Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES
DATE: FRIDAY, FEBRUARY 9th, 2018
TIME: 9:30 A.M.
LOCATION: 43-500 MONTEREY AVENUE
PALM DESERT, CALIFORNIA
CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of February 9th, 2018 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, and/or following the open session if additional time is needed. Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

1. CONFERENCE WITH LABOR NEGOTIATOR: Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CODFA, CODAA, and CSEA;
2. PERSONNEL

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
Superintendent/President

B. DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT:
(Government Code Section 54957)

3. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:
(Per Government Code § 54956.9 (a)) – DESERT COMMUNITY COLLEGE
DISTRICT v. YTC INVESTMENTS, LLC, et al. San Bernardino County Case No.
CIVDS1700496.

4. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:
(Per Government Code § 54956.9 (d)(2/3/4) Specify number of potential cases: 1

5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel
Numbers: 669-330-047, 508-100-024, 611-211-013, 611-211-014, 611-211-019, 664-
190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 687-040-
035, 759-060-024, 611-221-001
Agency Negotiator or Designee: Dr. Joel L. Kinnamon

IV. OPEN SESSION (10:30 a.m.)
Closed session report (if any).

V. PUBLIC UPDATES

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

VII. INTRODUCTION OF STAFF

VIII. APPROVAL OF MINUTES


IX. REPORTS

1. ASCOD
2. C.S.E.A.
3. C.O.D.A.A.
4. C.O.D.F.A.
5. ACADEMIC SENATE
6. COLLEGE OF THE DESERT FOUNDATION
X. **CONSENT AGENDA:** All items on the Consent Agenda will be considered for approval by a single vote without discussion. Any Board member may request that an item be pulled from the Consent Agenda to be discussed and considered separately in the Action Agenda.

A. **BOARD OF TRUSTEES**

1. Proclamation – National Athletic Training Month
2. Proclamation – Women’s History Month

B. **PRESIDENT**

1. Approval of Sabbatical Leave Requests

C. **HUMAN RESOURCES**

1. Personnel Items
2. Job Descriptions – Classified

D. **ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #7
5. Out-of-State Travel
6. Gift/Donations to the District
7. Budget Transfers
9. Declare Property as Surplus
10. Notice of Completion – Measure B Bond Project
11. Amendment to Contracts – Measure B Bond Projects
12. Change Order – Measure B Bond Project

XI. **ACTION AGENDA**

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

B. **BOARD OF TRUSTEES**

1. Board Member Travel

C. **HUMAN RESOURCES**

1. Faculty - Tenure Review
2. Granting of Tenure - Faculty

D. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Certification of Signatures
3. Resolution #020918-1 Authorized Signatures

XII. STUDY SESSION

1. Board Self Evaluation Instrument
2. President’s Annual Report – Dr. Joel Kinnamon

XIII. FUTURE AGENDA ITEMS

XIV. CLOSED SESSION (CONTINUED if needed)

XV. ADJOURN
TITLE: PROCLAMATION – NATIONAL ATHLETIC TRAINING MONTH

BACKGROUND:

National Athletic Training Month is held every March in order to spread awareness about the important work of athletic trainers.

Details on COD Website

FISCAL IMPLICATION:

None

RECOMMENDATION:

The Board of Trustees proclaim the month of March as “National Athletic Training Month”.
BACKGROUND:

Women’s History Month is an annual declared month worldwide that highlights the contributions of women to events in history and contemporary society. It is celebrated during March in the United States.

Details on COD Website

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees proclaim the month of March as “Women’s History Month”.

Administrator Initiating Item: Joel L. Kinnamon
Cabinet Review & Approval: 2/1/2018
Chair & Vice Chair Review: 2/1/2018
TITLE: APPROVAL OF SABBATICAL LEAVE REQUESTS

BACKGROUND:

1. Alejandro Jazan, Associate Professor, Speech
   School of Communications and Humanities

2. Fred Sangiorgio, Counselor, General Counseling
   Student Success

3. Laura Graff, Professor, Mathematics
   School of Mathematics and Sciences

4. Monica Camargo, RN
   School of Health Sciences and Education

FISCAL IMPLICATIONS:

Positions are district funded and will be replaced with adjunct faculty using budgeted district funds.

