



**COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD MEETING  
43500 MONTEREY AVE  
PALM DESERT, CA 92260  
FRIDAY, SEPTEMBER 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  
Trustee Wilson  
Student Trustee Escobar (10:30 am arrival, excused early to attend class at 2 pm)  
  
Parliamentarian – Carlos Maldonado  
Recorder – Angela Walton

**II. BOARD MEETING AGENDA**

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

Chair Stefan announced that today’s meeting will be adjourned in memory of two former COD staff members, Ms. Phyliss Jones and Mr. Eric Vogt.

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

At this time, President Kinnamon recognized Geoffrey Kiehl, director of finance at the City of Palm Springs, who also served on the Citizen’s Bond oversight committee and term has ended this month. Mr. Kiehl was recognized with a plaque from the Board of Trustees. Mr. Kiehl briefly addressed the Board of Trustees, and praised the work of Lisa Howell and Mac McGinnis.

- III. BOARD OF TRUSTEES CAMPUS TOUR** – 9:35 am – 10:15 am; closed session to begin at 10:15 am. Chair Stefan noted that the trustees will be visiting the new Faculty Innovation Center, the athletic fields and tennis courts, the gymnasium, the student services center and cafeteria. Open session to reconvene at 10:45 am.

#### IV. 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: 2
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

#### V. OPEN SESSION

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

#### VI. PUBLIC UPDATES

Dr. Kinnamon reported that COD will be having an eight-week fall session, and there will be a State of the College event on January 28; time and location to be determined.

#### VII. PUBLIC COMMENTS

1. Proclamation: National Disability Month – read by Max Lara, COD Student
2. Proclamation: California State University 50th Anniversary – read by Student Trustee Tamara Escobar
3. Raul Correa and MESA Students – provided a brief update on STEM opportunities for internships for COD students and invited the trustees to the MESA Open House in the MSTC Building from 12 – 5 pm today.
4. Samantha Simo – member of Alas Con Futuro (Wings with a Future) Club – invited the trustees to their workshop on AB 540 on September 22, 2015 beginning at 12 pm.
5. Michael O’Neill – Read a statement detailing the contributions of Phyllis Jones, a former COD family member who worked for COD until she was 84 years of age. The meeting today will be adjourned in her memory.

*“Phyllis Jones was a member of our College of the Desert family as part of our Nursing faculty. Phyllis taught full time from 1987 until she retired with Emeritus status in 1999. She returned as an adjunct, and continued to teach in the program until 2011.*

*Phyllis was 89 when she passed away August 22<sup>nd</sup> at Reid Hospital in Richmond, Indiana. She was born in Clinton, Massachusetts to the late Stanley and Mary. She was a member of Sigma Theta Tau International; member of the Honor Society of Nursing, Gamma Alpha Chapter; member*

*of the V.F.W. Women's Auxiliary Post #3699; she was professor of Nursing at College of the Desert; and was a member of Visitation Catholic Church, Eaton and Sacred Heart Catholic Church, Palm Desert.*

*In addition to her parents, she was preceded in death by her husband Richard E. Jones; 5 sisters and 1 brother. She is survived by her daughter Barbara McNeal and companion Nelson Yates of Eaton, Ohio.*

*Phyllis is remembered fondly by staff and faculty in our Nursing program, recalling her as a "bottomless pit of positive energy" and a "pistol of a gal...full of heart and soul." She was a staunch advocate of the mentally ill and was devoted to College of the Desert's nursing students and served as a mentor to others in the psychiatric nursing field."*

6. Aurora Wilson – Read a statement detailing the contributions Eric Vogt, a former COD family member.

*"Eric L. Vogt, 72, of Palm Desert, CA passed away on July 2, 2015 in Palm Desert, CA surrounded by his family. Eric was a member of our COD family.*

*Eric had been a 14 year survivor of multiple myeloma and colon cancer. He was born October 26, 1942 and was married to Bonnie Vogt for 49 years. They resided in Palm Desert since moving to the Coachella Valley in 1980. Eric is survived by his wife, son Michael Vogt and his wife Pamela Vogt, son Eric Vogt II and his wife Karen Vogt. Eric is survived by his six grandchildren, the joys of his life, Haley Vogt, Hannah Vogt, Kierstin Vogt, Annika Vogt, Eric Vogt III, and Caitlyn Vogt. He is also survived by his brothers, Roger Vogt and his wife Julie, Carl Vogt and his wife Betty, sisters Susan and her husband John, and Pixie and her husband, Joel.*

*Eric Vogt retired in 1996 as a State Forest Ranger III for the California Department of Forestry and Fire Protection (CAL FIRE) and as the Deputy Fire Chief for the Riverside County Fire Department. Eric began his career with CAL FIRE in the summer of 1961 as a fireman in San Diego County. After serving in the US Army from 1964 to 1966 he returned to his fire service career. In 1980 Eric promoted to Battalion Chief and served as the Fire Marshal for the Cove Communities of Palm Desert, Indian Wells and Rancho Mirage. In 1984 Eric promoted to Division Chief supervising the Riverside County Fire Department's eastern division from Cabazon to Blythe. Eric promoted to Deputy Chief in 1990 and was responsible for fire department operations throughout the eastern half of Riverside County.*

*After retirement, Eric taught fire technology courses here at College of the Desert and served for several years as our Fire Technology Coordinator in the Public Safety Academy. Eric's son, Eric II, worked at the Ben Clark Training Center at Riverside Community College and the two Eric's were incredibly helpful as we began to develop our own Fire training program.*

*Even though retired, Eric couldn't give up driving a "big red truck", so he bought a bright red Excursion and happily endured the teasing that followed.*

*At the time of his passing, Eric served the City of Palm Desert as a member of the Building Board of Appeals. Eric was a member of the Palms to Pines Rotary Club for many years and he was a strong supporter of the Palm Desert Historical Society. Eric was a member of several multiple myeloma support groups, both locally and on line. Eric's optimism and wealth of information was a great comfort to those learning about their diagnosis. Eric's priorities in life were his family, friends, and work. Eric had a natural gift for working on anything mechanical.*

*College of the Desert greatly benefited from Eric's dedication to the fire service."*

**VIII. INTRODUCTION OF NEW FULL-TIME STAFF/FACULTY** – At this time, President Kinnamon introduced the new full-time faculty members to the Board.

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|                         |                                   |
|-------------------------|-----------------------------------|
| <i>Eliu Benavides</i>   | <i>History</i>                    |
| <i>Oceana Collins</i>   | <i>History</i>                    |
| <i>Maria Elena Diaz</i> | <i>Speech</i>                     |
| <i>Ahmed Elshafie</i>   | <i>Astronomy and Physics</i>      |
| <i>Brian Fotinakes</i>  | <i>English</i>                    |
| <i>Ramiro Galicia</i>   | <i>HVAC</i>                       |
| <i>Robert Guinn</i>     | <i>Chemistry</i>                  |
| <i>Jacob Kevari</i>     | <i>Economics</i>                  |
| <i>Lisa Kinsey</i>      | <i>Nursing</i>                    |
| <i>Christine Melton</i> | <i>Chemistry</i>                  |
| <i>Matt Neves</i>       | <i>Theatre Arts</i>               |
| <i>Corbyn Wild</i>      | <i>English</i>                    |
| <i>Adam Ulhorn</i>      | <i>DSPS, Counseling</i>           |
| <i>David Bashore</i>    | <i>Speech (not in attendance)</i> |

Ramiro Galicia thanked the Board for the MESA program, as he is a former member of the program.

**XI. APPROVE THE MINUTES OF:**

Minutes of the Regular meeting of August 19, 2015 – Trustee Sanchez-Fulton reported that she has corrections to the August Board minutes and will provide them to Angela Walton. These minutes will be presented for approval at the October 2015 Board of Trustees meeting.

**X. REPORTS**

- A. **ASCOD (Associated Students of College of the Desert)** – Minerva Montane was present and gave a brief report. Several new officers were introduced to the Board: Jose Rodriguez, Independent Senator, Andrianna Chakava, Independent Senator, and Darien Barnette, Fiscal Affairs Officer.
- B. **College of the Desert Foundation** – No report.
- C. **Academic Senate** – 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 gave a brief report.
- E. **C.O.D.A.A. (College of the Desert Adjunct Association)** – Robert Pallenberg was present and gave a brief 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** – Ms. Escobar reported that her absence during the August Board of Trustees meeting was due to attending her father’s citizenship ceremony. She reported that she attended the Health Career Connections CVEP Summer Internship closing ceremony, where she shared her experiences as a Planned Parenthood intern. Another Health Career Connections student, Jose Rodriguez, interned with Congressman Ruiz’s office, and Ms. Escobar congratulated him and introduced him to the trustees. There were other ASCOD students and Health Career Connections students who have graduated from COD and transferred to four-year institutions. She reported that she attended first MESA meeting of the year, announced MESA open house occurring today.

H. **SUPERINTENDENT/PRESIDENT**

**Dr. Kinnamon** – President Kinnamon reported that the English as a Second Language (ESLN) programs offered in Cathedral City and Desert Hot Springs high schools have been positive steps in creating greater access for the community. President Kinnamon reported the summer EDGE Program began in 2012 with 22 students, and has grown to serve 508 students over this past summer. Dr. Kinnamon stated that they are looking at the results to determine if students were able to eliminate remedial courses through the EDGE Program. Dr. Kinnamon commented that Flex Week activities were both well planned and well attended. President Kinnamon commented that he has been working with faculty and staff on their responses to the technical spring visit, and looks forward to initiating those recommendations and reporting to the trustees on how successful they have been. With regard to outreach and training, Carlos Maldonado, Director of Student Life, and Dr. Annebelle Nery, Executive Dean, have been training staff on parliamentary procedure, Brown Act and College Planning Council.

XI. **CLOSED SESSION**

4. **PERSONNEL**

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

(Government Code Section 54957)

- Vice President of Administrative Services
- Superintendent/President

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

- Superintendent/President

XII. **OPEN SESSION**

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

**Trustee Broughton** – Trustee Broughton commented that there was great planning and communication for the recent Flex activities, and thanked Zerryl Becker for her work. Trustee Broughton reported that adding new course sections have made a difference for the students, but there are still students who have difficulty obtaining a class they will need to graduate that may not be offered when they need it. Trustee Broughton informed all that they will continue to see what can be done to help students move forward. Trustee Broughton commented on an email reminder she received for recycling on campus, and thanked COD for the list of things everyone can do to recycle. Trustee Broughton invited all to attend the Annual Vocational Fair on October 14 at the auditorium on the Indio fairgrounds.

