic Senate President.

Diane Wirth, Interim VP of, Human Resources provided a written human resources report that discussed hiring, negotiations and leadership. VP Wirth reported that COD

has experienced a growth 240% increase in hiring, and a 280% increase in applications since 2013. In 2013, 53 new employees were hired, and 2288 applications were received. This year, VP Wirth reported that 219 employees were hired, and human resources reviewed 8,192 applications.

Negotiations are reopening with CSEA, CTA and CODAA, and VP Wirth provided brief updates on each. Training for leadership will begin in August, and VP Wirth described types of training that they hope to utilize.

VP Lisa Howell, Administrative Services, provided a written report that discussed the following:

- FTES Liability Settlement – the settlement has been finalized and reduced from \$4,375,843 to \$3,452,537. The liability will be paid with an annual reduction to COD’s annual apportionment of \$1,150,846 over three years beginning 2014-2015. VP Howell also announced that the re-benching (growth) matter has also been settled in the amount of \$951,000 beginning 2015-2016.
- Program Review Updates – Current year revenue projected is \$1,048,079 is available for instructional equipment. The total requests for equipment from the program review updates is \$508,727. Dr. Annebelle Nery, Executive Dean, Institutional Effectiveness, Educational Services and Planning, described how the requests are ranked.
- District Maps – VP Howell informed the Board that the interactive trustee area maps have been revised, and provided copies as well as a demonstration of how the maps will work on the COD website.
- Signage – the Way Finding project, Phase Three, included two new signs, and VP Howell provided pictures of those signs. They are working with the City of Palm Desert to correct an issue regarding placement of the signs.
- Water Conservation – Staff have been working with area agencies to ensure compliance with water restriction guidelines, and will be collaborating with other educational agencies on this issue.
- Technology Refresh – Sheri Willis, Executive Director of Educational Technology, will be providing a Technology Master Plan to the College Planning Council in September. A presentation on this plan was provided to Executive Cabinet.

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

A. HUMAN RESOURCES

1. Personnel Items
2. Initial Proposal from DCCD to CSEA – Second Reading
3. Initial Proposal from CSEA to DCCD – Second Reading
4. Initial Proposal from DCCD to CODAA – Second Reading

5. Initial Proposal from DCCD to CTA – Second Reading
6. Initial Proposal from CTA to DCCD – Second Reading
7. New Job Description: Director, TRiO Programs
8. New Job Description: Director, Disabled Students Programs and Services (DSPS)
9. MOU between CSEA & DCCD re: IEP Senior Specialist Job Description

B. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #12
5. Out-of-State Travel
6. Amendment to a Contract – Measure B Bond Project
7. Budget Transfers

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

Discussion: Chair Stefan addressed the new human resources format, and thanked VP Wirth and her staff for the new format. Chair Stefan also reminded the trustees of the change on Human Resources Consent Item #9, MOU between CSEA & DCCD regarding the International Education Program Senior Specialist Job Description. Under the recommendation, the corrected item reads: “Board of Trustees approves the MOU and approves the job description as presented pending ratification by CSEA”.

Vote:

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

The motion carried unanimously.

XI. ACTION AGENDA

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

None.

B. BOARD OF TRUSTEES

1. **2016 Board Meeting Dates – 2nd Reading**

Motion: Trustee O’Neill made the motion to approve, and Trustee Sanchez-Fulton seconded the 2nd reading of the 2016 Board Meeting Dates.

Discussion: Chair Stefan announced that the State of the College event will be held on January 28, and the CCLC Effective Trustee and Board Chair Workshop will be held in Sacramento on January 29 – 31.

Vote:

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Mary Jane Sanchez-Fulton, Student Trustee Escobar

No: None

Absent: None

Abstain: None

Motion carried unanimously; accepted as the second and final reading of the meeting calendar.

2. Approval of Nomination for Emeritus Status

Motion: Trustee Broughton made the motion to approve the nomination of Emeritus Status for Wayne Boyer, and Trustee O’Neill seconded.

Discussion: President Kinnamon reported that several nominations have come forward for Wayne Boyer, and that the Academic Senate provides the nominations for faculty emeritus approvals, but COD policy allows for the college President to make recommendations for emeritus status for non-faculty staff members. President Kinnamon stated that he concurs with the nomination of Wayne Boyer and recommends approval.

Vote:

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Mary Jane Sanchez-Fulton, Student Trustee Escobar

No: None

Absent: None

Abstain: None

Motion carried unanimously.

C. ADMINISTRATIVE SERVICES

1. 2017-2021 Five-Year Construction Plan

Motion: Trustee Sanchez-Fulton made the motion to approve the 2017-2021 Five-Year Construction Plan, and Trustee O’Neill seconded.

Discussion: VP Howell provided a brief background of the required plan that requires submission to the Chancellor’s Office on an annual basis. VP Howell commented that the plan has been revised, but there were no additional items added to the report.

Vote:

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Mary Jane Sanchez-Fulton, Student Trustee Escobar

No: None

Absent: None

Abstain: None

Motion carried unanimously.

2. Resolution #071615-1 Authorized Signatures

Motion: Trustee O’Neill made the motion to approve Resolution #071516-1, Authorized Signatures, and Trustee Sanchez-Fulton seconded.

Discussion: Trustee Wilson inquired if there was a term for these signatures. President Kinnamon reported that the form changes when there is a change in the persons required to sign the resolution, and when that occurs, a revised resolution will come back to the Board for approval. Trustee Wilson also inquired if there is an order in priority of signatures. VP Howell stated that there is no order in priority, but there is in signing authority, stating that no one may sign over their authority to another signer.

Roll Call Vote: President Kinnamon conducted the roll call vote:

Becky Broughton – Aye

Michael O’Neill – Aye

Aurora Wilson – Aye

Bonnie Stefan – Aye

Mary Jane Sanchez-Fulton – Aye

Student Trustee Escobar (advisory vote) – Aye

Motion carried unanimously, vote is 5 – 0 in favor, none opposed.

3. Certification of Signatures

Motion: Trustee O’Neill made the motion to approve the Certification of Signatures, and Trustee Sanchez-Fulton seconded.

Discussion: Trustee O’Neill inquired of the form for signature, and Chair Stefan stated it would be provided during the meeting.

Vote:

Yes: Becky Broughton, Michael O’Neill, Aurora Wilson, Bonnie Stefan, Mary Jane Sanchez-Fulton, Student Trustee Escobar

No: None
Absent: None
Abstain: None

Motion carried unanimously.

4. Resolution #071615-2 Establish Operating Reserve

Motion: Trustee Broughton made the motion to approve the resolution, and Trustee O’Neill seconded.

Discussion: Trustee Sanchez-Fulton inquired of the purpose of the reserve of \$80,000. VP Howell stated that the \$80,000 will be set aside and will not be available for delegation of expenditures. VP Howell explained that this resolution provides setting aside a reserve from the New Market Tax Credit that will be utilized for operational and administrative expenses of the Desert College Financing Corporation over the next seven years. Trustee Wilson reported that she recently expressed concern of the terms of officers and would be interested in revisiting the terms of the Desert College Financing Corporation. President Kinnamon commented that the terms of seven years for officers are established by the program itself, yet there is recognition that it not likely that it will exist for seven years due the small funding amount. VP Howell commented that the organization is only required to meet once per year, and the duties of the corporation and its members has been completed. Expenditures of the corporation will be reviewed with COD Board of Trustees. President Kinnamon requested that VP Howell reviews the bylaws to determine if they allow for rotating of officers.

Roll Call Vote: President Kinnamon conducted the roll call vote:

Becky Broughton – Aye
Michael O’Neill – Aye
Aurora Wilson – Aye
Bonnie Stefan – Aye
Mary Jane Sanchez-Fulton – Aye
Student Trustee Escobar (advisory vote) – Aye

Motion carried unanimously, vote is 5 – 0 in favor, none opposed.

CLOSED SESSION (CONT’D)

PERSONNEL

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

XII. OPEN SESSION

Closed Session Report: In closed session, Trustee Stefan reported that a motion was made by Trustee O'Neill, seconded by Trustee Broughton to authorize President Kinnamon to enter into an employment agreement to appoint Jessica Enders as Director of Education Centers, effective August 3, 2015. The motion carried unanimously with 5 members voting in favor, 0 members voting against, no abstentions.

At this time, Chair Stefan asked the Board's permission to introduce a new COD employee, Tenure Track English Instructor Dr. Brian Fotinakas. President Kinnamon introduced Dr. Fotinakas to the Board of Trustees, and Dr. Fotinakas provided a brief background on his education and work experience. The Board of Trustees welcomed Dr. Fotinakas to the COD community.

5. Resolution #071615-3 Adoption of Education Protection Account Funding and Expenditures

Motion: Trustee O'Neill made the motion to approve Resolution #071615-3, Adoption of Education Protection Account Funding and Expenditures, and Trustee Wilson seconded.

Discussion: VP Howell explained that this is an annual resolution related to Proposition 30 that was passed in 2012. Taxes are collected from the government each year from this measure and are put into a special restricted account for education protection.

Roll Call Vote: President Kinnamon conducted the roll call vote:

Becky Broughton – Aye
Michael O'Neill – Aye
Aurora Wilson – Aye
Bonnie Stefan – Aye
Mary Jane Sanchez-Fulton – Aye
Student Trustee Escobar (advisory vote) – Aye

Motion carried unanimously, vote is 5 – 0 in favor, none opposed.

6. Resolution #071615-4 Budget Revisions, Adjustments and Transfers

Motion: Trustee Sanchez-Fulton made the motion to approve Resolution #071615-4 Budget Revisions, Adjustments and Transfers, and Trustee Broughton seconded.

Discussion: VP Howell explained that this is an annual resolution allowing COD to adjust its budget as information is received that could impact the budget. The information is provided to the Board of Trustees on a monthly basis, or as needed for approval.

Roll Call Vote: President Kinnamon conducted the roll call vote:

- Becky Broughton – Aye**
- Michael O’Neill – Aye**
- Aurora Wilson – Aye**
- Bonnie Stefan – Aye**
- Mary Jane Sanchez-Fulton – Aye**
- Student Trustee Escobar (advisory vote) – Aye**

Motion carried unanimously, vote is 5 – 0 in favor, none opposed.

D. STUDENT SUCCESS AND STUDENT LEARNING

1. Approval of the 2015-16 College of the Desert Catalog

Motion: Trustee Sanchez-Fulton made the motion to approve the 2015-16 College of the Desert Catalog, and Trustee O’Neill seconded.

