I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE:** The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. **ROLL CALL:** TRUSTEES GRAY, HOUSE, STEFAN AND SUITT WERE PRESENT. TRUSTEE HAYDEN WAS EXCUSED. STUDENT TRUSTEE BONDYRA WAS ABSENT.

III. **AGENDA:**

   A. **BOARD MEETING AGENDA:** Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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.

      Chairman Gray indicated that there was an additional closed session item to be added to the agenda and that the agenda be amended to include:

      CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION PURSUANT TO Section 54956.9 (a); Ramirez vs. Jackie Weiss; No. CV-99-07681-GHK (RCx). Roll call vote was taken as follows: Trustee Gray—Aye; Trustee House—Aye; Trustee Stefan—Aye; Trustee Suitt—Aye. Motion carried with a vote of 4-0-1.

   B. **CONFIRMATION OF AGENDA:** It was moved by Dr. Stefan, seconded by Mrs. Suitt, to approve the agenda as amended. Motion carried.

IV. **APPROVAL OF MINUTES OF THE REGULAR MEETING OF JUNE 19, 2003:**

   It was moved by Mrs. Suitt, seconded by Mr. House, to approve the minutes of the regular meeting of June 19, 2003. Motion carried.

V. **PUBLIC COMMENTS:** Mark Porras, College of the Desert Library Specialist, addressed the Board. Mr. Porras stated his concern that the Board would approve raises for administrators during a state fiscal crisis for community colleges.
He also expressed concern about not keeping the College library open to support students during the summer session and lack of parity for pay increases in the CSEA contract.

VI. REPORTS:

1) GOVERNING BOARD:

Mr. Ray House—No Report

Dr. Bonnie Stefan reported that she attended the National Education Association’s Representative Assembly and heard former Congressman, Steve Gunderson, from Wisconsin speak. She remarked that he currently has a political analysis firm called Graystone and that he stated that next year, the federal government’s priority will be higher education. Dr. Stefan noted that “we need to start our involvement now if we are going to get any of our national legislators to respond to any of our requests for additional funding to help support us at this level.”

Dr. Stefan also indicated that she received a letter from Senator Jim Battin, who indicated that the workers’ compensation system is currently under review. Dr. Stefan requested that for future Board agendas, she would like to look at the workers’ compensation system from all aspects.

Mrs. Suitt welcomed Dr. Gary Browning, Vice President, Instruction, to the Board.

Chairman Jim Gray—No report.

2) ACADEMIC SENATE: No report

3) CSEA—Joyce Moore Reporting. Ms. Moore read a prepared statement to the Board. She expressed concern that the Classified staff had experienced actual dollar losses in the efforts to reach the proportionate $700,000 budget savings for their employee group. She also expressed concern relative to supervisory and administrative salary increases, sabbaticals for faculty and lack of parity language in the CSEA contract. Additionally, Ms. Moore indicated that there would be a lack of support from Classified staff for the upcoming bond campaign.

Ms. Moore commended Classified employees for their hard work in “doing their jobs”.

Chairman Jim Gray expressed concern relative to CSEA’s statement pertaining to CSEA’s lack of support for the potential bond campaign. He
stated that “with the exception of students and the community, the biggest winners in a bond issue will be the Classified employees.”

4) **CCA/CTA:** No report

5) **C.O.D.A.A.:** No report

6) **ASCOD:** No report

7) **SUPERINTENDENT/PRESIDENT:**

A) **STATE OF THE COLLEGE:**

President Sheehan welcomed Dr. Gary Browning, Vice President/Instruction, to College of the Desert and stated that, with Dr. Browning’s background, “we are looking forward to an ability to address accreditation issues and other educational focuses that we have been hoping to move ahead on, especially in terms of becoming a learning-centered institution.”

President Sheehan informed the Board that the $500,000 Annenberg Foundation grant has been funded.

With regard to the budget situation, President Sheehan stated that, “the news in Sacramento continues to be gloomy with everyone projecting that next year will be worse.” She commented that “the Board took action at the last meeting to provide for an equitable salary treatment for all administrators, while not adjusting the salary schedule as a whole.” She also stated that all Administrators, Faculty and Classified employees who were entitled to step increases did receive the step increases and a small reclassification adjustment was provided for eleven Classified employees.

Dr. Sheehan went on to say that each employee group worked at achieving the required budget savings, which was established in early spring and that the largest share proportionately of the savings, or approximately $600,000, came from the Administration. The early retirement incentive provided the same provision for each employee group to achieve the desired budget savings. President Sheehan stated that “the incentive plans worked well for each group except for the members of CSEA, thus requiring this dedicated group of employees to select a harsher plan that affected each of the employees, by their choice, as opposed to laying off a number of employees. The result had a devastating impact and one that will be looked at closely in the future.”

Dr. Sheehan asked for all groups to work together to “put pressure on the state to minimize the disproportionate higher education reduction imposed upon community colleges.”
B) RECOGNITION ITEMS:

President Sheehan commended Foundation Executive Director, Sam Hook, for his “strong leadership and expertise in achieving funds for instruction and other critical College projects”.

Executive Director Hook reported on several recent accomplishments achieved by the Foundation this year. A fast-track evening/weekend pilot project aimed at increasing the number of nursing students over the next four years has been developed through funding commitments from a generous community member, three local hospitals and a tentative commitment by Desert Health Care District. The program will begin in fall, 2003. Executive Director Hook also reported that the City of Palm Desert has agreed to fund the wall at Magnesia Falls and will renovate and assume operation of the swimming pool. Executive Director Hook commented that the Foundation took in more than $4.2 million this year through fundraising efforts.

Dr. Sheehan also formally recognized the great year the Alumni Association has had and the donations that the Alumni Association will be providing in the coming year. President Sheehan stated that “the Alumni Association will be contributing well over one-half million dollars to the College in the coming months and approximately $150,000 beyond their usual donations will come to the College to assist in this time of financial crises.” Dr. Sheehan noted that she wanted to formally thank Gene Marchu and John Marman for their assistance.

BOARD COMMUNICATIONS: None

VII. CONSIDERATION OF CONSENT AGENDA: It was moved by Mrs. Suit, seconded by Mr. House, that the Board approve the Consent Agenda. Motion carried.

A. SUPERINTENDENT/PRESIDENT:

1. Review of 2002-2003 Goal Completion Report for Board of Trustees:

   It was moved by Dr. Stefan, seconded by Mr. House, that the Board of Trustees will assess its efforts to complete goals. Motion carried.

2. Approval of the Board of Trustees’ Goals for the Academic Year 2003-2004:

   A recommendation was made by the Board of Trustees to bring this item back to the August Board meeting for final review and approval.
3. **Ratification of Out-of-State Travel:**

Approved by consent motion, to ratify the approval of out-of-state travel for Dr. Sheehan to attend the AACC Presidents' Academy Summer Institute in Breckenridge, Colorado July 13-16, 2003.

4. **Out-of-State Travel:**

Approved by consent motion, to approve the out-of-state travel for Dr. Sheehan to attend the HACU Kellogg MSI Leadership Fellows Program Institute in Washington, D.C., August 2-5, 2003.

5. **Management – Change in Title:**

Approved by consent motion, to approve the change in title for Adrian Gonzales from Dean, Support Programs and Services to Dean, Student Programs and Counseling Services.

B. **HUMAN RESOURCES:**

1. **Faculty – Appointment:**

Approved by consent motion, to ratify the appointment of the following individual on the effective date indicated:

Michael P. McJilton, Instructor, Mathematics, 1.00 FTE, effective August 28, 2003, 175 days.

2. **Faculty – Professional Advancement:**

Approved by consent motion, to ratify the professional advancement of the following individual on the effective date indicated:

Craig Norman, Associate Professor, English As A Second Language, 1.00 FTE, Range VII, Step 14, effective July 1, 2003.

3. **Classified – Appointment:**

Approved by consent motion, to ratify the appointment of the following individual on the effective date indicated:

Rebecca Wang, Secretary, CARE/BOPS, 1.00 FTE, 12 months, effective July 10, 2003.
4. **Classified – Early Exit Incentive Program:**

Approved by consent motion, to ratify the Early Exit of the following individual on the effective date indicated:

Manuel Abroguena, Instructional Support Assistant, Health Sciences, 1.00 FTE, 12 months, effective September 22, 2003.

5. **Classified – Resignation:**

Approved by consent motion, to ratify the resignation of the following individual on the effective date indicated:

Yu Hsun (Edward) Shih, Systems Specialist, Information Systems, 1.00 FTE, 12 months, effective July 31, 2003

6. **Classified – Extension of Assignment:**

Approved by consent motion, to approve the extension of assignment for the following individuals on the effective date indicated:

Angelica Juarez, Senior Office Assistant, Adult Basic Education, not to exceed 19.5 hours per week, effective June 18, 2003-June 26, 2003.

Lynda Scott, Senior Office Assistant, Faculty Resource Center, not to exceed 43 hours, effective July 1, 2003 to June 30, 2004.

Judith Tomak, Instructional Support Assistant, Adult Basic Education, .49 FTE, 19.5 hours per week, effective July 1, 2003-July 10, 2003.

Rebecca Wang, Senior Office Assistant/EOPS/CARE, .40 hours per week, effective June 16, 2003-June 19, 2003.

7. **Classified – Voluntary Reduction of Hours:**

Approved by consent motion, to approve a voluntary reduction in scheduled hours for the 2003-2004 academic year for the following individual:

Cindi Brown, Administrative Secretary, Business/Applied Science/Vocational Education Division, 10 months, from 20 hours per week to 19.5 hours per week, effective August 11, 2003 through June 9, 2004.
8. **Classified Supervisor – Voluntary Reduction of Service:**

   Approved by consent motion, to approve a voluntary reduction of one month for the 2003-2004 academic year for the following individual:

   Aracely Gomez, Director, Child Development Center, 12 months reduced to 11 months, effective July 1, 2003-June 30, 2004.

9. **Classified Supervisor – Extension of Assignment:**

   Approved by consent motion, to approve the extension of assignment for the following individual as indicated:

   Donald Franklin, Institutional Research Coordinator, Hispanic Serving Institute, .73 FTE, 10 months, June 11, 2003-June 26, 2003.

10. **Temporary Employment Agreement – Center for Training and Development:**

    Approved by consent motion, to ratify the temporary employment agreement as provided for the following individual on the effective date indicated:

    Sheryl O’Donnell, School to Career/Tech Prep Coordination, 10 months, effective July 1, 2003 to June 30, 2004.

11. **Hourly Personnel – Classified/Students/Tutors:**

    Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments.

    (Attachment #1)

12. **Employment Agreements:**

    Approved by consent motion, to ratify the listing of employment agreements as provided. (Attachment #2).

C. **INSTRUCTION:**

   1. **Placeholder – Out-of-State/Out of Country Travel:** None

D. **STUDENT SERVICES:**

   1. **Placeholder for Out-of-State/Out-of-Country Travel:** None
E. CENTER FOR TRAINING AND DEVELOPMENT:

1. Placeholder for Out-of-State/Country Travel: None

2. Out-of-State/Out-of-Country Travel:
   
   Approved by consent motion, to approve out-of-state travel for Pam LiCalsi to attend the Workforce Innovation 2003 Annual Conference in Washington, D.C., July 8-10, 2003.

F. ADMINISTRATIVE SERVICES:

1. Approval of Warrant Lists:
   
   Approved by consent motion, to ratify approval of the warrant lists in the amount of $1,098,598.00.

2. Approval of Payroll #12:
   
   Approved by consent motion—to approve payroll #12 in the amount of $1,621,451.52 as follows:

   Certificated $ 811,287.56
   Classified 810,163.96
   TOTAL $ 1,621,451.52

3. Approval of Contracts:
   
   Approved by consent motion, to approve and ratify the following contracts:

   School Services of California

   Nurses Workforce Initiative (Riverside County)
   Curriculum Development & Tracking --$36,575

   Nurses Workforce Initiative (Riverside County)
   LVN Program--$69,937

4. Gifts/Donations to the District:
   
   Approved by consent motion, to accept donated equipment as attached. (Attachment #3)
5. **Placeholder – BID #B-03-01 Dining Hall Seismic Upgrades:**

   It was moved by Dr. Stefan, seconded by Mrs. Sutt, that the Board of Trustees rejects the bid for Dining Hall Seismic Upgrades. Motion carried.

**VIII. SUGGESTIONS FOR FUTURE AGENDAS:** Mrs. Sutt requested that the Board begin talking about Item #3 on the list of goals for next year—Develop Strategies for Addressing the Budget Crisis. Chairman Gray recommended that this item be put on the agenda as a priority item to be discussed at the earliest Board meeting when there are some solid or semi-solid numbers out of Sacramento.

   Dr. Stefan indicated that she would like to see worker’s compensation brought forward in September or October. She is interested in seeing comparisons on which it is based. She would also like to have some input from the unions as to how they have been affected by what has been going on with the worker’s compensation system in the state.

**IX. ADJOURN TO CLOSED SESSION—AGENDA ITEMS—CLOSED SESSION:**

1. **CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay**

2. **Evaluation of Superintendent/President pursuant to Section 54957**

3. **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION pursuant to Section 54956.9 (a); Ramirez vs. Jackie Weiss; No. CV-99-07681-GHK (RCx)**

**X. RECONVENE TO OPEN SESSION – ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):**

   Although no action was taken in closed session of the Board of Trustees, Chairman Gray reported that members of the Board of Trustees reviewed a letter submitted by CCA President, Ty Thomas, on behalf of the faculty Association. Chairman Gray commented that the Board appreciated their input.
XI. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON THURSDAY, AUGUST 14 IN THE COMMUNITY ROOM OF THE MULTI-AGENCY LIBRARY BUILDING

BY: Ray House

Ray House, Clerk
I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HOUSE, AND SUITT WERE PRESENT. TRUSTEE STEFAN WAS EXCUSED. STUDENT TRUSTEE BONDYRA WAS PRESENT.

III. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mrs. Suitt, seconded by Mr. House, to approve the agenda of August 14, 2003. Motion carried.

IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF JULY 17, 2003: It was moved by Mr. House, seconded by Mrs. Suitt, to approve the minutes of the regular meeting of July 17, 2003. Motion carried.

V. PUBLIC COMMENTS: None
VI. REPORTS:

1) GOVERNING BOARD:

Student Trustee Bondyra thanked the Board for the opportunity to attend a trustees’ conference in San Francisco. She indicated that, although it was focused more on Board member responsibilities, she learned a lot and was able to hear how different colleges are dealing with the budget crisis.

Mr. Hayden reported that he attended one day of the San Francisco conference as well as he was elected state chair for the national ACCT a year ago and is very active in the Southern California section of the state.

Mrs. Suit—No report

Mr. House remarked that the state budget had been adopted.

Chairman Gray—No report

2) ACADEMIC SENATE: No report

3) CSEA—Joyce Moore Reporting. CSEA President Moore reported that she and Joel Green attended the CSEA annual business conference in Anaheim and that Governor Davis made a visit to the conference.

Ms. Moore commented that CSEA is in the process of appointing its representatives to the College shared governance committees. She also stated that Dr. Sheehan made a proposal regarding the work share furlough program and CSEA would appreciate if the Board would give serious consideration to the President’s suggestions.

4) CCA/CTA: Ty Thomas reporting. CCA President Thomas commented that one of the many things he wanted to focus on this year, not only with CCA, but district-wide, would be information and good communication between all groups in order to stop rumors and provide correct information.

Mr. Thomas also mentioned that the three presidents of each union met with Dr. Sheehan in a Council of Unions meeting recently and had a very good meeting. He also expressed to the Board that all three unions would like to make a request for an evening meeting that would be well planned out once each semester. Chairman Gray indicated that an evening meeting had been
scheduled several months ago for Eastern Valley in the fall. One on the Palm Desert campus next semester can also be scheduled.

Trustee Suitt thanked CCA President Thomas for his report and congratulated Dr. Sheehan and union leaders for participating in the Council of Unions. She commented that “It’s a very professional thing to do.”

5) **C.O.D.A.A.:** No report

6) **ASCOD:** No report

7) **SUPERINTENDENT/PRESIDENT:**

A) **STATE OF THE COLLEGE:**

President Sheehan reported that she has taken the name of College of the Desert to a couple of national forums as well as an international one since the last Board meeting. She commented that the most exciting national forum for her was the HACU-Kellogg Fellows Program in Washington, D.C., where she served as a presenter for the national Fellows program for aspiring CEOs. All expenses were paid by HACU and she was able to make a number of significant connections in the area of federal grant funds while in Washington, D.C. She also received leads for smaller scholarship opportunities for students.

Dr. Sheehan noted that this Board agenda contains a record number of internal promotions that classified employees have received through our internal posting process.

Dr. Sheehan informed the Board that she had a proposal to share with them in closed session which was discussed during a recent Council of Unions meeting and could bring an early end to the furlough program. Following consideration by the Board, the proposal will be discussed in the first College Council meeting on September 8th.

Dr. Sheehan reported that the Facilities Master Plan is nearly completed and will be ready for internal campus review by faculty. On September 11th, more input will be received with the preliminary report presented to the Board on September 12th.

The final report or second reading could be presented to the Board at the October Board meeting.

President Sheehan noted that, in June, the Board extended her contract as they did the year before, which now runs until June 30th, 2007. She distributed copies of her goals to the Board and indicated that they would be distributed at Flex and to the campus community at large.
Relative to the budget, Dr. Sheehan commented that we should have a better picture by September 3rd; however, there is a concern relative to the mid-year projection.

Dr. Sheehan requested that the October Board meeting be changed from October 17th to Friday, October 10th (same time), to fit the legal deadline for submission of the budget. It was moved by Mrs. Suitt, seconded by Mr. House that the Board meeting for October be changed to Friday, October 10th. Motion carried.

B) RECOGNITION ITEMS: None

C) BOARD COMMUNICATIONS: None

VII. CONSIDERATION OF CONSENT AGENDA: It was moved by Mr. House, seconded by Mrs. Suitt, that the Board approve the Consent Agenda. Motion carried.

A. SUPERINTENDENT/PRESIDENT:

1. Out-of-State/Out-of-Country Travel:

Approved by consent motion, to approve the out-of-state travel for Dr. Maria C. Sheehan to attend the National Community College Hispanic Council Eighth Annual Leadership Symposium in Denver, Colorado on September 18-21, 2003. NCCHC will pay for the lodging and transportation and the Foundation President’s fund will pay the balance of expenses.

2. Management – Change in Title:

Approved by consent motion, to approve changes in titles for Richard Post from Dean, Business/Hospitality/Social Science to Dean, Applied Science and Business/Director, Vocational Education and Terry Schukart, from Dean, Health, Physical Education and Recreation to Dean, Physical Education and Performing Arts/Director, Athletics.

3. Proclamation—National Hispanic Heritage Month:

It was moved by Mr. Hayden, seconded by Mr. House, that a Proclamation be adopted recognizing September 15 through October 15 as National Hispanic Heritage month. Motion carried.

4. Approval of the Board of Trustees’ Goals for the Academic Year 2003 – 2004 —Second Reading:

It was moved by Mr. Hayden, seconded by Mrs. Suitt, to approve the 2003-2004 goals for the Board of Trustees. Chairman Gray indicated
that he hoped future goals could be somewhat more specific in order to provide measurement for the Board as to how they are being held accountable.

Mr. Hayden stated that he would like to see the Board address the issue of the furlough program and move as soon as possible to get folks back to work. He requested that a discussion be held monthly relative to this program. President Sheehan indicated that she hoped to have a recommendation ready for the next Board meeting.

5. Management – Change in Title:

Approved by consent motion, to approve the change in title for Adrian Gonzales from Dean, Support Programs and Services to Dean, Student Programs and Counseling Services.

B. HUMAN RESOURCES:

1. Faculty – Resignation:

Approved by consent motion, to ratify the resignation of the following individuals on the effective date indicated:

Michael Gold, Counselor, Counseling Department, 1.00 FTE, effective July 17, 2003

Athena Trentin, Counselor, International Education Program, 1.00 FTE, effective August 13, 2003

2. Classified – Appointment:

Approved by consent motion, to ratify the appointment of the following individuals on the effective date indicated:

Tom Griffiths, Plumber, Maintenance and Operations, 1.00 FTE, 12 months, effective July 30, 2003

Michael Hadley, Systems Specialist, Information Systems, 1.00 FTE, 12 months, effective July 31, 2003

Lauro Jimenez-Pena, Programmer, Information Systems, 1.00 FTE, 12 months, effective August 1, 2003

Margie Torres, Administrative Secretary, Admissions & Records, 1.00 FTE, 12 months, effective July 22, 2003

Oralee Walker, Secretary, Health Sciences, 1.00 FTE, 12 months, effective August 5, 2003
3. **Classified – Extension of Assignment:**
   Approved by consent motion, to approve the extension of assignment for the following individual on the effective date indicated:

   Becky Swanson, Accounting Assistant, Administrative Services, 1.00 FTE, 11 months, effective August 1, 2003 to June 30, 2004

4. **Classified – Extension of Assignment – Hourly:**
   Approved by consent motion, to approve the extension of assignment for the following individual as indicated:

   Dona Pickens, Administrative Secretary, HSI, 49 additional hours, effective July 21, 2003 – July 31, 2003
   Donna Pickens, Administrative Secretary, HSI, 32 additional hours, effective August 4, 2003-August 7, 2003

5. **Classified Working Out-of-Class:**
   Approved by consent motion, to ratify the working out-of-class for the following individual for the dates indicated:

   Joy Dellarso, Senior Financial Aid Specialist, Financial Aid, 1.00 FTE, July 14, 2003 until regularly assigned employee returns.

6. **Temporary Employment Agreement – Center for Training and Development:**
   Approved by consent motion, to ratify the temporary employment agreement as provided for the following individual on the effective date indicated:

   Nina Babiarz, Director, Energy Technology Training Center, five months, effective July 21, 2003 to December 31, 2003

7. **Hourly Personnel – Classified/Students/Tutors:**
   Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments (Attachment #1)

8. **Employment Agreements:**
   Approved by consent motion, to ratify the listing of employment agreements as provided (Attachment #2)
C. **INSTRUCTION:**

1. **Placeholder – Out-of-State/Out of Country Travel:** None

2. **Approval of the 2003-2004 College of the Desert Catalog:**

   It was moved by Mr. Hayden, seconded by Mr. House, to approve the 2003-2004 College of the Desert Catalog. Motion carried. Mr. Hayden thanked the Educational Support Services area for a wonderful job on the college catalog.

3. **Out-of-State/Out-of-Country Travel:**

   Approved by consent motion, to ratify approval of out-of-state travel for Nina Babiarz to travel to Park City, Utah August 7-9, 2003, to attend the National Alternative Fuels Training Consortium Quarterly meeting. All costs are covered by West Virginia University National Alternative Fuels Training Program.

D. **STUDENT SERVICES:**

1. **Placeholder for Out-of-State/Out-of-Country Travel:** None

2. **Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-country travel for Christina Delgado, who will be participating in the Expo Estudiante international student recruitment fairs in Monterrey, Guadalajara and Mexico City, Mexico. The travel dates are September 22-29, 2003.

E. **ADMINISTRATIVE SERVICES:**

1. **Approval of Warrant Lists:**

   Approved by consent motion, to ratify approval of the warrant lists in the amount of $903,812.57.

2. **Approval of Payroll #1:**

   Approved by consent motion—to approve payroll #1 in the amount of $1,305,410.13 as follows:

   - Certificated  $ 637,060.48
   - Classified  668,349.65
   - TOTAL  $ 1,305,410.13
3. **Acceptance of Donations:**

   Approved by consent motion, that the Board of Trustees accepts donations of equipment and supplies as attached. (Attachment #3)

4. **Approval of Board of Directors of Auxiliary Organizations:**

   Approved by consent motion, that the Board of Trustees approve the appointment of the members of the board of directors of the College of the Desert Foundation and the Desert Community College District Auxiliary Services as attached. (Attachment #4)

5. **Rejection of Claims Against the District:**

   Approved by consent motion, that the Board of Trustees reject the claims against the District from Barbara Newmark and Janet Groves.

6. **Resolution for Approval of Authorized Signatures:**

   It was moved by Mr. Hayden, seconded by Mrs. Suitt that the Board of Trustees adopts a Resolution approving individuals to provide authorized signatures for the purposes of contractual obligations for the District.

   Roll call vote was taken as follows: Gray: Aye, Hayden: Aye, House: Aye and Suitt: Aye. Motion carried by a vote of 4-0-1.

7. **Ratify A Loan for Cash Flow Purposes:**

   Approved by consent motion, that the Board of Trustees ratify the borrowing of funds from the Desert Community College District Auxiliary Services for the purposes of covering cash flow for the Child Development Center Restricted Fund.

VIII. **SUGGESTIONS FOR FUTURE AGENDAS:** Mrs. Suitt requested information pertaining to contacting the business community relative to vocational goals and also quarterly reports from Dr. Post as to what is going on in the area of Vocational Education. She would also like to have a report to the Board relative to the Child Development Center but indicated it did not have to be next month. Mr. Hayden requested a report relative to the current organization chart since the reorganization. Mrs. Suitt would also like to receive general job descriptions for each position.
IX. ADJOURN TO CLOSED SESSION—AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay

2. REVIEW OF THE SUPERINTENDENT/PRESIDENT’S PROFESSIONAL DEVELOPMENT PLAN AND THE BOARD’S SELF-EVALUATION, pursuant to Section 54957

X. RECONVENE TO OPEN SESSION – ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that there was no reportable action taken during the August 14, 2003 closed session of the Board of Trustees.

XI. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON FRIDAY, SEPTEMBER 12 IN THE COMMUNITY ROOM OF THE MULTI-AGENCY LIBRARY BUILDING

BY: Ray House, Clerk
I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HOUSE, STEFAN, SUITT AND STUDENT TRUSTEE BONDYRA WERE PRESENT.

III. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mrs. Suitt, seconded by Dr. Stefan, to approve the agenda of September 12, 2003. Motion carried.

IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF AUGUST 14, 2003: It was moved by Mr. Hayden, seconded by Mrs. Suitt, to approve the minutes of the regular meeting of August 14, 2003. Motion carried.

V. PUBLIC COMMENTS: None
VI. REPORTS:

1) GOVERNING BOARD:

Student Trustee Bondyra commented that she had received concerns from students at the beginning of this semester that there is a lack of selection of food on campus, that it runs out or closes before the night students arrive for classes and that the Admissions and Records and Counseling hours are not meeting the needs of students attending evening classes. President Sheehan indicated that those issues are being addressed, Carl’s Jr. should be back within the next two weeks with a better selection of menu items, and a budget transfer has just been made to assist with overtime hours in the Admissions and Records area.

Trustee Hayden reported that he had attended the Board of Governor’s meeting on Monday and Tuesday this week. He indicated discussion centered on two disadvantages of note currently. One is that the California Community Colleges Chancellor is retiring in December. The other is the budget crisis. Reports on access to higher education were also provided during the meetings. Reports were given by both the CSU and UC systems as to their budgetary problems. They also emphasized to the community colleges that a priority of both systems is to maintain transfer to community colleges.

Dr. Stefan—No Report

Mrs. Suitt requested that the Board take a moment to recognize a former trustee, Virnita McDonald, who recently passed away and had served on the Board for many years. She began with the District in 1974 and most recently served as trustee at Copper Mountain College. Mrs. Suitt expressed that “she had a lot of respect for her and she will be missed.”

Mr. House reported that he attended the recent Classified kick-off breakfast. Rosa Limon and Frank Bohn received Classified Super Star awards.

Chairman Gray—No report

2) ACADEMIC SENATE: Chris Nelson reporting. Academic Senate President Nelson began by asking the board to “please adopt a cautious and conservative approach to the budget.”

Academic Senate President Nelson reported that he was not distributing a formal set of Academic Senate goals at this time until the all-Senate meeting
could provide input; however, he provided brief highlights of the goals as follows:

1) Revise representation to Academic Senate due to reorganization of division structure
2) Accreditation
3) Keep faculty involved in Facilities Master Plan and bond issues
4) Curriculum—develop more effective program review process
5) Faculty development—develop short-term strategic plan tied into College Educational Master Plan; Academic Senate President Nelson stated that “Wendy Flint’s work with the Faculty Development Committee for running the Flex activities has been stellar” and that this year marked the highest attendance ever at Flex activities.
6) Educational Technology will review issues related to adoption of hybrid on-line courses which mixes on-line instruction and classroom-based instruction
7) Educational Policies and Practices—will work with the Interim Dean, Admissions & Records, to review and clarify the registration, enrollment and drop policies
8) Academic Rank Policy review (policy last updated in 1988)
9) Professional Standards & Ethics—will review Faculty Service Areas (negotiation issue—lead will come from CCA)
10) Develop better process to manage sabbatical leaves, keeping standards high for sabbatical applications
11) Improve communication processes with adjunct faculty

3) CSEA—Joyce Moore Reporting. Joyce Moore, President, CSEA, expressed thanks to the contributors to the food bank for employees on furlough. She addressed the Board regarding the Work-Share Program and requested the completion of the Furlough Program by September 30, 2003, but with a phase out/phase in plan for employees. She urged consideration of an MOU she had submitted, which would provide for such.

President Moore said that after attending several Bond information presentations, she wished to recommend that the Board seek more than the current projection of the cost of the projects of approximately 280 million dollars. Ms. Moore noted that the cost of project over an extended period of time goes up and that inflation must be considered so that campus projects could be completed. She recommended that the Board seek the maximum legal bond capacity of $350 million. She noted that if the money is not needed, it does not need to be spent.

Ms. Moore introduced Mark Porras for additional remarks. Mark Porras, Library Specialist, read an anonymous letter sent to the CSEA Office which addressed issues of District PERS contributions.

4) CCA/CTA: No Report
5) **C.O.D.A.A.**: No report

6) **ASCOD**: No report

7) **SUPERINTENDENT/PRESIDENT:**

   A) **STATE OF THE COLLEGE:**

   President Sheehan reported that, since the last Board meeting, planning retreats were held for the President’s Cabinet, College Council and the Academic Senate. Board goals were reviewed and the goals of Cabinet members were aligned with the Board goals. A summary report will be provided in June with an update about mid-year.