**Trustee O’Neill** – Trustee O’Neill commented that there has been a successful school opening this year and we are experiencing a positive climate, and thanked President Kinnamon and his team for working together to strengthen the positive energy, as well as classified staff and its leaders. Trustee O’Neill thanked Zerryl Becker for excellent Flex activities, and reported he participated in several events, including the new faculty orientation and luncheon. The new faculty members were impressive. He thanked the Berger Foundation for their \$349,000 contribution toward the new Faculty Innovation Center and reported that he attended the opening. This concept has been talked about for years and he is pleased to see it come to fruition. Finally, Trustee O’Neill thanked Dr. Kinnamon and the four students who have become a part of the student docent program at Sunnylands.

**Trustee Wilson** – Trustee Wilson thanked Zerryl Becker as well as all the organizers of Flex week. Trustee Wilson reported that she served food at the August 22 Classified Staff breakfast, and thanked Dr. Kinnamon for the event at his home as it provided an opportunity to get to know staff. She thanked the Berger Foundation for their support and contribution toward the Faculty Innovation Center, and is looking forward to soft opening of the center. Trustee Wilson reported she attended Dr. Kinnamon’s President’s address and open forum as well as the faculty and staff dinner at Rancho Las Palmas, and thanked the Foundation for sponsoring that event. Trustee Wilson thanked Jan Hawkins for her work with the Foundation and reported that the Ophelia Project will be hosting a training of mentors here on campus in the near future.

**Trustee Sanchez-Fulton** – Trustee Sanchez-Fulton requested a moment of silence in observance of September 11. Trustee Sanchez-Fulton commented that the trustees are aware of the open positions in executive leadership, and welcomed new faculty to COD. Trustee Sanchez-Fulton reported that she attended several Flex events and thanked Zerryl Becker.

- September 9 - attended the RDA Desert Hot Springs Assessor Oversight Committee, where they adopted the Recognition Obligation Schedule for 2016 and 2017
- September 16 - celebrated the 205th Anniversary of Mexican Independence Day with the Mexican consulate at CalState San Bernardino,
- September 16 - attended the COD Diversity Committee and Alumni’s sponsored performance of Tres Vidas in the Pollock Theatre
- Reported she has visited various ESLN classes, and hopes to visit more
- Will be attending the Cash for College programs on October 2 in Desert Hot Springs, and commended the COD financial aid team on the great job they do with outreach through this program.

- At the upcoming Desert Hot Spring City celebration, Trustee Sanchez-Fulton commented that she will represent COD and will host a table.
- Trustee Sanchez-Fulton commented that she will try to attend the MESA Open House today. She also attended the new faculty events and thanked President Kinnamon for the event he held in his home during Flex.
- Attended the Faculty Innovation Center opening, and thanked Jan Hawkins for her work with the Foundation.
- She reminded everyone of late registration on October 14.
- Attended Citizens Bond Oversight Committee in place of Aurora Wilson on September 15 – new officers were elected and the committee recognized Geoffrey Kiehl, reviewed the Indio campus retail project, the bond report layout and received the schedule of future meetings.

**Chair Stefan** – Chair Stefan welcomed everyone to the new semester, and reported she was able to attend several Flex events, including one by Carlos Maldonado on parliamentary procedure and Brown Act. Chair Stefan reported that she enjoyed meeting the new faculty hires and leadership, as well as attending the dinner at Rancho Las Palmas. Chair Stefan reported that several sessions on how to properly register students trying to crash classes or drop classes, and attended another session on online classes which she found hugely beneficial, and briefly shared what she learned from these sessions. Chair Stefan would like the professor who taught this session to submit a report to the trustees, if available. Chair Stefan reported she attended an event for Christopher’s Clubhouse, which is a nonprofit organization, and the founder is the mother of a little boy who was abducted and killed. This program was designed to educate children and adults on issues including how to defend themselves, and Chair Stefan reported that a COD professor works with this group and trains in self-defense, and would like that professor to provide a presentation on the training program.

The ACCT Conference is coming up before the next Board meeting (October 14-17), and Chair Stefan asked if any of the trustees experience schedule changes, to let Angela Walton as soon as possible. Chair Stefan also reminded the trustees to sign up for the Excellence in Trusteeship training certificate program if they had not yet done so.

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

**A. BOARD OF TRUSTEES**

1. Proclamation - National Disabilities Awareness Month
2. Proclamation - California State University, San Bernardino 50th Anniversary

**B. HUMAN RESOURCES**

1. Personnel Items

**C. ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll
5. Out-of-State Travel
6. Change Orders – Measure B Bond Projects
7. Amendment to a Contract – Measure B Bond Project
8. 2014-2015 CCFS-311Q/Quarterly Financial Status Report

**Motion:** Motion by Trustee O’Neill, seconded by Trustee Broughton to approve the consent agenda as amended.

**Discussion:** Trustee Broughton reported that she had questions regarding some items in Administrative Services and thanked those who have already provided the answers. Trustee Broughton commented that the college is moving forward by embracing the social media concept and she found it interesting that we have the ability to reach out to international students and vendors. She asked about Purple Briefcase, noting that it assists students by helping them train for jobs in the community in a cost-effective manner. Trustee O’Neill thanked Trustee Broughton for asking those questions.

**Vote:**

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

**No:** None

**Absent:** Student Trustee Escobar

**Abstain:** None

The motion carried unanimously.

#### **XIV. ACTION AGENDA**

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

None.

##### **B. PRESIDENT**

1. **Appointment for Student Representative on the Citizens’ Bond Oversight Committee**

**Motion:** Trustee O’Neill made the motion to approve nomination of Jose Rodriguez for the Student Representative on the Citizens’ Bond Oversight Committee, and Trustee Wilson seconded.

**Discussion:** The trustees thanked the outgoing student representative for serving time on the committee and welcomed the new member, Mr. Jose Rodriguez, to the committee.



**Vote:**

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

**No:** None

**Absent:** Student Trustee Escobar

**Abstain:** None

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The motion carried unanimously.

**C. ADMINISTRATIVE SERVICES**

**1. Public Hearing on 2015-2016 Final Budget**

**Opened Public Hearing** – Chair Stefan opened the Public Hearing.

Lauro Jimenez requested to address the Board at this time, commenting that as a member of the budget subcommittee, he thanked VP Howell for giving each member of the subcommittee ample information for the committee to review, thanked her for her transparency and work in making sure that members of the subcommittee understands the information.

There being no other comments, Chair Stefan closed the Public Hearing.

**2. Fiscal Year 2015-2016 Final Budget**

**Motion:** Trustee Sanchez-Fulton made the motion to approve the 2015-2016 Final Budget, and Trustee O’Neill seconded.

**Discussion/Budget Presentation:** VP Lisa Howell thanked John Ramont, Director of Fiscal Services, for all of this work. Highlights:

- Shared the 2015-2016 Budget Calendar as well as a list of budget subcommittee members
- Adopted State Budget and State Budget agreement for Community colleges
- FTES Reporting issue has been resolved - \$4.4M reduction previously reported has been reduced to \$3.4M with a payback of 3 years beginning in 2014-2015. COD’s FTES was rebenched by 205 FTES (\$959K) beginning 2014-2015, and the impact of the settlement is slightly less than \$600K total
- 7.96% growth achieved for 2014-2015
- STRS and PERS Employer Rates continue to increase
- 2015-2016 Adopted Budget of \$63.8 million
- VP Howell commented that this budget reflects a balanced budget, unconstrained growth target of 8.68% is available for COD, restricted funds are expected to spend down the existing fund balance, and FTES reporting issue has been included as outflow

**Vote:**

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

**No:** None  
**Absent:** Student Trustee Escobar  
**Abstain:** None

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Motion carried unanimously.

#### **XV. STUDY SESSION ITEMS**

1. **Budget Presentation** – previously provided in Action Items
2. **Sunline Presentation** – VP Lisa Howell introduced Tommy Edwards, Chief Operating Officer, and Beverly Barr-Ford, Deputy Chief Administrative Officer of Sunline Transit Agency, who provided an overview of Sunline, its Center of Excellence, and its current services including existing bus routes to and from COD for all COD campuses (Palm Springs, Cathedral City Thousand Palms, Rancho Mirage, Indian Wells, Palm Desert, La Quinta, Bermuda Dunes, Coachella, Thermal, Mecca, Desert Edge, North Shore and Indio). The new COD Initiative will include a new express bus line that will serve Desert Hot Springs, Thousand Palms and Palm Desert with four morning trips, four evening trips and limited stops. The service will be Monday through Friday. They are aiming for a start time of the week of January 2016 and the bus route times will to be determined.
3. **Board of Trustees Campus Tour**

#### **XVI. CLOSED SESSION**

#### **XVII. OPEN SESSION**

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

#### **XVIII. ADJOURN**

There were no objections to adjourning the meeting. The Board of Trustees meeting adjourned at 4:46 pm, and was adjourned in memory of both Phyllis Jones and Eric Vogt.



By: Aurora Wilson, Clerk

Topic: Citizens Oversight Committee Meeting

The Citizens Oversight Committee met on Tuesday, September 15<sup>th</sup>. New officers were elected and I am pleased to report that Kenneth Eklund was elected as Chair and Fred Jandt was elected as Vice Chair. The agenda included the following:

- Recognition of exiting COC member Geoffrey Kiehl
- Review of Indio Campus Retail Project and related funding sources
- Annual Bond Report layout and components
- Bond Projects update and financial report
- Schedule of future meetings
  - December 8, 2015 at 3:30 in the Cravens Student Center MPR
  - March 8, 2016
  - June 14, 2016
  - September 13, 2016

Topic: Water Conservation Task Force

Jason Arebalos, COD's Director of M&O, met with representatives from Palm Springs USD, Coachella Valley USD, and Desert Sands USD to discuss water conservation and learn what other educational agencies are doing to reduce usage yet protect assets. We were pleased to learn that our efforts are in line with the other agencies. Strategies discussed thus far are:

- Reduce watering to once a day
- Installing smart watering controlling systems
- Replacing landscape with drought tolerant plants
- Conducting water audits
- Consider purchase of waterless brooms and urinals
- Maintain regular watering of fields due to safety concerns

Topic: Bookstore Update

More good news from our staff at the Bookstore. Sales increased nearly 12% through the end of August. We are meeting the needs of our students more timely than in past years with more textbooks in the hands of our students on the first day of class. Student comments thus far have been complimentary and they are appreciative of the faster service and the knowledgeable staff at the bookstore.

