REGULAR MEETING OF THE BOARD OF TRUSTEES
DATE: FRIDAY, JANUARY 19th, 2018
TIME: 9:30 A.M.
LOCATION: 43-500 MONTEREY AVENUE
Palm Desert, CA
CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of January 19th, 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 ANTICIPATED LITIGATION:
   Section 54956.9 (d)(2/3/4) Specify number of potential cases: 1

4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel
   Numbers: 669-330-047, 502-190-003, 502-190-004, 502-190-008, 502-190-015,
   502-190-020, 502-190-017, 502-190-018, 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
   Minutes from December 15th, 2017.

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
   7. GOVERNING BOARD
   8. SUPERINTENDENT/PRESIDENT
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 – Black History Month
   2. Proclamation – Career & Technical Education Month

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 #6
   5. Out-of-State Travel
   6. Gift/Donations to the District
   7. Budget Transfers
   8. Amendment to Contracts – Measure B Bond Projects
   9. Change Orders – Measure B Bond Projects
   10. Designation of Off-Site Location

D. STUDENT LEARNING
   1. Courses and Programs Approved by Curriculum Committee AY 2017-2018

XI. ACTION AGENDA

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

B. PRESIDENT
   1. Resolution 011918-1 of the Board of Trustees of the Desert Community College District Approving Amended and Restated Bylaws for the Citizens’ Oversight Committee

C. ADMINISTRATIVE SERVICES
   1. 2016-2017 District and Measure B Financial and Performance Audit Reports
   2. Budget Revisions
   3. Nonresident and Foreign Tuition Fees for 2018-2019
4. Notice of Intent to Award Contract

XII. STUDY SESSION

1. Distribution of Board Self Evaluation Instrument
2. International Education Program – Cody McCabe, Director, International Education Program

XIII. FUTURE AGENDA ITEMS

XIV. CLOSED SESSION (CONTINUED if needed)

XV. ADJOURN
TITLE: PROCLAMATION – BLACK HISTORY MONTH

BACKGROUND:

Black History Month, also known as African-American History Month, is an annual observance for remembrance of important people and events in the history of Americans of African descent. The College of the Desert acknowledges and supports Black History Month.

Details on COD Website

FISCAL IMPLICATION:

None

RECOMMENDATION:

The Board of Trustees proclaim the month of February as Black History Month.
TITLE: PROCLAMATION – CAREER AND TECHNICAL EDUCATION MONTH

BACKGROUND:

College of the Desert offers 60 certificate programs (including locally approved and non-credit) and 69 associate degree programs: 18 associate of arts, 27 associate of science, 16 associate of arts-transfer, 8 associate of science-transfer.

- The subject areas most commonly associated with career and technical education are: Business (office administration and entrepreneurship); Trade and Industrial (skilled trades such as automotive technician, carpenter, computer numerical control technician); Health Occupations (nursing, dental, and medical technicians); Agriculture (careers related to food and fiber production and agribusiness); Family and Consumer Sciences (culinary arts, management and life skills); Marketing (merchandising and retail); and Technology (computer-based careers).
- Career and technical education is offered in middle school, high schools, two-year community and technical colleges and other postsecondary schools and four-year Colleges and Universities.
- There are 11 million secondary and postsecondary career and technical education students in the U.S., according to the U.S. Office of Educational Research and Improvement.

Details on COD Website

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees approve the proclamation as presented.
DESSERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

AREA: Human Resources
TITLE: PERSONNEL ITEMS

DEFINITIONS OF PERSONNEL ITEMS:
- **Appointments**: Assignment to a position.
- **Extension of Assignment**: Extension of a leadership contract.
- **Professional Advancement**: Faculty salary advancement based on completed educational coursework that was 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:

<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>Prudence Bailey</td>
<td>CTE Transitions Specialist</td>
<td>Applied Sciences and Business</td>
<td>1/15/18</td>
</tr>
<tr>
<td>Blanca Castro</td>
<td>Purchasing Services Specialist</td>
<td>Fiscal Services</td>
<td>1/2/18</td>
</tr>
<tr>
<td>Racquel Crisp</td>
<td>Financial Aid Specialist</td>
<td>Financial Aid</td>
<td>12/13/17</td>
</tr>
<tr>
<td>Jaime Lilly</td>
<td>Computer Support Specialist</td>
<td>Information Technology</td>
<td>1/3/18</td>
</tr>
<tr>
<td>Cintya Lopez</td>
<td>Enrollment Services Specialist - Bilingual</td>
<td>Education Centers</td>
<td>1/9/18</td>
</tr>
<tr>
<td>Carolina Martinez</td>
<td>Support Assistant</td>
<td>Upward Bound</td>
<td>1/15/18</td>
</tr>
<tr>
<td>Pedro Mora</td>
<td>Public Safety Officer</td>
<td>Public Safety</td>
<td>1/22/18</td>
</tr>
<tr>
<td>Jesse Reynoso</td>
<td>Maintenance Assistant</td>
<td>Maintenance and Operations</td>
<td>1/8/18</td>
</tr>
<tr>
<td>Elizabeth Roometua</td>
<td>Administrative Specialist</td>
<td>Foundation</td>
<td>12/11/18</td>
</tr>
<tr>
<td>Brenda Velez</td>
<td>Public Safety Officer</td>
<td>Public Safety</td>
<td>1/22/18</td>
</tr>
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</table>
## Extension of Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joseph Aguirre</td>
<td>Interim Director, Student Life</td>
<td>1/1/18</td>
<td>1/19/18</td>
</tr>
<tr>
<td>Maria Jimenez</td>
<td>Food Technician</td>
<td>9/5/17</td>
<td>12/1/17</td>
</tr>
<tr>
<td>Carlos Maldonado</td>
<td>Interim Dean, Enrollment Services</td>
<td>1/1/18</td>
<td>1/19/18</td>
</tr>
<tr>
<td>Carolina Martinez</td>
<td>Secretary – Bilingual</td>
<td>11/1/17</td>
<td>12/31/17</td>
</tr>
<tr>
<td>Parvathy Padmanabhan</td>
<td>Instructional Support Assistant</td>
<td>1/3/18</td>
<td>1/24/18</td>
</tr>
</tbody>
</table>

## Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issa Jraisat</td>
<td>Temporary Full Time Faculty Sociology</td>
<td>1/25/18</td>
<td>5/25/18</td>
</tr>
<tr>
<td>Allyson Santucci</td>
<td>Instruction Support Assistant</td>
<td>12/18/17</td>
<td>8/18/18</td>
</tr>
<tr>
<td>Dorothy Anderson</td>
<td>Full Time Faculty</td>
<td>8/21/17</td>
<td></td>
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<tr>
<td>Bert Bitanga</td>
<td>Full Time Faculty</td>
<td>8/21/17</td>
<td></td>
</tr>
<tr>
<td>Veronica Daut</td>
<td>Counselor</td>
<td>1/25/18</td>
<td></td>
</tr>
<tr>
<td>Francisco Ramirez</td>
<td>Counselor</td>
<td>1/25/18</td>
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## Leave of Absence

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allyson Santucci</td>
<td>Instruction Support Assistant</td>
<td>12/18/17</td>
<td>8/18/18</td>
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</tbody>
</table>

## Professional Advancement

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sherry Weinzer</td>
<td>Disabled Students Programs and Services Assistant</td>
<td>11/3/14</td>
<td></td>
</tr>
<tr>
<td>Melissa Munton</td>
<td>Lead Lab Specialist/Science</td>
<td>7/1/17</td>
<td></td>
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</table>