   Dr. Sheehan indicated that her office has been collecting questions for a Bond measure Q&A which addresses all the questions which have been asked to-date. It is a working document and will be revised accordingly. The first Community Bond Committee meeting is planned for September 16th.

   Dr. Sheehan reported that she attended the La Quinta/Indio Chamber mixer and the Indio Mayor’s breakfast recently and received positive comments about the possibility of a bond measure for College of the Desert.

   Dr. Sheehan noted that the Council of Unions met and reached consensus for establishing a meaningful reserve and separate savings accounts for such things as benefits increases and retiree benefits. She indicated that the following guiding principles were established:

   1. We will not budget anticipated savings as revenue.
   2. We will look for as many opportunities as possible for restricted saving accounts for:
      a) increased cost of benefits
      b) retiree benefits
   3. We will address the annual deficit until it is removed completely.
   4. We will focus on a multiple-year budget approach.
   5. We will always reach F.T.E.S. cap and address the 50% law.
Dr. Sheehan introduced consultant, Dr. Chuck McIntyre, who presented an update relative to the final draft of the Facilities Master Plan which includes the plan, an appendix and an executive summary. It will be slightly modified for the October 10th second reading and will go to the Board for adoption in November. Mrs. Suitt made a recommendation that land not only be identified in the eastern valley, but the western valley as well. Dr. McIntyre will add the appropriate costs to the plan for a 20-25 acre site in the western valley.

Dr. Sheehan mentioned that the COD Nursing Program will be featured on Channel 2 Sunday, September 14th at 6:30p.m.

B) RECOGNITION ITEMS:

President Sheehan read and presented a Proclamation to Marcelino Diaz, Coordinator, EOPS and CARE Programs, recognizing Educational Opportunity Programs Awareness Month in September. Mr. Diaz introduced two members of the EOPS Advisory Board—Joseph Beaver and Oscar Armijo. He also introduced a former CARE Program student—Mickiela Sterling.

President Sheehan also read and presented a Proclamation to Michael O’Neill, Coordinator, Disabled Student Programs and Services, recognizing National Disabilities Awareness Month in October.

Dr. Sheehan noted that the opening Flex activity was a standing room only event and thanked Trustee Hayden for helping to welcome our new COD family members. She also thanked Wendy Flint for a sensational job, once again, on the Flex program and expressed thanks to Bina Isaac for an over subscribed Faculty Technology Institute and noted that there would be additional training opportunities for Classified staff as well. She indicated that the appreciation breakfast for Classified staff was extremely well received and thanked the Alumni Association for their continued sponsorship of the event. Dr. Sheehan also thanked Dr. Ramirez for the 9-11 program and stated that Dr. Gudelunas was spectacular as always. Finally, she expressed thanks to Dr. Randall for a really comprehensive budget presentation.

Dr. Browning, Vice President, Instruction, introduced Marisol Liebelt, Training and Development Assistant, Center for Training & Development, whose status has changed from a contract employee to a District Classified employee.

C) BOARD COMMUNICATIONS: None
VII. CONSIDERATION OF CONSENT AGENDA: It was moved by Mr. House, seconded by Mrs. Suitt, that the Board approve the Consent Agenda. Motion carried.

A. SUPERINTENDENT/PRESIDENT:

1. PROCLAMATION—National Disabilities Awareness Month:
   It was moved by Mr. House, seconded by Dr. Stefan, to approve a PROCLAMATION for National Disabilities Awareness Month in October. Motion carried.

2. Facilities Master Plan—1st Reading:
   It was moved by Dr. Stefan, seconded by Mr. Hayden, to accept as first reading, the final draft Facilities Master Plan. Motion carried.

3. Placeholder—PROCLAMATION—Educational Opportunity Programs Month:
   It was moved by Dr. Stefan, seconded by Mrs. Suitt, that a PROCLAMATION be adopted recognizing September as Educational Opportunity Programs Month. Motion carried.

B. HUMAN RESOURCES:

1. Classified—Appointment:
   Approved by consent motion, to ratify the appointment of the following individuals on the effective date indicated:

   David Schuetz, Computer Support Specialist, 1.00 FTE, 12 months, effective August 5, 2003

   Marisol Liebelt, Training and Development Assistant, Center for Training and Development, 1.00 FTE, 12 months, effective September 2, 2003

2. Classified—Benefits Resumed:
   Approved by consent motion, to ratify the resumption of benefits for the following individual on the effective date indicated:

   Donna Semic, Accounting Assistant, Administrative Services, 1.00 FTE, 10 months, effective August 1, 2003

3. Classified—Reclassification:
Approved by consent motion, to approve the following 2002-2003 reclassification of the following individual as listed. When the fiscal difficulties are completed as defined in the Budget Implementation, there will be adjustments to the position.

Roger Bell, Library, Library Technician (7-F), $2,837.00 to Library Specialist (9-E), $2,972.00, effective September 15, 2003. This increase is not fully funded according to the current formula, but funded according to past practice. This position will be fully funded at a later date pending budget considerations.

4. **Classified – Additional Hours**:

Approved by consent motion, to approve additional scheduled hours for the 2003-2004 academic year for the following individual for the effective dates indicated:

Barbara Garza, Senior Office Assistant, Parking Office, 10 months, from 24 hours per week to 29 hours per week, effective August 11, 2003 through June 9, 2004.

5. **Classified – Extension of Assignment -- Hourly**:

Approved by consent motion, to approve the extension of assignment for the following individuals on the effective dates indicated:

Sunita Dhaimade, Child Development Specialist, Child Development Center, 12 additional hours, effective August 28, 2003 – August 29, 2003

Sally Diggs, Child Development Specialist, Child Development Center, 12 additional hours, effective August 28, 2003 – August 29, 2003

Esmeralda Garza, Child Development Specialist, Child Development Center, 12 additional hours, effective August 28, 2003 – August 29, 2003

Sherry Hannie, Child Development Specialist, Child Development Center, 12 additional hours, effective August 28, 2003 – August 29, 2003

Rena Maddox, Child Development Specialist, Child Development Center, 12 additional hours, effective August 28, 2003 – August 29, 2003
Kimberly McCaleb, Child Development Specialist, Child Development Center, 12 additional hours, effective August 28, 2003 – August 29, 2003

Rita Rowe, Child Development Specialist, Child Development Center, 12 additional hours, effective August 28, 2003 – August 29, 2003

Estella Taylor, Child Development Specialist, Child Development Center, 12 additional hours, effective August 28, 2003 – August 29, 2003

Mary Wolf, Food Service Technician, Child Development Center, 12 additional hours, effective August 28, 2003 – August 29, 2003

6. Employment Contract:

Approved by consent motion, to ratify the employment contract/agreement as provided for the following individual on the effective dates indicated:

David Einstein, Walter N. Marks Center for the Arts, effective August 28, 2003 – May 28, 2004

7. Hourly Personnel – Adjunct Faculty:

Approved by consent motion, to approve the hourly employment of the individuals named on the attached list(s). No one is working in excess of .60 FTE. (Attachment #1)

8. Hourly Personnel – Classified/Students/Tutors:

Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments (Attachment #2)

9. Employment Agreements:

Approved by consent motion, to ratify the listing of employment agreements as provided (Attachment #3)

C. INSTRUCTION:

1. Placeholder – Out-of-State/Out of Country Travel: None
1A. **Approval of Out-of-State/Out-of-Country Travel:**

Approved by consent motion, to approve out-of-state travel for Nina Babiarz to travel to Charlotte, North Carolina on October 7-12, 2003, to attend the National Alternative Fuels Training Consortium First Quarterly meeting. All costs are covered by the West Virginia University grant.

2. **Placeholder for the Walter N. Marks Center for the Arts Mission Statement:**

It was moved by Mrs. Sutt, seconded by Dr. Stefan, to approve the Mission Statement for the Walter N. Marks Center for the Arts. Motion carried.

D. **STUDENT SERVICES:**

1. **Placeholder for Out-of-State/Out-of-Country Travel:** None

2. **Out-of-State/Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-country travel for Christina Delgado to travel to Taiwan, Hong Kong, China, Korea and Japan on October 9-October 29, 2003. Travel costs are paid by the International Education budget.

E. **ADMINISTRATIVE SERVICES:**

1. **Approval of Warrant Lists:**

   Approved by consent motion, to ratify approval of the warrant lists in the amount of $1,218,274.34.

2. **Approval of Payroll #2**

   Approved by consent motion—to approve payroll #2 in the amount of $1,497,028.74 as follows:

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3. **Approval of Contracts:**

Approved by consent motion, to approve and ratify contracts as follows:

- California Department of Education (Child Care & Development – Infant and Toddler Program)
- California Community Colleges (Student Right-to-Know Reporting Subscription)
- Manor Care (Health Care Facility Agreement)
- Eisenhower Medical Center (Affiliation for Upward Bound Program)

4. **Quarterly Financial Report for 2002-03:**

Approved by consent motion, that the Board of Trustees receive the Quarterly Financial Report for 2002-2003.

5. **Bid#B-03 – Dining Hall Seismic Upgrades:**

It was moved by Dr. Stefan, seconded by Mrs. Suitt, that the Board of Trustees award a contract to Doug Wall Construction in the amount of $763,000.00 for the seismic upgrade of the Dining Hall contingent upon final approval from DSA/Department of Finance. Three bids were received as follows:

- Doug Wall Construction, Bermuda Dunes, CA $763,000.00
- Shellman Enterprises, Riverside, CA $796,719.00
- Dalke & Sons Construction, Riverside, CA $998,680.00

Motion carried.

6. **2003-04 Interim Budget:**

The Board of Trustees received for review, the 2003-04 Interim Budget as presented by Administration.

VIII. **SUGGESTIONS FOR FUTURE AGENDAS:**

Mrs. Suitt recommended a two-hour study session be held with Dr. Chuck McIntyre and the Board to provide a line by line review of the Facilities Master Plan.

President Sheehan asked the Board to consider a change in date for the November meeting to be held at Eastern Valley Center in order to accommodate more people. There was consensus from the Board that the
meeting will be moved to Wednesday, November 19th at 6:30 p.m. in the Eastern Valley Center.

IX. ADJOURN TO CLOSED SESSION

X. AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL—existing litigation pursuant to Section 54956.9 (a); Romano v. Desert Community College District, et al Riverside County Superior Court Case No. INCO28353

2. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay

XI. RECONVENE TO OPEN SESSION—ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that during the September 12, 2003 closed session of the Board of Trustees, the Board voted to terminate the furlough program effective September 30, 2003 and thanked CSEA members for their assistance in addressing the budget crisis.

XII. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON FRIDAY, OCTOBER 10 IN THE COMMUNITY ROOM OF THE MULTI-AGENCY LIBRARY BUILDING

BY: Ray House

Ray House, Clerk

Board Minutes September 12 2003/pb
Educational Support Services

Date: August 29, 2003

To: Office of Human Resources

From: Suzann Pell, Director

Educational Support Services

Subject: Part-time Instructors/Substitutes, FALL 2003

These instructors are appointed for one semester or less, with assignments of 60% or less of a full-time load.

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* First Assignment at COD
ATTACHMENT #2

CLASSIFIED HOURLY PERSONNEL - Employment Listing

Short-Term/Substitute:

1. LIMON, Bertha
   Developmental Education Technician
   $11.32 per hour, not to exceed 40 hours per week

3. SCHULTZ, Norma
   Senior Office Assistant, Parking Office call in
   $10.78 per hour
   September 4, 2003 – on an as needed basis

4. MENDOZA, Lisa
   Interpreter, DSP&S
   $18.98 per hour, not to exceed 19.5 hours per week
   September 2, 2003 – December 19, 2003

5. VONGOTTBERG, Randy
   Interpreter, DSP&S
   $13.49 per hour, not to exceed 19.5 hours per week
   September 2, 2003 – December 19, 2003

Student Workers/Tutors:

1. FABELA, Yessica
   Student Worker/Admissions & Records
   $6.75 per hour, not to exceed 20 hours per week, 32 during summer session
   July 29, 2003 – June 30, 2004

2. FRITZ, Harry
   Student Worker/Financial Aid
   $6.75 per hour, not to exceed 20 hours per week
   August 12, 2003 – June 30, 2004

3. HARVEY, Sunny
   Student Worker/Articulation
   $6.75 per hour, not to exceed 10 hours per week
   September 3, 2003 – May 28, 2004

4. HERNANDEZ JR., Dagoberto
   Student Worker/Admissions & Records
   $6.75 per hour, not to exceed 20 hours per week
   August 20, 2003 – June 30, 2004

5. MUNOZ, Eva
   Student Worker/Admissions & Records
   $6.75 per hour, not to exceed 20 hours per week, 32 hours per week during summer session
   August 4, 2003 – June 30, 2004
6. SUNESON, Margo  
Student Worker, Academic Skills Center  
$6.75 per hour, not to exceed 20 hours per week  
September 2, 2003 – June 30, 2004

7. CROW, Paul  
Peer Advisor  
$7.00 per hour, not to exceed 6 hours per week  
July 23, 2003 – May 21, 2004
**EMPLOYMENT AGREEMENTS**

**September, 2003**

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<td>Moulin, Maria</td>
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<td>Stenger, Jerry</td>
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**TOTAL**                                                        |                                           | $6,070.00       |
I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order at 11:30 A.M. by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HAYDEN, HOUSE, STEFAN AND SUIT TO WERE PRESENT. STUDENT TRUSTEE BONDYRA WAS ABSENT.

III. PUBLIC COMMENTS: There were no requests to speak before the Board.

IV. AGENDA: It was moved by Mr. Hayden, seconded by Mr. House, to approve the agenda of the special Board Study Session of October 27, 2003. Motion carried.

A. SUPERINTENDENT/PRESIDENT:

1. Board Study Session—Facilities Master Plan:

President Sheehan introduced Matthew Breindel, Coordinator of Institutional Research and Chris Nelson, Academic Senate President, who presented an overview of an extensive input process which has been used in developing the Plan. Both reported on the considerable input from all segments of the college community.

Dr. Chuck McIntyre led a discussion with the Board on specific components of the Facilities Master Plan. Dr. McIntyre indicated that some key factors to consider were: Large anticipated growth in the valley, desire to improve and maintain access, desire to move the college towards a learning orientation, anticipated increase in distance learning, and anticipated increase in off-site partnerships and community connections.
Dr. McIntyre presented the major new building projects proposed in the Facilities Master Plan, resulting from the Educational Master Plan, as follows:

Student Learning Commons (Instruction and Student Services Joint Use Facility)
Two center sites—Eastern and Western Valley
Nursing and Allied Health
Technology and Infrastructure
Public Safety Academy
Business and Community Center
Advanced Transportation
Environmental Science and Technology

Dr. McIntyre encouraged the Board and/or Administration to consider Cy-Fair College in Houston, Texas, which is the most recent and best example of a learning commons facility at a two-year community college.

Dr. Jack Randall introduced two planning architects that have been retained as consultants by the District—Deborah Shepley, AIA and Amy Jane Frater, AICP of tBP Architecture. They will be meeting with a campus steering committee and will be recommending the order of projects and what happens with regard to secondary effects of the Facilities Master Plan. A new five-year plan will also be submitted to the state next year with recommendations from the architects.

President Sheehan indicated that the next steps will be to bring the Facilities Master Plan to the Board for approval at the November 19th Board meeting scheduled for 6:30 p.m. at Eastern Valley Center. The Board will also consider a Resolution that will place the bond measure on the March 2nd ballot. The Resolution will include boilerplate legal language and the major projects identified in the Facilities Master Plan. Dr. Sheehan indicated that the architects will carefully review costs and not recommend more than is required to complete the projects. The size of the bond measure must be affordable for the average homeowner. She noted that the architects will look at every possible project for the next 10-15 years as well as a separate contingency component to assure all projects can be completed.
V. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON WEDNESDAY, NOVEMBER 19, 2003, 6:30 P.M. IN THE ECONOMIC DEVELOPMENT AGENCY CONFERENCE ROOM OF THE WORKFORCE DEVELOPMENT CENTER AT MONROE AND FRED WARING—INDIO

By: Ray House, Clerk
DESERT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING—COMMUNITY ROOM—MULTI-AGENCY LIBRARY
BUILDING
FRIDAY, OCTOBER 10, 2003
MINUTES

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HOUSE, STEFAN, SUITT AND STUDENT TRUSTEE BONDYRA WERE PRESENT. TRUSTEE HAYDEN WAS EXCUSED.

III. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mrs. Suitt, seconded by Mr. House, to approve the agenda of October 10, 2003. Motion carried.

IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF SEPTEMBER 12, 2003: Chairman Gray noted that Trustee Hayden’s name was not reflected at roll call, but appeared in minutes following. It was moved by Mrs. Suitt, seconded by Mr. House, to approve the minutes of the regular meeting of September 12, 2003 as amended. Motion carried.

V. PUBLIC COMMENTS: None
VI. REPORTS:

1) GOVERNING BOARD:

Mr. House reported that he would be attending a high school reunion party for the Coachella Valley High School Class of 1953 tomorrow.

Dr. Stefan reported that Trustee Hayden and she attended the Inland Valley’s Community College Trustee & CEO Association meeting in Riverside and attendees were brought up-to-date on legislative reports. There was also a presentation on accreditation standards. Dr. Stefan also attended the Republican Convention at LAX Marriott, along with a CTA Republican Caucus meeting. Dr. Stefan is Chair of the CTA Republican Caucus. She indicated that she spoke to some of the Republican legislators as there are a number of new legislators in Sacramento. She noted that many of the legislators she spoke with are pro-community college and expressed that community colleges won’t be on the bottom part of their agendas.

Dr. Stefan reported that she is also working with Desert Sand’s “No child left behind tutoring program” and she was pleased to see, when visiting Hoover School, a flyer was displayed from College of the Desert—“College for Kids and Teens”. She expressed that she “was delighted about that because we are trying to reach the children.

Dr. Stefan commented that next weekend is Homecoming and College of the Desert is playing Southwestern Community College. She stated that “I will be at that rooting for COD even though I did attend Southwestern Community College.”

Mrs. Suitt congratulated those who supported the new governor-elect.

Student Trustee, Bondyra, commented that the students have been working on planning Homecoming half-time activities which will include the Palm Springs Marching band and a “Chicago” show, along with crowning of a homecoming king and queen.

Chairman Gray—No report

2) ACADEMIC SENATE: Chris Nelson reporting. Academic Senate President Nelson reported that the Academic Senate is currently revising the Sabbatical Leave application process in order to simplify the process for faculty and in the process of revising faculty service areas. Faculty are moving ahead with accreditation processes and both faculty and administration attended an accreditation training session on Wednesday of this week to learn what was expected by the Accrediting Commission. Dr. Browning and Academic Senate President Nelson are also working diligently, with a sub-
committee of the Curriculum Committee, to develop a model for a new institutional planning process based on evidence, program review that leads directly to allocation of resources, evaluation of student learning outcomes and ability to create, revise and evaluate College goals.

Dr. Sheehan noted that a special study session for the Board relative to the accreditation process would be forthcoming.

3) CSEA—Joyce Moore Reporting. Joyce Moore, President, CSEA, introduced CSEA visitors (observers) from the Rancho Cucamonga field office--Lupe Crespo and Luciano Crespo, CSEA labor relations representatives.

Ms. Moore reported that CSEA met with other union representatives yesterday at the Council of Unions meeting, discussed forming a coalition and agreed to meet with Los Angeles City school officials, as possibly some other districts who are in the same situation as College of the Desert, as far as getting equalization funds. Ms. Moore also reported that the bond issue was discussed and asked the Board to consider, on behalf of all union groups, going for the legal limit due to the 20-year projection and to provide for inflation or the possibility of falling short of funds and having to ask voters for a second bond measure. She emphasized that the District would not spend all the money if it was not needed, but that it would provide a safeguard.

Ms. Moore reported that CSEA was still in negotiations relative to ending the furlough and equity issues to be considered.

Ms. Moore commented that Mark Porras, CSEA representative, had additional comments for the Board. He read Government Code Sections 354.1 (a) and 3543.5 and noted that he read the statement at the last meeting “so the Board could gauge the pulse of the classified staff”.

Chairman Gray allowed Mr. Porras to speak during the CSEA presentation; however, requested that comments that were non-agenda items or part of the CSEA report, be requested at the appropriate time in the future.

4) CCA/CTA: Denise Diamond reporting. Ms. Diamond, Secretary for CCA/CTA read a message prepared by CCA President, Ty Thomas, in support of the bond measure. She read “Dr. Sheehan and Mr. Berry have orchestrated a well-balanced and detailed plan, but there is one variable that keeps getting our attention. The constant is the dollar amount of the bond.” Ms. Diamond commended Dr. McIntyre for a fabulous job in assessing what he feels to be the dollar amount; however, in two previous Council of Unions meetings, consensus was reach that adjustments must be made for labor inflation as well as material and land purchase, if necessary. She indicated that there have been no strong arguments to-date as to why the District should not go for the maximum dollars legally allowed for a bond campaign. The
message asked the Board of Trustees to strongly consider asking for as close as possible to the maximum allowed by law for the bond measure and that the District might not need to spend all of the dollars requested, but it would avoid having to ask voters for a second bond.

Chairman Gray responded that, although no decision has been made by the Board as to the final dollars to be requested in a bond measure, the higher the number, the Board needs to be assured that all constituencies are supportive.

Mrs. Sutt commented that, as the District had paid for a survey, she asked that the District be a little cautious in asking for the maximum amount and that we needed to have a clear idea of how the funds would be used.

5) **C.O.D.A.A.—Judith Mandel reporting.** C.O.D.A.A. President, Mandel, expressed support for her sister unions relative to support in going for the maximum dollars in terms of the bond measure. She noted that College of the Desert is second from the bottom in terms of funding and that the District has had major problems on campus with regard to the main well and electricity. She also noted that community colleges have never received their fair share of Proposition 98 funds.

Ms. Mandel also asked that the Academic Senate include more part-time faculty in College committees. She congratulated the College for re-doing policies that had not been reviewed in a number of years and felt more work could still be done in that area.

6) **ASCOD:** No report

7) **SUPERINTENDENT/PRESIDENT:**

A) **STATE OF THE COLLEGE:**

President Sheehan noted that the new Highway 111 magazine included a feature story on Carlos Ortega and mentioned College of the Desert frequently in the article.

Dr. Sheehan indicated that she met with the Council of Unions and the group came to consensus that, although each union has different issues they would make an effort to find common ground in which to move forward. The Council agreed to unify around the FTES issue and look at the Los Angeles system to see what they have done. She also expressed support in recommending to the Board that the District try to obtain the highest possible dollar amount for a bond measure, while being certain that “we are good stewards of public money, but making sure we have a contingency factor.”
Dr. Sheehan introduced Dr. Carl Farmer who provided an overview of the College’s MESA Program (Mathematics Engineering Science Achievement).

Dr. Farmer reported that the MESA Program is fully funded this year and targets traditionally underrepresented students in the Science and Math areas. In terms of the program’s success, he reported that 90% of the state’s underrepresented engineering baccalaureate recipients are California MESA students; over 12% of the nation’s underrepresented engineering baccalaureate recipients are California MESA students; and during the past two years, more than 50 MESA students have transferred to the UC and CSU systems.

Dr. Farmer also noted that the District recently received a grant from Hewlett Packard which provided a mobile computer cart with 30 laptop Computers for math and science classrooms.

B) RECOGNITION ITEMS:
President Sheehan read a Proclamation recognizing September 15 through October 15 as National Hispanic Heritage Month.

President Sheehan also read a Proclamation recognizing Native American Awareness Month in November.

C) BOARD COMMUNICATIONS: None

VII. CONSIDERATION OF CONSENT AGENDA: It was moved by Dr. Stefan, seconded by Mr. House, that the Board approve the Consent Agenda. Motion carried.

A. SUPERINTENDENT/PRESIDENT:
1. PROCLAMATION—National Hispanic Heritage Month:
   It was moved by Dr. Stefan, seconded by Mrs. Suitt, that the Board approve a PROCLAMATION for National Hispanic Heritage Month from September 15 to October 15. Motion carried.

2. PROCLAMATION—National American Indian Heritage Month:
   It was moved by Mr. House, seconded by Dr. Stefan, that the Board approve a PROCLAMATION for National American Indian Heritage Month in November. Motion carried.

3. FACILITIES MASTER PLAN—2\textsuperscript{ND} READING
   Dr. Charles McIntyre presented a brief overview of revisions for the 2\textsuperscript{nd} Reading of the Facilities Master Plan. It was moved by Dr. Stefan,
seconded by Mrs. Suitt, to accept as second reading, the draft Facilities Master Plan. Motion carried. A special Board study session relative to the Facilities Master Plan will be held on October 27 from 11:30 a.m. - 1:30 p.m. in the Board Room, Administration Building.

B. **HUMAN RESOURCES:**

1. **Classified – Appointment:**

   Approved by consent motion, to ratify the appointment of the following individuals on the effective date indicated:

   - Gregg Chesterman, Computer Lab Assistant, 1.00 FTE, 12 months, effective September 22, 2003
   - Paul Cracchiolo, Accompanist, Physical Education/Performing Arts Division, .49 FTE, 9 months, effective September 15, 2003

2. **Classified – Resignation:**

   Approved by consent motion, to ratify the resignation of the following individual on the effective date indicated:

   - Donna Pickens, Administrative Secretary, Hispanic Serving Institute Grant, .49 FTE, 9 months, effective September 26, 2003

3. **Classified – Termination:**

   Approved by consent motion, to ratify the termination of the following individual on the effective date indicated:

   - Edward Diaz, Custodian, 1.00 FTE, 12 months, effective October 10, 2003

4. **Classified – Continuation of Assignment:**

   Approved by consent motion, to approve the continuation of assignment for the following individuals on the effective dates indicated:

   - Manual Abrogucena, Instructional Support Assistant, Health Sciences, 1.00 FTE, 12 months, effective September 23, 2003
   - Angie Lopez, Instructional Support Assistant/Early Childhood Education, .15 FTE, 9 months, effective August 26, 2003 – May 28, 2004
Joy Dellarso, Senior Financial Aid Specialist, Financial Aid, 1.00 FTE, 12 months, effective July 14, 2003 to September 5, 2003

5. **Confidential – Reclassification:**

Approved by consent motion, to approve the following 2003-2004 reclassification of the following individual on the effective date indicated:

Marjorie Cary, Human Resources Secretary (7-H), $3,180.00 to Senior Human Resources Technician (9-G), $3,361.00, effective October 13, 2003

6. **Faculty – Professional Advancement:**

Approved by consent motion, to ratify the professional advancement for the following individual on the effective date indicated:

Craig Hays, Professor, Health, Physical Education, Recreation & Athletics, 1.00 FTE, Range IV, Step 13, effective August 28, 2003

7. **Faculty – Substitute:**

Approved by consent motion, to approve the substitute assignment for the following individual on the effective dates indicated:

Alan Lash, Instructor, Mathematics, 1.00 FTE, effective September 8, 2003 – December 19, 2003

8. **Temporary Employment Agreement – Center for Training and Development:**

Approved by consent motion, to ratify the temporary employment agreement as provided for the following individual on the effective date indicated:

Linda Young, Workplace Training Specialist, VESL Academy Project, effective July 1, 2003 to June 30, 2004.

9. **Hourly Personnel – Adjunct Faculty:**

Approved by consent motion, to approve the hourly employment of the individuals named on the attached list(s). No one is working in excess of .60 FTE (Attachment #1)
10. **Hourly Personnel – Classified/Students/Tutors:**

Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/tutors as listed on the attachments (Attachment #2)

11. **Employment Agreements:**

Approved by consent motion, to ratify the listing of employment agreements as provided in the attachment (Attachment #3)

C. **INSTRUCTION:**

1. **Placeholder – Out-of-State/Out-of-Country Travel:**

1A. It was moved by Mr. House, seconded by Dr. Stefan to approve out-of-state travel for Nancy Moll to attend the Pre-meeting Workshop and Geological Society of America National Meeting in Seattle, Washington, October 31-November 5, 2003. Motion carried.

2. **Out-of-State/Out-of-Country Travel:**

Approved by consent motion, to approve out-of-state travel for Nina Babiarz to attend the National ATE PI Conference in Washington, D.C. from October 22-24, 2003. All costs will be covered by the National Science Foundation.

3. **Out-of-State/Out-of-Country Travel:**

Approved by consent motion, to ratify out-of-state travel for Wendy Flint to travel to Las Vegas, Nevada on October 1, 2003. All costs were paid by the Workplace Learning Resource Center grant.

4. **Out-of-State/Out-of-Country Travel:**

Approved by consent motion, to ratify out-of-state travel for Julie Flint to travel to Las Vegas, Nevada on October 1, 2003. All costs were paid by the Workplace Learning Resource Center grant.

5. **Out-of-State/Out-of-Country Travel:**

Approved by consent motion, to approve out-of-state travel for David Buttles to attend the Workshops and Forums on Athletic Academic Advising at the N4A/3C4A Annual Conference in Las Vegas, Nevada November 5-7, 2003. Travel costs for this activity are allocated in the Division travel budget.

7. Approved by consent motion; to approve out-of-country travel for Frank Attoun to attend the 2003 Mexicali-Coachella Valley International Trade Outlook Conference in Mexicali, Mexico, October 22 and 23, 2003.

8. Approved by consent motion, to approve out-of-country travel for Rey Ortiz to attend the 2003 Mexicali-Coachella Valley International Trade Outlook Conference in Mexicali, Mexico, October 22 and 23, 2003.


D. STUDENT SERVICES:

1. Placeholder for Out-of-State/Out-of-Country Travel:
   
   It was moved by Mrs. Suitt, seconded by Dr. Stefan, to approve out-of-state travel for Diane Ramirez to attend the Title V Project Director’s meeting to be held in Washington, D.C., November 17-19, 2003. Motion carried.

E. ADMINISTRATIVE SERVICES:

1. Approval of Warrant Lists:

   Approved by consent motion, to ratify approval of the warrant lists in the amount of $936,791.29.