# PROCLAMATION

## NATIONAL DISABILITIES AWARENESS MONTH

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**WHEREAS**, IN JULY 1991, PRESIDENT BUSH SIGNED INTO LAW THE AMERICANS WITH DISABILITIES ACT TO PROMOTE AND PROTECT THE RIGHTS OF AMERICAN CITIZENS WITH DISABILITIES, ESTABLISHING A NATIONAL MANDATE TO END DISCRIMINATION; AND

**WHEREAS**, THIS CIVIL RIGHTS LAW APPLIES TO THE 50 MILLION AMERICANS WITH DISABILITIES, COMPRISING THE LARGEST SINGLE MINORITY GROUP IN THE UNITED STATES; AND

**WHEREAS**, DISABILITY IS MORE OFTEN AN ATTITUDE THAN A LIFESTYLE; AND

**WHEREAS**, ELIGIBILITY TO THE GROUPING AS DISABLED IS INCLUSIVE AND TRANSCENDS ISSUES OF RACE, ETHNICITY, AGE, GENDER, AND ECONOMIC STATUS; ALL ARE ELIGIBLE; AND

**WHEREAS**, CONTRIBUTIONS MADE TO SOCIETY, CIVILIZATION, AND THE WHOLE OF HUMAN EXPERIENCE BY INDIVIDUALS WITH DISABILITIES SHOULD BE ACKNOWLEDGED AND CELEBRATED FOR THE BENEFIT AND THE BETTERMENT OF ALL; AND

**WHEREAS**, THE PURPOSE OF NATIONAL DISABILITIES AWARENESS MONTH IS THE ENLIGHTENMENT OF ALL AMERICANS TO THE ABILITIES OF THE INDIVIDUAL AND THE INCLUSION OF THE NEEDS OF ALL ITS CITIZENS IN ISSUES OF EQUITY, ACCESS, EDUCATION AND EMPLOYMENT; AND

**BE IT FURTHER RESOLVED** THAT DESERT COMMUNITY COLLEGE DISTRICT DECLARES AND AFFIRMS THE MONTH OF OCTOBER AS NATIONAL DISABILITIES AWARENESS MONTH AND CELEBRATES THE LIVES AND CONTRIBUTIONS MADE BY INDIVIDUALS WITH DISABILITIES TO PROMOTE ENLIGHTENMENT OF INDIVIDUAL ABILITIES.

Board of Trustees

Dr. Bonnie Stefan

Ms. Mary Jane Sanchez-Fulton

Ms. Aurora Wilson

Mr. Michael O'Neill

Ms. Becky Broughton

Ms. Tamara Escobar

Superintendent/President

Dr. Joel L. Kinnamon

# RESOLUTION

## CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

### 50<sup>TH</sup> ANNIVERSARY

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**WHEREAS**, 2015 commemorates the half-century year that California State University, San Bernardino was first established in 1965 as California State College at San Bernardino to provide educational opportunities for the growing population of the Inland Empire of California; and

**WHEREAS**, in 1960, California Governor Edmund G. (Pat) Brown signed the California Master Plan for Higher Education and California State Senator Stanford Shaw introduced legislation to formally create San Bernardino-Riverside State College; and

**WHEREAS**, the renamed California State College at San Bernardino officially opened in the fall of 1965 with 293 students, including 90 freshmen, and a faculty and staff of 93 and officially changed its name to California State University, San Bernardino in 1984; and

**WHEREAS**, from these modest beginnings, California State University, San Bernardino has matured into a comprehensive university, offering highly-respected bachelor's, master's and doctoral academic programs in five colleges and multiple departments to more than 20,000 students annually; and

**WHEREAS**, California State University, San Bernardino ranks seventh in the nation in the Education to Career College Rankings Index in terms of improving the earnings and attainment of quality employment of its students; and

**WHEREAS**, California State University, San Bernardino has had a significant economic, technological, social and environmental impact on the Inland Empire, producing more than 80,000 alumni during its first half-century; and

**WHEREAS**, California State University, San Bernardino has contributed to the rich economic life and culture of the State of California by providing nearly 4,000 graduates into the workforce each year; and

**WHEREAS**, California State University, San Bernardino's impact generates more than a half a billion dollars on the statewide economy and more than \$30 million in statewide annual tax revenue; and,

**WHEREAS**, the California State University, San Bernardino impact sustains more than 2,000 jobs in the Inland Empire and 4,700 jobs statewide; and

**WHEREAS**, nearly \$1.2 billion of the earnings by California State University, San Bernardino alumni are attributable to their CSUSB degrees, which creates an additional \$2 billion of industry activity throughout the state each year; and

**WHEREAS**, California State University, San Bernardino established a branch campus three decades ago in Palm Desert, leading to the establishment of the Palm Desert Campus as the Coachella Valley's only four-year public educational institution; and

**WHEREAS**, California State University, San Bernardino's most prized tradition is a commitment to enriching the lives of its students by transmitting knowledge and providing them with the skills to apply what they have learned into the service of our society; and

**WHEREAS**, California State University, San Bernardino is a reflection of the dynamic diversity of the local region, ranking among the nation's educational leaders across multiple categories for Hispanic enrollment; and

**WHEREAS**, California State University, San Bernardino is a cherished educational home for U.S. military veterans, ranking first in California and ninth nationally as a 2015 "Best for Vets" campus by *Military Times*; and

**WHEREAS**, California State University, San Bernardino's faculty contribute to the quality of life in the Nation by their active engagement in scholarship, research, technological innovation, community service, and the arts; and

**WHEREAS**, California State University, San Bernardino has been named every year to the President's Higher Education Community Service Honor Roll, the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning, and civic engagement;

**WHEREAS**, California State University, San Bernardino is an active partner with educational institutions, industries, and communities to enhance the quality of education, research, development, and community service for the Inland Empire, Coachella Valley, and the State of California:

Now, therefore, be it resolved on this date, September 21<sup>st</sup>, 2015

That the Board of Trustees of Desert Community College District honors California State University, San Bernardino for its 50 years of commitment to public higher education.

**BOARD OF TRUSTEES**

DR. BONNIE STEFAN  
MS. MARY JANE SANCHEZ-FULTON  
MS. AURORA WILSON  
MR. MICHAEL O'NEILL  
MS. BECKY BROUGHTON  
MS. TAMARA ESCOBAR

**SUPERINTENDENT/PRESIDENT**

DR. JOEL L. KINNAMON

ADDRESSING THE BOARD OF TRUSTEES

1. Complete a "Request to Address the Board of Trustees" form (see below) and present it to the Board Executive Assistant prior to the beginning of the meeting at which you wish to address the Board.

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2. You will be called to speak at the section set aside for PUBLIC COMMENTS. Each speaker will be allowed a maximum of three (3) minutes per topic. Fifteen (15) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. *(per Board Policy 2350)*
3. You will be asked to state your name and appropriate affiliation for the record before your statements to the Board.
4. The Board Chair may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive. *(per Board Policy 2350)*

*\*For the complete text of Board Policy 2350 [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) – "Community", "Board of Trustees", "Board Policies and Procedures".*

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(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

REQUEST TO ADDRESS THE BOARD OF TRUSTEES

BOARD MEETING DATE: 09/18/2015

NAME: Paul Correa \$ Mesa Students  
*(Please print legibly)*

AFFILIATION: PUBLIC  STAFF \_\_\_\_\_  
FACULTY \_\_\_\_\_ STUDENT

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESSING THE BOARD OF TRUSTEES

1. Complete a "Request to Address the Board of Trustees" form (see below) and present it to the Board Executive Assistant prior to the beginning of the meeting at which you wish to address the Board.

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2. You will be called to speak at the section set aside for PUBLIC COMMENTS. Each speaker will be allowed a maximum of three (3) minutes per topic. Fifteen (15) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. *(per Board Policy 2350)*
3. You will be asked to state your name and appropriate affiliation for the record before your statements to the Board.
4. The Board Chair may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive. *(per Board Policy 2350)*

*\*For the complete text of Board Policy 2350 [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) – "Community", "Board of Trustees", "Board Policies and Procedures".*

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(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

**REQUEST TO ADDRESS THE BOARD OF TRUSTEES**

BOARD MEETING DATE: 9/18/15

NAME: Samantha Simo  
*(Please print legibly)*

AFFILIATION:      PUBLIC X                      STAFF \_\_\_\_\_  
                         FACULTY \_\_\_\_\_                      STUDENT X

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. \_\_\_\_\_

TITLE \_\_\_\_\_



ADDRESSING THE BOARD OF TRUSTEES

1. Complete a "Request to Address the Board of Trustees" form (see below) and present it to the Board Executive Assistant prior to the beginning of the meeting at which you wish to address the Board.
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(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

*For Public Hearing Section*

REQUEST TO ADDRESS THE BOARD OF TRUSTEES

BOARD MEETING DATE: 9/18/2015

NAME: LAURO JIMENEZ  
*(Please print legibly)*

AFFILIATION: PUBLIC \_\_\_\_\_ STAFF ✓  
FACULTY \_\_\_\_\_ STUDENT \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. \_\_\_\_\_

TITLE BUDGET PUBLIC HEARING

September 18, 2015 Board of Trustees Meeting-

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Adjournment In Memory Of:

Phyliss Jones

Eric Vogt

Phyllis Jones was a member of our College of the Desert family as part of our Nursing faculty. Phyllis taught full time from 1987 until she retired with Emeritus status in 1999. She returned as an adjunct, and continued to teach in the program until 2011.

---

Phyllis was 89 when she passed away August 22<sup>nd</sup> at Reid Hospital in Richmond, Indiana.

She was born in Clinton, Massachusetts to the late Stanley and Mary. She was a member of Sigma Theta Tau International; member of the Honor Society of Nursing, Gamma Alpha Chapter; member of the V.F.W. Women's Auxiliary Post #3699; she was professor of Nursing at College of the Desert; and was a member of Visitation Catholic Church, Eaton and Sacred Heart Catholic Church, Palm Desert.

In addition to her parents, she was preceded in death by her husband Richard E. Jones; 5 sisters and 1 brother. She is survived by her daughter Barbara McNeal and companion Nelson Yates of Eaton, Ohio.

Phyllis is remembered fondly by staff and faculty in our Nursing program, recalling her as a "bottomless pit of positive energy" and a "pistol of a gal...full of heart and soul." She was a staunch advocate of the mentally ill and was devoted to College of the Desert's nursing students and served as a mentor to others in the psychiatric nursing field.

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Eric L. Vogt, 72, of Palm Desert, CA passed away on July 2, 2015 in Palm Desert, CA surrounded by his family. Eric was a member of our COD family.

Eric had been a 14 year survivor of multiple myeloma and colon cancer. He was born October 26, 1942 and was married to Bonnie Vogt for 49 years. They resided in Palm Desert since moving to the Coachella Valley in 1980. Eric is survived by his wife, son Michael Vogt and his wife Pamela Vogt, son Eric Vogt II and his wife Karen Vogt. Eric is survived by his six grandchildren, the joys of his life, Haley Vogt, Hannah Vogt, Kierstin Vogt, Annika Vogt, Eric Vogt III, and Caitlyn Vogt. He is also survived by his brothers, Roger Vogt and his wife Julie, Carl Vogt and his wife Betty, sisters Susan and her husband John, and Pixie and her husband, Joel.