## Resignation

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Azer</td>
<td>Instructional Support Assistant</td>
<td>12/11/17</td>
<td></td>
</tr>
<tr>
<td>Christina Corrales-Cotto</td>
<td>Transfer and Career Center Specialist</td>
<td>1/5/18</td>
<td></td>
</tr>
<tr>
<td>Melanie Fierro</td>
<td>Temporary Full Time Biology Instructor</td>
<td>12/15/17</td>
<td></td>
</tr>
<tr>
<td>Tony Killian</td>
<td>Part Time Faculty</td>
<td>12/15/17</td>
<td></td>
</tr>
<tr>
<td>Elvia Sanchez</td>
<td>Outreach Specialist</td>
<td>1/11/18</td>
<td></td>
</tr>
<tr>
<td>Caroline Ziedonis</td>
<td>Research Analyst</td>
<td>1/12/18</td>
<td></td>
</tr>
</tbody>
</table>

## Working Out of Class

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Gonzalez</td>
<td>Print Shop Technician</td>
<td>12/13/17</td>
<td>2/28/18</td>
</tr>
<tr>
<td>Mark Quinto</td>
<td>Art Gallery Assistant</td>
<td>12/4/17</td>
<td>12/20/17</td>
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</tbody>
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## Temporary Assignment

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
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<tbody>
<tr>
<td>Rosario Aceves</td>
<td>Secretary</td>
<td>12/6/17</td>
<td>2/18/18</td>
</tr>
<tr>
<td>Name</td>
<td>Title</td>
<td>Department</td>
<td>Start Date</td>
</tr>
<tr>
<td>-----------------------</td>
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<td>------------</td>
</tr>
<tr>
<td>Lorena Ayeni</td>
<td>Secretary</td>
<td>Education Centers</td>
<td>12/13/17</td>
</tr>
<tr>
<td>Karla Beltran Rios</td>
<td>Custodian</td>
<td>Maintenance and Operations</td>
<td>12/4/17</td>
</tr>
<tr>
<td>Racquel Crisp</td>
<td>Financial Aid Specialist</td>
<td>Financial Aid</td>
<td>12/2/17</td>
</tr>
<tr>
<td>Antonio De La Rosa</td>
<td>Custodian</td>
<td>Maintenance and Operations</td>
<td>12/4/17</td>
</tr>
<tr>
<td>David DeSpain</td>
<td>Administrative Assistant</td>
<td>Enrollment Services</td>
<td>12/22/17</td>
</tr>
<tr>
<td>Eric Duran</td>
<td>Custodian</td>
<td>Maintenance and Operations</td>
<td>11/20/17</td>
</tr>
<tr>
<td>Roxanna Garcia</td>
<td>Library Specialist</td>
<td>Library and Learning Services</td>
<td>11/17/17</td>
</tr>
<tr>
<td>Marisol Gerardo</td>
<td>Library Specialist</td>
<td>Library and Learning Services</td>
<td>12/6/17</td>
</tr>
<tr>
<td>Shantee Lands</td>
<td>Library Specialist</td>
<td>Library and Learning Services</td>
<td>10/11/17</td>
</tr>
<tr>
<td>Suzanne Perrotte</td>
<td>Child Development Center Specialist</td>
<td>Child Development Center</td>
<td>11/27/17</td>
</tr>
<tr>
<td>Susan Pratt</td>
<td>Library Specialist</td>
<td>Library and Learning Services</td>
<td>11/17/17</td>
</tr>
</tbody>
</table>