2. Approval of Payroll #3

   Approved by consent motion—to approve payroll #3 in the amount of $1,557,270.51 as follows:

   Certificated $ 934,489.70
   Classified 622,780.81
   TOTAL $1,557,270.51
3. **Approval of Contracts:**

Approved by consent motion, to approve and ratify contracts as follows:

- Riverside County Office of Education Contract C-4873
- SESAC Performance License Agreement
- Dr. Charles McIntyre
- Goodwin Simon Strategic Research

4. **Placeholder – Architectural Firm for Master Plan Development:**

It was moved by Dr. Stefan, seconded by Mr. House, that the Board of Trustees enter into an agreement with tBP Architecture of Newport Beach, California for the completion of the facilities master plan and further authorizes the President and/or designee to negotiate the details of the agreement. Any costs associated with the agreement to complete the Facilities Master Plan will be charged to the Redevelopment Fund. There will be no impact on the General Fund. Motion carried.

5. **Resolution for Improvement to Swimming Pool Facilities:**

It was moved by Dr. Stefan, seconded by Mr. House, that the Board of Trustees adopt the Resolution for the City of Palm Desert Redevelopment Agency to expend funds for the improvement of the District's swimming pool facilities.

Roll call vote was taken as follows: Gray--Aye, House--Aye, Stefan--Aye and Suiit--Aye. Motion carried by a vote of 4-0-1.

6. **Public Hearing – 2003-04 Final Budget:**

It was moved by Dr. Stefan, seconded by Mr. House, that the Board of Trustees hold a public hearing on the adoption of the final budget. Motion carried. Chairman Gray opened and closed the public hearing. There were no public comments.

7. **Adoption of the Fiscal Year 2003-04 Final Budget:**

It was moved by Dr. Stefan, seconded by Mr. House, that the Board of Trustees adopt the final budget for fiscal year 2003-04 as presented by Administration. Motion carried.

VIII. **SUGGESTIONS FOR FUTURE AGENDAS:** None
IX. ADJOURN TO CLOSED SESSION

X. AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay

XI. RECONVENE TO OPEN SESSION—ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that there was no reportable action taken during closed session.

XII. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON WEDNESDAY, NOVEMBER 19, 2003, AT 6:30P.M. IN THE ECONOMIC DEVELOPMENT AGENCY CONFERENCE ROOM WORKFORCE DEVELOPMENT CENTER AT MONROE AND FRED WARING—44-199 Monroe Street, Indio, California.

BY: Ray House, Clerk

Board Minutes October 10, 2003/pb
VINI MEETING—COMMUNITY ROOM—MULTI-AGENCY LIBRARY BUILDING
WEDNESDAY, NOVEMBER 19, 2003
MINUTES

I. CALL TO ORDER—PLEDGE OF ALLEGIANCE: The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HOUSE, HAYDEN, STEFAN, SUITT AND STUDENT TRUSTEE BONDYRA WERE PRESENT.

III. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Dr. Stefan, seconded by Mr. House, to approve the agenda of November 19, 2003. Motion carried.

IV. APPROVAL OF MINUTES OF THE SPECIAL BOARD STUDY SESSION OF NOVEMBER 17 AND REGULAR MEETING OF NOVEMBER 19, 2003: It was moved by Mrs. Suitt, seconded by Mr. House, to approve the minutes of the Special Board Study Session of November 17 and regular meeting of November 19, 2003. Motion carried.

Chairman Gray requested that item A.2. on the agenda be taken out of order as a number of individuals had requested to speak to this agenda item. He noted that in the adoption copy of the Resolution of the Board of Trustees of the Desert Community College District Ordering a General Obligation Bond Measure pursuant to Proposition 39, the amount was reduced from $372 million to $346.5 million.

1
V. **PUBLIC COMMENTS:**

Public comments were made relative to Agenda Item #2, in support of the Desert Community College District general obligation bond measure by the following individuals:

Mr. Gene Marchu—Non-Profit  
Mr. Steve Clute—Public  
Ms. Valerie Loew—Faculty  
Dr. Rick Post—Staff (Dr. Post reported relative to endorsements for the record:  
Elected Officials: Cathedral City—City Council, Indian Wells City Council, Sheriff Bob Doyle, Supervisor Roy Wilson, Assemblywoman Bonnie Garcia, Assemblyman John Benoit, State Senator Denise Moreno-Ducheny, Mayor Jean Benson—Palm Desert; Groups & Organizations: Palm Springs Chamber of Commerce, Desert Hot Springs Chamber of Commerce, Indio Chamber of Commerce, Palm Desert Chamber of Commerce, Coachella Chamber of Commerce, Coachella Valley Economic Partnership Legislative Committee, Coachella Valley Workforce Development Committee; Police and Fire Chiefs:  
County Level: Michael Andrews—Chief Deputy—Riverside County Sheriff’s Department, Wayne Walker—Sheriff’s Lieutenant—Riverside County Sheriff’s Department and Neil Lingle—Assistant County Sheriff—Riverside County Sheriff’s Department  
Mr. William H. Claire—Public  
Ms. Jessica Scarffe—Faculty and Public Representative  
Mr. Sam Hook—Auxiliary Staff  
Ms. Magdalena Bondyra—Student  
Father John Connor—Public  
Ms. Wendy Flint—Public  
Dr. Carolyn Lopez—Public  
Ms. Eridani Quiroz—Student  
Ms. Delia Romo—Student  
Mr. Larry Salas—Public  
Ms. Ruvalcaba C. Refugio—Student  
Ms. Lorena Lopez—Student  
Ms. Brenda K. Bufracio—Student  
Mr. Ken Welty—Public  
Mr. Chris Nelson—Public  
Ms. Adriana Quintero—Student
VII. A. SUPERINTENDENT/PRESIDENT:
(agenda item taken out of order)

2. Resolution of the Board of Trustees of the Desert Community College District Ordering a general Obligation Bond Measure Pursuant to Proposition 39 and Establish Specifications of the Election Order:

It was moved by Mrs. Jackie Sui, seconded by Mr. Ray House to order a general obligation bond measure pursuant to Proposition 39 and Establish Specifications of the election order.

Roll call vote was taken as follows: Gray—Aye, Hayden—Aye, House—Aye, Stefan—Aye and Suit—Aye. Motion carried by a vote of 5-0-0.

VI. REPORTS:

1) GOVERNING BOARD:

Trustee Hayden stated that he was “glad to be here, too, for this historic event.” He noted that he would be attending the California Community College League Convention in Oakland tomorrow through Saturday and he will bring back a report.

Dr. Stefan—Dr. Stefan stated, “I’m very happy that passed.” Dr. Stefan reported that she attended College of the Desert’s recent homecoming.

Trustee Suiit reported that she attended the COD Women’s Auxiliary Luncheon which was “beautiful as usual—held at the Marrakesh Country Club.” Mrs. Suiit expressed that “we are so blessed to have such wonderful support groups for the College—with the Foundation, the Alumni Association and the Women’s Auxiliary.”

Mr. House reported that he was glad to be here and glad that it passed.

Student Trustee Bondyra commented that Homecoming went pretty smoothly even though the crowns were forgotten and COD did not win the game.

Ms. Bondyra asked a question on behalf of COD students relative to the Food Court. She asked if there would be any additional vendors as well as a broader selection of food.

Dr. Bugay responded that one vendor is not with us anymore due to some difficulties; however, one or two additional vendors are being sought.
Chairman Gray reported that he had been fairly busy this week as he had attended the Foundation Executive Board, Foundation Board meeting, the Alumni Board meeting is on Friday and he attended the Desert Roundtable meeting in Palm Springs this morning. Chairman Gray stated that "nothing was more important than being down here tonight and getting this major milestone off the starting blocks."

2) **ACADEMIC SENATE:** Chris Nelson reporting. Academic Senate President Nelson reported that the Senate is continuing to work on a number of important issues such as faculty service areas. He noted that the Ed Tech Committee is looking at some effective ways to do hybrid on-line instruction on campus. He stated that probably the most important issue at present, which is coming to the Senate for a first reading tomorrow, is a new program review process. Academic Senate President Nelson expressed that he thought this was a milestone for the College because, "it not only represents a more effective program review process, but it keys in with the new accreditation standards and will become the cornerstone for a much more effective planning process for the College that’s going to tie our use of resources to the needs of programs and support that with clear evidence." He noted that he hoped to bring this process forward for implementation by the beginning of next semester.

Academic Senate President Nelson also reported that the Senate was working on some Resolutions that will be forwarded to the Board for acceptance in the near future.

3) **CSEA**— No Report

4) **CCA/CTA**

5) **C.O.D.A.A.**; No Report

6) **ASCOD:** No Report

7) **SUPERINTENDENT/PRESIDENT:**

A) **STATE OF THE COLLEGE:**

President Sheehan reported that a lot of time had been spent in her office in order to get ready for tonight. Dr. Sheehan noted two additional endorsements that she had received. Dr. Sheehan reported that she met earlier today with College of the Desert Friends of the Library Board members and they wanted to express to the Board their strong support for the bond measure.

President Sheehan also met with the President of the Auxiliary—Diane Robertson. Ms. Robertson asked Dr. Sheehan to express her strong
endorsement and support to the Board and willingness to do whatever it
takes to help College of the Desert get a positive response to the bond
measure.

B) RECOGNITION ITEMS:

President Sheehan read and presented a Proclamation to Student Trustee,
Bondyra, recognizing “International Education Week”, November 17-21,
2003.

C) BOARD COMMUNICATIONS: None

VII. CONSIDERATION OF CONSENT AGENDA: It was moved by Mr. Hayden,
seconded by Mr. House, that the Board approve the Consent Agenda. Motion
carried.

A. SUPERINTENDENT/PRESIDENT:

1. PROCLAMATION—INTERNATIONAL EDUCATION WEEK,
NOVEMBER 17-21, 2003:

It was moved by Dr. Stefan, seconded by Mr. Hayden, to approve a
PROCLAMATION for “International Education Week”, November
17-21, 2003. Motion carried.

3. ANNUAL ORGANIZATIONAL MEETING—SELECTION OF
DAY AND TIME:

It was moved by Mr. Hayden, seconded by Mr. House, that the Board
of Trustees select the day and time to hold the Annual Organization
meeting for Desert Community College District. The date selected
was Friday, December 12, 2003, 9:00 A.M. in the Community Room of
the Multi-Agency Library Building. Motion carried.

4. APPROVAL OF FACILITIES MASTER PLAN:

It was moved by Dr. Stefan, seconded by Mr. Hayden, that the Board
of Trustees approves the final Facilities Master Plan. Motion carried.

5. NATIONAL BOARD APPOINTMENT:

Approved by consent motion, to approve the election of Maria C.
Sheehan to the position of Board member of the Hispanic Association
of Colleges and Universities, (HACU), for a three-year term beginning
October 28, 2003. There will be no cost to the District budget for
travel expenses.
6. **ADMINISTRATOR—REDUCTION IN ASSIGNMENT:**

Approved by consent motion, to reduce the District-paid Administrative assignment of Dr. Rick Post from 100% to 40% to serve as the internal campaign coordinator for the College of the Desert bond measure, effective November 20, 2003 and ending on March 2, 2004. Motion carried.

B. **HUMAN RESOURCES:**

1. **Faculty—Appointment:**

Approved by consent motion, to ratify the appointment of the following individual on the effective date indicated:

Basil Augustine, Counselor, 100 FTE, effective October 31, 2003 through June 30, 2004

2. **Faculty—Supplemental Early Retirement Program:**

Approved by consent motion, to ratify the Supplemental Early Retirement Program participation/retirement for the following individual on the effective date indicated:


3. **Classified—Appointment:**

Approved by consent motion, to ratify the appointment of the following individuals on the effective date indicated:

Gregg Chesterman, Senior Financial Aid Specialist, Financial Aid, 1.00 FTE, 8 months, effective October 27, 2003 – June 30, 2004

Margaret Haynes, Senior Office Assistant, Annenberg Grant, .40 FTE, 19.5 hours per week, 9 months, effective October 27, 2003 – June 30, 2004

Gloria Hernandez, Senior Financial Aid Specialist, Financial Aid, 1.00 FTE, 8 months, effective October 21, 2003 – June 30, 2004

Ana Higuera, Instructional Support Assistant, Academic Skills Center, .49 FTE, 19.5 hours per week, 9 months, effective October 6, 2003

Bertha Limon, Developmental Education Technician, Developmental Education, 1.00 FTE, 11 months, effective October 20, 2003
Maria Magana, Admissions and Records Specialist, Admissions and Records, 1.00 FTE, 12 months, effective November 3, 2003

Janice Stapler, Senior Office Assistant, Student Services, .49 FTE, 19.5 hours per week, 10 months, effective October 27, 2003 – June 9, 2004

Maria Villanueva, Computer Lab Assistant, Information Systems, 1.00 FTE, 12 months, effective October 27, 2003

Maria Zamora, Senior Office Assistant, EOPS/CARE, .49 FTE, 19.5 hours per week, 9 months, effective October 29, 2003-May 28, 2004

4. **Classified – Additional Hours:**

Approved by consent motion, to approve additional scheduled hours for the 2003-2004 academic year for the following individual on the effective dates indicated:

Stephanie Garcia, Library Technical Services Specialist, Library, 9 months, from .49 FTE (19.5 hours per week) to .60 FTE (24 hours per week), effective September 15, 2003 through December 19, 2003 and February 2, 2004 through May 28, 2004

5. **Appointment of Arboretum Co-Directors:**

Approved by consent motion, to appoint faculty members Jeff Place and Valerie Loew as Arboretum Co-Directors of the palm Desert Campus

6. **Holidays – College Calendar 2004-2005:**

Approved by consent motion, to ratify the attached list of holidays for the college calendar for the 2004-2005 fiscal year (attachment #1)

7. **Volunteers:**

Approved by consent motion, to approve the employment of the following volunteers:

Mark Bench, Jean Couston, Ric Fochtman, Darelyn Gravett, Terri McConigle, David Sein, Emmitt Wilson and Kandi Worden

8. **Hourly Personnel – Adjunct Faculty:**

Approved by consent motion, to approve the hourly employment of the individuals named on the attached list(s). No one is working in excess of .60 FTE (attachment #2)
9. **Hourly Personnel – Classified/Students/Tutors:**

Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/tutors as listed on the attachments (Attachment #3)

10. **Employment Agreements:**

Approved by consent motion, to ratify the listing of employment agreements as provided in the attachment (Attachment #4)

11. **Faculty – Extension of Assignment:**

Approved by consent motion, to approve the additional extension of assignment for the following individual on the effective dates indicated:

Matteo Monica, Financial Aid Counselor, 1.00 FTE, effective July 1, 2003 to June 30, 2004—an additional 27 days to his previously approved 192-day contract.

C. **INSTRUCTION:**

1. **Placeholder – Out-of-State/Out-of-Country Travel:** None

2. **Out-of-State/Out-of-Country Travel:**

Approved by consent motion, to approve out-of-country travel for Ellen Hardy to travel to San Jose, Costa Rica, November 27-December 5, 2003, to attend the Third Congress of Costa Rican Anthropology. Staff Development will cover a portion of the cost with the balance covered by Ellen Hardy.

3. **Out-of-State/Out-of-Country Travel:**

Approved by consent motion, to approve out-of-state travel for Marina Estupinan to travel to Reno-Tahoe, Nevada, May 2-6, 2004, to attend the International Reading Association’s 49th Annual Convention. The cost will be covered by Staff Development.

4. **Out-of-State/Out-of-Country Travel:**

Approved by consent motion, to approve out-of-state travel for Francine Estupinan to travel to Reno-Tahoe, Nevada, May 2-6, 2004 to attend the International Reading Association’s 49th Annual Convention. The cost will be covered by Staff Development.
D. STUDENT SERVICES:

1. **Placeholder for Out-of-State/Out-of-Country Travel:** None

2. **Out-of-State Travel:**

   Approved by consent motion, to approve out-of-state travel for Ann Miles to attend the Department of Education 2003 Electronic Access Conference, December 2-5, 2003, in New Orleans, Louisiana. All expenses will be paid out of the Pell Grant Administrative Allowance.

3. **Out-of-State Travel:**

   Approved by consent motion, to approve out-of-state travel for Gail Booth to attend the Department of Education 2003 Electronic Access Conference, December 2-5, 2003, in New Orleans, Louisiana. All expenses will be paid out of the Pell Grant Administrative Allowance.

E. ADMINISTRATIVE SERVICES:

1. **Approval of Warrant Lists:**

   Approved by consent motion, to ratify approval of the warrant lists in the amount of $1,127,712.18.

2. **Approval of Payroll #4**

   Approved by consent motion—to approve payroll #4 in the amount of $as follows:

   - Certificated $1,226,314.66
   - Classified 737,359.85
   - TOTAL $1,963,674.51

3. **Approval of Contracts:**

   Approved by consent motion, to approve and ratify contracts as follows:

   - Robert Rottschaef, M.D.
   - UBS Financial Services (represented by James Roth)
   - Stradling Yocca Carlson & Rauth (represented by David Casnocha)
4. **Quarterly Financial Report for 2003-04:**

   Approved by consent motion, that the Board of Trustees receive the Quarterly Financial Report for the first quarter ending June 30, 2003.

5. **Receive the CCFS311 Annual Budget Report:**

   Approved by consent motion, that the Board of Trustees receive the CCFS311 annual financial and budget report.

6. **Resolution for Expenditure of Excess Funds:**

   It was moved by Mr. Hayden, seconded by Mr. House, that the Board of Trustees approve the Resolution for the Expenditures of Excess Funds.

   Roll call vote was taken as follows:

   Trustee Gray—Aye, Trustee Hayden—Aye, Trustee House—Aye, Trustee Stefan—Aye and Trustee Suit—Aye

   Motion carried by a vote of 5-0-0.

7. **Declaration of Emergency for Purposes of Repair:**

   It was moved by Mr. Hayden, seconded by Mrs. Suit, that the Board of Trustees declare a state of emergency under Public Contract Code Section 20654 for the purpose of entering into contracts for repair/restoration of the Hub Center Basement. Motion carried.

VIII. **SUGGESTIONS FOR FUTURE AGENDAS:**

   Mrs. Suit suggested a budget update for the future and a review of what is going on in Sacramento regarding funding formulas.

   President Sheehan indicated that a report could be made to the Board relative to the proposed funding formula for community colleges that would change the current program-based funding formula. Dr. Sheehan indicated that she had recently provided testimony on behalf of the College and the Board before the Dymally Assembly-Select Committee on community college funding, so a great deal is currently happening statewide.

IX. **ADJOURN TO CLOSED SESSION**
X. AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay

XI. RECONVENE TO OPEN SESSION—ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that no reportable action was taken during closed session of the Board of Trustees.

XII. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON FRIDAY, DECEMBER 12, 2003, 9:00A.M. IN THE COMMUNITY ROOM OF THE MULTI-AGENCY LIBRARY BUILDING.

BY: Ray House, Clerk

Ray House, Clerk

Board Minutes November 19, 2003
I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE:** The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. **ROLL CALL:** TRUSTEES GRAY, HOUSE, HAYDEN, AND STEFAN WERE PRESENT. TRUSTEE SUITT WAS EXCUSED AND STUDENT TRUSTEE BONDYRA WAS ABSENT.

III. **ORGANIZATION FOR 2004:**

A. **ELECTION OF OFFICERS:**

1) **Chairperson:**
   It was moved by Mr. Hayden, seconded by Mr. House, to nominate Mr. Gray as Chairman, Board of Trustees for 2004. Motion carried.

2) **Vice Chairperson:**
   It was moved by Mr. Gray, seconded by Dr. Stefan, to nominate Mr. Hayden as Vice Chairperson, Board of Trustees for 2004. Motion carried.

3) **Clerk:**
   It was moved by Mr. Hayden, seconded by Dr. Stefan, to nominate Mr. House as Clerk, Board of Trustees for 2004. Motion carried.

4) **Secretary:**
   It was moved by Mr. Hayden, seconded by Mr. House, to nominate Dr. Maria Sheehan as Secretary, Board of Trustees for 2004. Motion carried.

5) **Representative/County Committee:**
   It was moved by Mr. Hayden, seconded by Mr. House, to nominate Dr. Stefan as Representative/County Committee. Motion carried.
6) Representative/CACC:
It was moved by Dr. Stefan, seconded by Mr. House, to nominate Mr. Chuck Hayden as Representative/CACC.

Mr. Hayden noted that his role as CACC Representative would include meetings of the Board of Governors and California Community Colleges Trustees' Association (CCCT) as well as the Inland Valley Trustees' Association. The Inland Valley Trustees' Association meets approximately four times per year with meetings normally held in Riverside.

B. SCHEDULE OF MEETINGS:

1) Dates
2) Time
3) Location

President Sheehan indicated that two meetings would be held in the Eastern Valley, in accordance with the Board's wishes, at 6:30 p.m.—one in April and one in November.

It was moved by Mr. House, seconded by Mr. Hayden to approve the schedule of meeting dates, times and locations. The schedule is as follows:

Thursday, January 15, 2004  9:00 A.M.  Board Room—Administration Building
Thursday, February 12, 2004  9:00 A.M.  Community Room—MAL
Thursday, March 18, 2004  9:00 A.M.  Board Room—Administration Building
Thursday, April 22, 2004  6:30 P.M.  Eastern Valley Center
Thursday, May 20, 2004  9:00 A.M.  Community Room—MAL
Thursday, June 17, 2004  9:00 A.M.  Community Room—MAL
Thursday, July 15, 2004  9:00 A.M.  Community Room—MAL
Thursday, August 19, 2004  9:00A.M.  Community Room—MAL
Thursday, September 9, 2004  9:00A.M.  Community Room—MAL
Thursday, October 14, 2004  9:00A.M.  Community Room—MAL
Thursday, November 18, 2004  6:30P.M.  Eastern Valley Center
Thursday, December 16, 2004  9:00A.M.  Community Room—MAL

Mr. Hayden requested consideration that the February meeting be held in the western valley in order to discuss the bond issue in that area. He suggested the Board Room of Palm Springs Unified School District as a potential meeting site. Mr. Gray recommended reviewing the recommendation and bringing it back to the Board next month. Motion carried.

IV.  AGENDA:

A.  BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mr. House, seconded by Mr. Hayden, to approve the agenda of December 12, 2003. Motion carried.

V.  APPROVAL OF MINUTES OF THE SPECIAL BOARD STUDY SESSION OF NOVEMBER 17 AND REGULAR MEETING OF NOVEMBER 19, 2003: It was moved by Mr. Hayden, seconded by Mr. House, to approve the minutes of the Special Board Study Session of November 17 and regular meeting of November 19, 2003. Motion carried.

VI.  PUBLIC COMMENTS: None

VII.  CONSIDERATION OF CONSENT AGENDA: It was moved by Dr. Stefan, seconded by Mr. House, that the Board approve the Consent Agenda. Motion carried.
A. **SUPERINTENDENT/PRESIDENT:**
   No agenda items

B. **HUMAN RESOURCES:**

1. **Classified—Resignation:**
   Approved by consent motion, to ratify the resignation of the following individual on the effective date indicated:

   Esmeralda Garza, Child Development Specialist, Child Development Center, .49 FTE, 9 months, effective November 26, 2003.

2. **Employment Contract:**
   Approved by consent motion, to ratify the employment contract/agreement as provided for the following individual on the effective dates indicated:

   Nina Babiarz, Director, Energy Technology Training Center, effective November 4, 2003-June 30, 2004

3. **Hourly Personnel—Classified/Students/Tutors:**
   Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/tutors as listed on the attachments (Attachment #1)

4. **Employment Agreements:**
   Approved by consent motion, to ratify the listing of employment agreements as provided in the attachment (Attachment #2)

C. **INSTRUCTION:**

1. **Placeholder—Out-of-State/Out-of-Country Travel:** None

D. **STUDENT SERVICES:**

1. **Placeholder for Out-of-State/Out-of-Country Travel:** None

2. **Out of State Travel:**
   Approved by consent motion, to approve out-of-state travel for Adell Bynum to attend the Student Financial Aid Workshop to be held in Biloxi, Mississippi, February 12-15, 2004 (airline travel dates are 2/11 and 2/15. Staff Development funds will be used in conjunction with TRIO grant funding to cover expenses.
E. ADMINISTRATIVE SERVICES:

1. Approval of Warrant Lists:

Approved by consent motion, to ratify approval of the warrant lists in the amount of $699,587.69.

2. Approval of Payroll #5

Approved by consent motion—to approve payroll #5 in the amount of $2,143,822.07 as follows:

Certificated  $1,365,284.03
Classified   778,538.04
TOTAL      $2,143,822.07

3. Budget Transfers:

Approved by consent motion, that the Board of Trustees approve budget transfers as attached (Attachment #3)

VIII. REPORTS:

1) GOVERNING BOARD:

Mr. House reported that he was pleased over the vote on the Bond issue.

Dr. Stefan reported that she, along with her parents, recently attended “The Crucible” and that it was very well done. She and her parents also attended a poetry reading which was inspirational and interesting. Additionally, she attended a meeting at Desert Sands Unified School District relative to state and federal projects focusing on “educating parents for their children’s future”. Dr. Stefan indicated that College of the Desert was represented by the Upward Bound Program, but she was disappointed because Chapman College, Cal State, San Bernardino and UCR had numerous representatives attending. The other colleges were trying to refer people to College of the Desert, and she felt it would have been an excellent opportunity to have other COD representatives there as well.

Dr. Stefan reported that she also attended Eastern Valley Friends Chapter’s rally held at the new school in Thermal and she stated, “it was wonderful to
see the support that we had from the community.” She also indicated that she attended the staff Holiday party last night.

Mr. Chuck Hayden reported that he attended the CCCT conference in Oakland and it was inspiring. He indicated there is a major movement to look into our own funding stream and that was one of the priorities discussed at the meeting. He reported that there is consensus that we need our own funding formula. Discussion also focused on reaching parity in equalizing our college with the rest of the districts.

Mr. Hayden attended the College of the Desert Holiday party last night and thanked Dr. Sheehan for such a nice party.

Mr. Gray reported that he had been fairly busy since the 19th of November when the Board voted in the east valley to put the bond measure on the March ballot. Meetings and activities he attended included the following:

- November 20th—Foundation President’s Circle reception at Roberge.
- November 21—the COD Alumni Association Board meeting;
- November 22nd—the east valley reception sponsored by the Alumni Association for an east valley chapter;
- December 7th, served as emcee for the “Getting to Know You” event sponsored by the Foundation Auxiliary at Indian Wells Country Club which was a huge success and raised a lot of money for programs on campus;
- December 9th--Foundation Executive Committee meeting; later on the 9th was the Friends of the COD bond committee meeting;
- December 10th—Executive Finance Committee of the Alumni Association. Mr. Gray reported that the Alumni Association has presented an additional contribution for a total amount of $25,000 in support of the bond campaign.
- December 10th—the holiday reception and fundraiser at Troy, sponsored by the Foundation.
- December 11th, Mr. Gray and his wife, Gail, attended the holiday party at Mission Hills sponsored by the Foundation, the Alumni Association and President Sheehan.

Mr. Gray also referenced an article written by Christine Mahr in today’s Desert Sun entitled “COD and High Schools Do the Math Together”. He commended Ms. Mahr for her reporting and Steve Dostal, Mathematics Division and others involved, for a “tremendous job in forging an articulation agreement between the high schools and COD.

2) Academic Senate: Chris Nelson reporting. Academic Senate President Nelson reported that the Academic Senate had a meeting with the
college architectural consultants yesterday to review the early plans and he noted that several issues, problems and ideas came up in that meeting that had not been discussed during the meeting of the planning committee. He stressed the importance in seeking broad input on these issues early on.

Academic Senate President Nelson also discussed the Flex Program and commended the efforts of Wendy Flint and the Faculty Development Committee for the design of the spring flex activities. There will be thirty faculty presenters at Flex. There will be a Keynote presentation by author, speaker and television commentator, Roberto Sura, entitled “Strangers Among Us: Latino Lives in a Changing World”. There will also be a colloquium on language arts that has been developed as a result of the HSI program. English, reading and ESL faculty have been meeting with their high school counterparts to develop an understanding of the differences in the way these courses are taught and expectations. Faculty, counselors and administrators from the high schools and districts will attend along with COD faculty and administrators. Senate President Nelson indicated he hoped to have a comparable articulation component between the high school courses and the college. He acknowledged Carol Shaw, adjunct faculty member, for her lead relative to this colloquium.

3) **CSEA**—CSEA President, Joyce Moore, was in attendance at the meeting; however, had no report to present

4) **CCA/CTA**—No report

5) **C.O.D.A.A.**—No Report

6) **ASCOD**: No Report

7) **SUPERINTENDENT/PRESIDENT:**

A) **STATE OF THE COLLEGE:**

President Sheehan reported that, at the College Holiday party last night she had expressed that she was “very grateful to have a wonderful Board that’s informed and involved every step of the way in planning our future, a wonderful leadership group that has done an incredible job this year in picking up more responsibilities, not complaining and having a smile, a dedicated and caring faculty that makes a difference in our students’ lives every single day and a very hard working classified staff that has been key to student success—that smile, that helping hand, that leading the student across campus to make all the difference in that student’s success.”

Dr. Sheehan noted the accomplishments that have been achieved over the last few months which include:

7
• Completion of the Educational Master Plan
• Completion of the Facilities Master Plan
• Architect Selection and First Drafts of a New Campus Footprint
• Preparation for Accreditation
• Program Review Improvements and Progress in Development of College-wide Planning Process
• Advancements in Budget Planning

Dr. Sheehan stated that "our future as a College is ready and waiting for generations of students to come and dependent upon what will happen on March 2\textsuperscript{nd}.” She reported that in anticipation of this major event, she has been spending as much time in the community as possible. She has regularly attended Rotary meetings and will be launching the Palm Desert Rotary Literacy Project with the help of fellow Rotarian, Viola Benson.

Dr. Sheehan is also attending a minimum of two early morning breakfast meetings in Palm Springs and Palm Desert and trying to attend as many Mayors’ breakfast meetings as possible.

President Sheehan reported that private fundraising for the bond campaign is going well and the gifts are still in-coming. Dr. Sheehan expressed thanks to the College of the Desert Foundation for “Getting to Know You”, Troy and Cuistot’s fundraising events. She noted that all events have exceeded the expectation of last year.