Eric Vogt retired in 1996 as a State Forest Ranger III for the California Department of Forestry and Fire Protection (CAL FIRE) and as the Deputy Fire Chief for the Riverside County Fire Department. Eric began his career with CAL FIRE in the summer of 1961 as a fireman in San Diego County. After serving in the US Army from 1964 to 1966 he returned to his fire service career. In 1980 Eric promoted to Battalion Chief and served as the Fire Marshal for the Cove Communities of Palm Desert, Indian Wells and Rancho Mirage. In 1984 Eric promoted to Division Chief supervising the Riverside County Fire Department's eastern division from Cabazon to Blythe. Eric promoted to Deputy Chief in 1990 and was responsible for fire department operations throughout the eastern half of Riverside County.

After retirement, Eric taught fire technology courses here at College of the Desert and served for several years as our Fire Technology Coordinator in the Public Safety Academy. Eric's son, Eric II, worked at the Ben Clark Training Center at Riverside Community College and the two Eric's were incredibly helpful as we began to develop our own Fire training program.

Even though retired, Eric couldn't give up driving a "big red truck", so he bought a bright red Excursion and happily endured the teasing that followed.

At the time of his passing, Eric served the City of Palm Desert as a member of the Building Board of Appeals. Eric was a member of the Palms to Pines Rotary Club for many years and he was a strong supporter of the Palm Desert Historical Society. Eric was a member of several multiple myeloma support groups, both locally and on line. Eric's optimism and wealth of information was a great comfort to those learning about their diagnosis. Eric's priorities in life were his family, friends, and work. Eric had a natural gift for working on anything mechanical.

College of the Desert greatly benefited from Eric's dedication to the fire service.



Desert Community College District  
2015-16 Adopted Budget

Lisa Howell  
Vice President, Administrative Services  
September 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 13<sup>th</sup>
- ✓ Governor's May Revise . . . . . May 15<sup>th</sup>
- ✓ Budget Sub-Committee Meeting . . . . . June 1<sup>st</sup>
- ✓ Budget Committee Meeting . . . . . June 8<sup>th</sup>
- ✓ COD Tentative Budget Adoption . . . . . June 18<sup>th</sup>
- ✓ State Budget Adoption . . . . . June
- Final Budget Adoption . . . . . September 18th

**COLLEGE OF THE DESERT**  
**Budget Committee Members**

|                      |  |
|----------------------|--|
| Lisa Howell, Chair   | VP Administrative Services                   |
| Dr. Kelly Hall       | Academic Senate President                    |
| Denise Diamond       | CTA  |
| Lauro Jimenez        | CSEA   |
| Misti Santana        | Confidential                                 |
| John Ramont          | Director of Fiscal Services                  |
| Dr. Catherine Levitt | CODAA  |
| Dr. Joel Kinnamon    | College President                            |
| Diane Wirth          | Interim Vice President, HR & Labor Relations |
| Francisco Coronado   | Student Representative                       |
| Dr. Jim Berg         | Dean   |
| Vacant               | Vice Presidents (Student Success/Learning)   |



## Budget Update – September 2015

**“A Budget is not just a collection of numbers, but an expression of our values and aspirations.”**

*Jacob Lew*





## Budget Update – September 2015

**“The budget information you hear today is likely to change tomorrow”**

*Lisa Howell*



## Desert Community College District

### Adopted State Budget

- 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, DSPTS, etc. - \$2.5M
  - Student Equity Plan - \$85M (down from \$115M)



6

The information in red reflects changes from the May Revise.

## Desert Community College District

### Chancellor's Office Update

- We are pleased to announce that our FTES reporting issue has ***finally*** been resolved
  - The \$4.4M reduction previously reported has been reduced to \$3.4M with a payback of 3 years beginning in 2014-15
  - COD's FTES was rebenched by 205 FTES (\$959K) beginning in 2014-15
  - Net impact of the settlement for 2014-15 was a reduction of \$190,916.46 for 3 years or slightly less than \$600K in total

## Desert Community College District

### COD Estimated New Revenues from State Budget

|                              | Unrestricted |             | Restricted  |
|------------------------------|--------------|-------------|-------------|
|                              | One-time     | On-going    |             |
| 6% Growth                    |              | \$2,236,452 |             |
| Base Allocation increase     |              | \$186,886   |             |
| COLA plus CDCP rate adj      |              | \$558,337   |             |
| Mandate Apportionment        | \$4,475,749  |             |             |
| Deferred Maint & Instr Equip |              |             | \$1,048,079 |
| Full-time Faculty            |              | \$450,682   |             |
| Basic Skills                 |              | ?           |             |
| Student Equity Plans         |              | ?           |             |



## Desert Community College District

### Assumptions used for Budget Adoption

|                                     | 2014-15 | 2015-16 |
|-------------------------------------|---------|---------|
| Statutory COLA                      | .85%    | 1.02%   |
| Funded Growth/Restoration           | 7.96%   | 6%      |
| <i>Unfunded Growth</i>              | 2%      | 0%      |
| Lottery – Base <i>unrestricted</i>  | \$128   | \$140   |
| Lottery – Prop 20 <i>restricted</i> | \$34    | \$41    |
| Revenue Shortfall                   | 1.5%    | .5%     |
| STRS Employer Rate                  | 8.88%   | 10.73%  |
| PERS Employer Rate                  | 11.771% | 11.847% |

## Desert Community College District

### A look at our Budget – past and present

| COMBINED FUND 10                      | 2013-14<br>Actuals    | 2014-15<br>Unaudited<br>Actuals | 2015-16<br>Adopted<br>Budget |
|---------------------------------------|-----------------------|---------------------------------|------------------------------|
| Revenues                              | \$52,276,587          | \$54,468,287                    | \$66,055,481                 |
| Expenditures                          | <u>(\$50,240,566)</u> | <u>(\$55,418,849)</u>           | <u>(\$63,307,607)</u>        |
| Surplus / (Deficit)                   | \$2,036,021           | (\$950,562)                     | \$2,747,874                  |
| Transfers/Contributions/Other Outgo   | <u>(\$1,204,285)</u>  | <u>(\$1,074,474)</u>            | <u>(\$563,360)</u>           |
| Increase / (Decrease) to Fund Balance | \$831,737             | (\$2,025,036)                   | \$2,184,514                  |
| Beginning Balance                     | \$9,143,999           | \$11,695,445                    | \$9,670,409                  |
| Audit Adjustment                      | \$1,719,709           | \$0                             | \$0                          |
| Ending Balance                        | \$11,695,445          | \$9,670,409                     | \$11,854,923                 |



## Desert Community College District

### A look at our Budget – past and present

| UNRESTRICTED FUND 11                  | 2013-14<br>Actuals    | 2014-15<br>Unaudited<br>Actuals | 2015-16<br>Adopted<br>Budget |
|---------------------------------------|-----------------------|---------------------------------|------------------------------|
| Revenues                              | \$42,723,983          | \$43,632,732                    | \$50,872,768                 |
| Expenditures                          | <u>(\$39,981,630)</u> | <u>(\$44,295,744)</u>           | <u>(\$47,288,754)</u>        |
| Surplus / (Deficit)                   | \$2,742,353           | (\$663,012)                     | \$3,584,014                  |
| Transfers/Contributions               | <u>(\$1,400,243)</u>  | <u>(\$1,175,473)</u>            | <u>(\$662,859)</u>           |
| Increase / (Decrease) to Fund Balance | \$1,342,110           | (\$1,838,485)                   | \$2,921,155                  |
| Beginning Balance                     | \$7,144,515           | \$10,206,334                    | \$8,367,849                  |
| Audit Adjustment                      | \$1,719,709           | \$0                             | \$0                          |
| Ending Balance                        | \$10,206,334          | \$8,367,849                     | \$11,289,004                 |



## Desert Community College District

### A look at our Budget – past and present

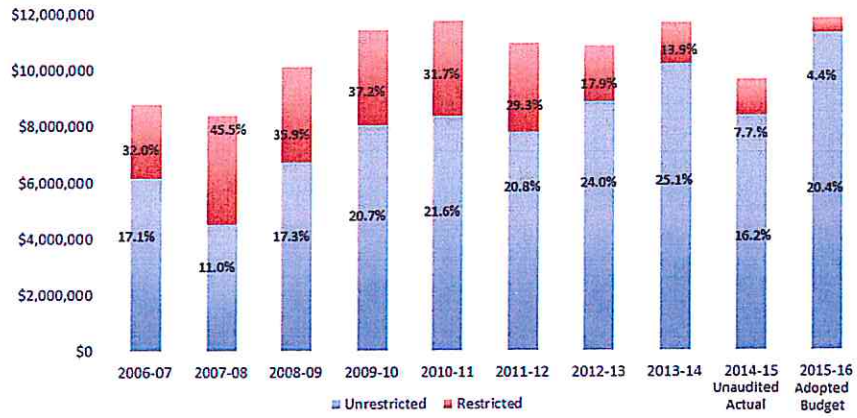
| RESTRICTED FUND 12                  | 2013-14<br>Actuals    | 2014-15<br>Unaudited<br>Actuals | 2015-16<br>Adopted<br>Budget |
|-------------------------------------|-----------------------|---------------------------------|------------------------------|
| Revenues                            | \$9,552,604           | \$10,835,556                    | \$15,182,713                 |
| Expenditures                        | <u>(\$10,258,936)</u> | <u>(\$11,123,105)</u>           | <u>(16,018,853)</u>          |
| Surplus / (Deficit)                 | (\$706,332)           | (\$287,549)                     | (\$836,140)                  |
| Transfers/Contributions/Other Outgo | <u>\$195,959</u>      | <u>\$100,998</u>                | <u>\$99,499</u>              |
| Increase / Decrease to Fund Balance | (\$510,373)           | (\$186,551)                     | (\$736,641)                  |
| Beginning Balance                   | \$1,999,484           | \$1,489,111                     | \$1,302,560                  |
| Ending Balance                      | \$1,489,111           | \$1,302,560                     | \$565,919                    |