RECOMMENDATION:

Approve the sabbatical leaves requests as presented.
DEFINITIONS OF PERSONNEL ITEMS:
- **Appointments**: Assignment of a position.
- **Extension of Assignment**: Extension of work schedule based on District needs.
- **Professional Advancement**: Faculty salary advancement based on completed educational coursework that has been pre-approved by the Professional Advancement Committee.
- **Reclassification**: The President’s recommendation to the Board of Trustees based on a committee’s recommendation regarding current employee(s) job duties. The reclassification process is outlined in the CSEA Collective Bargaining Agreement and includes completing several forms, receiving supervisor input, research, interviews, and committee meetings.
- **Resignation**: Separation from an assigned District position.
- **Working Out of Class**: Assignment that is above the employee’s current job description.
- **Temporary Assignment**: Limited assignment to cover for a recruitment or absence.
- **Temporary Employment Agreement**: Limited contract based on special needs of the District.

A recommendation is made that the Board of Trustees approves/ratifies the following list of Personnel Items:

*Reclassification process started in 2017; the District and CSEA have come to an agreement regarding the Lead Admissions and Records Specialist and Admissions and Records Specialist job descriptions.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appointments</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Andrea Colangelo</td>
<td>Instructional Support Assistant</td>
<td>Tutoring and Academic Skills Center (TASC)</td>
<td>1/29/18</td>
</tr>
<tr>
<td>Aries Jaramillo</td>
<td>Outreach Specialist</td>
<td>EDGE</td>
<td>2/12/18</td>
</tr>
<tr>
<td>Leslye Martinez</td>
<td>EOPS/CARE Technician</td>
<td>EOPS/CARE</td>
<td>2/5/18</td>
</tr>
<tr>
<td>Donna Morris</td>
<td>Instructional Support Assistant</td>
<td>Tutoring and Academic Skills Center (TASC)</td>
<td>1/29/18</td>
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<tr>
<td>Brandon Reyes</td>
<td>Public Safety Officer</td>
<td>Public Safety</td>
<td>1/22/18</td>
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<tr>
<td><strong>Change in Assignment</strong></td>
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<tr>
<td>Susana Delgado</td>
<td>Full Time Secretary, Bilingual</td>
<td>Communication and Humanities</td>
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<tr>
<td><strong>Extension of Assignment</strong></td>
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<tr>
<td>Eveleen Barssom</td>
<td>Instructional Support Assistant</td>
<td>Math and Science</td>
<td>1/3/18-1/24/18</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Department</td>
<td>Start Date</td>
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<tr>
<td>---------------------------</td>
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<td>------------</td>
</tr>
<tr>
<td>Sunita Dhaimade</td>
<td>Child Development Specialist</td>
<td>Child Development</td>
<td>1/1/18</td>
</tr>
<tr>
<td>Patricia Espinosa</td>
<td>Interim Director, Upward Bound</td>
<td>TRIO Upward Bound</td>
<td>12/31/17</td>
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<tr>
<td>Claudia Flores</td>
<td>Child Development Specialist</td>
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<td>1/1/18</td>
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<td>Diane Gagnon</td>
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<td>1/1/18</td>
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<tr>
<td>Sheila Koenig</td>
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<td>Math and Science</td>
<td>1/3/18</td>
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<td>Rena Maddox</td>
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<tr>
<td>Luisiana Manjarrez Soto</td>
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<td>1/1/18</td>
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<tr>
<td>Elena Mijarez</td>
<td>Senior Office Assistant</td>
<td>Child Development</td>
<td>1/1/18</td>
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<tr>
<td>Osceiris Milward</td>
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<tr>
<td>Christine Nickoli</td>
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<td>1/1/18</td>
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<tr>
<td>Brenda Ortiz</td>
<td>Secretary</td>
<td>TRiO Veterans</td>
<td>2/3/18</td>
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<tr>
<td>Bruno Romanello</td>
<td>Child Development Food Technician</td>
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<td>1/1/18</td>
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<tr>
<td>Tiffanie Schnabel-Moreno</td>
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<td>1/1/18</td>
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<tr>
<td>Irvin Trejo Pantoja</td>
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<td>Math and Science</td>
<td>1/3/18</td>
</tr>
<tr>
<td>Damaris Zatarain</td>
<td>Instructional Support Assistant</td>
<td>Math and Science</td>
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**Faculty**