Discussion: Trustee Sanchez-Fulton expressed a concern that the catalog does not appear to include courses for Desert Hot Springs and West Valley, and inquired if an addendum would be provided. President Kinnamon stated that additions were provided after it went to print and the schedule will be reviewed. Trustee Wilson expressed concern that by the time the trustees were able to provide their input, the catalog had already gone to print, and was concerned that adequate time was not given to provide input. President Kinnamon reported they will try to provide more time and Chair Stefan commented that any recommendations or input for the catalog may be sent to Angela Walton for future catalog printings.

Vote:

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

Motion carried unanimously.

E. INFORMATION

- 1. Board Policy 2725 – Board Member Compensation** – Chair Stefan briefly reviewed this policy with the trustees. Chair Stefan stated that a trustee was absent at the June meeting and the recommended procedures for reporting their absence was not followed. Chair Stefan stated that it will be important for the Board to know if a trustee is participating in another event or conference on behalf of the Board or behalf of COD. When a trustee is absent, this will need to be reflected in the minutes and properly documented. Rationale for the trustee’s absence will need to be documented in

the minutes, and Chair Stefan stated that once the rationale is received, it will be included in the minutes. Trustee Wilson and Trustee O'Neill reported they have been charged with reviewing the policies, and that this policy is due for review in January 2016.

2. **Fall 2015 Flex Schedule** – The schedule was provided to the Board of Trustees and they are invited to attend.

XIII. STUDY SESSION

1. **Foundation Update** – Jim Hummer, Foundation President, provided updates on the Foundation for the past year. Mr. Hummer discussed in detail the seven goals for the Foundation that they will continue to work toward during the next year:
 - a. Conduct an annual campaign
 - b. Increase membership in President's Circle and Academic Angels
 - c. Expand community outreach programs by providing campus tours as well as giving presentations to community groups
 - d. Expand the Planned Giving Program to external audiences
 - e. Develop and implement a building naming strategy
 - f. Develop and implement a stewardship program
 - g. Focus on messaging and marketing on the YOU CAN campaign by utilizing the Desert Sun, potential television collaboration and social media development

Mr. Hummer shared the brochure for the YOU CAN Campaign, and described the idea behind the campaign, which is designed in part to increase donor donations to support COD students. The three priority areas are:

- Address financial barriers to success by providing scholarships, textbooks, affordable child care for students who are also parents, technology and transportation
- Enhancing academic skills and performance by expanding the summer Boot Camp (EDGE) Programs, providing tutors and mentors at the Academic Skills Center, and increasing high school outreach
- Jobs and work experience with a One Stop Job Center, internships and on-campus jobs.

Mr. Hummer informed the Board of upcoming events, including the Barry Manilow event in December 2015 and the Human Nature event occurring in March 2016. Mr. Hummer explained how the Foundation calendar is developed, and commented that they have been working with college staff to consolidate the college calendar and the Foundation's calendar.

Mr. Hummer informed the trustees that the Foundation did not realize their annual budget for 2014-2015, and is concerned about declining revenue. Mr. Hummer discussed the process of meeting financial requests from the Foundation, reporting that it goes through Administrative Services prior to being approved by the

Foundation. The trustees commended Mr. Hummer and the Foundation for their work in supporting the students of COD.

2. **Realignment Update** – Chair Stefan requested postponing this request until the September meeting. Dr. Kinnamon informed the Board that he would like to begin discussions with faculty once they return to campus for the fall semester and include this information with his presentation. Dr. Kinnamon offered to electronically send his presentation to the Board members prior to the presentation.

Future Agenda Items – Chair Bonnie Stefan reported that a tour of the campus is being planned for the Board of Trustees before the August Board meeting. The campus tour will take one hour, and will include tours of some of the buildings. Trustee O’Neill requested an update on the Sunnylands project to see if any COD students are participating. Trustee Sanchez-Fulton requested a future study session on AB 86, AB 770, as well as an update on Desert Hot Springs.

XIV. ADJOURN

There were no objections to adjourning the meeting. Meeting adjourned at 2:55 pm.

A handwritten signature in cursive script that reads "Aurora Wilson". The signature is written in black ink and is positioned above a horizontal line.

By: Aurora Wilson, Clerk

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/16/2015
ITEM #: 9**

AREA: Human Resources

<input checked="" type="checkbox"/> CONSENT <input type="checkbox"/> ACTION <input type="checkbox"/> INFORMATION

**TITLE: APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU)
BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 407**

BACKGROUND:

On June 8, 2015 a Memorandum of Understanding was reached between Desert Community College District and California School Employees Association per the attached job description:

- International Education Program Senior Specialist

*[Details on COD Website](#)

FISCAL IMPLICATION:

This position will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the MOU as presented, pending ratification by CSEA.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 7/6/2015 Chair & Vice Chair Review: 7/8/2015
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Report to the Board of Trustees
Desert Community College District

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

July 16, 2015

Tutoring and Academic Skills Center (TASC) – On June 18, I reported that the Senate and administration had reached an agreement regarding proposed changes to the TASC. I reported that Dr. Nery and I had met on June 17, 2015 and agreed that since the TASC operations are directly related to student success and preparedness, a matter of Senate purview, no changes would be decided upon nor implemented at the TASC until the full Senate can take up the matter in the fall.

Since that report, I have asked Karen Tabor, Professor of Mathematics, and Rick Rawnsley, Associate Professor of English, to co-chair, along with Dr. Nery, a task force that will consult with all stakeholder groups and develop recommendations for the Senate to consider as to how the TASC can most effectively further our college's mission going forward. Professors Tabor and Rawnsley have agreed to take on this task which is not a small one and I appreciate their dedication and willingness to serve. I look forward to the full Senate confirming them as task force co-chairs at our first fall meeting.

On June 29, 2015, Professor Tabor met with Dr. Kinnamon, Dr. Nery and Diane Wirth in an effort to clarify and confirm the understanding between the administration and faculty as regards the TASC. The meeting was productive and attendees left with the feeling that we are all on the same page regarding this matter.

I'm happy to report this positive milestone but it wasn't achieved without a great deal of unnecessary frustration. This situation serves to remind us that even though collegial

consultation is time consuming, it is always most efficient *before* actions are undertaken rather than after.

Faculty Development – The Flex schedule has been released. We have included a "focused" day with keynote speakers from the State Academic Senate; we encourage trustees to attend Flex events as you are able. The event is not only informational, but it is a wonderful opportunity for you to interact with faculty and staff in an informal setting. We have also initiated a new "Faculty 101" track on Wednesday where new full time faculty and new adjunct faculty will learn the ropes. These sessions will be taped and will be available for additional training during the semester. The Flex faculty contract has been modified to better meet state accountability needs; the new format has been approved by Dr. Nery; is waiting for approval from John Ramont; and will hopefully be in place for fall semester.

The Faculty Development Committee is working with college administration to develop a more holistic approach to faculty development and its various funding sources. Professor Zerryl Becker, Chair of Faculty Development, has been working with Dr. Nery to include BSI, Equity, and SSSP funding in the Faculty Development process/request form, which will now be automated and standardized across all funding sources. Dr. Nery will retain final approval rights on the grant funds.

ASCOD inauguration – The Academic Senate welcomes the new ASCOD officers. Professors Christen Smith and Zerryl Becker from the Senate Executive Committee, along with Senate Secretary Cheryl Contopulos, attended the ASCOD inauguration on June 30, 2015 to welcome these student leaders on behalf of the Academic Senate.

Interim Dean – Applied Science and Business - On July 1, 2015, Dr. Kinnamon announced the appointment of Douglas Redman to the position of Interim Dean, Applied Science and Business. As the Academic Senate President, I appreciate that Dr. Kinnamon established a selection committee that included 2 faculty members to make a recommendation on this matter. He

could have made a unilateral decision regarding the appointment but he elected to allow the broader campus community to weigh in, thank you, Dr. Kinnamon. Speaking as a faculty member in the school of Applied Science and Business, I am delighted that Douglas was selected and I look forward to working with him in his new position.

Student Scorecard - As you know, the California Community Colleges Board of Governors has established a performance measurement system that tracks student success at all 112 community colleges. The data available in this scorecard tell how well colleges are doing in remedial instruction, job training programs, retention of students, graduation, and completion rates.

The chancellor's office has assembled an advisory group that will review the 2015 Scorecard, which was released in March, and discuss changes to the 2016 Scorecard due to be published next year. I will be one of 4 faculty members representing the Academic Senate in Sacramento on this advisory group which meets in the fall and will update you on this effort in the coming months.

Respectfully Submitted,

Kelly Hall, MBA, PhD, CPA
Associate Professor, Business
Academic Senate President

Desert Community College District
Board of Trustees' Meeting
July 16, 2015
CODAA Report

CODAA is pleased to report that an agreement has been reached with the District over the details for implementing "pay-per-course" that was agreed to in contract negotiations one year ago. While we regret that it took this long, we are very happy with the outcome. This new approach to paying adjuncts will result in fairness across the board, and will simplify the payroll process for both the District and for adjuncts. We would like to thank everyone involved in this tedious and time-consuming process, especially Lisa Howell, Diane Wirth and John Ramont.

We continue to work with HR to update our contract in light of issues around overlay courses, and look forward to negotiating Article X on distance learning. We appreciate the time and flexibility that Diane Wirth has provided during the summer, which for HR seems to be just as busy as the rest of the year.

As many adjuncts are concluding their six-week summer intersession courses today, we would like to thank the District for the opportunity to provide our students with the courses they need to further their education. We look forward to a productive Fall semester.

Last week I was one of 24 elected California higher education delegates at the National Education Association's Representative Assembly in Orlando, Florida with over 9,000 in attendance. It was an honor to represent COD faculty at this important and inspiring event where we elected board members, debated and voted on constitutional and bylaw amendments in addition to 122 new business items for the Association to address in the coming year.

CODAA would like to congratulate Zeryl Becker on a very robust Flex schedule that was published well in advance of the Fall semester.

We also would like to congratulate Douglas Redman on his appointment to Interim Dean of the School of Applied Sciences and Business.

Respectfully submitted,
Vanessa Sheldon
Vice President
CODAA

RE: Completion of the Excellence in Trusteeship Program: Trustees that have this certificate help their community college as it keeps us well informed of changes in the community college arena and is helpful as Board Development is an Accreditation standard. And, for any Trustees that have an interest on serving on an Accreditation Team, they must first complete this program.