# Desert Community College District

Ending Fund Balance with % of Expenditures and Other Outgo



## Desert Community College District

### Fund Balance Components - Unrestricted

|                                      | 2013-14<br>Actuals  | 2014-15<br>Unaudited<br>Actuals | 2015-16<br>Adopted<br>Budget |
|--------------------------------------|---------------------|---------------------------------|------------------------------|
| Ending Fund Balance                  | <u>\$10,206,334</u> | <u>\$8,367,849</u>              | <u>\$11,289,004</u>          |
| 7.5% Board Recommended Reserve       | \$3,858,364         | \$4,236,999                     | \$4,790,074                  |
| Reserve for Growth/Other             | \$502,439           | \$2,422,985                     | \$1,596,691                  |
| Reserved for FTES Dispute            | \$1,000,000         | \$0                             | \$0                          |
| NMTC                                 | \$1,707,865         | \$1,707,865                     | \$1,581,515                  |
| Reserved for Enhanced Student Access | \$2,137,666         | \$0                             | \$0                          |
| Other One-time Designations          | \$1,000,000         | \$0                             | \$0                          |
| Remainder                            |                     |                                 | \$3,314,724                  |



## Desert Community College District

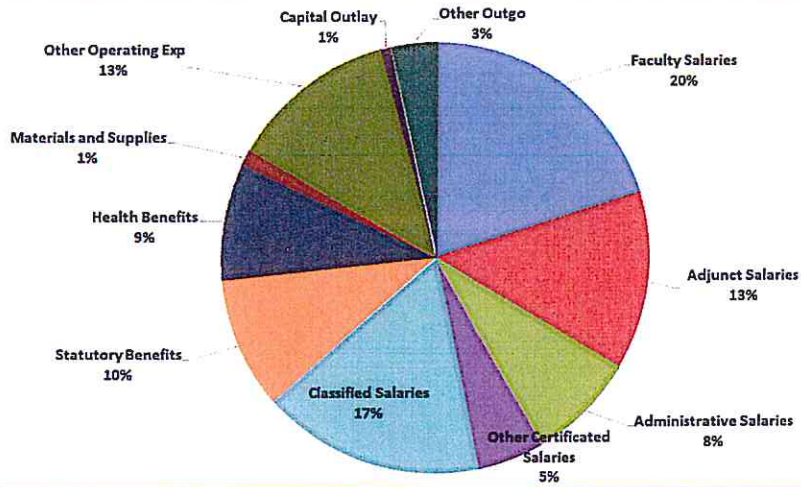
### A look at our Budget – Future

| UNRESTRICTED FUND 11                | <i>2015-16<br/>Adopted<br/>Budget</i> | <i>2016-17<br/>Projected</i> | <i>2017-18<br/>Projected</i> |
|-------------------------------------|---------------------------------------|------------------------------|------------------------------|
| Revenues                            | \$50,872,768                          | \$47,678,368                 | \$51,221,322                 |
| Expenditures                        | <u>(\$47,288,754)</u>                 | <u>(\$49,516,295)</u>        | <u>(\$51,724,394)</u>        |
| Surplus / (Deficit)                 | \$3,584,014                           | (\$1,837,927)                | (\$503,072)                  |
| Transfers/Contributions/Other Outgo | <u>(\$662,859)</u>                    | <u>(\$677,077)</u>           | <u>(\$699,469)</u>           |
| Increase / Decrease to Fund Balance | \$2,921,155                           | (\$2,515,004)                | (\$1,202,541)                |
| Beginning Balance                   | \$8,367,849                           | \$11,289,004                 | \$8,774,000                  |
| Ending Balance                      | \$11,289,004                          | \$8,774,000                  | \$7,571,459                  |



# Desert Community College District

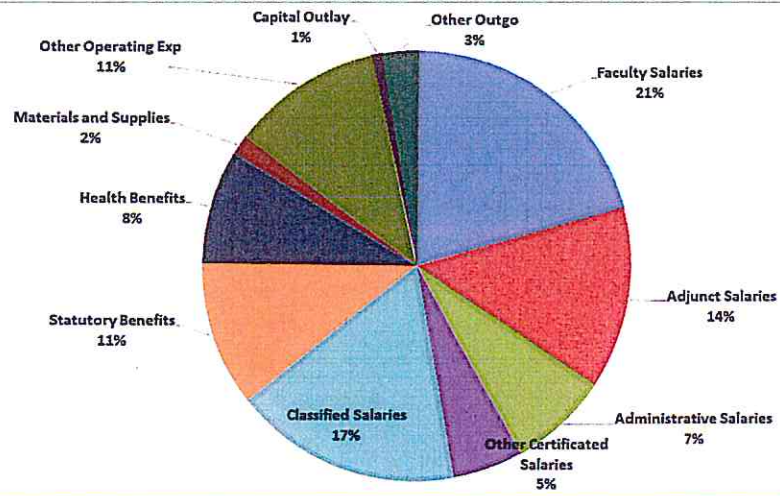
## 2013-14 UNRESTRICTED ACTUALS



Salaries and Benefits of categorically funded staff are not included

# Desert Community College District

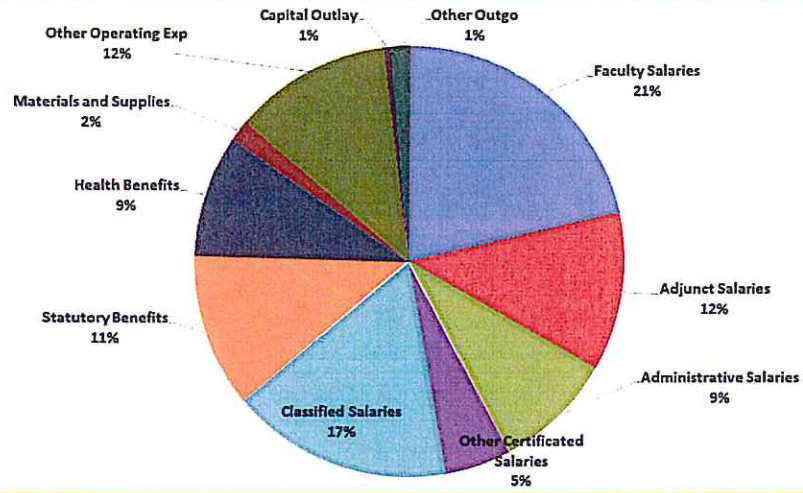
## 2014-15 UNRESTRICTED UNAUDITED ACTUALS



Salaries and Benefits of categorically funded staff are not included

# Desert Community College District

## 2015-16 UNRESTRICTED ADOPTED BUDGET



Salaries and Benefits of categorically funded staff are not included

## Desert Community College District

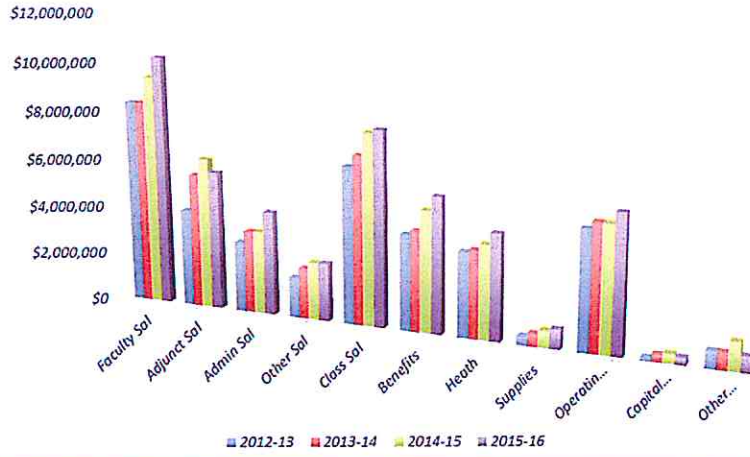
### % of Unrestricted Expenditures Budget by Category

|                             | 2013-14<br>Actual | 2014-15<br>Unaudited Actuals | 2015-16 Adopted<br>Budget |
|-----------------------------|-------------------|------------------------------|---------------------------|
| Faculty Salaries            | 20%               | 21%                          | 21%                       |
| Adjunct Salaries            | 13%               | 14%                          | 12%                       |
| Administrative Salaries     | 8%                | 7%                           | 9%                        |
| Other Certificated Salaries | 5%                | 5%                           | 5%                        |
| Classified Salaries         | 17%               | 17%                          | 17%                       |
| Statutory Benefits          | 10%               | 11%                          | 11%                       |
| Health Benefits             | <u>9%</u>         | <u>8%</u>                    | <u>9%</u>                 |
| <i>Commitment to Staff</i>  | 82%               | 83%                          | 84%                       |
| Materials & Supplies        | 1%                | 2%                           | 2%                        |
| Other Operating Expenses    | 13%               | 11%                          | 12%                       |
| Capital Outlay              | 1%                | 1%                           | 1%                        |
| Other Outgo                 | 3%                | 3%                           | 1%                        |



# Desert Community College District

## Unrestricted Expenditure History by Category





## Desert Community College District

### Unrestricted Revenue History by Source

|                         | 2012-13<br>Actual  | 2013-14<br>Actual  | 2014-15<br>Unaudited<br>Actuals | 2015-16<br>Adopted<br>Budget |
|-------------------------|--------------------|--------------------|---------------------------------|------------------------------|
| Base Revenue Allocation | \$34,831,142       | \$35,299,880       | \$36,642,884                    | \$40,458,409                 |
| Inflation Adjustment    | \$0                | \$554,208          | \$311,465                       | \$412,676                    |
| Restoration             | \$466,231          | \$783,951          | \$1,862,131                     | \$0                          |
| Growth                  | \$0                | \$0                | \$959,930                       | \$2,236,452                  |
| Revenue Adjustment      | \$0                | \$0                | (\$1,150,846)                   | (\$1,150,846)                |
| FTEF Revenues           | \$0                | \$0                | \$0                             | \$450,682                    |
| Other State             | (\$1,949,338)      | \$578,818          | \$629,827                       | \$4,405,171                  |
| Other Local             | <u>\$3,822,423</u> | <u>\$5,507,126</u> | <u>\$4,377,341</u>              | <u>\$4,060,224</u>           |
| Total                   | \$37,170,458       | \$42,723,983       | \$43,632,732                    | \$50,872,768                 |



This table reflects Unrestricted Revenues from 2012-13 through 2015-16 Adopted Budget.

## Desert Community College District

### Other Funds

- Bond Interest and Redemption Fund 21
- Child Development Fund 33
- Capital Outlay Projects Fund 41
  - Bond Construction Funds
  - Redevelopment Funds
- Self Insurance Fund 61
- Other Benefits Fund 69
- Student Representation Trust Fund 72
- Student Body Center Fee Trust Fund 73
- *New* Trust Fund 79 – Irrevocable Trust



The Annual Budget includes many funds other than the General Fund.

### Final Thoughts and Considerations

- The 2015-16 Adopted 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 was exceeded
    - 7.96% funded growth achieved
  
  - Can we continue to grow?
    - Unconstrained Growth Target of 8.68% available for COD
    - 6% has been projected for financial projections

## Desert Community College District

### Final Thoughts and Considerations

- 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
- Prop 30 implications are not included
  - Sales tax
  - Income tax
- FTES reporting issue has been included as net outflow
  - Rebenching of 205 FTES offsets all but \$196K of reduction for the next 2 years.