<table>
<thead>
<tr>
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<th>End Date</th>
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<tbody>
<tr>
<td>Jason Abplanalp</td>
<td>Temporary Full Time Instructor, Geology</td>
<td>Math and Science</td>
<td>1/25/18</td>
<td>5/25/18</td>
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<tr>
<td>Michelle Black</td>
<td>Temporary Full Time Instructor, Mathematics</td>
<td>Math and Science</td>
<td>1/25/18</td>
<td>5/25/18</td>
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<tr>
<td>Sherri Bowden</td>
<td>Temporary Full Time Instructor, Biology</td>
<td>Arts and Sciences</td>
<td>1/25/18</td>
<td>5/25/18</td>
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<tr>
<td>Kimberly Brooks</td>
<td>Temporary Full Time Counselor</td>
<td>Disabled Students Programs and Services</td>
<td>1/29/18</td>
<td>6/30/18</td>
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<tr>
<td>Hazem Khalfallah</td>
<td>Temporary Full Time Instructor, Mathematics</td>
<td>Math and Science</td>
<td>1/25/18</td>
<td>5/25/18</td>
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<tr>
<td>Fred Motta</td>
<td>Temporary Full Time Instructor, Physics</td>
<td>Math and Science</td>
<td>1/25/18</td>
<td>5/25/18</td>
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**Increase in Hours**

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<th>Name</th>
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<th>End Date</th>
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<tbody>
<tr>
<td>Savannah Carlin</td>
<td>Laboratory Technician</td>
<td>Social Sciences</td>
<td>1/29/18</td>
<td>3/23/18</td>
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<tr>
<td>Elena Mijarez</td>
<td>Senior Office Assistant</td>
<td>Child Development</td>
<td>11/29/17</td>
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## Leadership

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<th>Name</th>
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<tbody>
<tr>
<td>Oscar Espinoza-Parra</td>
<td>Dean, Enrollment Services</td>
<td>Student Success</td>
<td>1/22/18</td>
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<tr>
<td>Paloma Gomez</td>
<td>Human Resources Specialist</td>
<td>Human Resources</td>
<td>12/14/17</td>
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## Reclassification

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<tbody>
<tr>
<td>Barbara Garza*</td>
<td>Lead Admissions and Records Evaluation Specialist</td>
<td>Admissions and Records</td>
<td>7/1/17</td>
</tr>
<tr>
<td>Gabriela Rico*</td>
<td>Admissions and Records Specialist</td>
<td>Admissions and Records</td>
<td>7/1/17</td>
</tr>
<tr>
<td>Marisela Rosales*</td>
<td>Admissions and Records Specialist</td>
<td>Admissions and Records</td>
<td>7/1/17</td>
</tr>
<tr>
<td>Craig Scott*</td>
<td>Admissions and Records Specialist</td>
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<td>7/1/17</td>
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<tr>
<td>Blanca Zazueta*</td>
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## Resignation

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<th>Name</th>
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<tbody>
<tr>
<td>Caroline Ziedonis</td>
<td>Research Analyst</td>
<td>Institutional Research</td>
<td>1/12/18</td>
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</table>

## Temporary Assignment

### Substitute

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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Lorena Ayeni</td>
<td>Career Center Specialist</td>
<td>Career Workforce Solutions Center</td>
<td>1/22/18-4/12/18</td>
</tr>
<tr>
<td>Karla Beltran Rios</td>
<td>Custodian</td>
<td>Maintenance and Operations</td>
<td>1/4/18-1/19/18</td>
</tr>
<tr>
<td>Alba Chaidez</td>
<td>Custodian</td>
<td>Maintenance and Operations</td>
<td>1/11/18-1/12/18</td>
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<tr>
<td>Eric Duran</td>
<td>Custodian</td>
<td>Maintenance and Operations</td>
<td>1/2/18-1/25/18</td>
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<tr>
<td>Roxanna Garcia</td>
<td>Library Specialist</td>
<td>Library and Learning Services</td>
<td>1/3/18-1/5/18</td>
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<tr>
<td>Marisol Gerardo</td>
<td>Library Specialist</td>
<td>Library and Learning Services</td>
<td>1/4/18-1/19/18</td>
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<tr>
<td>John Hitchcock</td>
<td>Laboratory Specialist/Science</td>
<td>Math and Science</td>
<td>1/22/18-3/23/18</td>
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<tr>
<td>Shantee Lands</td>
<td>Library Specialist</td>
<td>Library and Learning Services</td>
<td>1/8/18-1/11/18</td>
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<td>Susan Pratt</td>
<td>Library Specialist</td>
<td>Library and Learning Services</td>
<td>1/5/18-1/24/18</td>
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## Temporary Employment Agreements (Current Employee Y/N)