Dr. Sheehan reported that the Marks Art Gallery is doing well and getting ready for its major fundraising season January through March. She expressed special thanks to Dean Frank Attoun and gallery Director, David Einstein for their efforts.

**B) RECOGNITION ITEMS:** None

**C) BOARD COMMUNICATIONS:** None

**IX. SUGGESTIONS FOR FUTURE AGENDAS:**

Chairman Gray suggested focusing on Measure B on the ballot.

Dr. Sheehan indicated that there was some interest in a report relative to the state funding formula.
X. ADJOURN TO CLOSED SESSION

XI. AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay

XII. RECONVENE TO OPEN SESSION – ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that no reportable action was taken during closed session of the Board of Trustees.

XIII. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON THURSDAY, JANUARY 15, 2004, 9:00A.M. IN THE BOARD ROOM OF THE ADMINISTRATION BUILDING.

BY: Ray House, Clerk

Ray House, Clerk
I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HOUSE, STEFAN AND SUITT WERE PRESENT. TRUSTEE HAYDEN WAS EXCUSED. STUDENT TRUSTEE BONDYRA WAS ALSO PRESENT.

III. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mrs. Suitt, seconded by Dr. Stefan, to approve the agenda of January 15, 2004. Motion carried.

IV. APPROVAL OF MINUTES OF THE ORGANIZATIONAL MEETING OF DECEMBER 12, 2003: It was moved by Mrs. Suitt, seconded by Dr. Stefan, to approve the minutes of the Organizational Meeting of December 12, 2003. Mrs. Suitt abstained from the vote as she was not present at the last meeting. Motion carried.

V. PUBLIC COMMENTS: None

VI. CONSIDERATION OF CONSENT AGENDA: It was moved by Dr. Stefan, seconded by Mrs. Suitt, that the Board approve the Consent Agenda. Motion carried.
A. ADMINISTRATIVE SERVICES:

1. Acceptance of 2002-03 Audit Reports

It was moved by Mrs. Suitt, seconded by Dr. Stefan, to receive the report of the District’s auditors for the 2002-03 fiscal year for the District, the Desert Community College District Auxiliary Services, and College of the Desert Foundation. Motion carried.

2. Approval of Warrant Lists:

Approved by consent motion, to ratify approval of the warrant lists in the amount of $1,006,962.87.

3. Approval of Payroll #6:

Approved by consent motion, to approve payroll #6 in the amount of $2,104,200.59 as follows:

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<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificated</td>
<td>$1,333,760.69</td>
</tr>
<tr>
<td>Classified</td>
<td>$770,439.90</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,104,200.59</strong></td>
</tr>
</tbody>
</table>

4. Approval of Contracts:

Approved by consent motion, to approve and ratify the following contracts:

- Community College League of California
- Department of General Services—Employment Development
- Department
- California Mini-Corps
- Southern California Regional Transit Training Consortium

5. Gifts/Donations to the District:

Approved by consent motion, to accept donated equipment (Attachment #1).

6. Non-Resident and Foreign Student Tuition Fees:

It was moved by Dr. Stefan, seconded by Mr. House, that the Board of Trustees approves the 2004-2005 non-resident and foreign student tuition fees. Motion carried.
B. SUPERINTENDENT/PRESIDENT:

Proclamation – Black History Month:

1. It was moved by Mrs. Suitt, seconded by Dr. Stefan, to adopt a Proclamation recognizing February, 2004, as National Black History Month. Motion carried.

2. Substitution of a Course Requirement for Students with Disabilities Policy—First Reading:

The Board of Trustees accepted the Substitution of a Course Requirement for Students with Disabilities Policy for a first reading.

3. Service Animals Policy—First Reading:

The Board of Trustees accepted the Service Animals Policy for a first reading.

4. Academic Accommodations Policy—First Reading:

The Board of Trustees accepted the Academic Accommodations Policy for a first reading.

5. Out-of-State Travel:

Approved by consent motion, to approve out-of-state travel for Dr. Maria C. Sheehan to attend a Hispanic Association of Colleges and Universities (HACU) Board Meeting in San Antonio, Texas on February 5, 2004. All expenses will be paid by HACU with no cost to the District.

C. HUMAN RESOURCES:

1. Management—Appointment:

Approved by consent motion, to ratify the management appointment of the following individual on the effective date indicated:

Pamela LiCalisi, Dean, Center for Training and Development, effective January 1, 2004
2. **Faculty—Appointment:**

Approved by consent motion, to ratify the appointment of the following individual on the effective date indicated:

Zhenni Liu, Counselor, International Education Program, 1.00 FTE, effective January 12, 2004; 118 days for 2003-2004

3. **Classified Appointment:**

Approved by consent motion, to ratify the appointment of the following individual on the effective date indicated:

Janice Stapler, Human Resources Technician, Office of Human Resources, 1.00 FTE, 40 hours per week, 12 months, effective December 15, 2003

4. **Classified—Retirement:**

Approved by consent motion, to ratify the retirement of the following individual on the date indicated.

Sandra Johnson, Senior Financial Aid Specialist, Financial Aid, 1.00 FTE, 12 months, effective January 13, 2004

5. **Classified—Resignation:**

Approved by consent motion, to ratify the resignation of the following individual on the effective date indicated:

Maria Zamora, Senior Office Assistant, EOPS/CARE .49 FTE, 9 months, effective December 18, 2003

6. **Classified—Assignment to Re-employment List:**

Approved by consent motion, to ratify the placement of the following individuals on the effective date indicated onto the thirty-nine (39) month re-employment list:

Roseanna Lawrence, Senior Office Assistant, Center for Training and Development, 1.00 FTE, 12 months, effective December 22, 2003

Robert Morrison, Laboratory Technician, Ornamental Horticulture/Applied Science Division, 1.00 FTE, 12 months, effective January 1, 2004
Donna Semic, Accounting Assistant, Administrative Services, 1.00 FTE, 10 months, effective January 8, 2004

7. **Classified—Voluntary Reduction of Hours:**

   Approved by consent motion, to approve a voluntary reduction in scheduled hours for the following individuals:

   Perry Butler, Instructional Support Assistant, Disabled Student Programs and Services, 9 months, from 16 hours per week to 13 hours per week, effective January 12, 2004 through May 28, 2004

   Betsy Young, Security Officer, from 22 hours per week; .55 FTE, 9 months to 16 hours per week, .40 FTE, 12 months effective December 20, 2003

8. **Classified—Additional Hours:**

   Approved by consent motion, to approve additional scheduled hours for the 2003-2004 academic year for the following individual:

   Cindi Brown, Administrative Secretary, Business and Applied Science Division, 10 months, from .49 FTE (19.5 hours per week) to .50 FTE (20 hours per week), effective December 4, 2003

   Cindi Brown, Administrative Secretary, Business and Applied Science Division, 10 months, 30 additional hours, effective December 4, 2003-December 19, 2003

9. **Hourly Personnel—Adjunct Faculty:**

   Approved by consent motion, to approve the hourly employment of the individuals named on the attached list(s). No one is working in excess of .60 FTE (Attachment #2)

10. **Hourly Personnel – Classified/Students/Tutors:**

    Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments (Attachment #3)

11. **Employment Agreements:**

    Approved by consent motion, to ratify the listing of employment agreements as provided in the attachment (Attachment #4)
12. **Classified Reassignment:**

Jimmy Ramirez, Lead Custodian, Operations and Maintenance, 1.00 FTE, 40 hours per week, 12 months, effective July 1, 2003

D. **INSTRUCTION:**

1. **Placeholder – Out-of-State/Out-of-Country Travel:** None

2. **Approval of Curriculum Modifications for 2004-05 Academic Year:**

   It was moved by Dr. Stefan, seconded by Mrs. Suitt, to approve curriculum modifications for the 2004-05 academic year. (Attachment #5) Motion carried.

3. **Approval of Out-of-State/Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-state travel for Nina Babiarz to travel to Washington, D.C. on February 3 through 8, 2004, to attend the NAFTIC Quarterly Congressional Information meeting.

4. **Approval of the 2004-2004 College of the Desert Academic Calendar:**

   Approved by consent motion, to approve the 2004-2004 College of the Desert Academic Calendar. (Attachment #6)

5. **NSF Grant Application:**

   Approved by consent motion, to approve the submission of a $60,000 NSF Grant application to purchase physics laboratory equipment.

E. **STUDENT SERVICES:**

1. **Placeholder for Out-of-State/Out-of-Country Travel:** None

2. **Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-country travel for Michael O’Neill to travel to Exeter College, Oxford University, from March 28-April 4, 2004 to attend the “International Conference on Special Education: Leadership in a New Era”. Staff Development funds will be used for travel expenses in conjunction with the DSPS allocation. The balance will be covered by Michael O’Neill.

3. **Out-of-State Travel:**

   Approved by consent motion, to approve out-of-state travel for Rachelle McCoy to attend “The College Board Southern Regional Forum 2004” to be held in Atlanta, Georgia, February 10-13, 2004. Staff Development funds
will be utilized in conjunction with EOPS grant funding to cover travel expenses.

VII. REPORTS:

1) GOVERNING BOARD:

Student Trustee Magdalena Bondyra reported that she had been approached by students in the Nursing Program relative to the acceptance policy for Nursing. The students expressed concern about the process. Student Trustee Bondyra indicated that she was researching policies with other community colleges as to how they accept students into the Nursing program. She contacted the Nursing Department and was informed that 40 students were accepted into the program--eight are not enrolled at COD and fifteen of the students have never attended COD.

Chairman Gray requested that administrative staff review criteria and current practice on this issue and bring back a report. Trustee Suit requested that the information be added to the college catalog once the review has occurred.

Student Trustee Bondyra introduced Acting ASCOD President, Noel Loughrin.

Dr. Stefan reported that she recently had an opportunity to address the California Teacher’s Association San Gorgonio Service Center which is the local, regional area, with regard to the bond measure. The group encouraged all membership present to take the message back to other members located in our district to support and vote for COD’s bond measure.

Mrs. Sutt reported that she was pleased to announce that the City Council of Palm Springs voted 5-0 to endorse the bond issue. She expressed thanks to Dr. Rick Post, Mayor Ron Oden and special thanks to her husband, Tom, Sutt. She remarked that every city in the valley has now endorsed the bond measure.

Mr. House commented that he had not heard one “no” vote against the bond issue.

Chairman Gray reported that he had an opportunity to meet with Senator Brulte and Governor Schwarzenegger’s Deputy Chief of Staff, Cassandra Pye regarding the state bond issue.

Chairman Gray also met with the Alumni Association Finance Executive Committee and noted that the Alumni Association has increased their
support of the bond issue by $25,000, and another $50,000 contribution to the College will also be forwarded.

2) **ACADEMIC SENATE:** No report

3) **CSEA**—No report

4) **CCA/CTA**—No report

5) **C.O.D.A.A.**—No report (C.O.D.A.A. Representative, Jessica Scarffe, was attending the Economic Development breakfast in Palm Springs).

6) **ASCOD:** Acting ASCOD President, Noel Loughrin reported that she and the Vice President of Activities have been working on club rush, elections and high school outreach. They are working with Acting Dean, Carlene Gibson, relative to possible mandatory I.D.s which would bring in more money for students. Ms. Loughrin also stated that both she and the Vice President of Activities wish to help with the bond measure.

7) **SUPERINTENDENT/PRESIDENT:**

A) **STATE OF THE COLLEGE:**

President Sheehan reported that she met with the presidents of each of the organizations at a Council of Unions meeting yesterday. The group had a very good discussion about preliminary information that has been released from Sacramento. She noted that a spirit of cooperation is in the air in terms of looking at how COD addresses the budget crisis and that what we’re trying to do with each of the organizations is to look at issues globally and conceptually to determine how we can come together on premises and assumptions that will guide us.

Dr. Jack Randall introduced Gary Dack and Matt McCue, auditors representing Lund & Guttry Certified Public Accountants. Audit reports were distributed to the Board and the auditors shared highlights of the audit pertaining to the District, Auxiliary Services and College of the Desert Foundation. All three audit reports noted clean, unqualified opinions.

Dr. Jack Randall also introduced architects from tBP Architecture—Debra Shepley, Amy Jane Frater and Bob Bradshaw. They presented preliminary drawings and explained the process utilized to develop plans based on the college’s Facilities Master Plan. It was noted that the process has been very participatory campus-wide. Scheme “D” discussed is currently the preliminary preferred option. The architectural diagrams are on display and can be viewed in the Board Room, Administration Building.
Dr. Randall distributed a handout and presented a brief report on the Governor's proposed budget and how it would affect College of the Desert. The deficit for 2004/2005 is estimated at $175,600.00.

Chairman Gray noted for the record that when the budget is done, the law requires us to have a balanced budget.

B) RECOGNITION ITEMS: A proclamation recognizing February as Black History Month was read by President Sheehan.

New employee, Zhenni Liu, Counselor, International Education, was introduced.

Pam LiCalsi was congratulated on being the successful candidate for the position—Dean, Center for Training and Development.

C) BOARD COMMUNICATIONS: None

VIII. SUGGESTIONS FOR FUTURE AGENDAS: None

IX. ADJOURN TO CLOSED SESSION

X. AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay

2. EVALUATION OF SUPERINTENDENT/PRESIDENT—SIX-MONTH GOALS, Pursuant to Section 54957
XI. RECONVENE TO OPEN SESSION – ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that no reportable action was taken during closed session of the Board of Trustees.

XII. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON THURSDAY, FEBRUARY 12, 2004, 9:00 A.M. IN THE COMMUNITY ROOM OF THE MULTI-AGENCY LIBRARY BUILDING.

BY: Ray House, Clerk

Board Minutes January 15, 2004/pb
DESSERT COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SERVICES

GIFT/DONATION REVIEW FORM

Division/Department Recommending Acceptance of Gift: Upward Bound

Description of Gift: Computer with Software

Estimated Value (if included by Donor):

Proposed Use and Benefit of Gift: Student Use

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): none

Are Related Costs Budgeted in Division? n/a

Additional Comments: none

DONOR INFORMATION

Donor Name: Chuck & Vicky Trenkle

Address: 695 Vista Lago Circle North
          Palm Desert, CA 92211

Phone: 837-3646

SIGNATURES/APPROVALS

Division Chair/Dean
Adrian Gonzales

Vice President
Dr. Diane Ramirez

Superintendent/President
GIFT/DONATION REVIEW FORM

Division/Department Recommending Acceptance of Gift: Trio Programs

Description of Gift: HP Deskjet 990 cse

HP Officejet 710

Estimated Value (if included by Donor): $200

Proposed Use and Benefit of Gift: student use printer in Trio computer lab

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): Installation in Trio computer lab

Are Related Costs Budgeted in Division? yes

Additional Comments:

DONOR INFORMATION

Donor Name: Cathy Brant

Address: 776 N. Hermosa Dr.
Palm Springs, CA 92262

Phone: 760 - 327 - 1518

SIGNATURES/APPROVALS

Division Chair/Dean date

Vice President date

Superintendent/President date
Educational Support Services

Date: December 19, 2003

To: Office of Human Resources

From: Suzann Pell, Director

Educational Support Services

Subject: Part-time instructors, SPRING 2004

These instructors are appointed for one semester or less, with assignments of 60% or less of a full-time load.

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CLASSIFIED HOURLY PERSONNEL - Employment Listing

A. Short-Term/Substitute:
   1. SANCHEZ, Anabel
      Training & Development Assistant, Center for Training & Development
      $10.78 per hour, not to exceed 40 hours per week
      December 5, 2003 – January 13, 2004

B. Student Workers/Tutors:
   1. HARVEY, Sunny
      Student Worker
      $6.75 per hour, not to exceed 20 hours per week
      January 5, 2004 – May 28, 2004

   2. HAYASHI, Kanako
      Student Worker/ Marks Center for the Arts
      $6.75 per hour, not to exceed 20 hours per week
      September 30, 2003 – June 30, 2004

   3. HUERTA, Robert
      Student Worker, Academic Skills Center
      $6.75 per hour, not to exceed 20 hours per week
      November 6, 2003 – June 30, 2004

   4. Maria Pacchioli
      Student Worker/Disabled Student Programs & Services
      $6.75 per hour, not to exceed 20 hours per week

   5. RIEBER, Richard
      Student Worker/Child Development Center
      $6.75 per hour, not to exceed 20 hours per week
      November 10, 2003 – June 30, 2004

   6. YAMAMOTO, Hiroko
      Student Worker/Library
      $6.75 per hour, not to exceed 20 hours per week
      December 1, 2003 – May 28, 2004

   7. GILKISON, Brooke
      Tutor/ASC/DSPS/EOPS/ACES
      $7.00 per hour, not to exceed 20 hours per week
      October 30, 2003 – June 30, 2004

   8. GONZALEZ-GARCIA, Josefina
      Tutor/Child Development Center
      $7.00 per hour, not to exceed 20 hours per week
      December 1, 2003 – June 30, 2004

   9. OOLEY, Lorri
      Tutor/ASC/DSPS/EOPS/ACES
      $7.00 per hour, not to exceed 20 hours per week
      November 19, 2003 – June 30, 2004
### EMPLOYMENT AGREEMENTS

**JANUARY, 2004**

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*Marks Art Gallery*

- **DSP&S**: $2,880.00
- **HSI**: $170.00
- **HSI**: $140.00
- **HSI**: $70.00
- **HSI**: $180.00
- **HSI**: $500.00
- **HSI**: $360.00
- **HSI**: $1,000.00
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Courses Approved by Curriculum Committee
(October 2, November 6, and December 4, 2003 Meetings)

A. New Courses:
1. **FIRE-010**  
   Wildland Fire Technology  
   3 Units  
   This course meets the minimum requirements for employment as a wildland fire fighter with State and Federal fire suppressions agencies. Basic interagency courses, (I-110, 130, 190, S-212) are included. This course includes the care, maintenance and general use of power and hand crosscut saws and other fire fighting hand tools for fire line construction. This course stresses field performance and teamwork, along with fireline techniques, procedures, and safety. Wildland fire behavior safety is presented throughout the course. (Also listed as, and equivalent to, NR-010.)  
   *Advisory: RDG-050*

2. **NR-010**  
   Wildland Fire Technology  
   3 Units  
   This course meets the minimum requirements for employment as a wildland fire fighter with State and Federal fire suppressions agencies. Basic interagency courses, (I-110, 130, 190, S-212) are included. This course includes the care, maintenance and general use of power and hand crosscut saws and other fire fighting hand tools for fire line construction. This course stresses field performance and teamwork, along with fireline techniques, procedures, and safety. Wildland fire behavior safety is presented throughout the course. (Also listed as, and equivalent to, FIRE-010.)  
   *Advisory: RDG-050*

B. Course Modifications:
1. **AGPS-002**  
   Entomology – General and Applied  
   Minor changes in course description, objectives; add assignments; change textbook. Add Advisory: RDG-050

2. **ARCH-001**  
   Introduction to Architectural Professions  
   Modify course content, delete textbook

3. **ARCH-002**  
   Materials of Construction  
   Modify content, objectives, methods of presentation, methods of evaluation, update textbooks

4. **ASC-097**  
   Supplemental Learning Lab

5. **ASC-098**  
   Supplemental Learning Lab  
   Change from ABCD sequence courses to one course repeatable 3 times; update course description, and objectives.

6. **BI-004**  
   Elements of Biology  
   Combine lecture and lab (BI-004 + BI-004L) into one course

7. **BI-021**  
   Human Anatomy & Physiology  
   Combine lecture and lab (BI-021 + BI-021L) into one course; change course title from *Elementary Human Anatomy and Physiology* to *Anatomy and Physiology*

8. **BUAC-004**  
   Tax Accounting I – Individuals

9. **BUAC-005**  
   Tax Accounting II  
   Add assignments, update textbook.

10. **CM-001**  
    Introduction to Construction Management  
    Modify course content, objectives; added Advisory: ENG-050 & RDG-050
11. DANC-015 History of Dance
   Update course description, objectives, and entrance skills. Add to list of COD GE - Area C3 (Humanities); CSU GE - Area C1 (Arts) and IGETC - Area 3A (Arts)

12. DE-300 Adult Basic Education
13. DE-320A Fundamentals of English
14. DE-320B Fundamentals of English
15. DE-320C Fundamentals of English
16. DE-320D Fundamentals of English
19. DE-323A American Literature
20. DE-323B World Literature
   Update course outline

21. HSAD-002 Introduction to Human Counseling
   Change course code from HSC-002 to HSAD-002.

22. MATH-013 Liberal Arts Math
   Modify course outline for IGETC submission

23. MUS-022 Class Voice
   Modify course description and text.

24. MUS-034 Vocal Ensemble
   Change units from 4 to 2; update course description, course objectives, and entrance skills; add Advisory: MUS-012.

25. MUS-039A Beginning Class Guitar
   Modify course description and text, add Beginning to course title; add Advisory: MUS-012

26. MUS-039B Intermediate to Advanced Class Guitar
   Modify course description and text; add Intermediate to Advanced to course title; change Repeat from 0- to 2; add Prerequisite: MUS 39A and Advisory: MUS-012

27. MUS-094 Advanced Vocal Ensemble
   Change units from 4 to 2; change course code from MUS-095A,B,C,D to MUS-094; repeatable 3 times; update course description, content and scope, objectives, and entrance skills; add Advisory: MUS-012.

28. NR-001 Conservation of Natural Resources
   Minor changes in course description, course content, and methods of presentation; add assignments; add Advisory: RDG-050

29. NR-001L Conservation of Natural Resources Laboratory
   Minor changes in course description, add assignments.

30. NR-003 Introduction to Wildlife Management
   Add assignments, change textbook.

31. RTV-002 Radio and Television Announcing
   Update course outline, add Advisory (Pending Prerequisite): ENG-050

29. RTV-004A Motion Picture/Television Production
   Add Motion Picture to course title, update course outline

30. RTV-004B Advanced Motion Picture/Television Production
   Add Motion Picture to course title, add Prerequisite: RTV-004A

31. SOC-002 Social Problems
   Add distance education modalities
32. STDV-055A Principles of Student Leadership
Modify catalog description, objectives and learning skills; change textbook and add distance education modalities.

33. STDV-055B Advanced Principles of Student Leadership
Add Advanced to course title; add Prerequisite: STDV-055A; modify catalog description, objectives & learning skills; change textbook and add distance education modalities.

C. Course Deactivation:
1. PHIL-008 Philosophy from Ancient Times to Renaissance
2. PHIL-009 Philosophy from Renaissance to Present
3. STDV-055C Principles of Student Leadership
4. STDV-055D Principles of Student Leadership

D. Program Modification

COMPUTER INFORMATION SYSTEMS A.A. Degree and Employment Preparation

REQUIRED COURSES (9 units):
- CIS 070A Computer Applications for Windows .............................................. 3
- CIS 070B Windows and Internet ................................................................. 3
- CS 073 Introduction to Computer Science .................................................. 3

BUSINESS APPLICATIONS EMPHASIS (18 units):
- CIS 072D Excel ....................................................................................... 3
- CIS 073C Access ....................................................................................... 3
- CIS 074 Powerpoint ................................................................................... 3
- CIS 075 Front Page .................................................................................... 3
- CIS 076B Word ......................................................................................... 3

Add
- CIS 082C Web Publishing I ................................................................. 3

Delete
- WEB DEVELOPMENT EMPHASIS (15 units):
  - CIS 082C Web Publishing I ................................................................. 3
  - CIS 083C Web Publishing II/JavaScript .................................................. 3
  - CIS 084C Web Publishing III/Perl .......................................................... 3
  - CS 085 Computer Graphics I ................................................................. 3
  - CS 086 Visual Basic Programming I ...................................................... 3
  - CS 087 Assembly Language Programming .......................................... 3
  - CS 088 C Programming I ...................................................................... 3
  - CS 089A C Programming II .................................................................. 3

Delete
- COMPUTER PROGRAMMING EMPHASIS (Select 15-18):
  - CIS 083C Web Publishing II/JavaScript .................................................. 3
  - CIS 084C Web Publishing III/Perl .......................................................... 3
  - CS 085 Computer Graphics I ................................................................. 3
  - CS 086 Visual Basic Programming I ...................................................... 3
  - CS 087 Assembly Language Programming .......................................... 3
  - CS 088 C Programming I ...................................................................... 3
  - CS 089A C Programming II .................................................................. 3

Add
- Elective Courses (18-15 units)
  - CIS 070A Inside Your Computer ........................................................... 3
  - CIS 082D Computer Graphics I ............................................................. 3
  - CIS 083C Web Publishing II/JavaScript .................................................. 3
  - CIS 083D Computer Graphics II ............................................................. 3
  - CIS 084C Web Publishing III/Perl .......................................................... 3
  - CS 086 Visual Basic Programming I ...................................................... 3
  - CS 087 Assembly Language Programming .......................................... 3
  - CS 088 C Programming I ...................................................................... 3
  - CS 089A C Programming II .................................................................. 3
  - BUAC 031 Accounting I ................................................................. 3
  - BUAC 066 Intro to Accounting ............................................................ 3
  - BUAC 010 Intro to Business ................................................................. 3
  - BUAC 070 Small Business: Development & Management ..................... 3
  - Any other Computer Science (CS), Computer Information Systems (CIS), Management (BUAC), or Accounting (BUAC) course

Required Courses ................................................................................. 9
Emphasis Courses Business Applications ........................................... 16-46 ..................................... 10
Electives ............................................................................................. 48
General Education Requirement ......................................................... 18
Physical Education Activities .............................................................. 2
DEGREE TOTAL .................................................................................. 62-63 62
16-Week ACADEMIC CALENDAR 2004-2005

Fall 2004

Flex days
Non-instructional Day
**First day of classes**
Labor Day - HOLIDAY
Veteran's Day - HOLIDAY, Obsvd.
Non-instructional Day
Thanksgiving - HOLIDAY
Non-instructional Day
Final Exams
Fall Semester Ends

Thursday-Friday, August 26, 27
Saturday, August 28
Monday, August 30
Monday, September 6
Friday, November 12
Saturday, November 13
Thursday-Friday, November 25, 26
Saturday, November 27
Monday-Saturday, December 13-18
Saturday, December 18

********************************************************************
Christmas Holiday, Obsvd. – Dec. 24, 2004
Faculty Semester Break - Dec. 20, 2004 – Jan. 26, 2005
New Year/Holiday, Obsvd. – Dec. 31, 2004
Martin Luther King, Jr./Holiday – Jan. 17, 2005
********************************************************************

Spring 2005

Flex days
Non-instructional Day
**First day of classes**
Lincoln's Day - HOLIDAY, Obsvd.
Non-instructional Day
Washington's Day - HOLIDAY, Obsvd.
Spring Break
Non-instructional Day
Final Exams
Graduation Ceremonies, Spring Semester Ends

Thursday-Friday, January 27, 28
Saturday, January 29
Monday, January 31
Friday, February 18
Saturday, February 19
Monday, February 21
Monday-Friday, March 21-25
Saturday, March 26
Saturday-Friday, May 21-27
Friday, May 27

**Fall**

- Instructional days: 90
- Flex day: 2
- Total: 92

**Spring**

- Instructional days: 92
- Flex days: 2
- Total: 94

186 days
DESERT COMMUNITY COLLEGE DISTRICT
REGULAR MEETING—BOARD ROOM, ADMINISTRATION BUILDING
THURSDAY, FEBRUARY 12, 2004
MINUTES

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HAYDEN, HOUSE, AND SUITT WERE PRESENT. TRUSTEE STEFAN WAS EXCUSED. STUDENT TRUSTEE BONDYRA WAS ALSO PRESENT.

III. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mr. House, seconded by Mrs. Suitt, to approve the agenda of February 12, 2004. Motion carried.

IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF JANUARY 15, 2004: It was moved by Mrs. Suitt, seconded by Mr. House, to approve the minutes of the Regular Meeting of January 15, 2004. Motion carried.

V. PUBLIC COMMENTS: None.

VI. CONSIDERATION OF CONSENT AGENDA: It was moved by Mr. House, seconded by Mrs. Suitt, that the Board approve the Consent Agenda. Motion carried.
A. SUPERINTENDENT/PRESIDENT:

1. **Out-of-State/Out-of-Country Travel:**


   There is no cost to the District. All expenses will be paid by the HACU Organization.

2. **Proclamation – Women’s History Month:**

   It was moved by Mrs. Suit, seconded by Mr. House, to adopt a Proclamation in honor of “Women’s History Month”. Motion carried.

3. **Service Animals Policy—Second Reading and Adoption:**

   It was moved by Mrs. Suit, seconded by Mr. House, that the Board of Trustees adopts the Service Animals Policy. Motion carried.

4. **Academic Accommodations Policy—Second Reading and Adoption:**

   It was moved by Mr. Hayden, seconded by Mr. House, that the Board of Trustees adopts the Academic Accommodations Policy. Motion carried.

5. **Substitution of a Course Requirement for Students with Disabilities Policy—Second Reading and Adoption:**

   It was moved by Mrs. Suit, seconded by Mr. House, that the Board of Trustees adopts the Substitution of a Course Requirement for Students with Disabilities Policy. Motion carried.

It was moved by Mr. Hayden, seconded by Mr. House, that the Board of Trustees adopts a Resolution in support of Proposition 55 – (The K-University Public Education Facilities Bond Act).

Roll call vote was taken as follows: Trustee Gray—Aye; Trustee Hayden—Aye; Trustee House—Aye; and Trustee Suitt—Aye. Trustee Stefan was absent. Motion carried by a vote of 4-0-1.


It was moved by Mrs. Suitt, seconded by Mr. House, that the Board of Trustees adopts a Resolution in support of Proposition 57 (The Economic Recovery Bond Act). Roll call vote was taken as follows:

Trustee Gray—Aye; Trustee Hayden—Aye; Trustee House—Aye; Trustee Suitt—Aye. Trustee Stefan was absent. Motion carried by a vote of 4-0-1.


It was moved by Mrs. Suitt, seconded by Mr. House, that the Board of Trustees adopts a Resolution in support of Proposition 58 (The California Balanced Budget Act). Roll call vote was taken as follows:

Trustee Gray—Aye; Trustee Hayden—Aye; Trustee House—Aye, and Trustee Suitt—Aye. Trustee Stefan was absent. Motion carried by a vote of 4-0-1.