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

|  | 2014-15           | 2015-16           | Changes            | Notes |
|--|-------------------|-------------------|--------------------|-------|
|  | Unaudited         | Adopted           | From PY            |       |
|  | Actuals           | Budget            | Actuals            |       |
| <b>BASE REVENUES</b>                           |                   |                   |                    |       |
| Calculated Base Revenue                        | 38,625,563        | 40,458,419        |                    |       |
| Revenue Shortfall                              | (119,741)         | (394,643)         |                    |       |
| Other Revenue Adjustments                      | 641,766           | 2,687,162         |                    |       |
| FTES Dispute Resolution                        | (1,150,846)       | (1,150,846)       |                    |       |
| Annual COLA                                    | 311,465           | 412,676           |                    |       |
| <b>Adjusted BASE REVENUE</b>                   | <b>38,308,207</b> | <b>42,012,768</b> | <b>3,704,561</b>   | A     |
| <b>OTHER STATE INCOME</b>                      |                   |                   |                    |       |
| P. T. Faculty Equity Pay                       | 171,674           | 210,019           |                    |       |
| Mandated costs                                 | 536,542           | 4,692,318         |                    |       |
| Lottery  | 1,051,603         | 1,090,040         |                    |       |
| Other  | 150,932           | 800,742           |                    |       |
| <b>Total Other State Revenue</b>               | <b>1,910,751</b>  | <b>6,793,119</b>  | <b>4,882,368</b>   | B     |
| <b>OTHER LOCAL REVENUES</b>                    |                   |                   |                    |       |
| Rentals and Leases                             | 33,025            | 35,000            |                    |       |
| Interest                                       | 27,275            | 25,000            |                    |       |
| Nonresident/Foreign Tuition                    | 2,092,719         | 1,800,000         |                    |       |
| Parking Fines                                  | 247,382           | 150,000           |                    |       |
| Misc. Local Income                             | 1,013,373         | 56,881            |                    |       |
| <b>Total Local Revenues</b>                    | <b>3,413,774</b>  | <b>2,066,881</b>  | <b>(1,346,893)</b> | C     |
| <b>TOTAL REVENUES</b>                          | <b>43,632,732</b> | <b>50,872,768</b> | <b>7,240,036</b>   |       |
| <b>BEGINNING BALANCE</b>                       | <b>10,206,334</b> | <b>8,367,849</b>  |                    |       |
| <b>TOTAL RESOURCES</b>                         | <b>53,839,066</b> | <b>59,240,617</b> |                    |       |
| <b>Less: Expenditures (includes transfers)</b> | <b>45,471,217</b> | <b>41,439,334</b> |                    |       |
|  | <b>45,471,217</b> | <b>41,439,334</b> |                    |       |
| 7.5% Required Reserve                          | 4,236,999         | 4,790,074         |                    |       |
| Less: Other Reserves                           | 4,130,850         | 6,498,930         |                    |       |
| <b>TOTAL Contingency/Ending Balance</b>        | <b>8,367,849</b>  | <b>11,289,004</b> |                    |       |

**DESERT COMMUNITY COLLEGE DISTRICT**  
**2015-16 Adopted Budget**  
**Unrestricted General Fund**

|  | 2014-15            | 2015-16           | Change of        |       |
|--|--------------------|-------------------|------------------|-------|
|  | Unaudited          | Adopted           | Prior Year       | Notes |
|  | Actuals            | Budget            | Budget           |       |
| <b>REVENUES</b>                                      |                    |                   |                  |       |
| Base Revenues  | 38,308,207         | 42,012,768        | 3,704,561        | A     |
| State Income   | 1,910,751          | 6,793,119         | 4,882,368        | B     |
| Local Income   | 3,413,774          | 2,066,881         | (1,346,893)      | C     |
| <b>Total Revenue</b>                                 | <b>43,632,732</b>  | <b>50,872,768</b> | <b>7,240,036</b> |       |
| <b>Expenditures</b>                                  |                    |                   |                  |       |
| Full-Time Teaching Salaries                          | 9,406,387          | 10,247,117        | 840,730          | 1     |
| Adjunct Teaching Salaries                            | 6,212,124          | 5,703,480         | (508,644)        | 2     |
| Other Academic Salaries                              | 2,372,141          | 2,390,815         | 18,674           | 3     |
| Administration Salaries                              | 3,407,188          | 4,275,194         | 868,006          | 4     |
| Classified Salaries, Aides                           | 923,537            | 1,053,920         | 130,383          | 5     |
| Classified Salaries, Other                           | 6,906,342          | 6,941,865         | 35,523           | 5     |
| Employee Benefits                                    | 8,827,675          | 9,923,026         | 1,095,351        | 6     |
| Supplies & Materials                                 | 702,172            | 813,821           | 111,649          | 7     |
| Contracts & Services                                 | 5,148,239          | 5,630,794         | 482,555          | 8     |
| Sub-Total Operating Expense                          | 43,905,805         | 46,980,032        | 3,074,227        |       |
| Capital Outlay                                       | 389,939            | 308,722           | (81,217)         | 9     |
| Sub-Total Operating Exp. & Capital Outlay            | 44,295,744         | 47,288,754        | 2,993,010        | 10    |
| <b>Excess Revenue over (Expenditures)</b>            | <b>(663,012)</b>   | <b>3,584,014</b>  | <b>4,247,026</b> |       |
| Transfers within General Fund                        | 662,769            | 662,859           | 90               |       |
| Transfers to Fund 6X                                 | 512,704            | -                 | (512,704)        |       |
| <b>Total Expenditures</b>                            | <b>45,471,217</b>  | <b>47,951,613</b> | <b>2,480,396</b> |       |
| <b>Excess Total Expenditures over Total Revenues</b> | <b>(1,838,485)</b> | <b>2,921,155</b>  |                  |       |
| <b>General Fund - Beginning Balance</b>              |                    |                   |                  |       |
| 7.5% Required Reserve                                | 4,236,999          | 4,790,074         |                  |       |
| Reserve for Future Liabilities                       | 5,969,335          | 3,577,775         |                  |       |
|  | <b>10,206,334</b>  | <b>8,367,849</b>  |                  |       |
| <b>General Fund - Ending Balance (Reserve)</b>       | <b>8,367,849</b>   | <b>11,289,004</b> |                  |       |

**CHANGES FROM 2014-15 UNAUDITED ACTUALS TO 2015-16 ADOPTED BUDGET**

|                |                                  | Change By<br>Category | Net Change                 |
|----------------|----------------------------------|-----------------------|----------------------------|
| <b>INCOME</b>  |                                  |                       |                            |
| A              | Base Revenue                     | \$ 3,704,561          |                            |
| B              | State Revenue                    | 4,882,368             |                            |
| C              | Local Revenue                    | <u>(1,346,893)</u>    |                            |
|                | <b>Total Revenue Changes</b>     |                       | <u><b>\$ 7,240,036</b></u> |
| <b>EXPENSE</b> |                                  |                       |                            |
| 1              | Faculty Steps                    | 161,483               |                            |
|                | Salary Increase                  | 90,896                |                            |
|                | Retirement Savings               | (171,499)             |                            |
|                | New Faculty Positions            | 1,215,067             |                            |
|                | Prior Year Off-Schedule Payment  | (415,391)             |                            |
|                | Net All Other Budget Adjustments | <u>(39,826)</u>       |                            |
|                |                                  |                       | 840,730                    |
| 2              | Adjunct Faculty Estimated Steps  | 65,000                |                            |
|                | Salary Increase                  | 215,000               |                            |
|                | Assignment Reductions            | (839,971)             |                            |
|                | Net All Other Budget Adjustments | <u>51,327</u>         |                            |
|                |                                  |                       | (508,644)                  |
| 3              | Other Academic Salary Increase   | -                     |                            |
|                | Net All Other Budget Adjustments | <u>18,674</u>         |                            |
|                |                                  |                       | 18,674                     |
| 4              | Administration Steps             | 86,741                |                            |
|                | Salary Increase                  | 35,789                |                            |
|                | New/Vacant Positions             | 764,997               |                            |
|                | Net All Other Budget Adjustments | <u>(19,521)</u>       |                            |
|                |                                  |                       | 868,006                    |
| 5              | Classified Steps                 | 137,530               |                            |
|                | 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>222,212</u>        |                            |
|                |                                  |                       | 165,906                    |

|    |                                  | Change By<br>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>(82,082)</u>       |                            |
|    |                                  |                       | 1,095,351                  |
| 7  | Books                            | 1,506                 |                            |
|    | Instructional Supplies           | 18,398                |                            |
|    | Non Capitalized Equipment        | -                     |                            |
|    | Non-Instructional Supplies       | 70,188                |                            |
|    | Food                             | <u>21,557</u>         |                            |
|    |                                  |                       | 111,649                    |
| 8  | Postage                          | 3,077                 |                            |
|    | Contracts & Personal Services    | 14,271                |                            |
|    | Travel & Conferences             | 28,027                |                            |
|    | Dues & Memberships               | 30,614                |                            |
|    | Insurance                        | 35,515                |                            |
|    | Utilities                        | 95,093                |                            |
|    | Rents, Leases & Repairs          | 371,958               |                            |
|    | Legal, Elections, & Audit        | (118,151)             |                            |
|    | Other Services                   | <u>22,151</u>         |                            |
|    |                                  |                       | 482,555                    |
| 9  | Capital Outlay                   | <u>(81,217)</u>       |                            |
|    |                                  |                       | <u>(81,217)</u>            |
| 10 | <b>Total Expenditures</b>        |                       | <b><u>\$ 2,993,010</u></b> |





**SunLine Transit Agency**  
**Today's Transit for Tomorrow's World**

Tommy Edwards, Chief Operating Officer  
 Beverly Barr-Ford, Deputy Chief Administrative Officer




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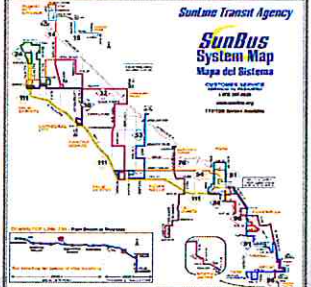
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**SunLine Facts**

**SunLine Operates:**

- Operates 14 fixed routes (SunBus)
- Operates Riverside Commuter Link 220 (Palm Desert – Riverside)
- Provides ADA Paratransit service (SunDial), and
- Taxi Voucher Program

Our vehicles operated 4.2 million revenue miles for 4.8 million passenger rides FY 14/15