### Department Chair

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Monica Camargo</td>
<td>Department Chair</td>
<td>Health Sciences and Education</td>
<td>1/25/18-5/25/18</td>
</tr>
<tr>
<td>Courtney Doussett</td>
<td>Department Chair</td>
<td>Kinesiology</td>
<td>1/25/18-5/25/18</td>
</tr>
<tr>
<td>Sarah Fry</td>
<td>Department Chair</td>
<td>Nursing</td>
<td>1/25/18-5/25/18</td>
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<tr>
<td>John Learned</td>
<td>Department Chair</td>
<td>Math</td>
<td>1/25/18-5/25/18</td>
</tr>
<tr>
<td>Wendy Sanders</td>
<td>Department Chair</td>
<td>Early Childhood Education</td>
<td>1/25/18-5/25/18</td>
</tr>
<tr>
<td>Name</td>
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<td><strong>Temporary Employment Agreements</strong></td>
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<tr>
<td>Mark Almy</td>
<td>Y</td>
<td>Music 99 Private Lessons for Vocal Music Majors</td>
<td>Social Sciences and Art</td>
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<tr>
<td>Keegan Anglim</td>
<td>Y</td>
<td>Music 99 Private Lessons for Music Majors (Classical Guitar)</td>
<td>Social Sciences and Art</td>
</tr>
<tr>
<td>Anthony Arizaga</td>
<td>Y</td>
<td>Music 99 Private Lessons for Music Majors (Classical Guitar)</td>
<td>Social Sciences and Art</td>
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<tr>
<td>Daniel Cooper</td>
<td>Y</td>
<td>Cooperative Work Experience</td>
<td>Applied Sciences and Business</td>
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<tr>
<td>Deborah Cox</td>
<td>Y</td>
<td>Music 99 Private Lessons for Music Majors (Bassoon)</td>
<td>Social Sciences and Art</td>
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<tr>
<td>Chris Daniels</td>
<td>Y</td>
<td>Cyber Patriot Day Team Leader</td>
<td>CODE-Cyber Patriot</td>
</tr>
<tr>
<td>Chase Devlin</td>
<td>Y</td>
<td>Cyber Patriot Day Team Leader</td>
<td>CODE-Cyber Patriot</td>
</tr>
<tr>
<td>Henry Friedman</td>
<td>Y</td>
<td>Cooperative Work Experience</td>
<td>Applied Sciences and Business</td>
</tr>
<tr>
<td>Laurie Green</td>
<td>Y</td>
<td>Emergency Medical Services Clinical Coordinator</td>
<td>Applied Sciences and Business</td>
</tr>
<tr>
<td>Elaine Harris</td>
<td>Y</td>
<td>Comprehensive Adult Student Assessment System (CASAS) Liaison to Support Adult Education Block Grant (AEBG) and Workforce Innovation and Opportunity Act (WIOA) Grant Processes</td>
<td>Communication and Humanities</td>
</tr>
<tr>
<td>Ana Hernandez</td>
<td>Y</td>
<td>Cooperative Work Experience</td>
<td>Applied Sciences and Business</td>
</tr>
<tr>
<td>Robert Holmes</td>
<td>Y</td>
<td>Cooperative Work Experience</td>
<td>Applied Sciences and Business</td>
</tr>
<tr>
<td>Katherine Hummer</td>
<td>Y</td>
<td>Comprehensive Adult Student Assessment System (CASAS) Liaison to Support Adult Education Block Grant (AEBG) and Workforce Innovation and Opportunity Act (WIOA) Grant Processes</td>
<td>Communication and Humanities</td>
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<tr>
<td>Patrick Jacobs</td>
<td>Y</td>
<td>Cyber Patriot Day Team Leader</td>
<td>CODE-Cyber Patriot</td>
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<tr>
<td>Mikael Jacobson</td>
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<td>Music 99 Private Lessons for Music Majors (Bass)</td>
<td>Social Sciences and Art</td>
</tr>
<tr>
<td>Name</td>
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<tr>
<td>Cesar Leon</td>
<td>Y</td>
<td>Cyber Patriot Day Team Leader</td>
<td>CODe-Cyber Patriot</td>
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<tr>
<td>Alicia Martinez</td>
<td>Y</td>
<td>Cooperative Work Experience</td>
<td>Applied Sciences and Business</td>
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<tr>
<td>Elizabeth McKinley</td>
<td>Y</td>
<td>American Sign Language Interpreter Services</td>
<td>Disabled Students Programs and Services</td>
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<td>Kenneth Meler</td>
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<td>Cooperative Work Experience</td>
<td>Applied Sciences and Business</td>
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<td>Saul Ramirez</td>
<td>Y</td>
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<td>Dianne Russom</td>
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<td>Vincent Sassone</td>
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<td>Keith Stafford</td>
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<td>Y</td>
<td>Cyber Patriot Day Team Leader</td>
<td>CODe-Cyber Patriot</td>
</tr>
<tr>
<td>David Voda</td>
<td>Y</td>
<td>Cooperative Work Experience</td>
<td>Applied Sciences and Business</td>
</tr>
<tr>
<td>Aubrey Weston</td>
<td>Y</td>
<td>Cooperative Work Experience</td>
<td>Applied Sciences and Business</td>
</tr>
<tr>
<td>Chun Wong</td>
<td>Y</td>
<td>Cooperative Work Experience</td>
<td>Applied Sciences and Business</td>
</tr>
</tbody>
</table>