B. HUMAN RESOURCES:

1. Classified—Appointment:

Approved by consent motion, to ratify the appointment of the following individuals on the effective date indicated:

Bonnie Brock, Training and Development Assistant, Vocational English as a Second Language, Center for Training and Development, 1.00 FTE, 40 hours per week, 6 months, effective January 5, 2004 – June 30, 2004

Eileen Snyder, Secretary, Hispanic Service Institution, .49 FTE, 9 months, effective January 5, 2004
2. **Classified - Reclassification:**

Approved by consent motion, to approve the full funding for the previously approved reclassification of the following individuals as listed:

2001-2002 reclassifications for the following individuals:

Josielind Ferrer, International Student Program Specialist, International Education Program, 1.00 FTE, (9-I), $3,432.00 to (9-J) $3,578.00, effective October 20, 2003

Gina Galindo, Program Specialist, Adult Basic Education/Development Education, 1.00 FTE, (9-I) $3,432.00 to (9-J) $3,578.00 effective October 20, 2003

Scott Hostler, Skilled Maintenance Worker/HVAC, Maintenance and Operations, 1.00 FTE, (13-I) $4,171.00 to (13-J) $4,349.00, effective October 20, 2003

Angelica Juarez, Developmental Education Technician, Developmental Education, .49 FTE, (7-I) $17.69 per hour to (7-J) $18.44 per hour, effective October 20, 2003

Blanca Montenegro, Senior Program Specialist, Developmental Education, 1.00 FTE, (11-F) $3,448.00 to (11-G) $3,629.00, effective October 20, 2003

2002-2003 reclassification for the following individual:

Roger Bell, Library Specialist, Library, 1.00 FTE, (9-E), $2,972.00 to (9-F), $3,128.00, effective October 20, 2003

3. **Classified—Extension of Assignment:**

Approved by consent motion, to ratify the extension of assignment for the following individual on the effective date indicated:

Janet Castillo, Instructional Support Assistant, Upward Bound, 1.00 FTE, 9 months, effective December 22, 23-2003; January 2, 5-9; April 5-10; May 29-June 11, 2004

Sherry Weinzer, Senior Office Assistant, Disabled Students Programs and Services, 1.00 FTE, 9 months, effective January 5, 2004 – January 16, 2004
4. **Classified—Family Care Leave:**

Approved by consent motion, to approve Family Care Leave for the following individual on the effective date indicated:

Roseanna Lawrence, Senior Office Assistant, Center for Training and Development, 1.00 FTE, 12 months, effective December 23, 2003 – March 16, 2004

5. **Classified—Reassignment:**

Approved by consent motion, to ratify the appointment of the following individual on the effective date indicated:

Jimmy Ramirez, Lead Custodian, Maintenance and Operations, 1.00 FTE, 40 hours per week, 12 months, effective July 1, 2003

6. **Faculty—Granting of Tenure:**

Approved by consent motion, to formally grant tenure status to the following individuals as of May 28, 2004:

Cynthia Hay, Carl Farmer, John Mandes, Michelle Richards, Lisa Wilander, and Paul Maag

7. **Placeholder—Faculty—No Tenure Granted:**

It was moved by Mr. House, seconded by Mr. Hayden, to not grant tenure status to the following faculty: Rachelle McCoy, Counselor, EOPS/CARE. Motion carried.

8. **Faculty—Tenure Report—Third Year Tenure Track:**

This is a report to the Board of Trustees on the progress of tenure-track faculty members who are in their third year of a four-year tenure process. The faculty in the third year of the tenure process are:

Steve Acree, Denise Diamond, Amy DiBello, Michele Gaines, James Parvizi, Michael Smith, Charles Kroll and Jon Fernald.
9. **Placeholder—Faculty Tenure Review—Second Year, Tenure Track:**

   It was moved by Mrs. Suitt, seconded by Mr. House, to approve the recommendations from the tenure review process for the following faculty:

   Donbert Bitanga, Fred Fimbres, Ellen Hardy, Thang Le, Valerie Loew, Douglas MacIntire, Nancy Moll and Clayton Mayes. Motion carried.

10. **Faculty—Tenure Review—First-Year Tenure Track:**

    Approved by consent motion, to approve the recommendation from the tenure review process for the following faculty:

    Michael McJilton, Instructor, Mathematics

11. **Volunteers:**

    Approved by consent motion, that the Board of Trustees approves the employment of the following volunteers:

    Corinne Fellenstein  
    Frank Kenny  
    Victor Moore  
    Kerstin Pollack  
    Joan Robinson  
    Gerald Williamson

12. **Hourly Personnel—Adjunct Faculty:**

    Approved by consent motion, to approve the hourly employment of the individuals named on the attached list(s). No one is working in excess of .60 FTE (Attachment #1)

13. **Hourly Personnel—Classified/Students/Tutors:**

    Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments (Attachment #2)

14. **Employment Agreements:**

    Approved by consent motion, to ratify the listing of employment agreements as provided in the attachment (Attachment #3)
C. INSTRUCTION:

1. **Placeholder – Out-of-State/Out-of-Country Travel:** None

2. **Approval of Out-of-State/Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-state travel for Kurt Leuschner to travel to Las Vegas, Nevada on March 30 to April 2, 2004, to attend the 19th Annual Symposium of the U.S. Regional Association of the International Association for Landscape Ecology: “Transdisciplinary Challenges in Landscape Ecology”.

   All costs will be paid by VTEA.

3. **Out-of-State/Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-state travel for Larry Dashiell to travel to Phoenix, Arizona on March 9 through 11, 2004, to attend and present at the Transportation Safety Institute Alternate Fuels Safety Class.

   There is no cost to the District. All costs will be paid by Larry Dashiell.

D. **STUDENT SERVICES:**

1. **Placeholder for Out-of-State/Out-of-Country Travel:** None

2. **Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-country travel for Christina Delgado who will be participating in the Expo Estudiante international student recruitment fairs in Sao Paulo, Brazil. The travel dates are March 9-15, 2004.

   There is no cost to the District. All expenses will be paid by the International Education Program.

E. **ADMINISTRATIVE SERVICES:**

1. **Approval of Warrant Lists:**

   Approved by consent motion, to ratify approval of the warrant lists in the amount of $996,133.85.
2. **Approval of Payroll #7:**

   Approved by consent motion, to approve payroll #7 in the amount of $2,010,235.27 as follows:

   - Certificated  $1,322,297.85
   - Classified    687,937.42
   - **TOTAL**     $2,010,235.27

3. **Gifts/Donations to the District:**

   Approved by consent motion, to accept donated equipment (Attachment #4).

4. **Approval of Contracts:**

   Approved by consent motion, to approve and ratify the following contract:

   Lund & Guttry LLP

5. **Budget Transfers:**

   Approved by consent motion, that the Board of Trustees approves budget transfers as attached (Attachment #5).

6. **Quarterly Financial Report for 2003-04:**

   Approved by consent motion, that the Board of Trustees receives the Quarterly Financial Report for the second quarter ending December 30, 2003.

7. **Resolution for Expenditure of Excess Funds:**

   Dr. Randall amended the amount of the Resolution due to a reduction in Disabled Students Programs & Services funds. DSP&S was reduced to $16,797 and the total amount of the Resolution was reduced to $218,122. It was moved by Mrs. Suits, seconded by Mr. House, that the Board of Trustees approves the Resolution for the Expenditure of Excess Funds as amended. Roll call vote was taken as follows:

   Trustee Gray—Aye; Trustee Hayden—Aye; Trustee House—Aye, Trustee Suits—Aye. Trustee Stefan was absent. Motion carried by a vote of 4-0-1.
VII. REPORTS:

1) GOVERNING BOARD:

Student Trustee Magdalena Bondyra reported that the first ASCOD meeting was held last Monday and preparations have begun for Club Rush next week—February 17th-19th.

Mrs. Suitt reported that next Tuesday, February 17th, Martin Luther King, III—son of Martin Luther King, Jr., will be speaking at Palm Springs High School. She volunteered several tickets for the event.

Mrs. Suitt also commented that there was a very good editorial in the Sacramento Bee—the Dan Walters’ column. It was entitled “At Last Community Colleges Getting A Measure of Respect.” She noted that it is a very good article on community colleges and can be accessed on the Internet at SacBee.com—the Dan Walters’ Column.

Mr. House reported that he attended the pep rally for the bond issue and he was pleased that so many people showed up.

Mr. Hayden reported that, on his most recent visit to Sacramento, everyone was excited that there were no mid-year cuts and that community colleges were treated fairly well in the January budget. He commented that community colleges are starting to received respect from the Governor currently and have the ear of the legislature due to combined efforts in Sacramento.

Mr. Hayden noted that one of the highlights of the Governor’s budget included $80 million for equalization. He reported that efforts were made to lobby the legislature relative to the $26.00 raise in tuition fees in hopes that community colleges might keep a portion of the fee increase as well as against the potential $50.00 fee increase for baccalaureate students.

Mr. Hayden also reported that he was in the Palm Springs Bike Ride on Saturday and that there were almost 6,000 people in attendance. Mr. Hayden would like to see a contingent of riders from College of the Desert next year and he would lead the group in this event.

Chairman Gray reported that the press conference on Measure B included a wonderful turnout and a broad section of folks representing nearly every city in the valley and many of the law enforcement/public safety agencies as well.
Chairman Gray noted that the Grand Prixe horse jumping fundraiser that the Foundation held last Sunday was a huge success. He indicated that Lisa and Jim Houston, II did a great job in chairing the event. Mr. Gray commented that "a lot of money was raised to help offset some of those students that are going to get hit with $26.00 and $50.00 per unit fee increases, so that we can make sure that no student who is qualified and has the interest and desire to come to this campus, is going to be turned away because they don't have the funding to do it." Mr. Gray also stated that "the Foundation has done a marvelous job in ensuring that, as has the Alumni Association, who has been extraordinarily generous in support of Measure B."

Mr. Gray noted that the ballot discussions relative to Measure B were marvelous and that there was no opposition to the ballot issue. He also remarked that "it is incumbent upon all of us to keep talking about the measure and that this isn't raising your taxes—this is investing in the future of this valley and to make this valley continue to be the place to be."

Mr. House stated he felt a statement was needed such as "A well educated and well trained workforce is the strength of all societies."

Mr. Gray referenced the ad campaign for Measure B and encouraged everyone to watch the commercial that featured children in fire suits and nurses uniforms. CBS and Bill Berry and Associates assisted with the production. Mr. Gray reported that funding is in place to make sure that the commercial appears on air and in print media.

Mrs. Suitt added that "kudos should go to The Desert Sun." She expressed appreciation that The Desert Sun has been so supportive of the College and this bond measure.

2) **ACADEMIC SENATE**: No report

3) **CSEA**— No report

4) **CCA/CTA**— No report

5) **C.O.D.A.A.**— No report

6) **ASCOD**: No additional report

7) **SUPERINTENDENT/PRESIDENT**:

A) **STATE OF THE COLLEGE**:

President Sheehan reported that she met with CCA President Ty Thomas, and CODAA Vice President Jessica Scarffe yesterday relative to future collaborations. Dr. Sheehan noted the focus of the
session was to increase communication and to control the rumor mill.

Dr. Sheehan also provided an update relative to the admissions policy for the Nursing Program which Student Trustee Bondyra had brought to the Board’s attention at the last meeting. Dr. Sheehan indicated that President’s Cabinet has been discussing this issue.

Dr. Browning informed the Board that as part of the normal review of the Nursing Program and the fact that it is expanding extensively, the admissions policy is being reviewed. Comparisons are being made with other institutions, legal requirements are being researched and the impact that the admissions process has had and how well students have been accommodated is being reviewed—especially students who have attended College of the Desert. In the next few weeks, the policy will be reviewed formally and two students will be asked to join that discussion so that they can have direct input on what the policy looks like. Student Trustee Bondyra volunteered to participate in the policy review. A report will be brought back to the Board as well.

President Sheehan reported that relative to the College’s financial situation, it is “probably the happiest time that we’ve enjoyed in about thirty years.” She noted some key factors that are currently in focus that have not been in the past. First, there is a new Chancellor who is politically astute and a respected leader in the state.

Secondly, Dr. Sheehan indicated that we have the Governor’s attention and have measures and propositions on the ballot that will really support us. Dr. Sheehan commented that “we have been working very carefully with our planning and budget committee, so we should be in a very strong position to eliminate our deficit and to move ahead very successfully.”

Dr. Sheehan also reported that she and most of the Vice Presidents attended a “Word Wrap One” event to celebrate College of the Desert’s faculty authors. She congratulated Ruth Nolan who helped coordinate the event and was also a participant and the other excellent authors as follows: Amy DiBello, Tom Wixon, Denise Diamond, Mary Boyd, Jack Tapleshay, John Mandes and Yvette Hattrak. Ed Morante served as Master of Ceremonies. Dr. Sheehan expressed that she hopes this event continues as an annual tradition.

B) RECOGNITION ITEMS: (Recognition of tenured faculty was moved to the front of the agenda for introductions). Newly tenured faculty Paul Maag, Alternative Media Specialist/Counselor—Disabled Students Programs and Services and Lisa Wilander, Adaptive Computer
Specialist—Disabled Students Programs and Services were introduced and congratulated by the Board on achieving tenure. The Board also congratulated other newly tenured faculty not present: Cynthia Hay—Assistant Professor, Nursing, Carl Farmer—MESA Program Director, John Mandes, Associate Professor, Speech—Communication, and Michelle Richards—Cooperative Work Experience Coordinator.

Dr. Sheehan remarked that an official celebration for newly tenured faculty will be held in the early fall.

A proclamation recognizing March as Women’s History Month was read by President Sheehan.

C) BOARD COMMUNICATIONS: None

VIII. SUGGESTIONS FOR FUTURE AGENDAS: None

IX. ADJOURN TO CLOSED SESSION

X. AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay

XI. RECONVENE TO OPEN SESSION—ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that no reportable action was taken during closed session of the Board of Trustees.

XII. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON THURSDAY, MARCH 18, 2004, 9:00A.M. IN THE BOARD ROOM, ADMINISTRATION BUILDING.

By: Ray House, Clerk

Board Minutes February 12, 2004/pb
Educational Support Services

Date: January 29, 2003
To: Office of Human Resources
From: Suzann Pell, Director
Educational Support Services

Subject: Part-time Instructors, SPRING 2004

These instructors are appointed for one semester or less, with assignments of 60% or less of a full-time load.

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* First Assignment at COD
CLASSIFIED HOURLY PERSONNEL - Employment Listing

A. Short-Term/Substitute:
1. HALL, Howard L
   Laboratory Technician, Applied Science
   $13.10 per hour, not to exceed 40 hours per week
   January 5, 2004 – April 13, 2004

2. McCaleb, Kimberly
   Child Development Center Specialist
   $14.48 per hour, not to exceed 20 hours per week

3. Martinez, Desiree
   Senior Financial Aid Specialist, Financial Aid
   $14.45 per hour, not to exceed 40 hours per week
   January 12, 2004 – February 27, 2004

4. Young, Betsy
   Admissions & Records Technician, Admissions and Records
   $11.89 per hour, not to exceed 24 hours per week
   January 6, 2004 – June 30, 2004

5. Walsh, Shelby
   Computer Lab Assistant, Library Computer Lab
   $13.76 per hour, Call in as needed
   December 10, 2003 – as needed

B. Student Workers/Tutors:
1. McCallister, Kimberlee
   Student Worker, Disabled Student Programs and Services
   $6.75 per hour, not to exceed 40 hours per week
   January 5, 2004 – January 30, 2004

2. McCallister, Kimberlee
   Student Worker/ Disabled Student Programs and Services
   $6.75 per hour, not to exceed 20 hours per week
   February 2, 2004 – May 28, 2004

3. Pacchioli, Maria
   Student Worker, Disabled Student Programs and Services
   $6.75 per hour, not to exceed 40 hours per week
   January 5, 2004 – January 30, 2004

4. Pacchioli, Maria
   Student Worker/Disabled Student Programs & Services
   $6.75 per hour, not to exceed 20 hours per week
   February 2, 2004 – May 28, 2004
5. DIAZ, Amy  
   Tutor/Child Development Center  
   $7.00 per hour, not to exceed 20 hours per week  
   February 1, 2004 – June 30, 2004

6. RUIZ, Maria  
   Tutor/Child Development Center  
   $7.00 per hour, not to exceed 20 hours per week  
   February 1, 2004 – June 30, 2004

7. SALCIDO, Beatrice  
   Tutor/Upward Bound  
   $7.00 per hour, not to exceed 19 hours per week  
   October 6, 2003 – June 30, 2004
# EMPLOYMENT AGREEMENTS

**February, 2004**

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DESERT COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SERVICES

GIFT/DONATION REVIEW FORM

Division/Department Recommending Acceptance of Gift: INFORMATION SYSTEMS

Description of Gift: MONITORS (Recommended by Rosemary Ortega) 17" Monitors 126 x 25 x 27"

Estimated Value (if included by Donor): 

Proposed Use and Benefit of Gift: Use by CSD Staff and Students

Related Costs or Needs Associated with Gift (e.g., installation, maintenance or repair contracts, etc.) No

Are Related Costs Budgeted in Division? No

Additional Comments:

DONOR INFORMATION

Donor Name: City of Palm Springs

Address: 7955 PIONEER DR.

Palm Desert, CA 92260

Phone: 346-0611 x2353

SIGNATURES/APPROVALS

Date

Division Chair/Dean

Superintendent/President

12/12/03
Division/Department Recommending Acceptance of Gift:

PE, Performing Arts and Athletics

Description of Gift: Two coffee tables, 5 chairs, 1 bookshelf, 10 picture frames, 2 electric tables, 1 dumbbell rack, 1 set dumbbells (5-25 lbs), 1 paraffin bath, 1 ultrasound Rich Mar (not working), 1 step aerobic platform

Estimated Value (if included by donor): ______________

Proposed use and benefit of gift: To support the athletic program.

Related costs associated with the gift: None

Are related costs budgeted in the division? N/A

Additional comments: ________________________________

Donor Information

Name: Healthsouth (William H. Tussy)
Address: 4510 Executive Drive, Suite 115 San Diego, CA 92121
Phone: (858) 458-0551

Signatures and Approvals.

Division Dean Date

Vice President Date

President Date
Division/Department Recommending Acceptance of Gift: PE, Performing Arts and Athletics

Description of Gift: Drum Set, Monitor Speaker
Estimated Value (if included by donor): 

Proposed use and benefit of gift: To support music and music theatre programs, rehearsals, and performances in Performing Arts.

Related costs associated with the gift: None

Are related costs budgeted in the division? N/A

Additional comments:

Donor Information
Name: John McLeod
Address: #9 Woodsend Drive, Doylestown, PA 18901
Phone: 

Signatures and Approvals
Division Dean: 
Date: DEC 22 2003
Vice President: 
Date: 
President: 
Date: DEC 17-03
I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HAYDEN AND HOUSE WERE PRESENT. TRUSTEES STEFAN AND SUITT WERE excused. STUDENT TRUSTEE BONDYRA WAS ALSO PRESENT.

III. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mr. House, seconded by Mr. Hayden, to approve the agenda of March 18, 2004. Motion carried.

IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF FEBRUARY 12, 2004: It was moved by Mr. Hayden, seconded by Mr. House, to approve the minutes of the Regular Meeting of February 12, 2004. Motion carried.

V. PUBLIC COMMENTS: None

VI. CONSIDERATION OF CONSENT AGENDA: It was moved by Mr. House, seconded by Mr. Hayden, that the Board approve the Consent Agenda. Motion carried.

A. SUPERINTENDENT/PRESIDENT:

No agenda items
B. HUMAN RESOURCES:

1. **Managers and Classified Supervisors – Early Exit Incentive Program:**

   Approved by consent motion, to approve the Early Exit Incentive Program for Managers and Classified Supervisors.

2. **Classified - Appointment:**

   Approved by consent motion, to ratify the appointment of the following individuals on the effective date indicated:

   - Andrea Donnelly, Senior Office Assistant, Developmental Education, .50 FTE, 20 hours per week, 10 months, effective February 11, 2004
   - Howard Larry Hall, Laboratory Technician/Ornamental Horticulture, 1.00 FTE, 40 hours, 12 months, effective March 8, 2004
   - Matthew Housewright, Maintenance Worker, Maintenance and Operations, 1.00 FTE, 40 hours, 12 months, effective March 8, 2004
   - Cherie Jasso, Senior Office assistant, Student Services, .49 FTE, 19.5 hours per week, 10 months, effective March 1, 2004
   - Pearl Levin, Administrative Secretary, Center for Training and Development, 1.00 FTE, 12 months, effective February 24, 2004
   - Jesus Lopez, Groundskeeper, Maintenance & Operations, 1.00 FTE, 40 hours, 12 months, effective March 8, 2004

3. **Classified—Transfer:**

   Approved by consent motion, to ratify the reassignment of the following individual on the effective date indicated:

   - Gregg Chesterman, Senior Financial Aid Specialist, 1.00 FTE, 12 months, Range 12, Step E, effective March 1, 2004

4. **Classified—Resignation**

   Approved by consent motion, to ratify the resignation of the following individuals on the effective date indicated:

   - Sandra Arceo, Secretary, Energy Technology Training Center, 1.00 FTE, 12 months, effective April 5, 2004
Sharon Mayden, Mail Technician, Educational Support services, 1.00 FTE, 12 months, effective February 13, 2004

5. **Classified—Assignment to Re-Employment List:**

Approved by consent motion, to ratify the placement of the following individual on the effective date indicated onto the thirty-nine (39) month re-employment list:

Roseanna Lawrence, Senior Office Assistant, Center for Training and Development, 1.00 FTE, 12 months, effective March 16, 2004

6. **Classified—Additional Hours:**

Approved by consent motion, to approve additional scheduled hours for the 2003-2004 academic year for the following individuals:

Sunita Dhaimade, Child Development Specialist, 7 hours, January 30, 2004
Sally Diggs, Child Development Specialist, 4 hours, January 30, 2004
Sherry Hannie, Child Development Specialist, 7 hours, January 30, 2004
Kimberly McCaleb, Child Development Specialist, 4 hours, January 30, 2004
Rita Rowe, Child Development Specialist, 4 hours, January 30, 2004
Estella Taylor, Child Development Specialist, 5 hours, January 30, 2004
Barbara Garza, Senior Office Assistant, Parking, up to 400 additional hours for the academic year

Bonnie Sutherland, Instructional Support Assistant, Disabled Students Programs and Services, 9 months, from .46 FTE (18.5 hours per week) to .49 FTE (19.5 hours per week), effective February 9, 2004 – May 28, 2004

7. **Hourly Personnel—Adjunct Faculty:**

Approved by consent motion, to approve the hourly employment of the individuals named on the attached list(s). No one is working in excess of .60 FTE (Attachment #1)

8. **Volunteers:**

Approved by consent motion, that the Board of Trustees approves the employment of various volunteers as follows:

Laurie Tuvman
9. **Hourly Personnel – Classified/Students/Tutors:**

Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments. (Attachment #2)

10. **Employment Agreements:**

Approved by consent motion, to ratify the listing of employment agreements as provided in the attachment. (Attachment #3)

C. **INSTRUCTION:**

1. **Placeholder – Out-of-State/Out-of-Country Travel:** None

2. **Approval of Out-of-State/Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-state travel for Ruth Nolan to travel to San Antonio, Texas on March 24-27, 2004 to attend the 2004 Conference on College Composition and Communication, and to receive an award for Honorable Mention in the Outstanding Programs in English for Two-Year Colleges and Teachers sponsored by the Two-Year College English Association (TYCA) of the National Council of the Teachers of English (NCTE). Staff Development will cover $400 in costs; the balance will be paid by the President’s Office.

3. **Approval of Curriculum Modifications for 2004-05 Academic Year:**

   It was moved by Mr. Hayden, seconded by Mr. House that the Board approves curriculum modifications for the 2004-05 academic year. Motion carried.

4. **Grant Application for Clinical Instruction in the Nursing Program:**

   Approved by consent motion, to approve the submission of a $52,839 grant application to cover the expense of providing clinical instruction in the evening-weekend Nursing program.

D. **STUDENT SERVICES:**

1. **Placeholder for Out-of-State/Out-of-Country Travel:** None

2. **Out-of State Travel:**

   Approved by consent motion, to approve out-of-state travel for Khanh Hoang to attend the TRIO’s 24th Annual Policy Seminar and Relations
with the U.S. Department of Education to be held in Washington, D.C. from March 21-24, 2004. Staff Development funds have been requested to be utilized in conjunction with TRIO grant funding. There is no expense to the District.

E. ADMINISTRATIVE SERVICES:

1. Approval of Warrant Lists:

Approved by consent motion, to ratify approval of the warrant lists in the amount of $1,012,031.89.

2. Approval of Payroll #8:

Approved by consent motion, to approve payroll #8 in the amount of $1,671,315.79 as follows:

- Certificated $ 964,408.58
- Classified  706,907.21
- TOTAL $1,671,315.79

3. Approval of Contracts:

Approved by consent motion, to approve and ratify contracts as attached: (Attachment # 4)

4. Gifts/Donations to the District:

Approved by consent motion, to accept donated equipment (Attachment #5).

5. Affidavit of Emergency and Request for Attendance Allowance:

President Sheehan administered an oath to the District Governing Board in order to execute the affidavit of emergency and request for attendance allowance. It was moved by Mr. Hayden, seconded by Mr. House, that the Board of Trustees execute the affidavit and the request for attendance allowance due to loss of student contact hours when the Hilb Center was closed November 13 to November 21, 2003.

Roll call vote was taken as follows: Trustee Gray—Aye; Trustee Hayden—Aye; Trustee House—Aye. Noes—None. The Affidavit was approved on a vote of 3-0-2.
6. **Resolution and Adoption Agreement for 457 (b) Compensation Plan:**

It was moved by Mr. Hayden, seconded by Mr. House that the Board of trustees adopts the Resolution and approves the Adoption Agreement for the 457 (b) Compensation Plan for eligible District employees.

Roll call vote was taken as follows: Trustee Gray: Aye, Trustee Hayden: Aye, Trustee House—Aye. Noes—None. The Resolution was approved on a vote of 3-0-2.

**VII. REPORTS:**

1) **GOVERNING BOARD:**

Student Trustee Magdalena Bondyra reported that she attended the Martin Luther King III speech recently and thanked Mrs. Suitt for making the tickets available to students.

Student Trustee Bondyra has also been reviewing cafeteria options at other colleges along with Bill Bailey, Student Activities Coordinator, and Barbara Creson, Human Resources Specialist.

Student Trustee Bondyra reported that she was happy that the nursing committee had met; however, she was not informed of the meeting and would like to receive notice in the future of upcoming meetings.

Trustee House reported that he “felt like dancing in the street with the passing of the bond issues.” He also noted that the college has created a positive image in the community.

Trustee Gray remarked that “a 69% affirmative vote is a real credit to those that have run this institution for a number of years and we will have to be real stewards to achieve what we told the voters we would achieve.”

Trustee Hayden reported that *The Desert Sun* column relative to community colleges demonstrates the importance of local people lobbying in Sacramento. He indicated that about 5,000 students marched on Sacramento recently and that SB 6, which would have taken local control away from Boards, was fought successfully. Trustee Hayden indicated that the legislature and governor are sympathetic to community colleges.

Relative to the passage of the College’s bond measure, Trustee Hayden stated, “It gives me a good feeling that the community is behind the college and sees the vision we have as a mandate of the Board.”
Chairman Gray reported that he had attended a number of meetings this month. He noted that election night was really fun and he indicated that he was most impressed by the tremendous support received from students in the police academy during the phone banking sessions. He commented that “now everyone can focus on how great this is for students long-term.” He also acknowledged Dr. Rick Post’s efforts again.

Chairman Gray indicated that he is also enjoying participating on a number of Boards related to College fundraising.

2) **ACADEMIC SENATE**—Chris Nelson reporting. Academic Senate President, Chris Nelson, congratulated the Board and Dr. Sheehan on the passage of Measure B.

Nelson reported on a variety of on-going activities: meetings of accreditation self-study teams which are required to look deeper into processes than in the past; a new program review process which will be brought forward to the Board in April; approval of Sabbatical Leave requests; Sabbatical Leave reports to be presented to the Board; approval of Emeritus Status for retiring faculty and elections for Senate posts.

Nelson also reported that he had recently attended a conference sponsored by the Association of American Colleges and Universities relative to assessment and student learning outcomes. He indicated that the Learning and Assessment Committee will be providing flex activity training and looking at providing training to instructional deans as well.

3) **CSEA**—Joyce Moore Reporting. CSEA President Moore congratulated the Board on the passage of Measure B. She reported that the message from Classified employees is that “this money belongs to all of us, not only as taxpayers, but as employees of the District and we have a serious responsibility to be very diligent in the expenditures of the funds.”

Moore reported that CSEA 407 has met its contractual deadline and submitted re-openers for negotiations as of March 15.

4) **CCA/CTA**—Ty Thomas reporting. CCA/CTA President Thomas expressed congratulations to the Board for the passage of the bond. He commented on the importance of thanking our community any way we can.

Thomas reported that nominations are open and elections are in process for the CCA Executive Board. He indicated that CCA was working through minor contract items and a mentoring program for adjunct faculty. Thomas noted that his first year as CCA/CTA President has been challenging and
rewarding. He commended faculty and administrators for building communication and working cooperatively in negotiations.

5) **C.O.D.A.A.**—Jessica Scarffe reporting. C.O.D.A.A. Chief Negotiator Scarffe commented that she was “thrilled about the passage of the bond issue.” Scarffe noted that C.O.D.A.A. has an interesting challenge in that it represents a large number of part-time employees, which presents an obstacle in communicating with these employees.

Scarffe echoed CCA/CTA President Thomas’s perspective on work being done in the administrative ranks and that she was pleased with the relationships that are developing and the way communication is taking place in a professional, kind and friendly way.

With regard to negotiations, C.O.D.A.A. is focusing on trying to close the wage gap. Scarffe expressed that this is not a College of the Desert issue, but a state issue and requires a long-term goal in trying to find a way to create a formula that bridges the gap over time.