**SunLine Employees:**

- 227 union employees
- 88 non-union employees
- 315 Total

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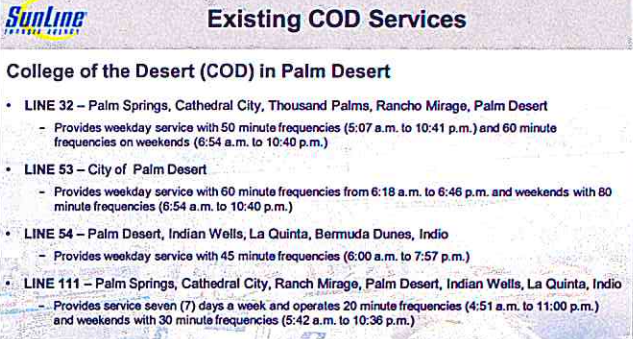
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**Existing COD Services**

**College of the Desert (COD) in Palm Desert**

- LINE 32 – Palm Springs, Cathedral City, Thousand Palms, Rancho Mirage, Palm Desert**
  - Provides weekday service with 50 minute frequencies (5:07 a.m. to 10:41 p.m.) and 60 minute frequencies on weekends (6:54 a.m. to 10:40 p.m.)
- LINE 53 – City of Palm Desert**
  - Provides weekday service with 60 minute frequencies from 6:18 a.m. to 6:46 p.m. and weekends with 80 minute frequencies (6:54 a.m. to 10:40 p.m.)
- LINE 54 – Palm Desert, Indian Wells, La Quinta, Bermuda Dunes, Indio**
  - Provides weekday service with 45 minute frequencies (6:00 a.m. to 7:57 p.m.)
- LINE 111 – Palm Springs, Cathedral City, Ranch Mirage, Palm Desert, Indian Wells, La Quinta, Indio**
  - Provides service seven (7) days a week and operates 20 minute frequencies (4:51 a.m. to 11:00 p.m.) and weekends with 30 minute frequencies (5:42 a.m. to 10:36 p.m.)

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**SunLine** **Existing Services**

**COD - Thermal/Mecca Campus**

- **LINE 91** – Indio, Coachella, Thermal, Mecca and Oasis
  - Provides weekday service with 60 minute frequencies (4:47 a.m. to 10:17 p.m.) and weekend service (5:38 a.m. to 9:34 p.m.) with 80 minute frequencies
- **LINE 95** – Indio, Coachella, Mecca and North Shore
  - Provides weekday service with five trips a day between the hours of 5:35 a.m. and 8:50 p.m.

**COD - Desert Hot Springs Campus**

- **LINE 14** – Desert Hot Springs, Palm Springs
  - Provides weekday service with 20 minute frequencies (4:52 a.m. to 11:23 p.m.) and weekend service with 40 minute frequencies (5:45 a.m. to 10:43 p.m.)
- **LINE 15** – Desert Hot Springs, Desert Edge
  - Provides weekday service with 60 minute frequencies (4:54 a.m. to 8:49 p.m.) and weekend service (6:49 a.m. to 7:44 p.m.) also with 60 minute frequencies

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**SunLine** **Existing Services**

**COD – Indio Campus**

- **LINE 54** – Palm Desert, Indian Wells, La Quinta, Bermuda Dunes, Indio
  - Provides weekday service with 40 minute frequencies (6:00 a.m. to 7:57 p.m.)
- **LINE 81** – City of Indio
  - Provides weekday service seven (7) days a week with 60 minute frequencies (5:35 a.m. and 8:50 p.m.)

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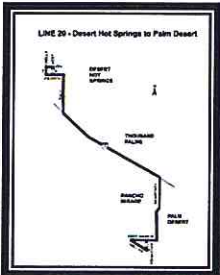
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**SunLine** **New COD Initiative**

**NEW LINE 20 – January 2016**  
Desert Hot Springs, Thousand Palms, Palm Desert

- Weekday service only
- Four (4) morning trips and four (4) evening trips
- Express Route with limited stops
- Service hours/alignment still in development phase



The map shows the route for Line 20, starting at Desert Hot Springs and ending at Palm Desert. Key locations marked include Thousand Palms, Palm Desert, and Desert Hot Springs. The route is shown as a line connecting these points.

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**SunLine**  
SUNLINE ENERGY SERVICES

### U Pass

**U Pass - Free Transportation for College Students**

- What is it?
  - Participation in forums of college students and barriers to transportation have revealed that many would use public transportation options if they were free
  - Free bus service opens travel options for other activities to include employment and leisure
- Pilot U Pass Program
  - Create a pilot program
  - Establish a "not to exceed" amount for COD
  - Complete a market analysis of usage and costs during the pilot period
- COD Transportation Plans
  - COD staff have discussed potential plans for shuttle services between campuses for students
    - SunLine currently serves this need with two routes (54 and 111)
  - Shuttle services are difficult to manage and costly
    - Develop a pilot program to invest shuttle funds into free bus service for COD students
    - Getting into the transit business is costly in both operating funds and staff time

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**SunLine**  
SUNLINE ENERGY SERVICES

### Center of Excellence

**SunLine is formalizing its role as a Center of Excellence**

- California and the Federal Government's expansive investment in alternative fuels requires a hub to sustain the learning associated with the investments in emerging and alternative fuel technology
  - This hub will focus on modeling, technical training, acquisitions management, risk avoidance, and overall education in the deployment of the technology
    - A conduit to connect current University, Community College, and training consortium programs to provide a central learning center utilizing in-person and distance based learning technology and techniques
  - This Center will be available to private and public entities focused on the development of alternative and emerging energy/fuel technologies

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**SunLine**  
SUNLINE ENERGY SERVICES

### Center of Excellence Components

**SunLine is seeking partnerships to:**

- Create college infused/directed curriculum
  - Working with Rio Hondo College National Science Foundation Grant to develop Hydrogen Fuel Cell Technician curriculum
  - Working with Southern California Regional Transit Training Consortium (SCR TTC)
- Provide hands-on experience and training opportunities
  - Utilizing SunLine's facilities
- Develop a workforce development program focused on alternative energy

**Funding**

- SunLine has made progress in seeking grant opportunities
- Funding agents including Federal Transit Administration, Air Resources Board, California Energy Commission, SCAQMD have expressed interest
- Coachella Valley municipalities and private industry have expressed support and potential funding

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**SunLine**  
TRANSIT AGENCY

### Center of Excellence Schedule

Project Status

- Seeking partner commitments
  - Agreements with learning institutions
- Securing private industry materials and financial support
  - Manufacturers have committed to providing diagnostic and other financial support for the Center
- MOU with Rio Hondo College in final stages

Next Steps

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**SunLine**  
TRANSIT AGENCY



Thank You!

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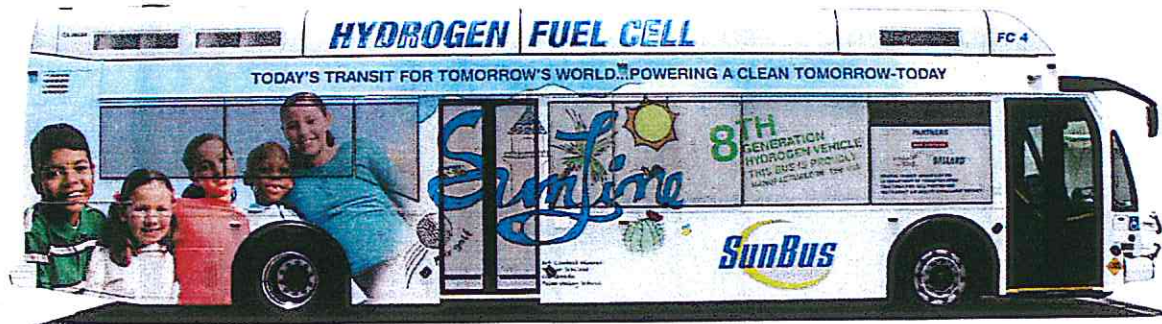
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**SunLine Transit Agency**  
**Center of Excellence Development Program**  
A comprehensive training program and facility for zero emission transit buses

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SunLine Transit Agency is a leader for hydrogen fuel cell electric transit vehicles and a center of excellence for the transit industry. The Center of Excellence Development Program proposes to develop and demonstrate a comprehensive training program and facility for zero emission transit buses to create a skilled workforce capable of operating and maintaining advanced technology vehicles. The approach to the project will be to develop course and lab curricula and materials, establish a training facility (including classrooms and lab), conduct a demonstration of the operations and maintenance-training program, and evaluate the effectiveness of the program. The project will also develop a commercialization plan to take the training program from a demonstration to a replicable model that other transit agencies and/or technical colleges can deploy nationwide.



SunLine Transit Agency  
32505 Harry Oliver Trail  
Thousand Palms, CA 92276

## Introduction

The Federal Transit Administration (FTA) and transit agencies across the country are making significant investments in the research, demonstration, and deployment of battery electric and hydrogen fuel cell buses and are beginning to integrate these vehicles into revenue service. The significant investment to support the development and deployment of these vehicles has greatly outpaced the investment in the training for operations, maintenance, and safety procedures required to support these vehicles and required infrastructure. Inadequate skills and lack of knowledge of these systems can lead to serious injury or even death when operating and maintaining these systems. Additionally, improper maintenance can easily damage these systems, resulting in financial loss to the transit agency and FTA and can result in a much slower adoption rate for this clean, efficient technology.

The American Public Transit Association (APTA) predicts a "...severe shortage of skilled and seasoned employees..." The cause of the anticipated shortage is multi-fold, including retirement of the baby-boom generation over the next five to ten years as well as an increase in the technological requirements across job functions. The *SunLine Transit Agency Center of Excellence Development Program* will help create a skilled workforce that will address not only the shortage of workers, but also fulfill the need for technicians that can maintain advanced technology vehicles. These are jobs, which move workers into the middle class. According to the Bureau of Labor Statistics' Occupational Employment Statistics, the annual mean wage for bus and truck mechanics in urban transit systems is \$47,420 and in the interurban and rural bus transportation industry, the annual mean wage is \$46,250. It is also not unreasonable to expect that technicians possessing the skills necessary to maintain advanced technology vehicles could see an increase in salary.

The *SunLine Transit Agency Center of Excellence Development Program* proposes to develop and demonstrate a comprehensive operations and maintenance training program for zero emission transit buses to create a skilled workforce capable of operating and maintaining advanced technology vehicles. There are existing and planned deployments of zero emission buses in California and in states across the country. The number of these types of buses in revenue service is expected to increase dramatically over the next decade as they represent significant improvements over current technology in terms of emissions, fuel costs, operations, and maintenance. However, operation and maintenance of these advanced technology buses is a significant departure from traditional diesel buses. It is imperative that the U.S. be prepared with a skilled workforce capable of servicing the technologies deployed on these vehicles. Ensuring there is a skilled workforce available to support the operations and maintenance procedures related specifically to zero emission buses will also assist transit agencies when making the decision to add zero emission buses to their fleet.