**Temporary Employment Agreements (Current Employee Y/N)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Department</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmen Aleman</td>
<td>Y Conduct Auditions for 2018 All-Valley Honor Band; Facilitate Two Sectionals</td>
<td>Social Sciences and Art</td>
<td>3/4/18</td>
<td>5/6/18</td>
</tr>
<tr>
<td>Theodore Bauer</td>
<td>Y Assistant Men’s Tennis Coach</td>
<td>Athletics and Kinesiology</td>
<td>1/2/18</td>
<td>6/30/18</td>
</tr>
<tr>
<td>Dan Benke</td>
<td>Y Supervise Assembly of Lab Simulations/Trainers; Supervise Work Experience During Winter Semester</td>
<td>Applied Sciences and Business</td>
<td>1/3/18</td>
<td>1/24/18</td>
</tr>
<tr>
<td>Robert Boetto</td>
<td>Y Assistant Baseball Coach</td>
<td>Athletics and Kinesiology</td>
<td>1/2/18</td>
<td>6/30/18</td>
</tr>
<tr>
<td>James Brakebill</td>
<td>Y Emergency Medical Services Program Director</td>
<td>Applied Sciences and Business/Public Safety Academy</td>
<td>12/17/17</td>
<td>5/23/18</td>
</tr>
<tr>
<td>Christa Brown</td>
<td>Y Teaching for Intensive English Academy – Not for Credit ESL Spring 2018</td>
<td>Intensive English Academy</td>
<td>1/29/18</td>
<td>5/25/18</td>
</tr>
<tr>
<td>George Brown</td>
<td>Y Supervise Assembly of Lab Simulations/Trainers; Supervise Work Experience During Winter Semester</td>
<td>Applied Sciences and Business</td>
<td>1/3/18</td>
<td>1/24/18</td>
</tr>
<tr>
<td>Albert Cadena</td>
<td>Y Fire Academy Assistant Instructor</td>
<td>Applied Sciences and Business/Public Safety Academy</td>
<td>1/3/18</td>
<td>5/23/18</td>
</tr>
<tr>
<td>Matt Calfin</td>
<td>Y Winter Intersession Distance Education/Instructional Design Support for Faculty</td>
<td>Library and Learning Resources</td>
<td>12/18/17</td>
<td>1/24/18</td>
</tr>
<tr>
<td>Name</td>
<td>Y/N</td>
<td>Position</td>
<td>Department</td>
<td>Start Date - End Date</td>
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<tr>
<td>-----------------------</td>
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<td>-----------------------------------------------</td>
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</tr>
<tr>
<td>Bonifacio De La Cruz</td>
<td>Y</td>
<td>Fire Academy Assistant</td>
<td>Applied Sciences and Business/Public Safety Academy</td>
<td>1/3/18-5/23/18</td>
</tr>
<tr>
<td>Sam DiMatteo</td>
<td>N</td>
<td>Assistant Baseball Coach</td>
<td>Athletics and Kinesiology</td>
<td>1/2-6/30/18</td>
</tr>
<tr>
<td>Ramiro Galicia</td>
<td>Y</td>
<td>Design and Install Chiller and Boiler Simulators; Supervise Work Experience Students During Winter Semester</td>
<td>Applied Sciences and Business</td>
<td>1/3/18-1/24/18</td>
</tr>
<tr>
<td>Dana Graham</td>
<td>Y</td>
<td>Assistant Beach Volleyball Coach</td>
<td>Athletics and Kinesiology</td>
<td>1/2-6/30/18</td>
</tr>
<tr>
<td>Brian Green</td>
<td>Y</td>
<td>Recruit Training Officer – Module III</td>
<td>Applied Sciences and Business/Public Safety Academy</td>
<td>1/16/18-5/23/18</td>
</tr>
<tr>
<td>Shaun Griffith</td>
<td>Y</td>
<td>Recruit Training Officer – Module II</td>
<td>Applied Sciences and Business/Public Safety Academy</td>
<td>1/16/18-5/23/18</td>
</tr>
<tr>
<td>Laurie Hanna</td>
<td>Y</td>
<td>Teaching for Intensive English Academy – Not for Credit ESL Spring 2018</td>
<td>Intensive English Academy</td>
<td>1/29/18-5/25/18</td>
</tr>
<tr>
<td>Walt Holloway</td>
<td>Y</td>
<td>Fire Academy Coordinator</td>
<td>Applied Sciences and Business/Public Safety Academy</td>
<td>1/3/18-5/23/18</td>
</tr>
<tr>
<td>Katherine Hummer</td>
<td>Y</td>
<td>Teaching for Intensive English Academy – Not for Credit ESL Spring 2018</td>
<td>Intensive English Academy</td>
<td>1/29/18-5/25/18</td>
</tr>
<tr>
<td>Scott Jaeggi</td>
<td>Y</td>
<td>Emergency Medical Services Clinical Coordinator</td>
<td>Applied Sciences and Business/Public Safety Academy</td>
<td>1/16/18-5/23/18</td>
</tr>
<tr>
<td>Wally Meyer</td>
<td>Y</td>
<td>Basic Peace Officer Training Coordinator</td>
<td>Applied Sciences and Business/Public Safety Academy</td>
<td>1/16/18-5/23/18</td>
</tr>
<tr>
<td>Heather Morales</td>
<td>N</td>
<td>Assistant Softball Coach</td>
<td>Athletics and Kinesiology</td>
<td>1/2-6/30/18</td>
</tr>
<tr>
<td>Matthew Musselman</td>
<td>Y</td>
<td>Winter EDGE Program Instructor</td>
<td>EDGE</td>
<td>1/8/18-1/25/18</td>
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<tr>
<td>Name</td>
<td>Type</td>
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<td>Department</td>
<td>Dates</td>
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<tr>
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<tr>
<td>Daniel Nickerson</td>
<td>Y</td>
<td>Teaching for Intensive English Academy – Not for Credit ESL Spring 2018</td>
<td>Intensive English Academy</td>
<td>1/22/18-5/25/18</td>
</tr>
<tr>
<td>Jose Plasencia</td>
<td>Y</td>
<td>Recruit Training Officer – Module III</td>
<td>Applied Sciences and Business/Public Safety Academy</td>
<td>1/16/18-5/23/18</td>
</tr>
<tr>
<td>Reid Sagara</td>
<td>Y</td>
<td>Winter EDGE Program Instructor</td>
<td>EDGE</td>
<td>1/8/18-1/25/18</td>
</tr>
<tr>
<td>Tina Sirimarcro</td>
<td>Y</td>
<td>American Sign Language Interpreter Services and Coordinator</td>
<td>Disabled Students Programs and Services</td>
<td>1/2/18-5/25/18</td>
</tr>
<tr>
<td>John Skramstad</td>
<td>Y</td>
<td>Assistant Beach Volleyball Coach</td>
<td>Athletics and Kinesiology</td>
<td>1/2/18-6/30/18</td>
</tr>
<tr>
<td>Christopher Walters</td>
<td>Y</td>
<td>Head Baseball Coach</td>
<td>Athletics and Kinesiology</td>
<td>1/2/18-6/30/18</td>
</tr>
</tbody>
</table>