6) **ASCOD:** No report

7) **SUPERINTENDENT/PRESIDENT:**

A) **STATE OF THE COLLEGE:**

President Sheehan responded to previous comments from faculty. She expressed that they are deeply appreciated and “we are working towards long-term relationships and building a long-term culture of trust.” Dr. Sheehan thanked faculty and their leadership. She also thanked the Board for their leadership in providing a vision for her that led to so many positive road maps for the future. She noted she was hired to achieve the vision and we are now well on our way given the bond measure passage. President Sheehan acknowledged the incredible leadership and terrific effort of campaign coordinator, Dr. Rick Post. She also said, “we can’t say thank you enough to the community”, and several recommendations have been made to do so. On behalf of the Board, Dr. Sheehan expressed thanks to all supporters of the bond measure at the Foundation Auxiliary luncheon, which raised money for the Foundation.

Dr. Sheehan reported that the planning process is continuing, which has a dedication to student learning and a tie to the budget process.

Dr. Sheehan commended Tom Wixon for receiving highest recognition in the state by his colleagues at a recent awards ceremony sponsored by the Community College Public Relations Officers’ organization, College of the Desert received two awards: First place for Media
Success Stories and Third place for best on-line newsletter in the state.

Dr. Sheehan reported that on April 2\textsuperscript{nd}, Odyssey Day will be held relative to the alternative fuel vehicle program under the Center for Training and Development. College of the Desert is taking a leadership role and is the only community college included within four national sites. Our College has been selected as lead site for the national day of recognition relative to the importance of alternative fuel use. More than 700 children will be on campus on this date as part of training and awareness for the future. Actor Dennis Weaver will be the keynote speaker and the Governor has been invited as well. Dr. Rick Post acknowledged the efforts of Larry Dashiell who serves as the alternative fuel specialist.

President Sheehan ended her report by saying, “we would not have enough dollars to let the public know of the great job done by faculty and staff for the sake of students without the careful review and reporting by \textit{The Desert Sun}.” She thanked Christine Mahr and \textit{The Desert Sun} for “the careful, thoughtful and wonderful coverage of student support and instructional programs.”

\textbf{B) RECOGNITION ITEMS:} Security Officer, Jeff Imeson, was introduced. He has been an on-call Security Officer and has recently been selected for a regular part-time position—Monday through Thursday from 7:00 a.m. – 12:30 p.m.

\textbf{C) BOARD COMMUNICATIONS:} None

\textbf{VIII. SUGGESTIONS FOR FUTURE AGENDAS:} None

\textbf{IX. ADJOURN TO CLOSED SESSION}

\textbf{X. AGENDA ITEMS—CLOSED SESSION:}

1. \textbf{CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay}
XI. RECONVENE TO OPEN SESSION – ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that no reportable action was taken during closed session of the Board of Trustees.

XII. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON THURSDAY, APRIL 22, 2004, 9:00 A.M. IN THE COMMUNITY ROOM OF THE MULTI-AGENCY LIBRARY BUILDING

BY: Ray House, Clerk

Board Minutes March 18, 2004/pb
MEMORANDUM

Educational Support Services

Date: March 4, 2004
To: Office of Human Resources
From: Suzann Pell, Director
Educational Support Services

Subject: Part-time Instructors, SPRING 2004

These instructors are appointed for one semester or less, with assignments of 60% or less of a full-time load.

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* First Assignment at COD
A. Short-Term/Substitute:
1. BERG, Melisa
   Child Development Specialist
   $12.48 per hour, not to exceed 20 hours per week
   February 23, 2004 – June 30, 2004

2. DIAZ, Ivonne
   Child Development Center Specialist
   $12.48 per hour, not to exceed 20 hours per week
   February 23, 2004 – June 30, 2004

3. LIVINGSTON, Morgan
   Computer Lab Assistant
   $13.76 per hour, call in as needed
   October 8, 2003

4. MARTINEZ, Desiree
   Senior Financial Aid Specialist, Financial Aid
   $14.45 per hour, not to exceed 40 hours per week
   March 1, 2004 – April 20, 2004

5. MORRIS, Edwina
   DSP&S Assistant, Disabled Student Programs & Services
   $13.10 per hour, not to exceed 16 hours per week
   February 24, 2004 – March 2, 2004

6. WHITE, Orvel
   Senior Financial Aid Specialist
   $14.45 per hour
   February 10, 2004 – March 5, 2004

B. Student Workers/Tutors:
1. BONDYRA, Magdalena
   Student Worker, Counseling
   $6.75 per hour, not to exceed 40 hours per week
   January 5, 2004 – January 31, 2004
   $6.75 per hour, not to exceed 20 hours per week
   February 1, 2004 – May 31, 2004

2. BLYTHE, Megan
   Student Worker/Financial Aid
   $6.75 per hour, not to exceed 20 hours per week
   February 26, 2004 – June 30, 2004

3. HARAGUCHI, Emi
   Student Worker, International Education
   $6.75 per hour, not to exceed 34 hours per week
   January 6, 2004 – February 5, 2004
4. HOSHI, Mitsue
   Student Worker/International Education
   $6.75 per hour, not to exceed 10 hours per week
   January 5, 2004 – June 30, 2004

5. JACINTO, Maria L.
   Student Worker/Child Development Center
   $6.75 per hour, not to exceed 20 hours per week
   February 2, 2004 – June 30, 2004

6. JASSO, Cherie
   Student Worker, Counseling
   $6.75 per hour, not to exceed 40 hours per week
   January 5, 2004 – January 31, 2004
   $6.75 per hour, not to exceed 20 hours per week
   February 1, 2004 – June 30, 2004

7. LUGO, Leyssset
   Student Worker/Child Development Center
   $6.75 per hour, not to exceed 20 hours per week
   February 18, 2004 – June 30, 2004

8. NUMA, Keiko
   Student Worker/Student Activities
   $6.75 per hour, not to exceed 20 hours per week
   February 4, 2004 – June 30, 2004

9. PERFECTO, Guadalupe
   Student Worker/Academic Skills Center
   $6.75 per hour, not to exceed 20 hours per week
   February 18, 2004 – June 30, 2004

10. STATHIS, Ana
    Student Worker/Child Development Center
    $6.75 per hour, not to exceed 20 hours per week
    February 1, 2004 – June 30, 2004

11. VALLES, Diana
    Student Worker/Child Development Center
    $6.75 per hour, not to exceed 20 hours per week
    February 1, 2004 – June 30, 2004

12. VERNARSKY, Shane
    Student Worker/Athletics
    $6.75 per hour, not to exceed 15 hours per week
    October 3, 2003 – June 30, 2004

13. ADAMS, Salote
    Proctor, Disabled Student Programs & Services
    $7.00 per hour, not to exceed 20 hours per week
    February 209, 2004 – June 30, 2004
14. BROADIE, Brendan
Proctor, Disabled Student Programs & Services
$7.00 per hour, not to exceed 20 hours per week
February 9, 2004 – June 30, 2004

15. BLOODINS, Angelique
Mobility Aide, Disabled Student Programs & Services
Stipend, not to exceed 20 hours per week
February 10, 2004 – June 30, 2004

16. HAUSER, Donald
Mobility Aide, Disabled Student Programs & Services
Stipend, not to exceed 20 hours per week
February 24, 2004 – June 30, 2004

17. MENDOZA, Liisa
Interpreter, Disabled Student Programs & Services
$18.98 per hour, not to exceed 19.5 hours per week
January 27, 2004 – June 30, 2004

18. VONGOTTBERG, Randy
Interpreter, Disabled Student Programs & Services
$13.49 per hour, not to exceed 19.5 hours per week
January 27, 2004 – June 30, 2004

19. JASSO, Cherie
Peer Advisor, H S I
$7.00 per hour, not to exceed 20 hours per week
February 2, 2004 – June 4, 2004

20. JAY, Erin
Peer Advisor, H S I
$7.00 per hour, not to exceed 20 hours per week
February 2, 2004 – June 4, 2004

21. RUIZ, Bridani
Peer Advisor, H S I
$7.00 per hour, not to exceed 40 hours per week
January 13, 2004 – January 30, 2004
$7.00 per hour, not to exceed 20 hours per week
February 2, 2004 – June 4, 2004

22. HERNANDEZ, Ashley
Tutor, H S I
$7.00 per hour, not to exceed 19 hours per week
February 22, 2004 – June 30, 2004

23. GAUTHIER, Julien
Tutor/ASC Gen/DSPS/EOPS/ACES
$7.00 per hour, not to exceed 20 hours per week
February 4, 2004 – June 30, 2004
24. JOSEPH, Timothy  
Tutor/MESA  
$7.00 per hour, not to exceed 20 hours per week  
February 2, 2004 – June 1, 2004

25. KIM, Sang Hyuk  
Tutor/ASC Gen/DSPS/EOPS/ACES  
$7.00 per hour, not to exceed 20 hours per week  
December 18, 2003 – June 30, 2004

26. MORA, Luz  
Tutor/Child Development Center  
$7.00 per hour, not to exceed 20 hours per week  
February 1, 2004 – June 30, 2004

27. PEREZ, Efrain  
Tutor/MESA  
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February 2, 2004 – June 1, 2004
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LIST OF CONTRACTS

Contract Summaries:

The Fountains at the Carlotta  This affiliation agreement is for providing clinical learning experience for students in nursing programs at the College. The agreement is subject to an annual review and there is no direct charge to the College for the use of the facilities.

SESAC  This is one of the three performance license agreements that covers the use and performance of musical works in the organization's repertory by the College. The annual fee payable to SESAC for the first year of the agreement is $890 per FTE. The agreement goes through year 2007.

Riverside County Superintendent of Schools  The purchasing software system will be developed and upgraded to be fully integrated with the current Galaxy financial and personnel software application program. This computer upgrade expense will be shared by all participating schools under the County Superintendent. Our share of the cost will be $7,706,58.

The Davis Company  Services provided under this agreement relate to auditing the status of applicable redevelopment agencies in the Valley as it relates to the College's interests. The cost for the service is not to exceed $7,500 and will be paid from the Capital Outlay - Redevelopment Budget.
Attachment #5

DESER T COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SERVICES

GIFT/DONATION REVIEW FORM

Division/Department Recommending Acceptance of Gift: Communication & Visual Arts

Description of Gift: Besseler 23CII Enlarger

Estimated Value (if included by Donor):

Proposed Use and Benefit of Gift: Photography Program

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): none

Are Related Costs Budgeted in Division? N/A

Additional Comments:

DONOR INFORMATION

Donor Name:
Mr. Barry Bass

Address:
41 Palma Drive
Rancho Mirage, CA 92270

Phone:
328-8191

SIGNATURES/APPROVALS

Division Chair
1-29-04

CIO or CBO
2/3/09

Superintendent/President
2/6/04
Division/Department Recommending Acceptance of Gift: Communication & Visual Arts

Description of Gift: Miscellaneous Camera Equipment (see attached list)

Estimated Value (if included by Donor):

Proposed Use and Benefit of Gift: Photography Program

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): none

Are Related Costs Budgeted in Division? N/A

Additional Comments:

DONOR INFORMATION

Donor Name: Bill & Beverly Harris
Address: 249 Bouquet Canyon
         Palm Desert, CA 92211
Phone: 346-7693

SIGNATURES/APPROVALS

Division Chair: [Signature] 1-29-04
CIO or CFO: [Signature] 2/2/04
Superintendent/President: [Signature] 2/6/04
January 29, 2004

List of Camera Items Donated to COD Photography Department

DONOR: Bill & Beverly Harris
249 Bouquet Canyon
Palm Desert, CA 92211

1. Olympus OM-2n with 50 mm lens, auto-winder and case
2. Olympus OM-2 with 28 mm lens, auto-winder and case
3. Asanuma 400mm telephoto
4. Soligar 70-220mm Zoom Lens
5. Soligar 75-150mm Zoom Lens
6. Slide Projector Zoom Lens
7. Tokina 500mm Mirror f8 Telephoto
8. Olympus Vari-magnifier
9. Olympus Flash with hand grip
10. Small tripod
11. Three Point and shoot cameras
12. Set of Olympus mount extension Tubes
13. Miscellaneous filters, books, and soft cases.
GIFT/DONATION REVIEW FORM

Division/Department Recommending Acceptance of Gift: INFORMATION SYSTEMS

Description of Gift: Monitors - 10

Estimated Value (if included by Donor):

Proposed Use and Benefit of Gift: Use by COD faculty, staff & students

Related Costs or Needs Associated with Gift (e.g., installation, maintenance or repair contracts, etc.) NO

Are Related Costs Budgeted in Division? NO

Additional Comments:

DONOR INFORMATION

Donor Name: CITY OF PALM DESERT

Address: 73-510 FRED WARING DR.

Phone: TROY - 272-6353

SIGNATURES/APPROVALS

Division Chair/Dean: Brian X. Date: 2/12/09

Superintendent/President: Marcello Date: 
Division/Department Recommending Acceptance of Gift: Upward Bound

Description of Gift: Computer with Software

MICRON - MILLENNIA XKU PENTIUM II

CPU - ATLANTA P11266-MT; 1012501 - 0001, MONITOR - HITACHI COLOR/DISPLAY CM630U - 511

Estimated Value (if included by Donor): 

Proposed Use and Benefit of Gift: Student Use

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): none

Are Related Costs Budgeted in Division? n/a

Additional Comments: CPU not functioning

DONOR INFORMATION

Donor Name: Chuck & Vicky Trenkle

Address: 695 Vista Lago Circle North Palm Desert, CA 92211

Phone: 837-3646

SIGNATURES/APPROVALS

Division Chair/Dean
Adrian Gonzales

Vice President
Dr. Diane Ramirez

Superintendent/President
DIVISION AND DEPARTMENT RECOMMENDING ACCEPTANCE OF GIFT: Applied Science

DESCRIPTION OF GIFT: Electric Vehicle Parts: 7 electric motors, 3 vehicle speed controllers, 1 battery charger, 1 DC/DC converter, 1 transaxle, 1 instrument cluster

ESTIMATED VALUE (If included by Donor): N/A

PROPOSED USE AND BENEFIT OF GIFT: Train students on electric and hybrid electric vehicles

RELATED COSTS OR NEEDS ASSOCIATED WITH GIFT (e.g., installation, maintenance or repair contracts, etc.): None

ARE RELATED COSTS BUDGETED IN DIVISION? N/A

ADDITIONAL COMMENTS: __________________

DONOR INFORMATION

DONOR NAME: Palm Springs Motors
Mr. Terry O'Brien

ADDRESS: 69-200 Highway 111
Cathedral City

PHONE: 760.328.2102

SIGNATURES AND APPROVALS

Dean Date
Vice President Date
Superintendent/President Date
GIFT/DONATION REVIEW FORM

ADMINISTRATIVE SERVICES
DIVISION AND DEPARTMENT RECOMMENDNG ACCEPTANCE OF GIFT: Applied Science

DESCRIPTION OF GIFT: 2 -- 7.5 liter Ford engines and transmissions

ESTIMATED VALUE (if included by Donor): N/A

PROPOSED USE AND BENEFIT OF GIFT: Provide training materials for automotive students.
Provide components for hands on practice

RELATED COSTS OR NEEDS ASSOCIATED WITH GIFT (e.g., installation, maintenance or repair contracts, etc.): none

ARE RELATED COSTS BUDGETED IN DIVISION? none

ADDITIONAL COMMENTS: Larry picked up the engines on his own time and expense

DONOR INFORMATION
DONOR NAME: City of El Monte, Ca Transportation Department
Richard Montanez
ADDRESS: 3629 Cypress Ave
El Monte, CA 91731
PHONE: 

SIGNATURES AND APPROVALS
Dean Date
Vice President Date
Superintendent/President Date
I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HAYDEN, HOUSE AND SUITT WERE PRESENT. TRUSTEE STEFAN WAS EXCUSED. STUDENT TRUSTEE BONDYRA WAS ALSO PRESENT.

III. AGENDA:
   A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mrs. Suitt, seconded by Mr. Hayden, to approve the agenda of April 22, 2004. Motion carried.

IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF MARCH 18, 2004: It was moved by Mr. Hayden, seconded by Mr. House, to approve the minutes of the Regular Meeting of March 18, 2004. Motion carried.

V. PUBLIC COMMENTS: None

VI. CONSIDERATION OF CONSENT AGENDA: It was moved by Mr. Hayden, seconded by Mr. House, that the Board approve the Consent Agenda. Motion carried.

A. SUPERINTENDENT/PRESIDENT:
   1. Placeholder – Out of State/Out-of-Country Travel

   1.A. Out-of-State/Out-of-Country Travel:

   It was moved by Mrs. Suitt, seconded by Mr. House, to approve out-of-state travel for Dr. Maria C. Sheehan to attend the 84th Annual Convention of the American Association of Community Colleges
(AACC) on April 24-27, 2004 in Minneapolis, Minnesota. There is no cost to the District. Motion carried.

2. **Proclamation – Classified School Employees’ Week**

It was moved by Mr. Hayden, seconded by Mr. House, to approve a Proclamation designating the week of May 17-21, 2004 as Classified School Employees’ Week in the Desert Community College District. Motion carried.

3. **Proclamation – Asian/Pacific Islanders’ Heritage Month**

It was moved by Mrs. Sutt, seconded by Mr. Hayden, to approve a Proclamation designating the month of May as Asian/Pacific Islanders’ Heritage month. Motion carried.

4. **Proclamation – Day of the Teacher**

It was moved by Mr. Hayden, seconded by Mr. House, to approve a Proclamation designating the day of May 12, 2004 as “Day of the Teacher” in the Desert Community College District. Motion carried.

5. **STUDENT TRUSTEE’S PRIVILEGES**

It was moved by Mrs. Sutt, seconded by Mr. House, to adopt rules and regulations regarding the privileges of the Student Trustee. Education Code Options 3 & 4 regarding compensation and term of service were adopted. Options 1 & 2 regarding making of and seconding motions and attending closed sessions were not adopted. Motion carried.

Chairman Gray and Mrs. Sutt noted that should a leadership program for students be established in which Student Trustees would attend prior to commencing service on the Board, they would be supportive of allowing the Student Trustee to make and approve motions at some point in the future. Chairman Gray indicated that he would not be averse to annually reviewing Option 1 after the year begins to determine if the Student Trustees should have the ability to take a more active role using Option 1.

6. **Proclamation – National Nurses’ Week**

It was moved by Mr. Hayden, seconded by Mr. House, to approve a Proclamation designating the week of May 6-12, 2004 as National Nurses’ Week. Motion carried.
B. **HUMAN RESOURCES:**

1. **Classified - Appointment:**

   Approved by consent motion, to ratify the appointment of the following individuals on the effective date indicated:

   - Lorraine Hawking, Mail Technician, Educational Support Services, 1.00 FTE, 40 hours, 12 months, effective March 29, 2004
   - Ubaldo Hermosillo, Custodian, Maintenance and Operations, 1.00 FTE, 40 hours, 12 months, effective March 31, 2004
   - Geoffrey Imeson, Security Officer, .55 FTE, 22 hours per week, 9 months, effective March 11, 2004
   - Nancy Keller, Senior Office Assistant, Physical Education/Performing Arts, .50 FTE, 20 hours per week, 9 months, effective March 22, 2004

2. **Classified—Resignation:**

   Approved by consent motion, to ratify the resignation of the following individuals on the effective date indicated:

   - Sheila Alcantar, Secretary, Eastern Valley Center, .49 FTE, 11 months, effective April 1, 2004
   - Bonnie Brock, Training and Development Assistant, 1.00 FTE, 6 months effective April 16, 2004

3. **Classified—Extension of Assignment:**

   Approved by consent motion, to approve the extension of assignment for the following eleven-month employees on the effective date indicated:

   - Carolyn Acord, International Student Program Assistant, International Education, 1.00 FTE, 11 months, effective June 1, 2004 – June 30, 2004
   - Josielind Ferrer, International Student Program Specialist, International Education, 1.00 FTE, 11 months, effective June 1, 2004 – June 30, 2004
4. **Classified Staff – External Funding/Reduction or Elimination of Service:**

   Approved by consent motion, to approve the issuing of lay-off notice for the following classified position:

   Senior Office Assistant/DSPS, .49 FTE, 10 months

5. **Classified Supervisor – Position Job Description:**

   Approved by consent motion, to approve changes made to the position job description for Maintenance and Grounds Supervisor.
   (Attachment #1)

6. **Placeholder - Faculty Appointment:**

   6A. **Faculty Appointment:**

   It was moved by Mrs. Suit, seconded by Mr. Hayden, to ratify the appointment of the following individual on the effective date indicated:

   Anthony Tesch, Instructor, Biology, Human Anatomy, Physiology, 1.00 FTE, effective August 26, 2004, 175 days. Motion carried.

7. **Faculty - Retirement:**

   Approved by consent motion, to ratify the retirement of the following individual on the effective date indicated:

   Joy Wentz, Professor, English, May 28, 2004

8. **Faculty - Resignation:**

   Approved by consent motion, to ratify the resignation of the following individual on the effective date indicated:

   Rachelle McCoy, Counselor, CARE/EOPS, 1.00 FTE, effective March 11, 2004

9. **Placeholder – Management Appointment:**

   9A. **Management Appointment:** It was moved by Mrs. Suit, seconded by Mr. Hayden, to approve the management appointment of the following individual on the effective date indicated:
Jerry Patton, Vice President, Administrative Services, effective July 1, 2004. Motion carried.

10. **Faculty and Management Salary Listing, 2004-2005:**

Approved by consent motion, to ratify the attached listing of salary placement and employment status for all faculty and management employees, effective July, 2004 (Attachment #2)

11. **District Proposal – CCA/CTA Re-openers: Public Hearing:**

The District’s proposal to the Faculty Association (CCA/CTA) is as follows: Article VIII—Compensation, Article IX—Health and Welfare Benefits and Appendix B—Faculty Professional Advancement.

12. **CCA/CTA Re-openers: Public Hearing:**

The CCA/CTA contract re-openers are as follows: Article VIII—Compensation, Article IX—Health and Welfare Benefits and Appendix B—Faculty Professional Advancement.

Chairman Gray called for a joint motion and public hearing regarding agenda items 11 and 12 as the re-openers were the same.

It was moved by Mr. Hayden, seconded by Mr. House to receive CCA/CTA’s contract re-openers and to conduct a Public Hearing regarding the District proposal to CCA/CTA contract re-openers and CCA/CTA contract re-openers. Motion carried. Chairman Gray opened the Public Hearing. There were no public comments. Chairman Gray closed the Public Hearing.

13. **Placeholder – CSEA Chapter #407 Re-openers: Public Hearing**

None. President Sheehan requested deletion of this item as the District had not received the requested number of re-openers from CSEA.

14. **Placeholder – District Proposal – California School Employees Association (CSEA), Chapter 407, Contract Re-opener – Public Hearing:** (see above)

14.A. **District Proposal – California School Employees Association (CSEA), Chapter 407, Contract Re-opener—Public Hearing**

It was moved by Mr. Hayden, seconded by Mr. House, to conduct a public hearing regarding the District’s proposal to CSEA, Chapter 407 as follows: Article VII—Compensation, Article VI—Classification
and Reclassification and Article XI—Hours. Motion carried. Chairman Gray opened the public hearing. There were no public comments. Chairman Gray closed the public hearing.

15. **Hourly Personnel — Adjunct Faculty:**

   Approved by consent motion, to approve the hourly employment of the individuals named on the attached list(s). No one is working in excess of .60 FTE (Attachment #3)

16. **Contract Services For Federal Affirmative Action Plan:**

   Approved by consent motion, to engage Career Resources Inc. for the purpose of updating the Affirmative Action Plan and impact Ratio Analysis required by the Federal government for 2004.

17. **Volunteers:**

   Approved by consent motion, that the Board of Trustees approves the employment of various volunteers as follows:

   Thomas Eldridge, Julie Reyes, Rachel Rodriguez and Casey Wheelock

18. **Hourly Personnel — Classified/Students/Tutors:**

   Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments. (Attachment #4)

19. **Employment Agreements:**

   Approved by consent motion, to ratify the listing of employment agreements as provided in the attachment. (Attachment #5)

C. **INSTRUCTION:**

1. **Placeholder – Out-of-State/Out-of-Country Travel:** None

2. **Approval of Out-of-State/Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-state travel for Deborah A. Kiselow to travel to Las Vegas, Nevada, April 15 through 18, 2004, to attend the Fifteenth Annual Las Vegas Post-Graduate Pediatric meeting.
3. **Approval of Curriculum Modifications for 2004-05 Academic Year:**

   Approved by consent motion, to approve curriculum modifications for the 2004-05 academic year.

4. **Approval of Sabbatical Leave Request:**

   It was moved by Mrs. Suits, seconded by Mr. House, to approve a Sabbatical leave request for Hushang Shahidi beginning September, 2004 and ending June, 2005. Motion carried.

5. **Recognition of Ruth Nolan, Associate Professor of English:**

   Ruth Nolan, Associate Professor of English, was recognized by the Board of Trustees of Desert Community College District for receiving an Honorable Mention for outstanding programs in English award for two-year colleges and teachers from the National Council of Teachers of English, Conference on College Composition and Communication.

6. **Approval of Post-Sabbatical Report:**

   Note: This item was taken out of order by Chairman Gray and placed at the beginning of the meeting.

   Dr. Gari Browning, Vice President, Instruction, introduced Dr. Craig Notman who used his sabbatical leave to complete his dissertation in teaching English as a second language writing.

   Dr. Craig Norman thanked the Board for approving his sabbatical leave and the opportunity it provided. Dr. Norman commented that his sabbatical leave has been a very gratifying experience and he is a different instructor than he was when he started the Ph.D. program. He indicated that it had a profound impact not only on his teaching, but his leadership on campus.

   Academic Senate President Nelson added that Dr. Norman is one of the founders of Assistance in Diversity (A.I.D.) and a key leader with regard to Seeking Educational Equity and Diversity (S.E.E.D.). Dr. Norman is also leading the charge in developing student outcomes.

   It was moved by Mr. Hayden, seconded by Mrs. Suits, to approve the post-sabbatical report for Dr. Craig Norman. Motion carried.
D. **STUDENT SERVICES:**

1. **Placeholder for Out-of-State/Out-of-Country Travel:** None

2. **Out-of-State Travel:**

   Approved by consent motion, to approve out-of-state travel for
   Christina Delgado who will be participating in the annual conference
   of NAFSA: Association of International Educators in Baltimore,
   Maryland. The conference dates are May 23-28, 2004. There is no
   cost to the District. All expenses will be paid by the International
   Education Program.

E. **ADMINISTRATIVE SERVICES:**

1. **Approval of Warrant Lists:**

   Approved by consent motion, to ratify approval of the warrant lists in
   the amount of $1,127,365.70.

2. **Approval of Payroll #9**

   Approved by consent motion, to approve payroll #9 in the amount of
   $1,957,175.35 as follows:

   - Certificated $1,224,503.30
   - Classified 732,672.05
   - TOTAL $1,957,175.35

3. **Approval of Contracts:**

   Approved by consent motion, to approve and ratify contracts as
   attached: (Attachment # 6)

4. **Gifts/Donations to the District:**

   Approved by consent motion, to accept donations to the District.
   (Attachment #7).

5. **Budget Transfers:**

   Approved by consent motion, that the Board of Trustees approve
   budget transfers. (Attachment #8)
6. **Rejection of Claims Against the District:**

Approved by consent motion, that the Board of Trustees reject the claim against the District dated March 2, 2004 from Jack Kincheloe.

7. **Resolution – Tax Revenue Anticipation Notes:**

It was moved by Mr. Hayden, seconded by Mr. House to approve the resolution authorizing the issuance of Tax and Revenue Anticipation Notes for the following fiscal year.

Roll call vote was taken as follows: Trustee Gray: Aye, Trustee Hayden: Aye, Trustee House: Aye; Trustee Suitt: Aye; Noes—None. Motion carried and the resolution was adopted on a vote of 4-0-1.

8. **Resolution Certifying the Bond Election:**

It was moved by Mr. Hayden, seconded by Mr. House, that the Board of Trustees adopt a resolution certifying the approval of Measure B in the March, 2, 2004 General Obligation Bond Election. The results entered into the minutes are as follows:

- Imperial County Bond Measure B votes cast: Yes--209; No--197
- Riverside County Bond Measure B votes cast: Yes--36,489 68.9%; No--16,480 31.11%. Motion carried.

Roll call vote was taken as follows: Trustee Gray: Aye, Trustee Hayden: Aye, Trustee House: Aye; Trustee Suitt: Aye; Noes—None. Motion carried and the resolution was adopted on a vote of 4-0-1.

9. **Resolution of Intent to Issue Tax-Exempt Obligations and Reimburse:**

It was moved by Mr. Hayden, seconded by Mr. House that the Board of Trustees adopts a Resolution of its intention to issue tax-exempt obligations and provide for reimbursement of appropriate expenditures from proceeds of obligation bonds. Motion carried.

Roll call vote was taken as follows: Trustee Gray: Aye, Trustee Hayden: Aye, Trustee House: Aye, Trustee Suitt: Aye; Noes—None. Motion carried and the resolution was adopted on a vote of 4-0-1.
10. Resolution Establishing Oversight Committee and Approving Bylaws:

It was moved by Mrs. Suit, seconded by Mr. Hayden that the Board of Trustees adopts a resolution establishing a citizens' bond oversight committee and approving bylaws therefore. Motion carried.

Roll call vote was taken as follows: Trustee Gray: Aye, Trustee Hayden: Aye, Trustee House: Aye and Trustee Suit: Aye; Noes—none. Motion carried and the resolution was adopted on a vote of 4-0-1.

11. Resolution Authorizing Issuance of General Obligation Bonds, Series 2004:

It was moved by Mrs. Suit, seconded by Mr. Hayden, that the Board of Trustees adopts a resolution authorizing the issuance of General Obligation Bonds, Election of 2004, Series 2004.

Roll call vote was taken as follows: Trustee Gray: Aye, Trustee Hayden: Aye, Trustee House: Aye and Trustee Suit: Aye. Motion carried and the resolution was adopted by a vote of 4-0-1.