The approach to the project will be to develop course and lab curricula and materials, establish a training facility (including classrooms and lab), conduct a demonstration of the operations and maintenance-training program, and evaluate the effectiveness of the program. The project will also develop a commercialization plan to take the training program from a demonstration to a replicable model that other transit agencies and/or technical colleges can deploy nationwide.

## Strategic Partners

The *SunLine Transit Agency Center of Excellence Development Program*'s strategic partners are many, including the Southern California Regional Transit Training Consortium (SCR TTC), the Center for Transportation and the Environment (CTE), CALSTART, and various manufacturing partners.

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SCR TTC is a leading provider of training for the public transit industry. SCR TTC's focus is to provide a training resource network comprised of community colleges, universities, transit agencies, and public and private organizations focused on the development and delivery of training and employment of the transit industry workforce that is proficient at the highest standards, practices, and procedures for the industry. SCR TTC is located in Long Beach, California and is managed under a contract with the American Public Transit Exams Institute (APTREX).

CALSTART is a member-supported organization of more than 140 firms, fleets and agencies worldwide dedicated to supporting a growing high-tech, clean transportation industry that cleans the air, creates jobs, cuts imported oil and reduces global warming emissions. CALSTART provides services and consulting to spur advanced transportation technologies, fuels, systems and the companies that make them. CALSTART is located in Pasadena California.

CTE is a non-profit organization facilitating research, development, demonstration, and deployment of advanced transportation technologies to improve air quality and achieve energy and environmental sustainability. The organization has managed a portfolio of over \$300 million in cost shared projects in partnership with more than 100 businesses, universities, and government entities involved in the advanced transportation industry. CTE has facilitated funding for projects from the Departments of Energy, Defense, Interior, and Transportation, as well as from EPA, and NASA. CTE has a successful history managing innovative and highly technical bus demonstration and deployment projects for FTA. CTE has managed several Battery Electric and Fuel Cell Bus demonstrations and deployments through the TIGGER, Clean Fuels, and National Fuel Cell Bus programs. CTE is headquartered in Atlanta.

The project team will also engage with the California Labor and Workforce Development Agency to determine if there are opportunities to promote the training through workforce development programs in the state. This would provide opportunities for unemployed individuals to receive the training needed to develop the skilled workforce to support the fuel cell buses.

## Geographic Location, Target Groups, and Emphasis Areas

After almost 30 years of being housed in temporary trailers, SunLine Transit Agency celebrated their grand opening ribbon cutting ceremony at its new permanent building on January 28, 2015. The state-of-the-art facility is located at 32-505 Harry Oliver Trail in Thousand Palms, California. With the new facility in place, the project plan is to remove the temporary trailers and construct the new training center. The new space will be outfitted with classrooms and conference facilities as well as a maintenance training area with tooling, equipment, and electric propulsion system components for the demonstration of maintenance procedures for zero emission to include hydrogen fuel cell buses.



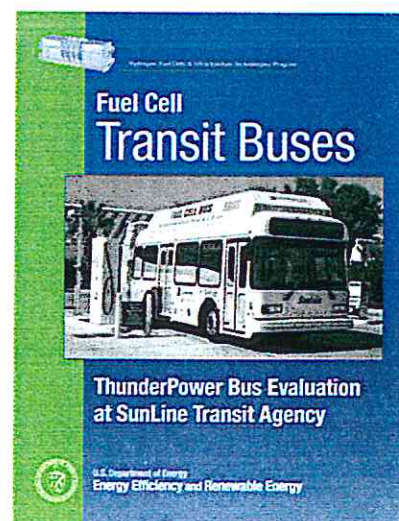
Personnel from the Southern California Regional Transit Training Consortium (SCRTTC) will collaborate with the SunLine Transit Agency and CTE to develop the curriculum to train participants in the safe and efficient operations and maintenance of fuel cell-powered public transit buses. Took out CTE sentence

The *SunLine Transit Agency Center of Excellence Development Program* will complement the *Electric Bus Maintenance Training Program*. This proposed program is an initiative being pursued by Greenville Technical College, Clemson University International Center for Automotive Research, the City of Seneca, South Carolina, CAT Bus, and CTE, with support from public workforce investment systems, including Upstate Workforce Investment Board and WorkLink Workforce Investment Board. The *Electric Bus Maintenance Training Program* will focus efforts on battery electric bus technology on the east coast, creating a synergy with the *SunLine Transit Agency Center of Excellence Development Program's* focus on fuel cell buses and other zero emission platforms on the west coast. Both programs will target operations and maintenance staff from transit agencies nationwide as well as individuals seeking a career in the transit industry.

## SunLine's Experience and Leadership

SunLine Transit Agency was formed in 1977 and is the consolidated transportation service agency for the Coachella Valley. Its fixed route and paratransit vehicles travel more than four million miles per year, cover over 619 bus stops located throughout a 1,120 mile-service area, and carry approximately 4.7 million riders annually. SunLine offers fixed route bus service and curb-to-curb paratransit for the mobility impaired.

SunLine Transit Agency is clearly a leader in alternative fuel vehicles and since converting their entire fleet from diesel to compressed natural gas in 1994, they have been on a path to a zero emission vehicle fleet. SunLine was an early adopter for hydrogen fuel cell technology and in 1999 began their hydrogen fuel cell program.





SunLine ran the first fuel cell hybrid bus for passenger service in California. It was a 30-foot ThunderPower bus powered by a UTC Fuel Cells (UTCFC) 60W power plant and traveled 100 miles a day along the Line 50 route in Rancho Mirage and Palm Desert. SunLine's successful alternative fuel history includes:

- 1994 – SunLine transfers from Diesel to Compressed Natural Gas
- 1999 – SunLine begins a Hydrogen Fuel Cell Vehicle Program
- 2000 – SunLine initiates onsite Hydrogen fuel production, 2009 public sales begin.
- 2002 – First Generation Hydrogen Fuel Cell Bus deployed
- 2014 – SunLine operates its 8<sup>th</sup> Generation Hydrogen Electric Fuel Cell buses



SunLine currently operates six hydrogen fuel cell buses and is the first transit agency to procure a Buy America compliant fuel cell bus. On February 5, 2015, the Federal Transit Administration announced that SunLine Transit Agency, in partnership with the Southern California Association of Governments, would receive \$9.8 million to deploy five hydrogen fuel cell hybrid-electric buses as part of the Federal Transit Administration (FTA) LoNo program. Ballard Power Systems, BAE Systems, and EIDorado National will team to build the new zero-emission buses. The addition of these buses will increase SunLine's current fleet of fuel cell buses to a total of 11 and allow the agency to offer expanded transit service in the Coachella Valley area of Southern California. This number is optimal for the existing hydrogen fueling infrastructure at SunLine's Thousand Palms Operating Division.

The agency has the necessary safety protocols and procedures and a safe history of operation. The American Fuel Cell Bus (AFCB) has demonstrated success over two years of operation in fuel economy and energy efficiency with 6.62 miles per GGE well over twice the average for CNG buses operated by SunLine, which average just less than three miles per GGE.

The SunLine Transit Agency Center of Excellence Development Program also complements the agency's efforts to promote fuel cell technology in the transit industry. To showcase their innovations, SunLine developed an educational learning center that attracts thousands of visitors each year to their facility.



The Learning Center features a life-sized version of a fuel cell bus, interactive exhibits and a working hydrogen fuel cell. The entire facility is net-zero, producing more energy than it consumes. The facility is used to educate visitors of all ages about the importance and impact of hydrogen fuel cells, renewable vehicles, and public transit. As a result of SunLine's experience with alternative fuel technology, the U.S. Department of Energy has appointed SunLine to manage several projects designed to advance the commercialization of hydrogen as a transportation fuel.

## Scope of Work

SunLine has assembled a team that can successfully and efficiently implement the *SunLine Transit Agency Center of Excellence Development Program* over a two-year period. Key tasks to meet the objectives of the program are as follows:

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### **Task 1: Detailed Project Planning and Project Kick-off**

SunLine will work with each project team member to develop a detailed project management plan which will include detailed task descriptions, durations, dependencies, completion dates, task assignments, roles, responsibilities and deliverables. Project team members will gather for a formal project kick-off to clearly communicate project goals, deliverables, and expectations.

### **Task 2: Course Requirements Workshop and Analysis**

Conduct several workshops with fuel cell bus OEMs, vendors, and transit agencies to gather requirements for program development. Analyze the requirements to determine scope of maintenance training, and produce high-level definitions for curriculum, course, and lab equipment requirements.

### **Task 3: Curriculum, Course, and Lab Design**

Once requirements, training scope, and high-level curriculum definition have been completed, the team will develop an outline for each course in the training curriculum. The team will also develop a needs assessment to determine any specific supplies, tools, or equipment required to support each training course.

### **Task 4: Course Curriculum and Materials Development**

Following review and confirmation of course outlines, the team will draft course training materials to be provided to students or used during the course.

### **Task 5: Lab Curriculum and Materials Development**

Following review and confirmation of course outlines and materials, the team will draft lab materials to be provided to students or used during labs.

### **Task 6: Fuel Cell Bus Maintenance Center Classroom and Lab Equipment Installation**

The training center in Thousand Palms will be constructed and outfitted with classroom equipment (i.e. desks, chairs, whiteboards, projectors, etc.) lab equipment, EV components, and training aids as identified during Task 3. Supplies, tooling, and equipment will be purchased or donated for the program.

### **Task 7: Maintenance Training Course Demonstration**

Once the course materials are completed and the training center is prepared, the project team will conduct a demonstration of the program. Staff from participating transit agencies and bus OEM's will attend to provide feedback on the program.

### **Task 8: Evaluation**

After the demonstration-training program is completed, SunLine will conduct a thorough evaluation of the curriculum, course and lab materials, and training center. The evaluation will result in a series of recommendations for improvements, which will be used to update the training.

### **Task 9: Revisions to Curriculum and Materials Complete**

After the evaluation, SunLine and SCRTTC will update the curriculum, course materials, and lab materials. The entire program will be finalized and made available to FTA to support on-going training programs at the Training Center in Thousand Palms and other designated training centers nationwide.

### **Task 10: Project Management**

SunLine is responsible for project management and will oversee all aspects of the program. SunLine may bring on a consultant firm such as CTE. In that capacity CTE will work with each team member to develop the project plan and then monitor the execution of all project tasks. CTE will conduct weekly project status calls to review task status and to discuss and resolve issues. CTE will provide SunLine with quarterly progress reports. CTE will also work with SunLine to develop an operational plan for the Training Center to go into effect after completion of the project.

## **Period of Performance**

SunLine proposes to implement the project over a 24-month period at a cost of approximately \$3.4M that includes a five thousand square foot building.