- Spoke with Carmen Sandoval, Director of Education Services at the Community College League of California. She gave me the rundown on how Trustees can obtain certification for the Excellence in Trusteeship Program;
- The first step is to submit a formal Registration for this Program. The fee is \$150 per person. You can apply online at www.ccleague.org/ETP or ask Angela to apply on behalf of those interested
- The Program consists of 7 areas of competencies: Accreditation, Student Success, Governance, Fiscal Responsibilities, Board Evaluation, Ethics Training, and Brown Act Training
- A participant in the Program has up to 24 months to complete the program.
- There are a total of 12 units to earn to complete the Program. 2 Units are for each competency except for Brown Act and Ethics Update which are 1 unit each. You can attend conferences, go online or even some Board retreats to complete the number of units that will count towards the program (depending upon the topic and if it fits in with the 7 competencies).
- Some ACCT conferences will count towards competencies such as the one in New York in March
- Once you complete the requirements and meet all the competencies then recertification is not required BUT it is recommended that Trustees that are interested in recertification don't seek that until they are "re-elected" to their Board.
- There are brochures that Ms. Sandoval will be sending me that I will distribute;
- The upcoming conference in San Diego can provide units toward completion of the program; so if Trustees are interested – this is the time to sign up

SUMMER 2015

BOARD FOCUS

Serving on an Accreditation Site Visit Team: An Opportunity for Both Board Members and CEOs

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Few activities have a more significant impact on our colleges than accreditation. For trustees, the perspective of accreditation is usually in the role of a representative of the college or district going through the process. Last fall, Dustin Johnson, president of the Los Rios Community College District Board of Trustees, had an opportunity to serve as a team member on an accreditation visit. The experience provided a much broader understanding of the importance and complexity of the accreditation process. Brian King, chancellor of the Los Rios District, has served as chair of a number of visiting accreditation teams.

By design, trustees are not heavily involved in the day-to-day operations of the districts they oversee. For Johnson, serving on an accreditation team provided an enlightening and useful opportunity to observe a college at the operational level. For presidents and chancellors who lead teams, the visit is an opportunity to get out of the whirlwind of activity at their college or district and lead a diverse team of faculty, administrators and other professionals at a sister college.

For trustees serving on site visit teams, Johnson notes: "The interactions with faculty, staff and administration can be different from interactions we might have at home. Everyone is on level ground." Johnson adds that, "I think trustees make a good addition to a team because, as an outsider, we don't assume anything. Many things that might otherwise be taken for granted by the educators on the team must be explained to us."

continued on page 3

CCCT BOARD

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President's Message

*by Louise Jaffe, Ed.D.
President, CCCT Board*



Dear Colleagues,
This has been a challenging, productive, and perhaps even pivotal year for the League. In 25-years of operation, the League has had only two permanent President/CEOs. On May 11th of this year, after a national search, the League Board of Directors announced the selection of a new President/CEO, Lawrence Galizio, Ph.D.

Dr. Galizio was selected from an exceptional pool of candidates from around the United States and joins the League on July 24. I welcome Larry to the League and look forward to working with him. I also want to thank Thuy Thi Nguyen, General Counsel of the Peralta District who stepped into the role as our Interim President/CEO at the beginning of January. Thuy has worked tirelessly to provide excellent leadership to League staff and Boards and has advanced the League's leadership position on behalf of our colleges and our students. Thank you Peralta for agreeing to release Thuy to work with us.

In spite of so much transition this year, the CCCT board has taken on new leadership roles in several key areas. Trustees now sit at the table on important statewide committees including the ACCJC planning group, Accreditation Task Force, Common Assessment Initiative (CAI), Institutional Effectiveness Partnership Initiative (IEPI), Success Center Advisory Board, and Workforce Task Force. As we strengthen our relationship with the Chancellor's Office and other colleagues through our work on these committees, we build alliances to support budget requests and legislative priorities. We are also collaborating more with the CCCCEOs by holding joint meetings of the CCCT and CEO boards.

Our League advisory committees have been especially effective this year in accomplishing League strategic objectives. The advisory committees, the Advisory Committee on Legislation (ACL) and the Advisory Committee on Education Services (ACES) are comprised of dedicated and hardworking trustees, CEOs, and administrators. This past year ACL pushed for dual enrollment legislation to improve pathways from high school to college success. ACES developed more integrated planning, fostering interactive, substantive and engaging learning opportunities - evidenced by increased trustee attendance at League events. Another ACES project, the Excellence in Trusteeship Program, has also positively influenced the development of League events. I offer an appreciative "Thank you!" to all the members of these committees for making such a big difference for the League.

Guided by the community college mission, responding to district needs with innovative solutions, providing leadership for our community college system in Sacramento and in Washington, the League is our organization. As we move forward with new leadership, I am confident the League will continue to fulfill its mission and to serve us well.

It has been my honor to serve as your CCCT board president this year. I look forward to working closely with new CCCT President Janet Chaniot and to seeing you all in November at our Annual Convention in Burlingame.

Thanks, Cheers, and Onward!

A handwritten signature in cursive script that reads "Louise Jaffe".

Serving on an Accreditation Site Visit Team

continued from cover

Both trustees and CEOs benefit from serving on a team and seeing the inner workings of a college at the ground level. While every college is in some ways unique, California community colleges also share many similarities. In addition to evaluating whether a college meets accreditation standards, a team member also has an opportunity to observe what are potentially best practices at the college he or she visits.

A few quick tips for prospective team members:

- Make sure the team leader and college have the trustee team member's current home or business mailing address and email address.
- When a trustee has been confirmed as a member of a team, he or she should contact the team chair to ask when to expect to receive materials from the college, such as the institutional self-evaluation report and the college catalog.
- Set aside extra time to do the reading. The self-study report typically is several hundred pages, and team members will review hundreds of additional pages of evidence in preparation for the visit. As Johnson notes, "While 'drinking from a firehose' is a much-used cliché, it is apt in this situation. Not only is there a large volume of information that you need to read and process, but much of it will be new to you if, like me, you don't come from a background as a community college faculty member or administrator."

Because of the huge commitment of time and effort required in an accreditation site visit, it is understandable that many trustees and CEOs find it difficult to participate on a visiting team. However, few professional development activities provide anywhere near the breadth of experiences as serving on such a team. Because serving on a visiting accreditation team is a valuable opportunity for both board members and CEOs, colleges and districts should support participation on teams as much as possible. ■



Dustin Johnson is currently president of the Los Rios Community College District's Board of Trustees. He is a former student trustee and former Student Body president of Los Rios' American River College.



Dr. Brian King has served as chancellor of the Los Rios District since 2013.



*by Dr. Barbara Beno, President
Accrediting Commission for
Community and Junior Colleges*

How to Prepare to Be an Evaluation Team Member

Serving on an accreditation team can be a very valuable professional development experience. During the examination of a college seeking reaffirmation of accreditation, team members study and apply the accreditation standards holistically to the institution being evaluated, and in that work, learn a good deal about what the standards mean individually, what they mean when applied collectively, and how institutions can pursue quality practices that meet standards in the context of their own institutional mission. Serving as an evaluator is challenging and requires a great deal of work.

One can prepare to be an evaluation team member by completing the ACCJC online course, Accreditation Basics, and by getting additional experience in accreditation such as participation in institutional self-study, participation in various workshops on accreditation that ACCJC and partner organizations provide, and studying the standards carefully. Finally, individuals need to ask their college CEO to recommend them to ACCJC as potentially excellent team members. When the recommendation arrives at ACCJC offices, staff sends additional forms that request more detailed professional and experiential background information about the evaluator. When those forms are submitted to ACCJC, staff evaluates the qualifications of a person and then, if appropriate, places their names into the ACCJC pool of potential evaluators.

ACCJC's team selection process tries to balance several things. It tries to balance team size and attendant costs with college size and complexity, including providing the specially skilled team members (for example, an expert in career and technical training programs, in distance education, in assessment of learning outcomes, etc.) that the college being evaluated may request or that accreditation standards and institutional mission require.

ACCJC assigns team members with the knowledge and skills to work well together and provide the college with an objective, detailed, and accurate assessment and helpful peer advice on any improvements that may be needed. Important characteristics of team members include objectivity, collegiality, possession of a broad knowledge of how higher education institutions operate, attention to detail, ability to do analytic thinking, and ability to write well on the time schedule set by the team chair.

Each team needs to have persons whose work expertise is sufficient to qualify them to evaluate college operations and outcomes. The ACCJC seeks chief executive officers, chief financial and other business administrators, academic administrators such as vice presidents and deans, student services administrators, teaching, counseling faculty, librarians and learning services experts, persons with expertise in institutional research and planning, human resources, and physical and technology resources management, and persons knowledgeable about institutional governance and decision-making. Individuals with multiple kinds of expertise may be more likely to be chosen than individuals with limited breadth.

Each year, ACCJC fields about 24 comprehensive evaluation teams. In order to assure that an institution receiving a team visit has an accurate and fair review, ACCJC tries to limit the number of first time team members to no more than two per team. Therefore, there are usually no more than 48 possible opportunities for a new evaluator to be appointed to a team, and ACCJC is trying to develop new faculty, administrators as well as trustees as new evaluators using these same criteria.

While serving on an evaluation team is a great way to learn about accreditation, remember that participating in self-evaluation activities at one's own institution, completing the Excellence in Trusteeship certificate offered by the League, and studying the ACCJC publications, including the ACCJC News and the Guide to Evaluating Institutions are all great ways to learn more about accreditation principles and practices. ■

Hiring Exceptional Community College Presidents

Hiring highly professionally prepared leaders as community college presidents is a continuing challenge for governing boards and district chancellors. We seem to do well defining and screening for administrative expertise but quantifying leadership is an altogether different challenge.

The Yuba Community College District (YCCD) has been working to conform its expectations for administrative leaders to the attributes of exceptional college presidents identified in the Aspen Institute's paper "Crisis and Opportunity: Aligning the Community College Presidency with Student Success" (a copy can be downloaded from <http://www.aspeninstitute.org/publications/crisis-opportunity-aligning-community-college-presidency-student-success>).

Attributes of exceptional college leaders:

From its study of presidents of colleges that have been recognized with Aspen Excellence awards, the Institute has identified five attributes of exceptional leaders:

1. Deep commitment to student access and success;
2. Willingness to take significant risks to advance student success;
3. The ability to create lasting change within the college;
4. Have a strong, broad, strategic vision for the college and its students, reflected in external partnerships;
5. Raise and allocate resources in ways aligned to student success.

President and executive administrative searches:

For the past several years, since Aspen

published "Crisis and Opportunity," YCCD leaders have incorporated these attributes in to professional development for district leaders. More recently we have committed to incorporating them into hiring and performance expectations.