VII. REPORTS:

1) GOVERNING BOARD:

Student Trustee Magdalena Bondyra reported that she had taken another trip to Santa Ana Community College with the group that is visiting community college cafeterias.

Student Trustee Bondyra also commented that she would be carrying a flag as a participant in the International Day ceremony.

Trustee House—no report

Trustee Hayden reported that the Chancellor’s Office has implemented a study to improve relationships with local districts. Mr. Hayden indicated that Chancellor Mark Drummond understands local problems and will be a big help in the next few years. He also noted that the Governor is appointing a new Board which has a diverse composition. The Community College League, through David Viar, will be working with new appointees to the Board of Governors, especially relative to orientation and Board participation.
Mr. Hayden reported that the compromise proposal by the CEO Board regarding non-credit, equalization and growth was reviewed during his Sacramento trip and the CEO Board compromise percentage was voted down; however, the concept was agreed to in principle.

Mr. Hayden noted that this is the first time local districts have ever been recognized to help with equalization in all the years he has been in Sacramento. A proposal for $80 million was made to close the gap, but it was dropped to $60 million. Mr. Hayden commented that we have a Governor who is interested in helping and our relationship couldn’t be better with the legislature at present.

Trustee Suitt expressed that it is a very exciting time to be involved with community colleges. She also remarked that MSNBC carried a brief report yesterday indicating that the federal government is very interested in funding community colleges for three to six-month programs for vocational training.

Chairman Gray reported that the Alumni Association has requested his assistance in helping them put together an investment policy to invest their endowment for scholarships, so he has been busy meeting with investment advisers and assisting them in writing a new investment policy. He noted that it will meet their desires to increase the amount of scholarships that will be made available to students. The Alumni Association is trying to reach a goal of $1 million in their endowment for scholarships and Chairman Gray indicated that they are well on their way to meeting this goal.

Secondly, Chairman Gray reported that the Governor had appointed him to be the elected school Board or community college member on the twelve-member STRS Board.

2) ACADEMIC SENATE—Chris Nelson reporting. Academic Senate President, Nelson reported that the election of officers was complete and the chair of the Curriculum Committee will be David Acquistapace. Steve Acree was elected to the Professional Standards and Ethics Committee and Jose Simo was elected to the Educational Policies and Practices Committee. Ted Grofer was elected again as the adjunct representative to the Senate for next year.

Academic Senate President Nelson indicated that the Senate had no news to report; however a number of projects are in progress such as review of faculty service areas.

Academic Senate President Nelson also commented about accreditation processes relating to student learning outcomes and assessment outcomes.
He noted that once faculty learn a little bit about the concepts, they find it’s not that different from what they’ve already been doing.

3) **CSEA**: No report. Joyce Moore notified the President’s Office that she was sending her regrets that she would not be able attend the Board meeting due to a medical appointment.

4) **CCA/CTA**: No report.

5) **C.O.D.A.A.**: No report

6) **ASCOD**: No report

7) **SUPERINTENDENT/PRESIDENT**:  
   A) **STATE OF THE COLLEGE**:  
   President Sheehan reported that the Council of Unions meeting held yesterday with CCA and CODAA was very beneficial. She expressed that “we are hoping that the spirit and intent of having that group together will lead to very speedy and fruitful negotiations and that a recommendation to conclude negotiations for both CCA and CODAA can be brought to the Board within the next two months.” She went on to say that “the Council of Unions is also about rumor control and disseminating information in a way that enhances the spirit of working together.”

   Dr. Sheehan indicated that the college funding situation has been widely discussed and that all of the dollars have been disclosed to all of the bargaining units. She explained that language can now be developed relative to assumptions.

   Congratulations were extended by Dr. Sheehan to Board Chairman Gray for his appointment by the Governor to the STRS Board, which is one of the most high profile Boards in the state. She remarked that “to have been appointed is an honor, not only to Mr. Gray, but to College of the Desert.”

   Dr. Sheehan also congratulated the Academic Senate on the appointment of “some extraordinary leaders for the future”. She noted that Chris Nelson’s leadership has been great. Dr. Sheehan stated that “the mission of the institution is not advanced unless you have a substantial degree of leadership from faculty. When the Academic Senate takes that leadership, we move the mission ahead and work together as partners.”

   Dr. Sheehan expressed a special thank you to the College of the Desert Foundation for their support of students from the ACES Program to
assist in funding a trip to England. College of the Desert was the only institution of higher education that had two students selected for this special overseas experience.

Dr. Sheehan commended all of the recipients of the Hall of Fame awards which is supported by the Alumni Association. As Dr. Sheehan cannot be present during the awards ceremony, she noted that Dr. Randall will be presenting, on behalf of the Board, a special presentation to the Alumni Association for the many things they have done, but particularly for their support of Measure B.

Dr. Sheehan noted that today there will also be a thank you luncheon for the members of the Walter Marks Gallery committee. This group provided the initial support for the gallery during the first year. The District will now be accepting that responsibility as part of its institutional priorities.

An acknowledgment was expressed by Dr. Sheehan to Dr. Ramirez for the beautiful celebration of donors for student scholarships. This annual event acknowledges student recipients as well as the donors that have provided the scholarships for students.

Dr. Sheehan thanked Dr. Browning and Chris Nelson for their leadership in developing a planning process that has been needed for years. She indicated that the intent is to bring to the Board a very solid annual institutional planning process.

Dr. Sheehan mentioned that this past week was National Odyssey Day on campus with celebrity spokesperson, Dennis Weaver, celebrating alternative fuel vehicles day. She recognized Nina Babiariz and Pam LiCalsi for a great job in coordinating this event.

Trustee Hayden also congratulated everyone that had any connection with College of the Desert’s program over the years.

B) RECOGNITION ITEMS: President Sheehan read Proclamations recognizing Classified School Employees’ Week, Asian/Pacific Islander Heritage Month, Day of the Teacher and National Nurses’ Week.

C) BOARD COMMUNICATIONS: None

VIII. SUGGESTIONS FOR FUTURE AGENDAS: Chairman Gray suggested that the book of poetry that is being published by the Communications Division be presented at a future Board meeting.
At 10:30 a.m., the Board took a brief break to view the Parade of Flags celebrating International Day.

IX. ADJOURN TO CLOSED SESSION

X. AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. Maria Sheehan

XI. RECONVENE TO OPEN SESSION – ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that no reportable action was taken during closed session of the Board of Trustees.

XII. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON THURSDAY, MAY 20, 2004, 9:00 A.M. IN THE COMMUNITY ROOM OF THE MULTI-AGENCY LIBRARY BUILDING

BY: ______________________

Ray House, Clerk

Board Minutes April 22, 2004/pb
DESER T COMMUNITY COLLEGE DISTRICT

MAINTENANCE AND GROUNDS SUPERVISOR

BASIC FUNCTION
Under the direction of the Director Maintenance & Operations, plan, coordinate, direct and participate in the activities of the maintenance and groundkeeping personnel in the maintenance and operation of the Districts buildings, grounds, and related systems and facilities

REPRESENTATIVE DUTIES
Plan, coordinate, direct and participate in the construction, maintenance, operation, repair, and alteration of all District structures and related physical facilities. E
Plan, coordinate, direct, and participate in the planting, cultivating and maintenance of the District grounds, parking lots, sidewalks, playing fields and other related areas. E
Assign, train, supervise, and evaluate personnel; inspect work in progress regarding methods and procedures of work, supply of necessary tools, material and equipment; and prioritize and complete projects in an effective, timely manner. E
Provide oversight for participation in a variety of skilled grounds and maintenance work. E
Schedule and supervise use and application of herbicides, pesticides, fungicides, rodenticides, fertilizers and sterilants in a manner that ensures the health and safety of staff, faculty and students, following accepted health and safety practices and regulations. E
Provide for the proper care, maintenance and repair of District equipment, vehicles and tools. E
Plan and implement maintenance programs; maintain records of maintenance, repairs and use of the District’s mechanical, plumbing, electrical systems; District equipment and tools and vehicles; and building equipment systems such as chillers, cooling towers, boilers, motor control centers, electrical panels, pumps and drives. E
Make determination of ongoing and future levels of stock, materials and equipment; make cost estimates of construction and repair projects and prepare requisitions for needed maintenance and grounds supplies and equipment. E
Assist in preparation of annual budget; monitor and remain within departmental budget; prepare annual budget requests for grounds and maintenance supplies and equipment; maintain appropriate inventory to assure adequate supplies are available. E
Provide for training and development programs for maintenance and grounds personnel; implement maintenance and grounds operations and training manuals; evaluate assigned employees; review incident reports and accident investigations, make necessary corrective actions or recommendations; assign or reassign personnel to meet the District’s business needs or emergencies; interview prospective employees and make recommendations. E
Remain current on pertinent legal and legislative matters as they relate to maintenance, construction or Cal-OSHA issues. E
Implement and maintain required or recommended equipment and systems logs and tracking; maintain required permit and certificates for equipment, systems and programs. E
Direct, supervise and participate in furniture moving, fence mending, emergency repair or clean-up work; assist in the preparation of facilities for athletic and special events. E
Perform related duties as assigned.
NOWLEDGE AND ABILITIES

Knowledge of: Methods, tools, materials, equipment and practices utilized in building and grounds maintenance work; building construction work; plan checking and building inspection as it relates to structural, plumbing, electrical, heating, air conditioning and refrigeration; turf management, arboriculture, horticulture pest and plant disease control and eradication; irrigation principles and controls; athletic field preparation and maintenance; building equipment systems such as chillers cooling towers, boilers, motor control centers, electrical panels, pumps and drives; laws governing construction and repair of public school facilities; principles and practices of supervision; and safe work practices and procedure.

Ability to: Plan, coordinate, supervise, assign and participate in all aspects of the District's building and grounds maintenance activities; read, interpret and work from drawings and blueprints; estimate material and labor costs; plan, schedule and control a diversified maintenance, grounds and operations work program; inspect and supervise the various repairs, construction, maintenance and grounds work system; supervise the safety and proper operation of District equipment including and not limited to vehicles, welders, lifts, mowers, hedgers, and related power equipment; insure the safety of personnel and the proper care of District property and equipment; apply coatings, adhesives, lubricants, specialized chemicals in a safe, effective and appropriate manner; work independently with little direction; analyze situations correctly and adopt an effective course of action, using subordinates effectively; meet schedules and timelines, communicate effectively both orally and in written form with supervisor and assigned personnel; maintain records; make mathematical calculations quickly and accurately; lift, carry, push and pull heavy objects; bend at the waist, kneel or crouch; walk or stand for extended periods of time, climb ladders, operate lifts, tractors or other heavy equipment; establish and maintain effective working relationships with assigned employees, other staff and faculty and others as it relates to the duties of the position.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and five (5) years of increasingly responsible experience in maintenance of grounds, buildings, and HVAC, electrical or plumbing systems. Two (2) years of supervisory experience required and may be included as part of the five years listed above. Related college course work and/or journeymen training experience desirable.

REQUIRED LICENSES AND/OR CERTIFICATES

Possession of or ability to obtain a valid class B California Driver's license.

WORKING CONDITIONS

Both indoor and outdoor work environment. Driving a vehicle to conduct work. Regular exposure to fumes and noise from equipment operations. Working at heights and in tight, enclosed areas.

HAZARDS

Working around and with machinery having moving parts. Working with chemicals, adhesives, and coatings.
### COLLEGE OF THE DESERT

**Appointments and Salary Classification Recommendations for 2004-2005**

**Employment Status:**
- **F** - Faculty
- **N/T** - Non-Teaching
- **M** – Management

**Salary Schedule:**
- **P** – Project
- **E** – Educational Administrator

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Date: April 12, 2004
To: Office of Human Resources
From: Suzann Pell, Director
Educational Support Services
Subject: Part-time Instructors, SPRING 2004

These instructors are appointed for one semester or less, with assignments of 60% or less of a full-time load.

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* First Assignment at COD
Short-Term/Substitute:

1. FERGUSON, Becky
   Senior Office Assistant/Center for Training & Development
   $10.78 per hour, not to exceed 40 hours per week
   April 1, 2004 – May 28, 2004

2. GEBALA, Karen
   Senior Office Assistant/Center for Training & Development
   $10.78 per hour, not to exceed 40 hours per week
   March 18, 2004 – March 31, 2004

3. MORRIS, Edwina
   DSPS Assistant
   $13.10 per hour
   March 8, 2004

4. RIDGEWAY, Douglas
   Theatre Technician/Performing Arts
   $15.17 per hour, not to exceed 37 hours per week
   March 17, 2004 – May 28, 2004

5. GOLDS, Connie
   Interpreter, Disabled Student Programs & Services
   $19.36 per hour, as needed
   March 25, 2004 – June 30, 2004

6. LUDWICK, Betty
   Interpreter, Disabled Student Programs & Services
   $25.95 per hour, not to exceed 19.5 hours per week
   March 10, 2004 – May 28, 2004

B. Student Workers/Tutors:

1. RIVERA, Jr., Ismael
   Proctor, Disabled Student Programs & Services
   $7.00 per hour, not to exceed 20 hours per week
   February 25, 2004 – June 30, 2004

2. BOSKOVIC, Sasha
   Student Worker, Athletics/HPER
   $6.75 per hour, not to exceed 20 hours per week
   March 1, 2004 – May 28, 2004

3. CATALON, Carlos
   Student Worker/Athletics/HPER
   $6.75 per hour, not to exceed 20 hours per week
   March 3, 2004 – May 28, 2004
4. CRANE, Lieby
   Student Worker, Child Development Center
   $6.75 per hour, not to exceed 20 hours per week
   March 23, 2004 – June 30, 2004

5. GNAKOURI, Achille
   Student Worker/Applied Science
   $6.75 per hour, not to exceed 20 hours per week
   March 2, 2004 – June 30, 2004

6. HACHIMORI, Mio
   Student Worker/Visual Arts
   $6.75 per hour, not to exceed 20 hours per week
   March 9, 2004 – June 30, 2004

7. MATSUO Keisuke
   Student Worker, Library
   $6.75 per hour, not to exceed 20 hours per week
   February 27, 2004 – May 28, 2004

8. MC SWAIN, Carroll
   Student Worker/Child Development Center
   $6.75 per hour, not to exceed 20 hours per week
   March 1, 2004 – June 30, 2004

9. MONDRAGON, Juana
   Student Worker/Child Development Center
   $6.75 per hour, not to exceed 20 hours per week
   March 1, 2004 – June 30, 2004

10. SANCHEZ, Elisa
    Student Worker/Athletics/PER
    $6.75 per hour, not to exceed 15 hours per week
    March 4, 2004 – May 28, 2004

11. SANCHEZ, Sergio
    Student Worker/Athletics/PER
    $6.75 per hour, not to exceed 20 hours per week
    February 23, 2004 – May 28, 2004

12. SATOMURA, Natsuko
    Student Worker/Applied Science
    $6.75 per hour, not to exceed 20 hours per week
    March 9, 2004 – June 30, 2004

13. CERNA, Maribel
    Tutor/Upward Bound
    $7.00 per hour, not to exceed 19 hours per week
    March 8, 2004 – June 30, 2004
14. CURRIER, Kevin  
Tutor / Hispanic Serving Institute  
$7.00 per hour, not to exceed 19.5 hours per week  
March 20, 2004 – June 30, 2004

15. JAIME Jr., Francisco  
Tutor / Hispanic Serving Institute  
$7.00 per hour, not to exceed 12 hours per week  
March 22, 2004 – June 30, 2004

16. JAY, Erin  
Tutor, ASC Gen/DSPS/EOPS/ACES  
$7.00 per hour, not to exceed 20 hours per week  
March 10, 2004 – June 30, 2004

17. JONES, Christina  
Tutor, ASC Gen/DSPS/EOPS/ACES  
$7.00 per hour, not to exceed 20 hours per week  
March 4, 2004 – June 30, 2004

18. KIDWELL, John  
Tutor, ASC Gen/DSPS/EOPS/ACES  
$7.00 per hour, not to exceed 20 hours per week  
March 4, 2004 – June 30, 2004

19. MORROW, Gerry  
Tutor, ASC Gen/DSPS/EOPS/ACES  
$7.00 per hour, not to exceed 20 hours per week  
February 19, 2004 – June 30, 2004

20. SPARTI, Michael  
Tutor, ASC Gen/DSPS/EOPS/ACES  
$7.00 per hour, not to exceed 20 hours per week  
February 6, 2004 – June 30, 2004

21. UEDA, Nami  
Tutor, ASC Gen/DSPS/EOPS/ACES  
$7.00 per hour, not to exceed 20 hours per week  
March 2, 2004 – June 30, 2004

22. URANO, Hiromi  
Tutor, ASC Gen/DSPS/EOPS/ACES  
$7.00 per hour, not to exceed 20 hours per week  
March 1, 2004 – June 30, 2004
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Board of Trustees Meeting
April 22, 2004

LIST OF CONTRACTS

Contract Summaries:

Abel Krieger & Wilmeth Certified Public Accountants

In conjunction with the CalWORK’s Work Study program, this employer will be paying the student’s earnings and the College will reimburse the employer for a percentage share (50%) of the expense from CalWORK’s monies budgeted for this purpose.

County of Riverside, Department of Public Social Services

The First Amendment to the Sub-Lease for facilities on Monroe Street in Indio, provides for the exercise of the first of four separate three year option periods. This First Amendment extends the lease to August 31, 2007. The monthly rent increase and the ending of the additional rent payment for improvements results in a 10 - 15% increase. There are sufficient funds to cover the increase in the EVC lease budget.

Desert Aids Project

This affiliation agreement is for providing clinical learning experience for students in nursing programs at the College. The agreement is subject to an annual review and there is no direct charge to the College for the use of the facilities.

Terra Nova Planning & Research Inc

The agreement letter provides for environmental and administrative services in association with the construction of a new parking lot and relocation of Street Fair Venue. The lot will be in the northwest corner of the campus. The estimated cost for these services is just under $10,000. The District will be reimbursed from Bond Revenue.
Attachment #7

DESERT COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SERVICES

GIFT/DONATION REVIEW FORM

Division/Department Recommending Acceptance of Gift: COMMUNICATION & VISUAL ARTS

Description of Gift: 2 Macintosh Computers, Monitors, Keyboards and computer accessories.

Estimated Value (if included by Donor): unknown

Proposed Use and Benefit of Gift: used by The Chapparel Newspaper
Students are now able to have Quark available on every computer in the newspaper production lab.

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): none

Are Related Costs Budgeted in Division? N/A

Additional Comments:

DONOR INFORMATION

Donor Name: Mr. David A. Fletcher
Churchill Management Group

Address: 73-061 El Paseo, Suite 200
Palm Desert, CA 92260

Phone: 341-4888

SIGNATURES/APPROVALS

Division Chair 3/30/04
Division

CFO or CBO 3/31/04
CFO or CBO

Superintendent/President Date

Parents
Division/Department Recommending Acceptance of Gift: COMMUNICATION & VISUAL ART

Description of Gift: 5 Macintosh Computers, Monitors, Keyboards & accessories for the computers (used in excellent condition)

Estimated Value (if included by Donor): unknown

Proposed Use and Benefit of Gift: Used by the Chaparral campus newspaper (see attached)

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): $500 for installation paid by The Chaparral Club Account

Are Related Costs Budgeted in Division? N/A

Additional Comments:

DONOR INFORMATION

Donor Name: Mr. Jared Solomon
Computer Gallery

Address: 44-900 San Pablo Ave.
Palm Desert, CA 92260

Phone: 779-1001

SIGNATURES/APPROVALS

Division Chair: __________ 3/30/04

CIO or CBO: __________ 3/31/04

Superintendent/President: __________ Date
division/department recommending acceptance of gift: Communication & Visual Arts

Description of Gift: "Standing with our Fathers...Past, Present and Future" 15 ft. stainless steel, aluminum, enamel sculpture

Estimated Value (if included by Donor): $18,206.77

Proposed Use and Benefit of Gift: Sculpture Garden at Walter N. Marks Gallery

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): -0-

Are Related Costs Budgeted in Division? N/A

Additional Comments: Installed on Feb. 10, 2004

Donor Information

Donor Name: Barbara N. Shire

Address: 1850 Echo Park Avenue
Los Angeles, CA 90026

Phone: 323-662-8067

Donor Information

Signatures/Approvals

Division Chair: [Signature] 3-1-04

CIO or CEO: [Signature] Date

Superintendent/President: [Signature] Date
Division/Department Recommending Acceptance of Gift: COMMUNICATION & VISUAL ART

Description of Gift: 5. Macintosh Computers, Monitors, Keyboards & accessories for the computers (used in excellent condition)

Estimated Value (if included by Donor): unknown

Proposed Use and Benefit of Gift: Used by the Chaparral campus newspaper (see attached)

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): $500 for installation paid by The Chaparral Club Account

Are Related Costs Budgeted in Division? N/A

Additional Comments:

DONOR INFORMATION

Donor Name: Mr. Jared Solomon
Computer Gallery

Address: 44-900 San Pablo Ave.
Palm Desert, CA 92260

Phone: 779-1001

SIGNATURES/APPROVALS

Division Chair 2/30/04

CFO or CBO 3/3/04

Superintendent/President 3/3/04
DESERt COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE SERVICES

GIFT/DONATION REVIEW FORM

Division/Department Recommending Acceptance of Gift: HEALTH SCIENCES/ECE DIVISION

Description of Gift: BOOKS

Estimated Value (if included by Donor): $175.00

Proposed Use and Benefit of Gift:

Add books to Learning Resource Room in division will benefit nursing students

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc): NONE

Are Related Costs Budgeted in Division?

N/A

Additional Comments:

DONOR INFORMATION

Donor Name: Mr. John Buell

Address: 1108 Paseoorado
Cathedral City, CA
Phone: 860-36959

SIGNATURES/APPROVALS

ναινκ Εμεσμ 3/18/04
Division Dean Date

CIO or CBO Date

Superintendent/President Date
### Undistributed Reserve

#### General Fund - Unrestricted

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#### General Fund - Restricted

##### Staff Diversity

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I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order by Vice Chairman Hayden, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES HAYDEN, HOUSE, STEFAN AND SUITT WERE PRESENT. TRUSTEE GRAY WAS EXCUSED. STUDENT TRUSTEE BONDYRA WAS ALSO PRESENT.

III. ADJOURN TO CLOSED SESSION

IV. AGENDA ITEMS – CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION—Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9; No. of cases: 1

2. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay

V. RECONVENE TO OPEN SESSION—ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY)

Vice Chairman Hayden reported that by a unanimous vote of 4-0-1, the Board of Trustees retained the counsel of Fitzgerald and Mule to conduct a legal review and make recommendations regarding Desert Community College District's relationship with, and the structure of, multiple ancillary organizations.

VI. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mrs. Suits, seconded by Dr. Stefan, to approve the agenda of May 20, 2004. Motion carried.
VII. APPROVAL OF MINUTES OF THE REGULAR MEETING OF APRIL 22, 2004: It was moved by Mr. House, seconded by Mrs. Suits, to approve the minutes of the Regular Meeting of April 22, 2004. Motion carried.

VIII. PUBLIC COMMENTS: Mrs. Suits introduced a guest—Ms. Figuroa, who is a member of the community and has expressed an interest in the college.

Associate Professor of Art, Judith Cook, requested to address the Board of Trustees during the public comment section of the agenda. Associate Professor Cook indicated that, along with teaching, she has served as curatorial administrative assistant and a member of the faculty advisory board for the Walter Marks Center for the Arts this past academic year. She expressed that she wanted to publicly thank Dr. Sheehan for the commendable job she did with the arts center for the first year and that she kept everyone involved with the center focused on education. She also thanked David Einstein on behalf of staff, students, faculty and members of the community and remarked that, under his leadership, many positive educational programs occurred and docents were trained to provide educational informal lectures to individuals, schools and private groups. A sculpture garden was started and an international art magazine featured the College of the Desert campus.

Associate Professor Cook expressed special thanks to Dr. Sheehan and David Einstein for setting the level of standards for the Walter Marks Center. She also thanked the Board of Trustees and members of the college and community. She thanked Sam Hook and the Foundation for the management of funds for the Dumont scholarship Foundation in Los Angeles which has previously donated $25,000 for scholarships and will provide $300,000 in future scholarships at $100,000 per year.

IX. CONSIDERATION OF CONSENT AGENDA: It was moved by Mrs. Suits, seconded by Dr. Stefan, that the Board approve the Consent Agenda. Motion carried.

A. SUPERINTENDENT/PRESIDENT:

1. Placeholder – Out of State/Out-of-Country Travel: None

2. Out-of-State/Out-of-Country Travel

Approved by consent motion, to approve the out-of-state travel for Dr. Maria C. Sheehan to attend the Kellogg MSI Leadership Program June 3-5 in Mexico City. There is no cost to the District for this trip.
B. HUMAN RESOURCES:

1. **Classified - Appointment:**
   
   Approved by consent motion, to ratify the appointment of the following individual on the effective date indicated:

   Becky Ferguson, Secretary, Center for Training and Development/ETTC, 1.00 FTE, 40 hours, 12 months, effective April 30, 2004

2. **Classified—Resignation:**

   Approved by consent motion, to ratify the resignation of the following individual on the effective date indicated:

   Sally Diggs, Child Development Specialist, Child Development Center, .49 FTE, 9 months, effective May 28, 2004

3. **Classified—Reclassification:**

   Approved by consent motion, to ratify the reclassification of the following individual on the effective date indicated:

   Jesus Madrid, Groundskeeper, Maintenance & Operations, 1.00 FTE, 12 months, Range 8, Step B to Range 9, Step B, effective May 1, 2004

4. **Classified – Extension of Assignment:**

   Approved by consent motion, to approve the extension of assignment for the following employees on the effective date indicated:


   Nori Bambusch, Administrative Secretary, Applied Sciences/Business, 1.00 FTE, 10 months, Range 10, Step J, $3,757.00, increased to 12 months for 2004/2005 academic year July 1, 2004 – June 30, 2005

   Valorie Bryan-Stiff, Administrative Secretary, Mathematics/Science/Social Science, 1.00 FTE, 10 months, Range 10, Step J, $3,757.00, effective June 10, 2004 – June 30, 2004
Valorie Bryan-Stiff, Administrative Secretary, Mathematics/Science/Social Science, 1.00 FTE, 10 months. Range 10, Step J, $3,757.00, increased to 12 months for 2004/2005 academic year July 1, 2004 – June 30, 2005

Dayavati Muragan, Administrative Secretary, Communication/Visual Arts, 1.00 FTE, 10 months, Range 10, Step B, $2,676.00, effective June 10, 2004 – June 30, 2004

Dayavati Muragan, Administrative Secretary, Communication/Visual Arts, 1.00 FTE, 10 months, Range 10, Step B, $2,676.00, increased to 12 months for 2004/2005 academic year July 1, 2004 – June 30, 2005

Stephanie Garcia, Library Technical Services Specialist, Library, .48 FTE, 9 months, Range 9, Step C, $15.24 per hour, effective June 14, 2004 – July 29, 2004

Roberta Larsen, Administrative Secretary, Developmental Education, 1.00 FTE, 11 months, Range 10, Step H, $3,603.00, effective June 1, 2004 – June 30, 2004

Dennis Lid, Instructional Support Assistant, Developmental Education, .49 FTE, 9 months, $13.79 per hour, effective June 7, 2004 – July 29, 2004

Jose Lopez, Instructional Support Assistant/ABE, .33 FTE, 9 months, Range 8, Step F, $16.08 per hour, effective June 10, 2004 – July 29, 2004

Eileen Snyder, Secretary, Hispanic Serving Institute, .49 FTE, 9 months, Range 7, Step A, $12.48 per hour, effective June 1, 2004 – June 30, 2004, and August 2, 2004 – August 24, 2004

Bonnie Sutherland, Instructional Support Assistant, Disabled Student Program and Services, .40 FTE, 9 months, Range 8, Step B, $13.79 per hour, effective June 8, 2004 – July 28, 2004.

Judith Tomak, Instructional Support Assistant/ABE, .49 FTE, 10 months, Range 8, Step 4, $15.28 per hour, effective June 10, 2004 – July 29, 2004

John Williams, Security Officer, 1.00 FTE, 10 months, effective June 10, 2004 – August 8, 2004
5. **Classified - Voluntary Reduction of Hours:**

Approved by consent motion, to approve a voluntary reduction for the number of months worked for the following individual:

Shirley Hartley, Child Development Center Assistant, Child Development Center, 12 months reduced to 11 months, effective July 16, 2004 through August 15, 2004

6. **Classified – Job Description:**

Approved by consent motion, to approve the job description for the Lead Security Officer and Accounting Assistant Positions.

7. **California School Employees Association (CSEA Chapter #407) – Public Hearing:**

It was moved by Dr. Stefan, seconded by Mr. House, that the Board of Trustees receive CSEA's contract re-openers and conduct a public hearing regarding the CSEA contract re-openers on the following articles:

Article VII: Compensation  
Article IX: Health and Welfare Benefits  
Article XIX: Discipline  
Article XVIII: Layoff

Motion carried.

Vice Chairman Hayden opened the public hearing. There were no public comments. Vice Chairman Hayden closed the public hearing.

8. **District Proposal – California School Employees Association (CSEA), Chapter 407, Contract Re-openers – 2nd Reading:**

It was moved by Dr. Stefan, seconded by Mrs. Suitt that the Board of Trustees receives the District’s proposal to California School Employees Association (CSEA), Chapter 407 for a 2nd reading as follows:

Article VII--Compensation  
Article VI -- Classification and Reclassification  
Article XI – Hours

Motion carried.
9. **CCA/CTA Re-openers: 2nd Reading:**

A public hearing was conducted relative to CCA/CTA's contract re-openers on the following articles:

- Article VIII – Compensation
- Article IX – Health and Welfare Benefits
- Appendix B – Faculty Professional Advancement

Vice Chairman Hayden opened the public hearing. There were no public comments. Vice Chairman Hayden closed the public hearing.