**Volunteers**

<table>
<thead>
<tr>
<th>Name</th>
<th>YN</th>
<th>Position</th>
<th>Department</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dori Quill</td>
<td></td>
<td>Language Lab Assisting Students with Conversation Skills</td>
<td>Tutoring Center</td>
<td>1/24/18</td>
</tr>
</tbody>
</table>

**Administrator Initiating Item:**
Mary Anne Gularte

**Cabinet Review & Approval:**
2/1/2018

**Chair & Vice Chair Review:**
2/1/2018
The District met with California School Employees Association (CSEA) and signed Tentative Agreements for two job descriptions. The Agreements are subject to the CSEA approval process. The job descriptions were created within the guidelines of the reclassification process and to meet the staffing needs of the District.

The District requests the Board approve the revised job descriptions for the positions listed below:

- Lead Admissions and Records Evaluation Specialist (Revised) - [Details on COD Website](#)
- Admissions and Records Specialist (Revised) - [Details on COD Website](#)

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approve the revised job descriptions as presented.
TITLE: PURCHASE ORDERS AND CONTRACTS FOR SUPPLIES, SERVICES AND CONSTRUCTION

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period December 20, 2017 – January 18, 2018 as follows:

A. Purchase Orders/Open Purchase Order in excess of $25,000
In the aggregated amount of $338,759.19, as presented.
Details on COD Website

B. Contracts in excess of $25,000
There are no contracts to report.

C. Purchase Orders and Contracts that do not exceed $25,000
In the aggregated amount of $974,784.77, as presented.
Note that the report includes all purchase orders and contracts including those reported above.
Details on COD Website

FISCAL IMPLICATIONS:

All purchase orders and contracts are appropriately funded from unrestricted or restricted sources, as confirmed during the process of preparation of the documentation.

RECOMMENDATION:

Board of Trustees ratifies or approves, as appropriate, purchase orders and contracts as presented.
TITLE: WARRANTS

BACKGROUND:

Board action is required to ratify District warrants under AP 6300(a).

Details on COD Website

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of $4,346,476.10 as presented.

Administrator Initiating Item: John Ramont
Cabinet Review and Approval: 2/1/2018
Chair and Vice Chair Review: 2/1/2018
TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS

BACKGROUND:

Each month the Fiscal Services Office submits contracts/agreements and/or amendments for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an agreement.

In the case of contracting with professional firms, the District often goes through a process of prequalification based on status, work history, suitability for the work required, and fees. Contracts are subsequently awarded from within the prequalified group of firms. Such is the case with the listed contracts that are part of the Bond Program.

Details on COD Website

FISCAL IMPLICATIONS:

The contracts are put through an approval process, which includes verification of funds available in the budget.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the contracts/agreements and amendments as presented.
DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

AREA: Administrative Services

TITLE: PAYROLL #7

BACKGROUND:

Board action is required to ratify the District payroll under AP 6300(a).

FISCAL IMPLICATIONS:

Amounts reflected in the payroll include on-time payments and cost-of-living adjustments as included in the bargaining agreements.

RECOMMENDATION:

Board of Trustees ratifies Payroll #7 in the amount of $5,176,339.26, as follows:

Certificated: $3,162,760.01
Classified: $2,013,579.25
$5,176,339.26

Administrator Initiating Item: John Ramont
Cabinet Review and Approval: 2/1/2018
Chair and Vice Chair Review: 2/1/2018
TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state travel expenses; and according to the California Education Code Section 87032, the Board of Trustees must formally approve out-of-state travel.