**Administrator Initiating Item:**
Mary Anne Gularte

**Cabinet Review & Approval:** 1/9/2018
**Chair & Vice Chair Review:** 1/9/2018
BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period November 27, 2017 – December 19, 2017 as follows:

A. Purchase Orders/Open Purchase Order in excess of $25,000
   In the aggregated amount of $889,154.10, as presented.
   Details on COD Website

B. Contracts in excess of $25,000
   In the aggregated amount of $4,395,771.00, as presented.
   Details on COD Website

C. Purchase Orders and Contracts that do not exceed $25,000
   In the aggregated amount of $5,983,590.44, 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 $4,309,293.88 as presented.
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.
Title: PAYROLL #6

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

Fiscal Implications:
These expenditures are in conformance with the District budget.

Recommendation:
Board of Trustees ratifies Payroll #6 in the amount of $4,833,235.12, as follows:

- Certificated: $3,055,988.20
- Classified: $1,777,246.92
- Total: $4,833,235.12

Administrator Initiating Item: Lisa Howell
Cabinet Review and Approval: 1/9/2018
Chair and Vice Chair Review: 1/9/2018
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.

Administrator Initiating Item: Lisa Howell
Cabinet Review and Approval: 1/9/2018
Chair and Vice Chair Review: 1/9/2018
TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

Exercise equipment: set of 10-65 pounds dumbbells, dumbbell rack, Precor elliptical machine, squat rack with overhead pulley, set of plates and plate tree, back extension machine, flat bench, small treadmill and a leg press donated to the School of Health Sciences and Education by Mr. and Mrs. Mumey, Indian Wells, CA. This item will be utilized by students in the Kinesiology Program.