YCCD district and college leaders have been experimenting with embedding these attributes in several recent senior administrative searches. We have listed them as the primary expectations in the job announcements and used them as screening and selection criteria in the search processes, all with excellent results.

For one college presidential search, these attributes were used informally by a panel of district and community leaders in considering the pool of finalists. In another college presidential search, and in the search for the provost of a remote campus, these attributes were used formally throughout the process. We believe they made a difference. Firstly, the applicant pools included many "non-traditional" candidates; candidates with outstanding leadership experience in other industries even though with limited California Community College experience. Secondly, the members of the search advisory committees, key college and campus constituent leaders, engaged in deep, reflective dialog about the leadership needs of their institutions by focusing their efforts on finding strong leaders. Thirdly, those involved in the search advisory process were far more focused on the candidates' leadership success than they were on the candidates' administrative experience. As a consequence, those involved in the search processes, faculty, staff, trustees and community leaders, were able to evaluate prospective leaders from many different backgrounds in contemplating the best fit for these key



*Dr. Douglas Houston is the
Chancellor of the
Yuba Community College District
(dbouston@yccd.edu)*

positions.

(A copy of Aspen's Hiring Exceptional Community College Presidents: Tools for Hiring Leaders who Advance Student Success and Access can be found at <http://www.aspeninstitute.org/publications/hiring-exceptional-community-college-presidents-tools-hiring-leaders-who-advance>)

Next steps – performance management and sustainability:

In order to truly leverage these leadership in shaping college culture, we know that we must not only hire for them, we must hold ourselves and our leaders accountable to them. So as a next step, we have embedded these as expectations in performance criteria for all administrators and managers. All district administrative leaders will now be evaluated on leadership. The district has already implemented an evaluation process for senior leaders that is focused on quality improvement and professional development, so it was natural to incorporate these as our professional expectations.

In this way, we are confident that we are hiring and grooming exceptional leaders and that we are fostering an ethos of leadership excellence for our students and our communities. ■



by Lizette Navarette
Legislative Advocate

Advancing Our Advocacy

Serving the largest population of students in higher education, California community colleges are one of the state's most important strategic investments for meeting growing workforce demands and providing, for many Californians, the best chance to escape poverty. On May 14, Governor Brown released a May Revise budget proposal for California Community Colleges which reflected a real understanding of many of the needs that are important to address in order to continue rebuilding from years of deep cuts.

We support the direction of the Governor's May Revise and are advocating the following perspectives on the key budget components:

Base Allocation. We are grateful for additional unallocated funds to support general operations and more specifically to help relieve the burden of increased PERS/STRS contribution rates, employer health rates, and increasing energy costs. Additional funds will help stabilize and better prepare colleges for the "roller coaster" revenues that are likely to occur in future years. This budget augmentation is the League's highest priority and we strongly support the approval of the unallocated funds increase, as proposed in the May Revise.

Student Success and Student Equity Plans. We support the Governor's direction to locally address student achievement gaps through the colleges' unique Student Equity Plans, which emphasize local decision-making authority and implementation. This investment will encourage the current momentum on college campuses to identify best practices that work for all students and address longstanding systemic equity and opportunity gaps. As a statewide organization, the League has committed its own resources through training programs to assist colleges in their efforts to implement fully the equity plans, integrate them with other college processes, and institutionalize them using equity funding from the state.

Growth. The League is grateful for the Governor's targeted investment in enrollment growth. These dollars will help our colleges serve more students, particularly in regions where access to higher education has been constrained. Specifically, we strongly support the Governor's proposal allowing the community college system to revise the enrollment growth allocation formula, if necessary, to accommodate increased operating costs and improve instruction. The proposed growth rate (3 percent) also recognizes the importance of serving high-need student populations such as displaced Corinthian College students, foster youth, veterans, inmates in state correctional institutions, and those in poverty.

Full-Time Faculty. The League wholeheartedly supports the \$75 million augmentation to address long-standing full-time faculty parity. We strongly suggest distributing dollars on a per full-time equivalent student (FTES) basis using the League's Faculty Obligation Number (FON)-based proposal. We believe community college stakeholders will still need to seek long-term and long-overdue structural change to the FON to better ensure equitable faculty levels. Should the legislature seek to impose any additional parameters on dollars, we ask that you keep in mind the need for flexibility for part-time faculty and other faculty-related issues such as office hours and health benefits. We see this investment as an opportunity to challenge the community college system on faculty diversity and respectfully request that you support this augmentation.

UC Transfer Proposal. We support the Governor's increased emphasis on CSU and UC collaboration, specifically as it focuses on "unclogging" the transfer student pipeline to CSU and UC. Additionally, the requirement that UC develop Associate Degrees for Transfer (ADT) for the top 20 majors in two years will be a transformative improvement for students. California community colleges have proven to be able to move quickly in developing transfer degrees, with now more than 1600 ADTs.

Basic Skills. Basic skills course and curriculum improvement are essential ongoing needs for all colleges. While we support an investment in basic skills, we believe basic skills funds should be available to all colleges (instead of via a grant program) in a structure that builds on systemwide initiatives the Legislature has already invested in, such as the common assessment system, the education planning initiative, and professional development.

While we greatly value the investment the Administration has made in community colleges, the May Revise does not address two ongoing needs for colleges and students alike: Only an \$8 per student increase in the Cal Grant B program (as required by the College Access Tax Credit). Unfortunately this does little to mitigate the woeful lack of Cal Grant support for community college students and no funding or long-term proposal for capital outlay.

The proposed budget presents many opportunities for college restoration, however, we recognize the many cautionary projections that a recession is looming and the reality that all Proposition 30 funds will fully expire by 2018. Lawmakers and education leaders would be prudent to begin long-term fiscal planning that includes contingency plans for meeting the historical declines in educational revenues which are certain to come in the not-too-distant future. ■

Excellence in Trusteeship Program: The Data is In!

This past Annual Trustees Conference marked the beginning of the third year of the Excellence in Trusteeship Program (ETP). At the conference, two years of data analysis was presented identifying the primary source of program completion methods. Also introduced were the Trustee Champion and recertification program. What follows are highlights of the information shared.

The data shows that local and regional board training options are the primary source for completing credits followed by attendance at League events. Other sources include online training for accreditation, ethics, and Brown Act, as well as publications and training opportunities offered through national and state organizations. Using these methods trustees are completing the program within one year, and this year a trustee completed within the first 6-months of their term.

With local and regional board trainings being the primary source of program completion, what keeps trustees in your District from participating in or completing ETP? Why aren't boards completing the program as a team? According to the Accrediting Commission for Community and Junior Colleges (ACCJC), board governance continues to be an area of sanctions. Completing ETP provides a pathway to improved board governance, one that has been vetted by the ACCJC and the national Association of Community College Trustees (ACCT).

Ventura County CCD is the first board to complete ETP as a team. One of the reasons for doing so was to show their commitment to their continuing education. They made the completion of the program a board goal. Other boards have followed Ventura's example while others have adopted policy to support ETP completion. The Yuba CCD Board added to their policies Board Policy 2210 that states, "...completion of the "Excellence In Trusteeship Program" is recommended in order for a trustee to be eligible for nomination to the office of Board President."

An outcome of Ventura's experience of completing ETP as a team is a more unified board. Dianne McKay, Chair of the Ventura County Board states, "We work much more effectively together in all aspects of governance in particular, we're all up-to-date with financial training and board roles. One of the trainings we completed as a team was a communications workshop which has helped us work through our disagreements collegially." Prior to holding the position of board chair Dianne was the Trustee Champion for the board which her fellow board members agreed was a significant factor in their ability to complete the program as a team.

The role of the Trustee Champion would go to the board chair as the chair holds the responsibility of ensuring the continuing education of the board. However, the chair may choose to designate a board member as the Trustee Champion. Coordinating with the chair and CEO, the Trustee Champion would identify topics for local training opportunities using ETP competencies. The topics can be discussed at board meetings during the Future Agenda Items. Once topics are identified, training sessions can be planned and scheduled using the board meeting calendar. Trainings can be held as special sessions, workshops, and retreats. Using the board calendar for trainings will assist with monitoring board member participation in ETP ensuring completion of the program within the required 24 months. Monitoring progress will provide documentation for accreditation reports of continuing board education.

The next step of ETP is recertification. As was shared at the Annual Trustees Conference, "Education is the key to trustee success. Excellence = Continuous Improvement". The program is 12 units in 24 months; 2 units per competency with 1 unit each for Brown Act and Ethics updates. Program information and registration is available online at www.ccleague.org/etp. ■



*by Carmen T. Sandoval
Director, Education Services*

Congratulations to the most recent ETP graduates!

- Marshall Mitzman, Chabot-Las Positas CCD
- Lorraine Prinsky, Coast CCD
- Loren Steck, Monterey Peninsula CCD
- Manny Ontiveros, North Orange CCD
- Donna Miller, North Orange CCD
- Nancy Chadwick, Palomar CCD
- Richard Dorn, Redwoods CCD
- Marianne Tortorici, Victor Valley CCD
- Dawn Cole, West Kern CCD

COMMUNITY COLLEGE LEAGUE
OF CALIFORNIA

BOARD FOCUS

*Published to provide locally-elected
trustees and chief executives with
information and strategies for
effective boardsmanship.*

Louise Jaffe

*CCCT Board President
League Board Chair*

Carmen T. Sandoval

*Editor
Director, Education Services*

(916) 444-8641 • www.ccleague.org

Questions/Comments

*Email Carmen Sandoval at
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Sacramento, CA

Hiring through June 2015

Human Resources has seen a 240% increase in hiring and a 280% increase in applications since 2013. It has been an exciting time for the college attracting local, national, and international applicants. In 2013 we hired a total of 53 new employees and reviewed 2,288 applications. As of June 30, we had hired 219 new employees and reviewed 8,192 applications. In order to accommodate COD's growth, we submitted on our Program Review Update a request to replace our current hiring software system --- the more advanced systems coordinate online applications with our internal hiring processes including an onboard process for documenting new employees. Our goal is to streamline our system for future applicants and the hundreds of COD employees on our screening committees. Please see the attached hiring chart.

Negotiations for 2015 – 2016

On today's consent agenda we have the second review of negotiation proposals for CTA, CSEA, and CODAA. The District's negotiation team and CSEA's team met this week to discuss and prepare for negotiations beginning later this month. We were able to schedule dates through November. This summer we will begin negotiations with CODAA on Distance Education. Our goal is to align contract language with the Distance Education program. As we begin the fall semester, we will be scheduling negotiation meetings with CTA.