Details on COD Website

FISCAL IMPLICATIONS:

Travel expenses will be paid from Restricted and Unrestricted budget accounts.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the out-of-state travel request for the individuals listed on the attachment.
TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

Vivitar V50 camera, Samyang lens and a Vivitar electronic flash 2000 donated to the School of Social Sciences and Arts by Ms. Kay Bristow, Indio, CA. These items will be utilized by students in the Photography Program.

FISCAL IMPLICATIONS:

Any related costs would be paid from the school’s program budget.

RECOMMENDATION:

Board of Trustees accepts donations to the District and a letter of appreciation will be sent to the donor by the Office of the President.

Administrator Initiating Item: John Ramont
Cabinet Review & Approval: 2/1/2018
Chair & Vice Chair Review: 2/1/2018
DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

AREA: Administrative Services

TITLE: BUDGET TRANSFERS

BACKGROUND:

Throughout the year, budget transfers are used for modification of a school budget to properly cover expenditures in the appropriate line item accounts. Board approval is required for the transfer of funds. Per Title 5, transfers from the reserve for contingencies (object 7900) must be approved by a two-thirds vote while other transfers only need approval by a majority vote.

Details on the COD Website

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees approves the budget transfers presented by simple majority vote.

Administrator Initiating Item: John Ramont
Cabinet Review & Approval: 2/1/2018
Chair & Vice Chair Review: 2/1/2018
BACKGROUND:

The 2017-2018 CCFS-311Q / Quarterly Financial Status Report for the second quarter ending December 31, 2017 is presented for discussion. This report is certified with the California Community College Chancellor’s Office.

Details on the COD Website

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the District’s second Quarterly Financial Status Report for 2017-2018.
TITLE: DECLARE PROPERTY AS SURPLUS

BACKGROUND:

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. After a thorough inspection of the item listed, it’s been concluded that the item is valued less than $5,000.00 and is either nonoperational, has been replaced or the item is no longer suitable for District use. The listed item is to be declared surplus and disposed of by way of a private sale, or a donation or at a metal recycling center in accordance with Education Code Section 81452 (a) and Administrative Procedure 6550/Disposal of Property.

FISCAL IMPLICATIONS:

There is no cost to the District. Revenue received from private sale or recycling center will go back into the program’s budget.

RECOMMENDATION:

Board of Trustees declares item surplus and disposed of by way of a private sale, or a donation or at a metal recycling center.
DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

AREA: Administrative Services

TITLE: NOTICE OF COMPLETION – MEASURE B BOND PROJECT

BACKGROUND:

1. The contract with Dalke & Sons Construction, Inc. for the Mecca/Thermal Expansion Lab Redesign Project is complete as of January 16, 2018 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

FISCAL IMPLICATIONS:

This project was funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees accepts the Notice of Completion as presented.

Administrator Initiating Item: John Ramont
Cabinet Review & Approval: 2/1/2018
Chair and Vice Chair Review: 2/1/2018
TITLE: AMENDMENT TO CONTRACTS – MEASURE B BOND PROJECTS

BACKGROUND:

Each month the Bond Office submits amendments to Measure B Bond contracts for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an amendment.

Details on COD Website

FISCAL IMPLICATIONS:

Projects are funded by proceeds from Measure B Bonds and Redevelopment Funds.

RECOMMENDATION:

Board of Trustees approves the amendments to the contracts listed on the attachment.
TITLE: CHANGE ORDER – MEASURE B BOND PROJECT

BACKGROUND:

Each month the Bond Office submits Proposed Change Orders for Board Approval. All capital construction projects require the execution of a Change Order to change the design requirements and/or scope of construction which, in turn, requires an adjustment of the Contract Amount or Contract Time. All Change Orders must be reviewed and approved by the Board of Trustees for consent.

Details on COD Website

FISCAL IMPLICATIONS:

These projects are funded by proceeds from Measure B Bonds and remain within budget.

RECOMMENDATION:

Board of Trustees approves the Change Order listed on the attachment.

Administrator Initiating Item: John Ramont
Cabinet Review & Approval: 2/1/2018
Chair & Vice Chair Review: 2/1/2018
BACKGROUND:

1. The 2018 Governance Leadership Institute is an intensive, interactive two-and-a-half-day educational opportunity that orients trustees and their presidents to foundational and advanced issues relating to governing community colleges.