Canon EOS Rebel XS, 35mm SLR film camera, and W/35-80mm and F/4-5.6 lenses donated to the School of Social Sciences and Arts by Mr. Brian Bowles, Palm Springs, 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.
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.
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 with do not allow for Board approval prior to entering into an amendment.

FISCAL IMPLICATIONS:

Projects are funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

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 Orders listed on the attachment.
TITLE: DESIGNATION OF OFF-SITE LOCATION

BACKGROUND:

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations. The following off-site designations will be effective upon approval:

- Palm Desert Civic Center Park - Four (4) Sand Volleyball Courts – 43900 San Pablo Avenue, Palm Desert, CA 92260

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves the above location as an off-site designation.
TITLE: COURSES AND PROGRAMS APPROVED BY CURRICULUM COMMITTEE AY 2017-2018

BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2018.

Details on the COD Website

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees approve the new courses and programs for Fall 2018.
TITLE: RESOLUTION #011918-1 OF THE BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE DISTRICT APPROVING AMENDED AND RESTATED BYLAWS FOR THE CITIZENS’ OVERSIGHT COMMITTEE

BACKGROUND:

The Board of Trustees of the Desert Community College District previously established and appointed an independent citizens’ oversight committee to inform the public concerning the expenditure of proceeds from the bond measure approved at the bond election held on March 2, 2004 and previously adopted bylaws for the Citizens’ Oversight Committee in connection with Measure B. The Board of Trustees previously resolved that the Citizens’ Oversight Committee for Measure B would also serve as the Citizens’ Oversight Committee for the bond measure approved at the bond election held on November 8, 2016 (“Measure CC”). The Board of Trustees desires to amend and restate the Bylaws to reflect their application to Measure CC and all future bond measures and make other revisions consistent with Sections 15278 et seq. of the Education Code.

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves Resolution #011918-1 Approving Amended and Restated Bylaws for the Citizens’ Oversight Committee.
BACKGROUND:

Board action is required to accept the reports of the District’s auditors, Vavrinek, Trine, Day & Co., LLP, for the 2016-2017 fiscal year for the District, and Measure B Bond Financial and Performance audits.

Details on COD Website

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees accepts the 2016-2017 audit reports for the District and Measure B Bond Financial and Performance audits for study and discussion.
TITLE: BUDGET REVISIONS

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.
BACKGROUND:

Education Code 76140 requires that community colleges establish nonresident (out of state and foreign) student tuition fees for the following year no later than February 1st of the current year. The amount charged for nonresident students is calculated by using Option 2.

The past three years the Desert Community College District nonresident tuition fees were as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-2016</td>
<td>$200</td>
</tr>
<tr>
<td>2016-2017</td>
<td>$206</td>
</tr>
<tr>
<td>2017-2018</td>
<td>$206</td>
</tr>
</tbody>
</table>

As per the worksheet, using the option of Education Code Section 76141(a), the District may also charge foreign students an additional fee for capital outlay. This year (2017/18) we charged a $20 per unit fee to foreign students for capital outlay. In order to be competitive with nearby districts, we have chosen to charge a capital fee of $11 per semester unit in 2018-2019. The result for nonresident and foreign students is that for this year (2017-2018) they are paying a total of $206 per unit and in 2018-2019 they will be paying a total of $249 per semester unit.

Details on COD Website

FISCAL IMPLICATIONS:

In 2017-2018, $1,351,616.00 is budgeted as anticipated revenue from nonresident and foreign student fees.

RECOMMENDATION:

Board of Trustees approves a $249 per unit Nonresident and Foreign Student Tuition Fee and a $11 for the Nonresident and Foreign Student Capital Outlay Fee for academic year 2018-2019.
BACKGROUND:

Bid Package #43-283-7100-0012HILB-0014CBLDG – Contractor for Hazardous Materials Abatement Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

Details on COD Website

FISCAL IMPLICATIONS:

These projects are funded by proceeds from Measure B Funds.

RECOMMENDATION:

Board of Trustees approves the notice of intent to award contract to lowest qualified bid for the Contractor for Hazardous Materials Abatement Services for the Central Campus Redevelopment Project.