Training for COD Leaders

We will be inviting all of COD's supervisors to meetings with Human Resources beginning in August. We will bring together our leadership team and provide information regarding changes taking place within the community college system---- laws, processes, opportunities, and resources. We want to create an interactive learning environment for our leadership team to engage with each other, network, and develop tools and resources for their leadership positions.

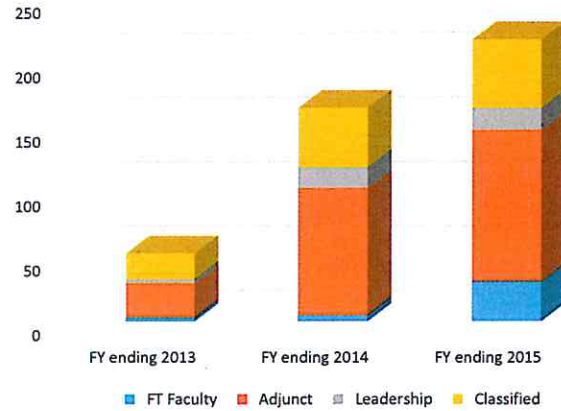
New Hires

(7.1.2012 through 6.30.2015)

	FT Faculty	Adjunct	Leadership	Classified	Totals
FY ending 2013	3	27	3	20	53
FY ending 2014	5	99	16	46	166
FY ending 2015	31	118	17	53	219

New Hires

(7.1.12 to 6.30.15)



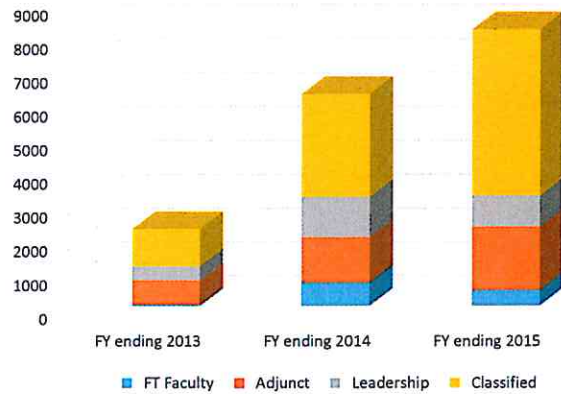
Applications Received

(7.1.2012 through 6.30.2015)

	FT Faculty	Adjunct	Leadership	Classified	Totals
FY ending 2013	21	739	415	1113	2288
FY ending 2014	690	1358	1188	3047	6283
FY ending 2015	455	1894	922	4921	8192

Applications Received

(7.1.12 to 6.30.15)



FTES Liability Settlement

I am pleased to report Diane Brady, Fiscal Planning Administrator from the Chancellor's Office, sent an email on June 25th communicating the FTES liability has been finalized and reduced from \$4,375,843 to \$3,452,537. This was the result of the errors our team identified in their spreadsheet calculations. The liability will be paid with an annual reduction to our apportionment of \$1,150,846 over three years beginning in 2014-15. Adding to the good news, Diane's communication indicated our apportionment base will be re-benched upward beginning 2015-16 by \$951,848 to offset the reduction made several years ago. The bonus is the increase in our base negates all but \$198,998 of the reductions each year. The adjustment to our base is a permanent increase that will continue to benefit the college in future years.

Program Review Update (PRU)

Departments completed their PRU requests during 2014-15 and the submissions were prioritized on April 10th by a committee including representatives from Executive Cabinet, Academic Senate Execs, Deans, Department Chairs, and the classified membership. The instructional equipment requests have been compiled and a prioritized list of instructional equipment requests is attached. Cabinet is recommending approval of the instructional equipment requests based on funding levels available per the State Budget. Facility and personnel PRUs are still under reviewed.

District Maps

The college map revisions are nearing completion. Attached is a copy of the updated draft college map for your information. In addition, an interactive GPS mobile application is in the initial stages of development that will allow students and visitors the ability to find classrooms and buildings using this application.

Trustee area maps have also undergone a revision. Copies are provided as well as a demonstration of the web-based program that will allow community members to identify a trustee by simply inputting an address.

Signage

Phase three of the Way Finding project included the installation of two new signs, one at the Fred Waring entrance and the other at the San Pablo entrance. Pictures are attached for your review. The signage is a beautiful addition to COD, unfortunately we received several complaints about the placement of the signs. We are working with the City of Palm Desert and traffic engineers to rectify the issue.

Water Conservation

Staff has been working with representatives from the various water agencies to ensure we are in compliance with the recently imposed restriction guidelines including reductions of 36% on domestic and 25% on irrigation water. It is no surprise our athletic fields are our largest users of water. Staff will be collaborating with other educational agencies in the valley to ensure we share ideas and how to conserve water and protect our fields and facilities. More to come.

Technology Refresh

Executive Director of Educational Technology, Sheri Willis, provided cabinet with information on our Technology Refresh Plan. To summarize, the presentation included:

- History of recent computer purchases
 - The Foundation provided funding to replace all faculty computers in 2014
- Status of current technology
- 2015-16 Refresh Plan

The Technology Refresh Plan is an integral part of the Technology Master Plan which is in the final stages of completion and is expected to be presented to College Planning Council at the September meeting.

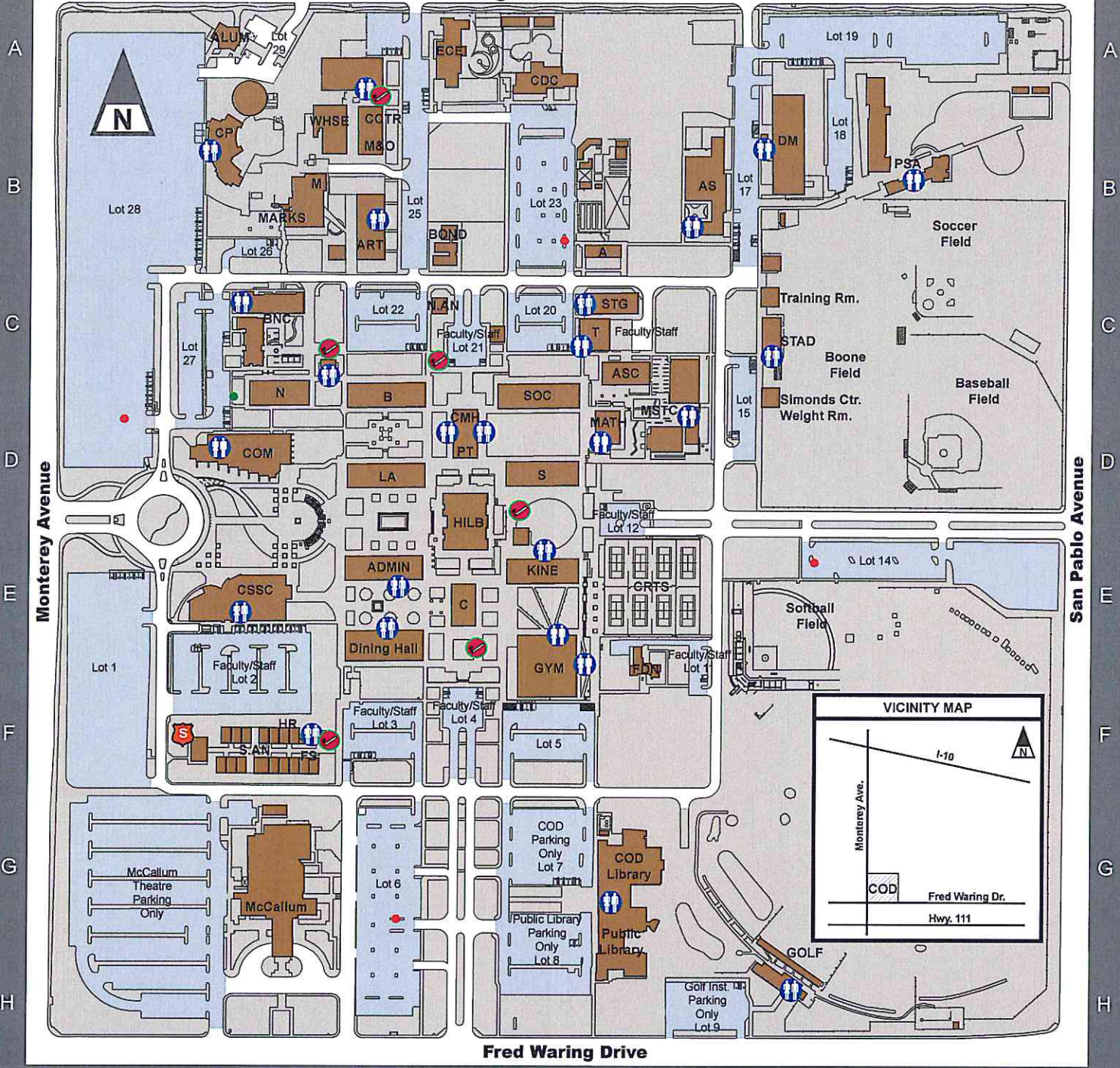
College of the Desert - Program Review Update
Instructional Equipment

Rank	Program	Position or Description	Amount
		Prior Year Estimated Carryover	\$ 140,000
		Current Year Projected Revenue	\$ 1,048,079
			\$ 1,048,079
1	Info/Ed Tech	Servers for SharePoint 2013	\$11,000
2	IEESP-Enrollment Services	Copier/printer	\$20,000
3	HSE-Athletics	12' coaching tower	\$27,400
4	Fiscal	Paper Cutter	\$14,000
5	OIA-PACE	Install WiFi Equipment	\$1,200
6	Security	Emergency Preparedness	\$15,000
7	Fire Technology	Protective safety gear for students	\$500
8	Info/Ed Tech	Colleague Studio Online Training	\$10,000
9	ECE	Ceiling-mounted cameras for observation at CDC	
10	Student Services-Veterans	Multifunction copier/printer/scanner	\$3,600
11	Student Services-Veterans	Color laser printer	\$800
12	HSE Kinesiology / Athletics	Therapeutic whirlpool	\$10,000
13	Kinesiology	Training set for women's self-defense class	\$2,740
14	Chemistry	UV-VIS Spectrometer	\$2,000
15	HVACR	Airflow testing equipment and accessories	\$20,000
16	Ag/Env Horticulture & Turfgrass Management	Turfco Meter-R-Matic Topdresser	\$9,200
17	OIA-PACE	Scanner/Copier	\$7,200
18	Info/Ed Tech	Servers for Exchange	\$23,400
19	Performing Arts	Whirlpool Washer & Dryer Combo	\$1,620
20	Geology	Electronic balances for both the Palm Desert and Indio campuses	\$2,000
21	HR	Software for Hiring and Onboarding	\$80,000
22	Ag/Env Horticulture & Turfgrass Mgt	Tor Workman HDX 2wd Utility Vehicle	\$22,900
23	Social Sciences	Set of hominid crania	\$1,200
24	Biology	Upper and Lower Limb Musculature Models	\$14,130
25	Geology	Lane storage cabinets for the Indio Dry lab.	\$3,600
26	Biology	Appendicular and Axial Skeleton Bones	\$9,600
27	Ag/Env Horticulture & Turfgrass Mgt	John Deere tiller attachment for 4400 tractor	\$7,000
28	HSE-ECE	Printer/scanner for CDC staff (new)	\$4,000
29		Golf Cart	
30	OIA-PRO	Computer/monitors/printer	\$1,720
31	Chemistry	Polarimeter	\$1,200
32	Performing Arts	L8 Miraphone Tuba 4 Valve	\$8,424
33	DDP	Mac server	\$2,500
34	OIA-PACE	Staff computers/printers	\$4,000
35	OIA-PRO	Laptop computer travel and community presentation	\$1,100
36	Automotive	Two on-car brake lathes	\$14,000
37	Visual Arts	15 in. Bench Model Drill Press	\$700
38	Visual Arts	GenaraySpectroLED-14 two-light kit	\$1,092