TOPICS

- Addressing the Expectations of the Governing Boards
- Higher Education and Community College Trends
- Outcomes, Quality and Student Success
- Board Self-Assessment, Presidential Evaluations
- Building Relationships with Media
- Emergency Planning, Campus Security
- The Complexity of Equity and Diversity
- Economic Inequality on Campus
- Roles and Responsibilities
- Running Effective Meetings

The Governance Leadership Institute will be held at the Westin Riverwalk in San Antonio, TX from March 21st – 23rd, 2018. All cancellations must be in writing and submitted to the Office of the President by February 19th, 2018. Cancellations within (30) days of the event will not receive a full refund, but can either transfer to someone else at your college or be used as credit to another GLI within the year. Hotel cancellation must be received (72) hours prior to the scheduled date of arrival.

FISCAL IMPLICATIONS:

1. The 2018 Governance Leadership Institute - Cost of full conference registration per person is $650 and covers all workshop and/or conference costs. Hotel rate is $189 per night plus tax, and flight costs will range between $575 - $650.

RECOMMENDATION:

1. The Board of Trustees approve (1) Trustee to attend the 2018 Governance Leadership Institute taking place in San Antonio, TX on March 21st – 23rd, 2018.
BACKGROUND:

To approve the recommendations from the Tenure Review process for faculty members:

Second Year Contract

That the following faculty members be recognized as successfully completing their first year in the Tenure Review Process and be granted a second-year contract effective the 2018-2019 academic year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alison Airhart-Bolze</td>
<td>Instructor, English as a Second Language</td>
<td>School of Communications and Humanities</td>
</tr>
<tr>
<td>Hye Chin An-Dunning</td>
<td>Reference Librarian</td>
<td>Library and Learning Resources</td>
</tr>
<tr>
<td>Donna Blanton</td>
<td>Instructor, Mathematics</td>
<td>School of Mathematics and Sciences</td>
</tr>
<tr>
<td>Kristie Camacho</td>
<td>Instructor, Sociology</td>
<td>School of Social Sciences and Arts</td>
</tr>
<tr>
<td>Jermaine Cathcart</td>
<td>Instructor, Sociology</td>
<td>School of Social Sciences and Arts</td>
</tr>
<tr>
<td>Meredith Dillon</td>
<td>Instructor, Kinesiology</td>
<td>School of Health Sciences and Education</td>
</tr>
<tr>
<td>Maria Herrera</td>
<td>General Counselor</td>
<td>Student Success</td>
</tr>
<tr>
<td>Amy Hetherington</td>
<td>Instructor, Nursing</td>
<td>School of Health Sciences and Education</td>
</tr>
<tr>
<td>Pamela Stegeman</td>
<td>Instructor, Business</td>
<td>School of Applied Sciences and Business</td>
</tr>
<tr>
<td>Kurt Struwe</td>
<td>Instructor, Culinary Arts</td>
<td>School of Applied Sciences and Business</td>
</tr>
<tr>
<td>Giuseppe Vezzoli</td>
<td>Instructor, Biology</td>
<td>School of Mathematics and Sciences</td>
</tr>
<tr>
<td>Gary Williams</td>
<td>Instructor, Computer and Information Sciences</td>
<td>School of Applied Sciences and Business</td>
</tr>
</tbody>
</table>
**Third-Fourth Year Contract**