College of the Desert - Program Review Update
Instructional Equipment

Rank	Program	Position or Description	Amount
39	HVACR	Walk-in freezer floor, door, and refrigeration equipment	\$12,000
40	CIS	Apple OS workstation	\$1,000
41	Physics	Oscilloscopes	\$2,200
42	OIA	Branded Promotional Materials	\$15,000
43	OIA-PACE	Robotics Camp	\$2,500
44	Kinesiology	Elliptical machine	\$5,000
45	Fire Technology	Laptop computer	\$2,000
46	HSE-ECE/CDC	Outdoor furniture for CDC	\$4,500
47	Kinesiology	Horizontal barbell rack	\$3,000
48	Performing Arts	Clear-Com Belt Pack RS702 and Head Set CC-300-XS	\$2,900
49	Chemistry	mini-gas chromatography	\$2,000
50	OIA-PRO	Laptop computer for current computers	\$1,100
51	Visual Arts	10 in. Jobsite Table Saw with Guard Detect and Rolling Stand	\$850
52	Visual Arts	Industrial Air Compressor	\$800
53	Visual Arts	Combination Bench Top Sander	\$699
54	DDP	Tablet	\$2,000
55	Performing Arts	L7 Yanagisawa Baritone Sax LACQ	\$5,344
56	Visual Arts	Brent Electric wheel 1/4 HP. 12" aluminum wheel head	\$20,000
57	HSE-ECE/CDC	Updated office equipment/furniture for CDC staff	\$7,000
58	Automotive	Tool room laptop and remote monitor	\$1,300
59	Kinesiology	Rowing machine	\$850
60	Fire Technology	I-pads or mobile tablets	\$800
61	Kinesiology	Dual cable cross machine	\$6,000
62	Kinesiology	Shoot-Away machine (basketball)	\$6,500
63	Architecture	All-in-one scanner/copier/printer	\$10,000
64	DDP	Mac Lab, DDP	\$1,500
65	HVACR	Zone trainer parts CPV5-23679 vertical comfort PLENUM and accessories	\$1,600
66	HVACR	Surface Pro 3 - 512GB/Intel i7 and accessories	\$2,883
67	HVACR	Surface Pro 2 and charging station for 32 Surface Pro 2s	\$800
68	Info/Ed Tech	Hard drive demagnetizer/ degausser	\$5,875
69	Info/Ed Tech	Metropolis monitoring tool for phone calls	\$5,900
NEW	Geology	Computer and projector	\$16,000
TOTAL REQUESTED			\$508,727

Magnesia Falls Drive



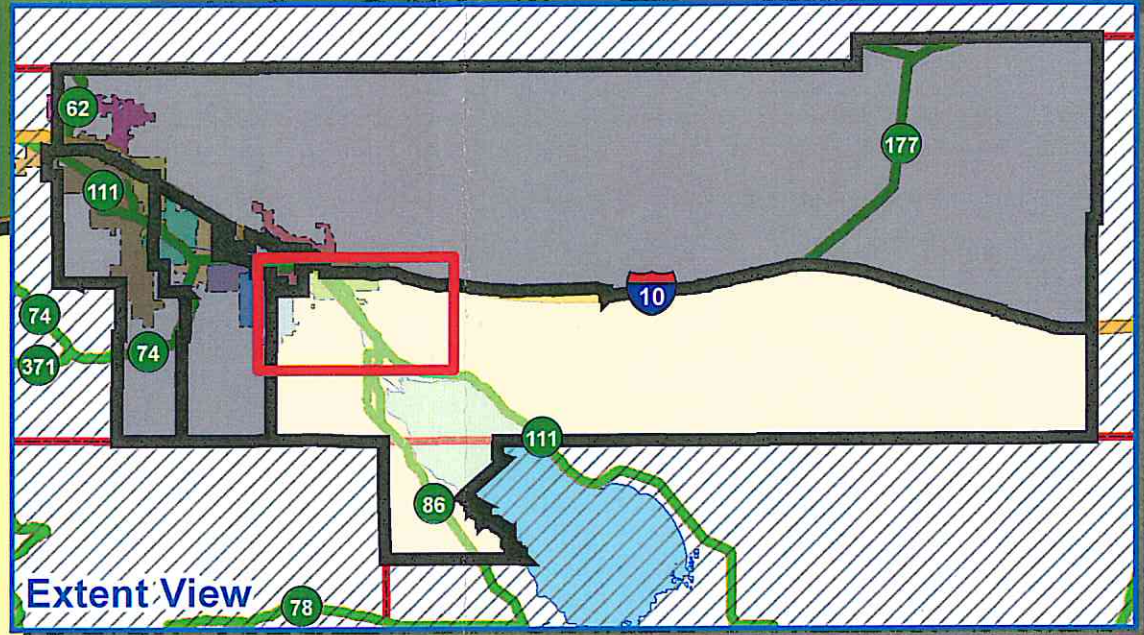
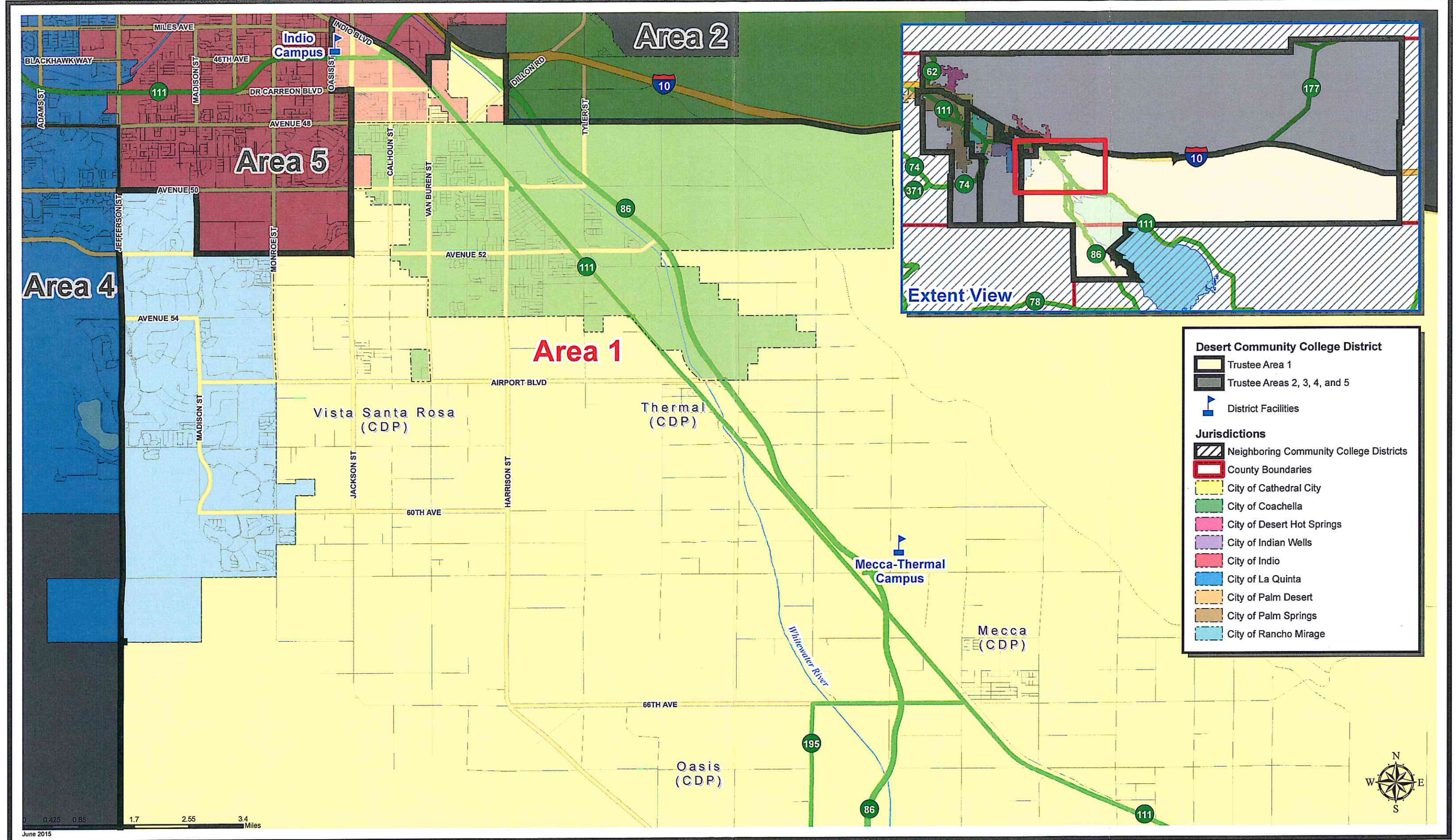
Fred Waring Drive



COLLEGE of the DESERT

Academic Skills Center (ASC).....	C5	Nursing (N).....	D2
Administration (ADMIN).....	E3	Pollock Theatre (PT).....	D4
Agricultural Sciences (A).....	B5	Public Library.....	H5
Alumni Centre (ALUM).....	A2	Public Safety Academy (PSA).....	B7
Applied Sciences (AS).....	B6	Science (S).....	D4
Art.....	B3	Security.....	F2
Barker Nursing Center (BNC).....	C2	Simonds Center Weight Room.....	C6
Business Building (B).....	D3	Social Sciences (SOC).....	D4
Carol Meier Lecture Hall (CMH).....	D4	South Annex (S.AN).....	F2
Central Plant (CP).....	B2	Stadium (STAD).....	C6
Child Development Center (CDC).....	A4	Stagecraft Shop (STG).....	C5
COD Library.....	G5	Tennis Courts (CRTS).....	E5
College Golf Center (GOLF).....	H6	Theatre Too (T).....	C5
Communication (COM).....	D2	Training Room.....	C6
Cravens Student Services Center (CSSC).....	E2	Walter N. Marks Center for the Arts (MARKS).....	B3
Diesel Mechanics (DM).....	B6	Warehouse (WHSE).....	B3
Dining Hall.....	E3		
Early Childhood Education Center (ECE).....	A4		
Fiscal Services (FS).....	F2		
Foundation (FDN).....	F5		
Gym.....	F4		
Hilb.....	D4		
Human Resources (HR).....	F2		
Kinesiology (KINE).....	E4		
Liberal Arts (LA).....	D3		
Maintenance & Operations (M&O).....	B3		
Math.....	D5		
Math Science Technology Center (MSTC).....	D5		
McCallum Theatre.....	G2		
Music Classroom (M).....	B3		
North Annex (N.AN).....	C4		

- Self Serve One-Day Permit Dispenser
- Electric Vehicle Charging Station
- Accessible Restrooms
- Security
- Designated Smoking Area

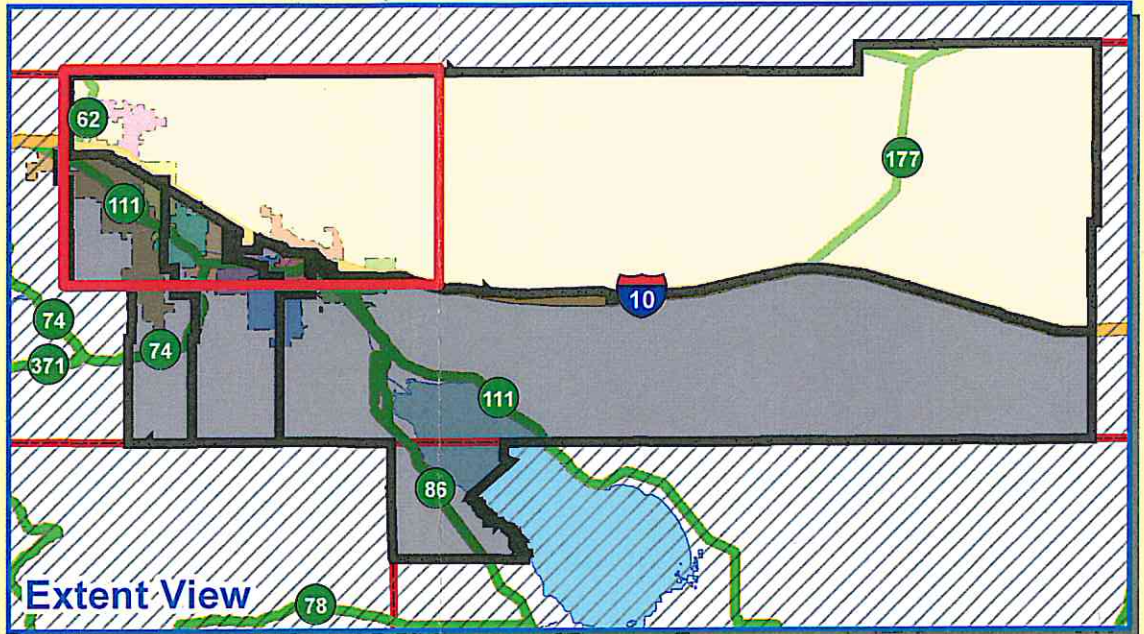
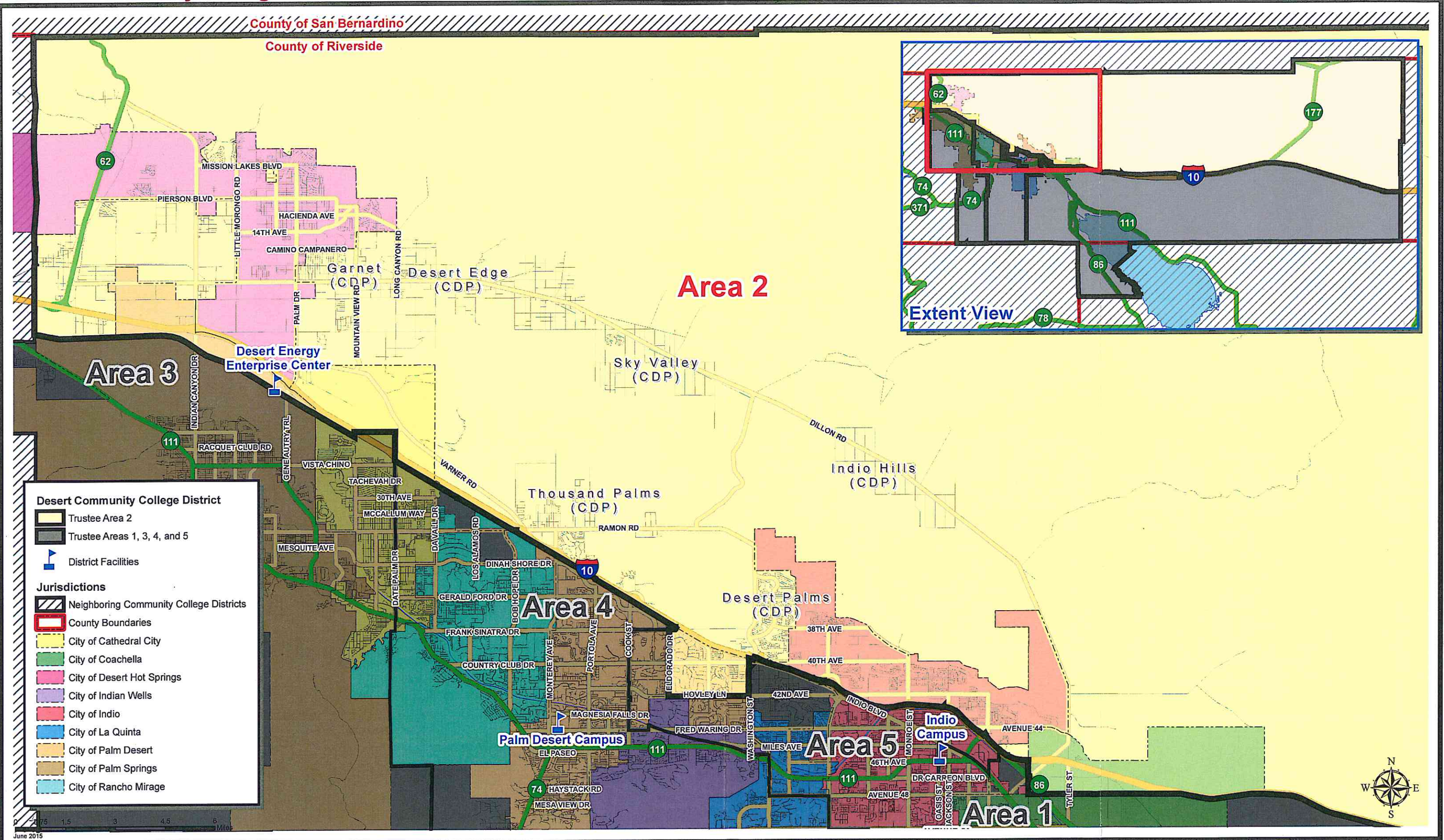


Desert Community College District

- Trustee Area 1
- Trustee Areas 2, 3, 4, and 5
- District Facilities

Jurisdictions

- Neighboring Community College Districts
- County Boundaries
- City of Cathedral City
- City of Coachella
- City of Desert Hot Springs
- City of Indian Wells
- City of Indio
- City of La Quinta
- City of Palm Desert
- City of Palm Springs
- City of Rancho Mirage