That the following faculty members be recognized as successfully completing their second year in the Tenure Review Process and be granted a third-fourth year contract effective the 2018-2019 academic year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maria Avalos</td>
<td>Instructor, Early Childhood Education</td>
<td>School of Health Sciences and Education</td>
</tr>
<tr>
<td>Jeffrey Azer</td>
<td>Instructor, Culinary Arts</td>
<td>School of Applied Sciences and Business</td>
</tr>
<tr>
<td>Richard Burns</td>
<td>Instructor, Geology</td>
<td>School of Mathematics and Science</td>
</tr>
<tr>
<td>Victoria Curry</td>
<td>Counselor Disabled Students Programs &amp; Services</td>
<td>Student Success</td>
</tr>
<tr>
<td>Laurilie Jackson</td>
<td>Instructor, Media Production</td>
<td>School of Social Sciences and Arts</td>
</tr>
<tr>
<td>Sally Kalpakoff</td>
<td>Instructor, Mathematics</td>
<td>School of Arts and Science</td>
</tr>
<tr>
<td>Monica Lopez</td>
<td>Counselor, General Counseling</td>
<td>Student Success</td>
</tr>
<tr>
<td>Angel Meraz</td>
<td>Counselor, Athletics</td>
<td>Student Success</td>
</tr>
<tr>
<td>Thomas O’Grady</td>
<td>Instructor, American Sign Language</td>
<td>School of Communications and Humanities</td>
</tr>
<tr>
<td>Jorge Perez</td>
<td>Instructor, Mathematics</td>
<td>School of Arts and Science</td>
</tr>
<tr>
<td>Jose Pablo Romero</td>
<td>Instructor, Computer and Information Sciences</td>
<td>School of Applied Sciences and Business</td>
</tr>
<tr>
<td>Christine Schaefer</td>
<td>Counselor, General Counseling</td>
<td>Student Success</td>
</tr>
<tr>
<td>Michael Silveira</td>
<td>Instructor, Biology</td>
<td>School of Arts and Science</td>
</tr>
<tr>
<td>Eduardo Vaca</td>
<td>Instructor, Environmental Horticulture &amp; Turfgrass</td>
<td>School of Applied Sciences and Business</td>
</tr>
</tbody>
</table>

**FISCAL IMPLICATIONS:**

Positions are fully funded.

**RECOMMENDATION:**

Board of Trustees approves the recommendations from the Tenure Review process as presented.

**Administrator Initiating Item:**
Mary Anne Gularte

**Cabinet Review and Approval:** 2/1/2017
**Chair and Vice Chair Review:** 2/1/2017
DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  

AREA: Human Resources  

Meeting Date: 2/9/2018  
ITEM #: 2  

☐ CONSENT  
☒ ACTION  
☐ INFORMATION  

TITLE: GRANTING OF TENURE - FACULTY  

BACKGROUND:  
To formally grant tenure status to the following individuals on July 1, 2018:  

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dorothy Anderson</td>
<td>Instructor, Automotive Mechanics</td>
<td>School of Applied Science and Business</td>
</tr>
<tr>
<td>Sara Butler</td>
<td>Instructor, Political Science</td>
<td>School of Social Sciences and Arts</td>
</tr>
<tr>
<td>Emily Maddigan</td>
<td>Instructor, Art</td>
<td>School of Arts and Science</td>
</tr>
<tr>
<td>Francisco Ramirez</td>
<td>Counselor, General Counseling</td>
<td>Student Success</td>
</tr>
<tr>
<td>Reid Sagara</td>
<td>Instructor, English</td>
<td>School of Communications and Humanities</td>
</tr>
<tr>
<td>Allen Scott Ventura</td>
<td>Instructor, Fire Technology</td>
<td>School of Applied Sciences and Business</td>
</tr>
</tbody>
</table>

FISCAL IMPLICATIONS:  
Positions are fully funded from unrestricted funds.  

RECOMMENDATION:  
Board of Trustees approves tenure status as presented.
BACKGROUND:

All Budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Sections 58307 and 58308, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #072016-3 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 20, 2016.

Details on COD Website

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2017-2018 budget revisions as presented.
TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

At the December 15, 2017 Board Meeting, in accordance with the provisions of Education Code Sections 42633 and 85233 and following the annual organization meeting of the Board of Trustees, a certification of signatures form was completed and approved by the Board of Trustees. Due to recent changes in personnel, the certification of signatures form has been updated. The certification of signatures form verifies the signatures of members of governing board and persons authorized to sign orders drawn on the funds of the District and new employee authorization transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. The individuals are as follows:

Rebecca Broughton – Governing Board Member
Fred E. Jandt – Governing Board Member
Bonnie Stefan – Governing Board Member
Mary Jane Sanchez-Fulton – Governing Board Member
Aurora Tenorio-Wilson – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; John Ramont – sign warrant orders, orders for salary payment and sign notices of employment; Virginia Ortega – sign warrant orders, orders for salary payment and sign notices of employment; and Mary Anne Gularte – sign notices of employment.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves these individuals to provide authorized signatures for the purposes of warrant orders, orders for salary payments and notices of employment.
BACKGROUND:

The District receives requests from time to time for an actual resolution designating authorized signatures for the signing of contracts and agreements. The resolution should satisfy the requirement.

Details on COD Website

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #020918-1 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.