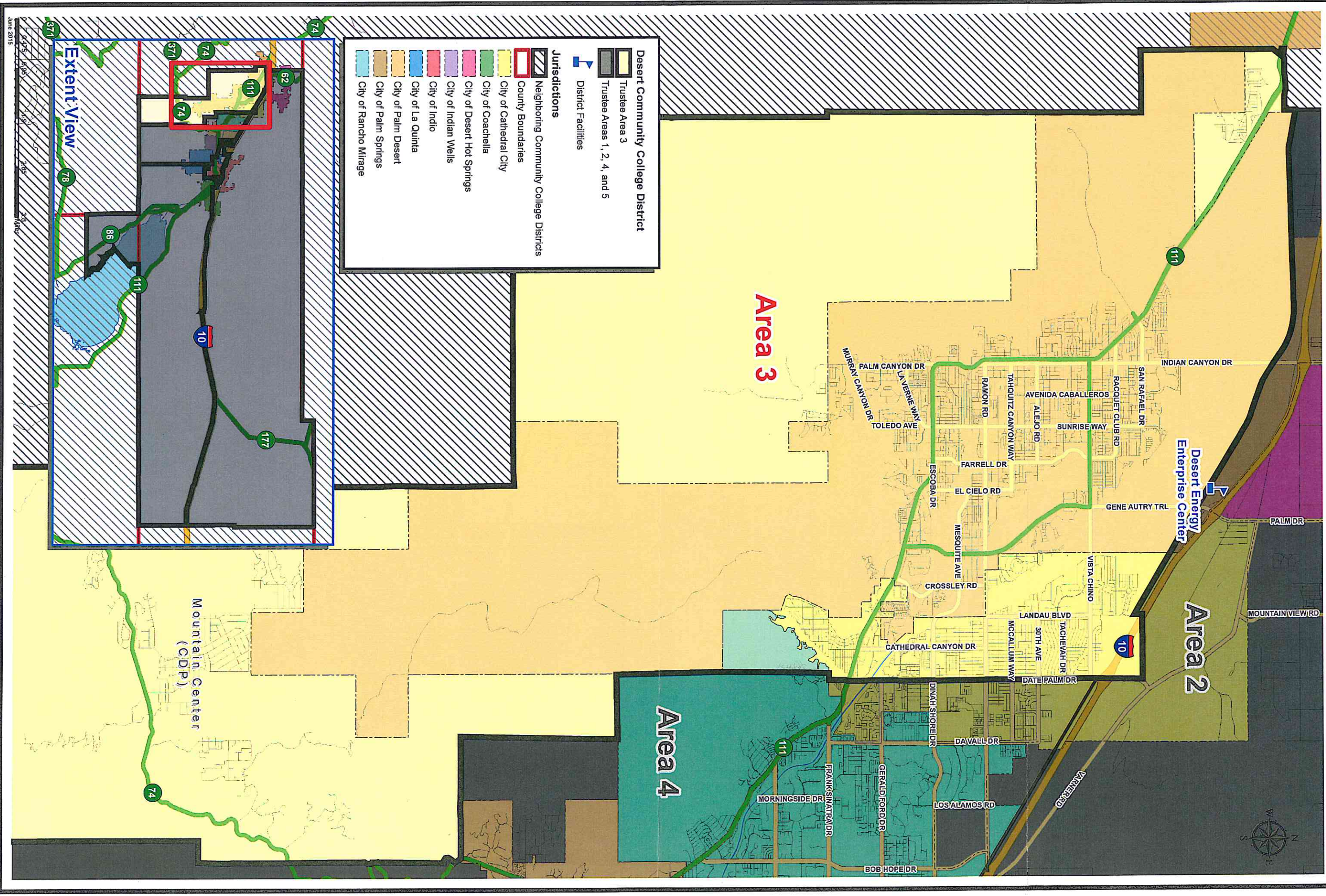


Desert Community College District

- Trustee Area 2
- Trustee Areas 1, 3, 4, and 5
- District Facilities

Jurisdictions

- Neighboring Community College Districts
- County Boundaries
- City of Cathedral City
- City of Coachella
- City of Desert Hot Springs
- City of Indian Wells
- City of Indio
- City of La Quinta
- City of Palm Desert
- City of Palm Springs
- City of Rancho Mirage



Desert Community College District

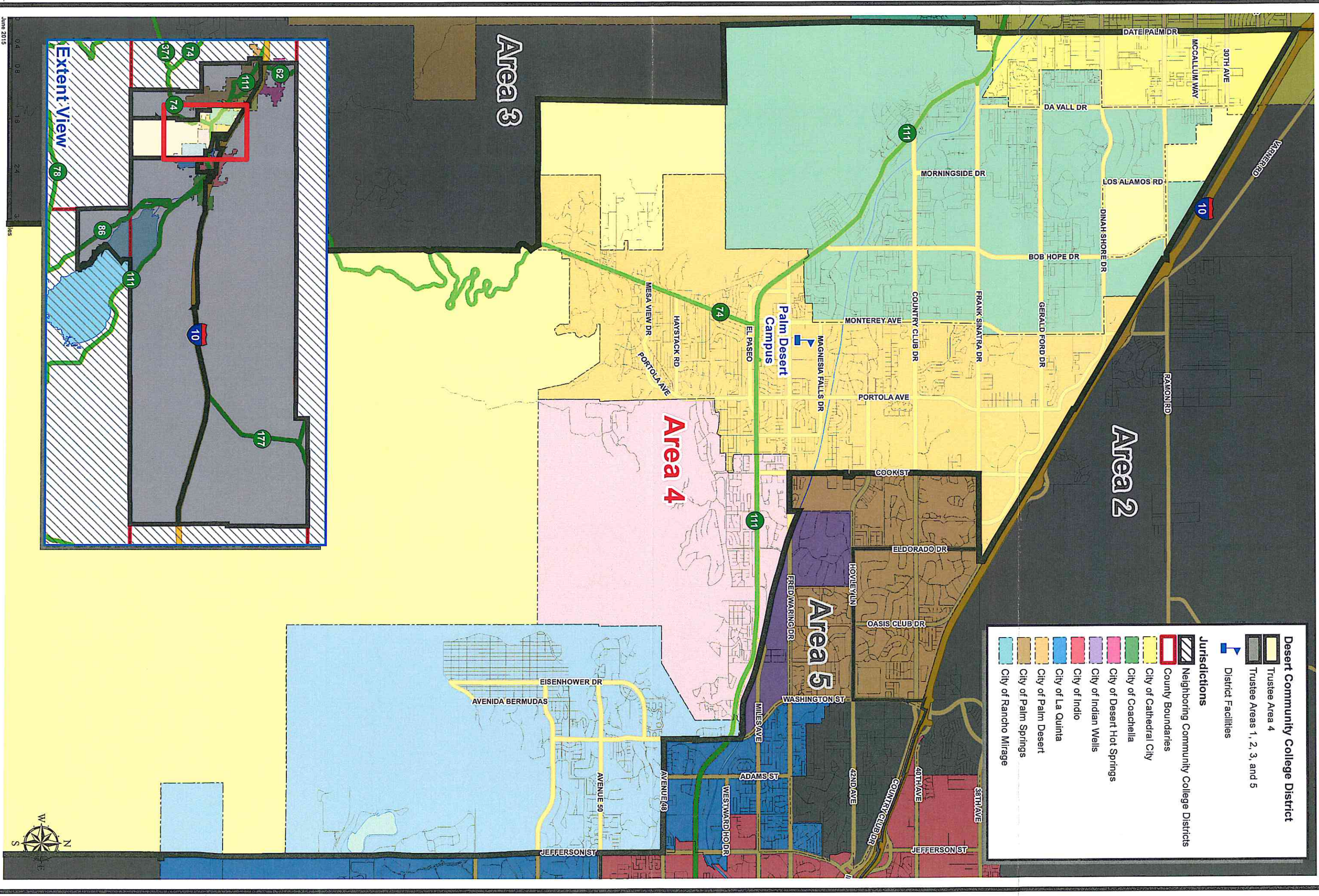
- Trustee Area 3
- Trustee Areas 1, 2, 4, and 5
- District Facilities

Jurisdictions

- Neighboring Community College Districts
- County Boundaries
- City of Cathedral City
- City of Coachella
- City of Desert Hot Springs
- City of Indian Wells
- City of Indio
- City of La Quinta
- City of Palm Desert
- City of Palm Springs
- City of Rancho Mirage



June 2015



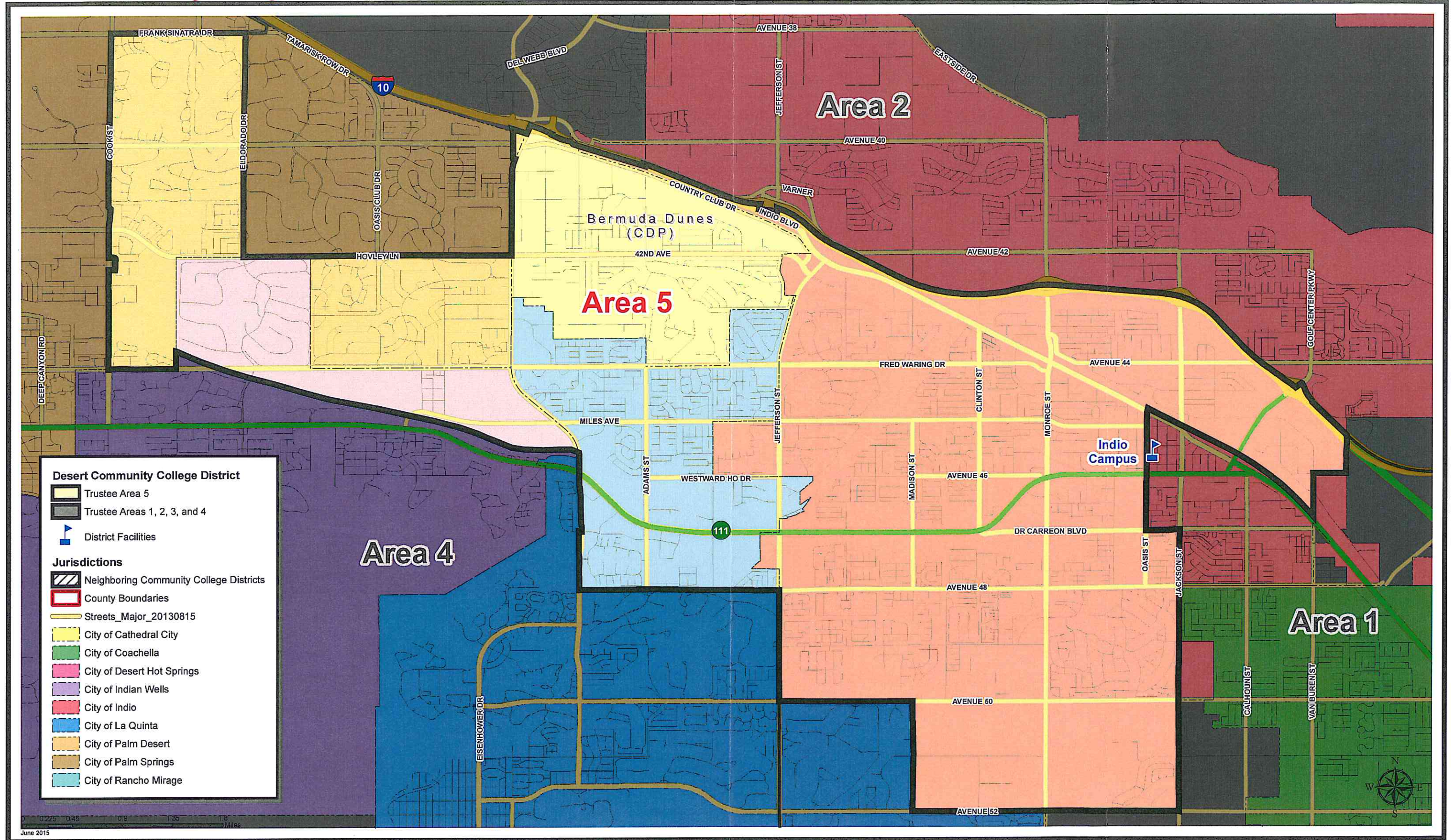
Desert Community College District

- Trustee Area 4
- Trustee Areas 1, 2, 3, and 5
- District Facilities

Jurisdictions

- Neighboring Community College Districts
- County Boundaries
- City of Coachella
- City of Cathedral City
- City of Desert Hot Springs
- City of Indian Wells
- City of La Quinta
- City of Palm Desert
- City of Rancho Mirage





Desert Community College District

- Trustee Area 5
- Trustee Areas 1, 2, 3, and 4
- District Facilities

Jurisdictions

- Neighboring Community College Districts
- County Boundaries
- Streets_Major_20130815
- City of Cathedral City
- City of Coachella
- City of Desert Hot Springs
- City of Indian Wells
- City of Indio
- City of La Quinta
- City of Palm Desert
- City of Palm Springs
- City of Rancho Mirage

0 0.225 0.45 0.9 1.35 1.8 Miles
June 2015