10. **District Proposal – CCA/CTA Re-openers: 2nd Reading:**

A public hearing was conducted regarding the District’s proposal to the Faculty Association (CCA/CTA) on the following articles:

- Article VIII – Compensation
- Article IX – Health and Welfare Benefits
- Appendix B – Faculty Professional Advancement

Vice Chairman Hayden opened the public hearing. There were no public comments. Vice Chairman Hayden closed the public hearing.

11. **Coordinator - Appointment:**

Approved by consent motion, to ratify the appointment of the following individual as coordinator for the 2004/2005 academic year:

Tom Gillman, Coordinator, Virtual Valley Center, .60 FTE, July 1, 2004 – June 30, 2005

12. **Desert Community College District Faculty Association (CCA/CTA) Supplemental Early Retirement Program – Reduced Workload:**

Approved by consent motion, to approve the reduced workload assignment option of the Supplemental Early Retirement Program for members of the Desert Community College District Faculty Association (CCA/CTA) as follows:

- Paul Bowie, Professor Biology and Botany 50%
- Eileen Hackett, Professor, Nursing 80%
- Terry Nicholson, Professor, Theatre Arts 80%
Doug Walker, Professor, Agriculture and Natural Resources 80%

13. **Faculty – Extended Day Listing, 2004-2005:**

Approved by consent motion, to ratify the attached 2004-2005 extended day listing, effective July 1, 2004. (Attachment #1)

14. **Faculty – Extension of Assignment:**

Approved by consent motion, to approve the additional extension of assignment for the following individual as indicated:

Basil Augustine, Counselor, 1.00 FTE, effective July 1, 2004 to August 30, 2004—an additional 61 days

15. **Faculty – Professional Advancement:**

Approved by consent motion, to ratify the professional advancement of the following individual on the effective date indicated:

Geoffrey Hagopian, Professor, Mathematics, 1.00 FTE, Range IV, Step 15, effective August 26, 2004

16. **Management and Supervisors - Retirement:**

Approved by consent motion, to ratify the Incentive Program participation and retirement of the following individual on the effective date indicated:

Suzann Pell, Director, Educational Support Services, effective August 6, 2004

17. **Placeholder – Classified Supervisor – Job Description:**

17. A. It was moved by Dr. Stefan, seconded by Mr. House, to approve the job description for the position of Supervisor, Off Campus Programs.

18. **Placeholder – Classified Supervisor Appointment:**

None
19. Volunteers:

Approved by consent motion, that the Board of Trustees approves the employment of various volunteers as follows:

Barrie Getz
Lena Reyna
Ken White

20. Hourly Personnel – Classified/Students/Tutors:

Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments. (Attachment #2)

21. Employment Agreements:

Approved by consent motion, to ratify the listing of employment agreements as provided in the attachment. (Attachment #3)

22. Management Contracts:

Approved by consent motion, to approve the issuance of Vice President of Administrative Services administrator employment contract for the period June 30, 2004 through June 30, 2007 as provided in Education Code Section 72411.

C. INSTRUCTION:

1. Placeholder – Out-of-State/Out-of-Country Travel: None

1.A. Out-of-State/Out-of-Country Travel:
It was moved by Mr. House, seconded by Dr. Stefan, to approve the out-of-state travel for Fred Fimbres to attend and assist a football training camp on May 20-22, 2004 at Nova Southeastern University in Davie, Florida. Motion carried.

2. Approval of Out-of-State/Out-of-Country Travel:

Approved by consent motion, to approve out-of-state travel for Terry Schukart to travel to Lake Tahoe, Nevada June 6-8, 2004 to attend the 2003-2004 California Athletic Directors’ spring meeting.
8. B. Approval of Post-Sabbatical Report:

Associate Professor of English as a Second Language and Adult Basic Education, Fred Vescial, thanked the Board of Trustees for the opportunity to take a sabbatical. He reported that the purpose of his sabbatical was to investigate the feasibility of adding on-line classes to the Development Education Division. In the fall of 2002, Associate Professor Vescial took a certificate course in on-line teaching at another community college. In the spring of 2003, he visited and communicated with community colleges and adult schools. He also learned how to put multi-media into an on-line environment. Following his research and study, he reached a conclusion that he did not feel English as a Second Language students are ready for on-line courses.

It was moved by Mr. House, seconded by Mrs. Suitt, to approve the post-sabbatical report for Fred Vescial. Motion carried.

9. Placeholder for Nominations for Emeritus Status:

9. A. Approval of Nominations for Emeritus Status:

It was moved by Mr. House, seconded by Dr. Stefan that the Board of Trustees approves nominations for Emeritus Status for the following faculty:

Professor Rita Ramirez Dean
Professor Robert B. Jordan
Professor David Wilson Salter
Professor John C. Tamulonis
Professor Joy E. Wentz

Motion carried.

D. STUDENT SERVICES:

1. Placeholder for Out-of-State/Out-of-Country Travel: None

1. A. Out-of-State Travel:

It was moved by Dr. Stefan, seconded by Mr. House, to approve out-of-state travel for Adrian Gonzales to attend the 2004 National Community College Hispanic Council (NCCHC) Leadership Fellows Program to be held June 3-6, 2004 in Raleigh, North Carolina. All expenses will be paid from the Foundation President’s Fund. There is no cost to the District. Motion carried.
3. **Approval of Out-of-State/Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-state travel for Nina Babiarz from June 23-27, 2004 to attend the NAFTC quarterly meeting in Williamsburg, Virginia.

4. **Approval of Out-of-State/Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-state travel for Eileen Hackett to travel to Philadelphia, Pennsylvania, June 10-14, 2004, to attend the Drexel University Nursing Education Institute Conference.

5. **Approval of Curriculum Modifications for 2004-05 Academic Year:**

   It was moved by Mrs. Suit, seconded by Mr. House, to approve the curriculum modifications for the 2004-05 academic year. Motion carried.

6. **Approval of Annual Report for the Child Development Center:**

   Approved by consent motion, to approve and sign the Annual Report for the College of the Desert Child Development Center.

7. **Approval of Articulation Agreements with Foreign Colleges:**

   Approved by consent motion, to approve International Agreements to articulate courses with ECC Kokusai College of Foreign Languages of Osaka, Japan, and Tokyo International College of Tokyo, Japan.

8. **Placeholder for Post-Sabbatical Reports:**

8. A. **Approval of Post-Sabbatical Report:**

   Professor of Biology, Chris Totten thanked the Board of Trustees for her sabbatical leave opportunity. She reported that the focus of her project centered around cancer. She developed a Cancer Resource Guide for the Coachella Valley to enable people to find appropriate treatment. She researched local resources for the book. It is available free to patients or $5.00 per copy. She also designed a course related to cancer which provides 45 continuing education units to individuals completing the course.

   It was moved by Mr. House, seconded by Mrs. Suit, to approve the post-sabbatical report for Mary K. (Chris) Totten. Motion carried.
VII. REPORTS:

1) GOVERNING BOARD:

Student Trustee Magda Bondyra said goodbye and thanked the Board of Trustees for the experience she received as a student member of the Board. Ms. Bondyra will be going to California State University - San Bernardino to obtain a B.A. in Psychology.

Trustee Suitt—No Report

Trustee Stefan reported that she attended a women leaders forum with Dr. Sheehan a week ago on Saturday. She indicated that they met a lot of women that were prominent in the valley.

Trustee House referenced the Los Angeles Times in terms of finding out what is going on in other places in the community college system. He expressed that “we are fortunate and it has been rewarding that people have harmony in the valley and in the college with a faculty, staff and board that work together for the good of all—especially for the kids.”

2) Academic Senate: Chris Nelson reporting. Academic Senate President Nelson noted that this agenda included a request for approval of nominations for emeritus status for several faculty and introduced Professor Rita Dean as a new emeriti faculty member. He praised the budget document format and commended the leadership of Dr. Sheehan and Dr. Randall in eliminating a huge budget deficit in three years and putting the college on sound financial footing.

Senate President Nelson reported that the Academic Senate has been working on a number of projects and has taken on a huge number of major tasks. He reported that the annual report from the Curriculum Committee reported that over 200 courses required renewal status and 189 have been processed by the committee to-date. Twenty-five program modifications were also reviewed as well as forty-one course deactivations. Curriculum Committee Chair, Zerryl Becker, developed an on-line handbook to assist faculty with conducting course reviews. All course outlines are also on-line. A subcommittee completely revised the Program Review Model to comply with accreditation standards.

Senate President Nelson reported that the Professional Standards and Ethics Committee is working on a standardized job description for faculty, faculty service areas and trying to complete the grievance process. The Sabbatical Leave subcommittee is working on a proposal for revised contract language for sabbatical leaves. The Educational Technology Committee has
developed a description and a set of standards for hybrid on-line courses and revised procedures for bringing forward new technology on campus.

Senate President Nelson commended the Faculty Development Committee for an extraordinary job with regard to the Flex program. He indicated that he is personally working on accreditation and the planning process at present.

3) **CSEA**: Joyce Moore reporting. CSEA President Moore reported that CSEA is celebrating Classified Employees’ Week. She noted that she was wearing her union regalia of buttons and pins that represent years of training, education and participation in activities to gain knowledge of labor law and how to protect the rights of employees. She also reported that last Saturday evening she was named regional member of the year in Southern California and given a plaque and jacket at the Biltmore Hotel in San Bernardino.

CSEA President Moore thanked Jack Randall for all the work he has done this year and that it was a pleasure to work with him on the Budget Committee.

CSEA President Moore noted that that negotiation dates have been set for the first week in July.

A letter was read by CSEA President Moore relative to Senate Bill 1419 sponsored by CSEA pertaining to contracting out classified jobs. She indicated that the current legislation in place does not prevent districts from contracting out work, but requires accountability. She reported that school boards and administrators are in favor of repealing the current legislation. CSEA President Moore asked for the Board’s support in retaining the current legislation that provides for accountability and protects classified jobs.

4) **CCA/CTA**: Ty Thomas Reporting. CCA President Thomas reported that the CCA/CTA Board has new members. C.D. Jackson is a member-at-large and will be moving to Developmental Education next year. Denise Diamond is Vice President and President Elect; Clayton Mayes has been appointed a member of the negotiating team, along with Jack Tapleshay and himself.

CCA President Thomas thanked Chris Nelson for his hard work as a member-at-large and Academic Senate President. He noted that in the fall, elections will be held for secretary and member-at-large. On behalf of the CCA/CTA Executive Board, CCA President Thomas thanked the retirees and wished them well.
During the summer, CCA President Thomas indicated that the CCA Executive Board and negotiating team will be sharing ideas. He commented on the fact that the college went from a $900,000 deficit to a $200,000 plus balance in the budget and stated it is a “tribute to all our stewardship”.

CCA President Thomas commented that by working together to solve problems this year, there have not been any grievances. He thanked Dr. Randall for a beautiful budget and for his professionalism. He also thanked Student Trustee Magda Bondyna and wished her well.

5) **C.O.D.A.A.** Jessica Scarffe reporting. C.O.D.A.A. Negotiator, Jessica Scarffe, echoed the comments from the previous reports that the turnaround in the college’s budget is due to the leadership team working in a collaborative way with constituents on campus. She reported that an MOU has been signed in negotiations with C.O.D.A.A. and now C.O.D.A.A. can focus on bigger issues such as part-time compensation state-wide. Ms. Scarffe thanked Dr. David Bugay, Dr. Rey Ortiz and Terry Schukart for their efforts during negotiations.

6) **ASCOD**: No report

7) **SUPERINTENDENT/PRESIDENT**:

A) **STATE OF THE COLLEGE**:

Dr. Jack Randall served as Acting Superintendent/President in Dr. Sheehan’s absence. Dr. Randall noted that approximately 100 classified employees will be honored as “strongest links” in classified staff at a brunch tomorrow morning. Over forty employees were nominated more than once. The brunch will be paid for by Foundation funds.

Dr. Randall asked Dr. Gari Browning to provide an update on accreditation to the Board. Dr. Browning reported that the next accreditation visit is March, 2005 and that the District is responding to new standards. She noted that there are five teams of District employees responding to four standards with a faculty and administrative co-chair for each team as well as faculty and staff serving on each team. Assistant Professor of English, Amy DiBello, will serve as editor of the self-study. Dr. Browning indicated that a draft will be available by the end of July and there is a Flex activity planned in the fall to allow for review and response to the draft. The final draft will be forwarded to the Board in December and to the Accrediting Commission in January of 2005.

Dr. Browning also reported that there will be an expansion of summer offerings this year to 230 sections of class. She noted that enrollment is
going well and that the first effort for on-line registration is also going well.

B) RECOGNITION ITEMS: None

C) BOARD COMMUNICATIONS: None

X. SUGGESTIONS FOR FUTURE AGENDAS: Mr. Hayden suggested a report on ideas to encourage students to take classes to help make cap. Mrs. Suitt requested a report back to the Board as she had received some negative feedback pertaining to the short semester and students having to hire tutors—especially in math and science courses. She also requested a report on earthquake preparedness for the July agenda.

XI. ADJOURN TO SECOND CLOSED SESSION

XII. AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION—Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9; No. of cases: 1

2. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. David Bugay

XIII. RECONVENE TO OPEN SESSION—ANNOUNCE ACTION TAKEN AT SECOND CLOSED SESSION (IF ANY):

Vice Chairman Hayden reported that no reportable action was taken during the second closed session of the Board of Trustees.

XIV. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON THURSDAY, JUNE 17 20, 2004, 9:00A.M. IN THE COMMUNITY ROOM OF THE MULTI-AGENCY LIBRARY BUILDING

BY: Ray House, Clerk

Ray House, Clerk

Board Minutes May 20, 2004/pb
EXTENDED DAY LISTING
2004 – 2005

Student Services/Learning Resources:

* Viola Benson 25 200
* Maria Jasso 25 200
Chris Nelson 17 192
* Michael O’Neill 25 200

Center for Training and Development:

* Wendy Flint 20 195

Academic Affairs:

* Tom Gillman 10 185
Claudia Derum 10 185
* Carl Farmer 17 192
A. Short-Term/Substitute:
   1. ALCANTAR, Sheila  
      Secretary, Eastern Valley Center  
      $11.32 per hour, not to exceed 8 hours per week  
      April 15, 2004 – May 28, 2004

   2. CRESON, Kimberly  
      Admissions & Records Technician  
      $11.89 per hour, not to exceed 24 hours per week  
      April 5, 2004 – April 15, 2004

   3. DIAZ, Ivonne  
      Child Development Specialist  
      $12.48 per hour  
      April 14, 2004 – June 30, 2004

   4. MAJESTIC, Gerry Ann  
      Senior Office Assistant/Child Development Center  
      $11.89 per hour, not to exceed 20 hours per week  
      April 18, 2004 – May 3, 2004

   5. MARTINEZ, Lorraine  
      Secretary, Eastern Valley Center  
      $11.32 per hour, 19.5 hours per week  
      May 3, 2004 – June 30, 2004

   6. OSHINS, Deena  
      Senior Office Assistant, Center for Training & Development  
      $10.78 per hour, not to exceed 40 hours per week  
      May 3, 2004 – June 30, 2004

   7. PADILLA, Cynthia  
      Admissions & Records Technician  
      $11.89 per hour, 24 hours per week  
      April 5, 2004 – June 30, 2004

   8. YAMAMOTO, Sandy  
      Admissions & Records Technician  
      $11.89 per hour, 24 hours per week  
      April 19, 2004 – June 30, 2004

B. Student Workers/Tutors:
   1. CZAJA, Jacek  
      Student Worker, Friends of the Library Book Sale  
      $6.75 per hour, not to exceed 8 hours per day  
      March 13, 2004 – March 17, 2004
2. **Out-of State Travel:**

Approved by consent motion, to ratify out-of-state travel for Carlene Gibson to attend the annual conference of the California Association of Community College Registrars and Admissions Officers (CACCRAO), May 3-5, 2004 at Lake Tahoe, Nevada. All expenses will be paid from the Pell Grant Administrative Allowance fund.

3. **Out-of-State Travel:**

Approved by consent motion, to approve out-of-state travel for Adrian Gonzales, Doug MacIntire, Jose Simo, Bill Bailey and Chris Nelson to attend the National Resource Center 17th International Conference on the First-Year Experience, June 14-17, 2004 in Maui, Hawaii.

4. **Out-of-State Travel:**

Approved by consent motion, to approve out-of-state travel for Dr. Edward Morante and Khanh Hoang to attend the 2004 Proposal Writing Workshop June 14-15, 2004 in Washington, D.C.

5. **Placeholder for Approval of WorkAbility III Contract—2004-07:**

Dr. Ramirez requested that this item be tabled until the next Board meeting as the contract had not yet been received. It was moved by Dr. Stefan, seconded by Mr. House, to table the approval of the WorkAbility III contract with the State Department of Rehabilitation.

E. **ADMINISTRATIVE SERVICES:**

1. **Approval of Warrant Lists:**

Approved by consent motion, to ratify approval of the warrant lists in the amount of $1,367,362.36.

2. **Approval of Payroll #10:**

Approved by consent motion, to approve payroll #10 in the amount of $2,089,571.78 as follows:

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<td><strong>TOTAL</strong></td>
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3. **Approval of Contracts:**

Approved by consent motion, to approve and ratify contracts as attached: (Attachment # 4)

4. **Quarterly Financial Report for 2003-04:**

Approved by consent motion, to approve the quarterly financial report for 2003-04.

5. **Review of Partnership for Excellence:**

Approved by consent motion, that the Board of Trustees receives the 2003-04 proposed expenditure report for the Partnership for Excellence allocation.

6. **Budget Transfers:**

Approved by consent motion, that the Board of Trustees approves budget transfers.

7. **Resolution to Transfer Funds – Insurance Reserve:**

It was moved by Dr. Stefan, seconded by Mrs. Suitt, to adopt a Resolution approving transfer of funds from the District’s General Fund to the Insurance Reserve Fund.

Roll call vote was taken as follows: Trustee House—Aye; Trustee Hayden—Aye; Trustee Stefan—Aye; and Trustee Suitt—Aye. Noes—0. Absent—1. The Resolution was adopted by a vote of 4-0-1.

8. **Resolution to Establish Bond Interest and Redemption Fund:**

It was moved by Dr. Stefan, seconded by Mrs. Suitt, to adopt the Resolution establishing a bond interest and redemption fund.

Roll call vote was taken as follows: Trustee House—Aye; Trustee Hayden—Aye; Trustee Stefan—Aye; and Trustee Suitt—Aye. Noes—0. Absent—1. The Resolution was adopted by a vote of 4-0-1.

9. **First Reading of the 2004-05 Tentative Budget:**

The Board of Trustees accepted for a first reading, the 2004-05 Budget Assumptions and Tentative Budget in preparation for the approval of the Tentative Budget at its June meeting.
2. DUARTE, Karla  
Student Worker, Financial Aid  
$6.75 per hour, not to exceed 20 hours per week  
March 6, 2004 – June 30, 2004

3. GREGORY, David  
Student Worker/Disabled Student Programs & Services  
$6.75 per hour, not to exceed 20 hours per week during school  
not to exceed 32 hours per week during summer session  
April 26, 2004 – June 30, 2004

4. HERNANDEZ, Dagoberto  
Student Worker, Information Systems  
$6.75 per hour, not to exceed 20 hours per week  
March 6, 2004 – June 30, 2004

5. HOSHI, Mitsue  
Student Worker/Friends of the Library Book Sale  
$6.75 per hour, not to exceed 8 hours per day  
March 13, 2004 – March 17, 2004

6. INFANTE, Angelica  
Student Worker/Developmental Education  
$6.75 per hour, not to exceed 20 hours per week  
March 22, 2004 – April 2, 2004

7. IWASAKI, Tadashi  
Student Worker/Friends of the Library Book Sale  
$6.75 per hour, not to exceed 8 hours per day  
March 13, 2004 – March 17, 2004

8. MASCOTO, Michelle  
Student Worker/Athletics  
$6.75 per hour, not to exceed 15 hours per week  
March 6, 2004 – June 30, 2004

9. MATSUO, Keisuke  
Student Worker/Friends of the Library Book Sale  
$6.75 per hour, not to exceed 8 hours per day  
March 13, 2004 – March 17, 2004

10. NISHII, Emiko  
Student Worker/Marks Art Gallery  
$6.75 per hour, not to exceed 20 hours per week  
April 14, 2004 – June 30, 2004

11. OROZCO, Cynthia  
Student Worker/Hilb Center  
$6.75 per hour, not to exceed 20 hours per week  
March 6, 2004 – June 30, 2004
12. PERIC, Nicolas  
Student Worker/Athletics/HPER  
$6.75 per hour, not to exceed 20 hours per week  
February 23, 2004 – May 28, 2004

13. YAMAMOTO, Hiroko  
Student Worker/Library  
$6.75 per hour, not to exceed 10 hours per week  
December 1, 2003 – May 28, 2004

14. CASTILLO, Janet  
Tutor / Hispanic Serving Institute  
$7.00 per hour, not to exceed 19 hours per week  
April 23, 2004 – June 30, 2004

15. RUIZ, Maria  
Tutor / Child Development Center  
$7.00 per hour, not to exceed 20 hours per week  
April 14, 2004 – June 30, 2004
### EMPLOYMENT AGREEMENTS

**May, 2004**

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<th>Name</th>
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I. CALL TO ORDER – PLEDGE OF ALLEGIANCE: The meeting was called to order by Chairman Gray, followed by the Pledge of Allegiance.

II. ROLL CALL: TRUSTEES GRAY, HAYDEN, AND HOUSE WERE PRESENT. TRUSTEES STEFAN AND SUITT WERE EXCUSED.

III. AGENDA:

A. BOARD MEETING AGENDA: Pursuant to Government Code Section 54954.2, subdivision (2), the legislative body may take action on items of business not appearing on the posted agenda upon a determination by a 2/3 vote of the legislative body, 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: It was moved by Mr. Hayden, seconded by Mr. House, to approve the agenda of June 17, 2004. Motion carried.

IV. APPROVAL OF MINUTES OF THE REGULAR MEETING OF MAY 20, 2004: It was moved by Mr. Hayden, seconded by Mr. House, to approve the minutes of the Regular Meeting of May 20, 2004. Motion carried.

V. PUBLIC COMMENTS: Elaine Snyder, Purchasing Supervisor requested to speak during public comments. She thanked Dr. Jack Randall for “seeing us through the last year’s transition and expressed that he was a pleasure to work for and had rekindled her enthusiasm that was already high. She also welcomed Jerry Patton as the new Vice President, Administrative Services and welcomed Bill Fine, Supervisor, Maintenance & Grounds, into the ranks of the Classified Supervisory group. She noted, as well, that the Desert Sands Unified School District Board has appointed her to their bond oversight committee.

VI. CONSIDERATION OF CONSENT AGENDA: It was moved by Mr. Hayden, seconded by Mr. House, that the Board approve the Consent Agenda. Motion carried.
A. SUPERINTENDENT/PRESIDENT:

1. Placeholder – Out of State/Out-of-Country Travel: None

2. Out-of-State/Out-of-Country Travel:

   Approved by consent motion, to approve out-of-country travel for Dr. Maria C. Sheehan to attend the Global Interactions Inc., China–United States Conference on Community Colleges in Beijing, China from June 30 – July 10, 2004. All expenses will be paid by the funds budgeted for the International Education Program.

3. Out-of-State/Out-of-Country Travel:

   Approved by consent motion, to approve out-of-state travel for Mr. James H. Gray, Dr. Maria C. Sheehan and Dr. John D. Randall to attend the necessary meetings for the financial planning of Measure B. in New York City, NY on June 23 – 25, 2004.

4. Selection of the Citizens' Bond Oversight Committee:

   It was moved by Mr. Hayden, seconded by Mr. House, to appoint the Citizens’ Bond Oversight Committee. Committee members selected are as follows:

   1. Gary Jeandron    Member At-Large—Palm Springs
   2. Dr. Ward Fredericks    College Support Organization
   3. Paul Magana    Business Representative
   4. Dr. William Fedderson    Senior Citizen Group
   5. Marylou Marrujo    Member At-Large—East Valley
   6. Sylvia Castellon-Calvache    Student
   7. Vacant    Taxpayers’ Association

   Motion carried.

5. Resolution Ordering Consolidated Governing Board Member Biennial Election Specifications of the Election of Order and Requests for Consolidation:

   It was moved by Mr. Hayden, seconded by Mr. House, to adopt the Resolution Ordering Consolidated Governing Board Member Biennial Election, Specifications of the Election of Order, and Requests for Consolidation. Roll call vote was taken as follows: Trustee Gray—Aye,

B. HUMAN RESOURCES:

1. Classified - Appointment:

Approved by consent motion, to ratify the appointment of the following individuals on the effective date indicated:

Ivonne Diaz, Child Development Specialist, Child Development Center, .49 FTE, 19.5 hours, 9 months, effective May 18, 2004 - June 30, 2004

Desiree Martinez, Senior Financial Aid Specialist, Financial Aid, 1.00 FTE, effective May 19, 2004 - September 30, 2004

2. Classified—Resignation:

Approved by consent motion, to ratify the resignation of the following individuals on the effective date indicated:

Cindi Brown, Administrative Secretary, Applied Science and Business, .50 FTE, 10 months, effective June 9, 2004

Donald Stagnaro, Security Officer, Security, .40 FTE, 9 months, effective May 28, 2004

3. Classified—Extension of Assignment:

Approved by consent motion, to approve the extension of assignment for the following eleven-month employees on the effective date indicated:

Robin Cotton, Public Relations Technician, Public Information Office, not to exceed 70 hours, effective June 10, 2004 - June 30, 2004

Michelle Duda, Student Center Assistant, Student Activities, .49 FTE, 19.5 hours per week, Range 7, Step B, $13.14 per hour, effective June 7, 2004 - July 29, 2004

Barbara Garza, Senior Office Assistant, Parking Office, up to 400 hours per year, effective July 1, 2004 - June 30, 2005
Tracy Gavrilov, Secretary, Student Activities, .73 FTE, 29 hours per week, Range 7, Step D, $14.55 per hour, effective June 20, 2004 – June 30, 2004

Margaret Haynes, Senior Office Assistant, Student Services, 20 hours per week, June 7, 2004 – June 11, 2004 and 30 hours per week June 14, 2004 – August 20, 2004, Range 6, Step A, $11.89 per hour

Cherie Jasso, Senior Office Assistant, Student Services, 10 hours per week, June 7, 2004 – June 9, 2004 and 30 hours per week June 10, 2004 – August 20, 2004, Range 6, Step A, $11.89 per hour

Sandra Lydeen, Senior Office Assistant, Work Experience, .50 FTE, 20 hours per week, Range 6, Step B, $12.51 per hour, effective May 7, 2004 – May 13, 2004

Sandra Lydeen, Senior Office Assistant, Work Experience, 5 hours per day, Range 6, Step B, $12.51 per hour, June 1, 2004 – June 24, 2004

Lynda Scott, Senior Office Assistant, Faculty Resource Center, 30 hours, Range 6, Step C, $13.17 per hour, effective June 1, 2004 – June 10, 2004

Sherry Weinzer, Senior Office Assistant, Disabled Student Programs and Services, 1.00 FTE, 40 hours per week, Range 6, Step C, $13.17 per hour, effective May 31, 2004 – June 18, 2004

Sherry Weinzer, Senior Office Assistant, Disabled Student Programs and Services, 1.00 FTE, 40 hours per week, Range 6, Step D, $13.86 per hour, effective August 16, 2004 – August 24, 2004

4. **Classified Continuation of Funding:**

Approved by consent motion, to approve the continuation of assignment for the following individuals on the effective dates indicated:

Carolyn Acord, International Student Program Assistant, International Education Program, 1.00 FTE, 11 months, effective July 1, 2004 – June 30, 2005, Range 8, Step F, $2,979.00 per month.
Perry Butler, Instructional Support Assistant, Disabled Students Programs and Services, .40 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 8, Step C, $14.52 per hour.

Janet Castillo, Instructional Support Assistant, Upward Bound, 1.00 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 8, Step D, $2,689.00 per month.

Gregg Chestelman, Senior Financial Aid Specialist, Financial Aid, 1.00 FTE, 12 months, effective July 1, 2004 – June 30, 2005, Range 12, Step F, $3,621.00 per month.

Sunita Dhaimade, Child Development Specialist, Child Development Center, 1.00 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 9, Step I, $3,420.00 per month.


Becky Ferguson, Secretary, Center for Training and Development/ETTC, 1.00 FTE, 12 months, effective July 1, 2004 – June 30, 2005, Range 7, Step A, $2,197.00 per month.

Josielind Ferrer, International Student Program Specialist, International Education Program, 1.00 FTE, 11 months, effective July 1, 2004 – June 30, 2005, Range 9, Step J, $3,578.00 per month.

Stephanie Garcia, Library Technical Services Specialist, Library, 1.00 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 9, Step D, $2,683.00 per month.

Barbara Garza, Senior Office Assistant, Parking Office, .73 FTE, 10 months, effective August 9, 2004 – June 8, 2005, Range 6, Step F, $15.35 per hour.

Tracy Gavrilo, Secretary, Student Activities, .73 FTE, 10 months, effective August 9, 2004 – June 8, 2005, Range 7, Step E, $15.31 per hour.

Patricia Gaynor, Disabled Student Program and Services Assistant, Disabled Student Program and Services, 1.00 FTE, 12 months, effective July 1, 2004 – June 30, 2005, Range 10, Step J, $3,757.00 per month.

Sherry Hannie, Child Development Specialist, Child Development Center, 1.00 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 9, Step J, $3,578.00 per month.

Shirley Hartley, Child Development Center Assistant, Child Development Center, 1.00 FTE, 12 months, effective July 1, 2004 – June 30, 2005, Range 9, Step F, $3,128.00 per month.

Gloria Hernandez, Senior Financial Aid Specialist, Financial Aid, 1.00 FTE, 3 months, effective July 1, 2004 – September 30, 2004, Range 12, Step B, $2,951.00 per month.

Cherie Jasso, Senior Office Assistant, Student Services, .40 FTE, 10 months, effective August 9, 2004 – June 8, 2005, Range 6, Step B, $12.51 per hour.
Lana Kroll, CalWORKS Assistant, CalWORKS, .49 FTE, 12 months, effective July 1, 2004 – June 30, 2005, Range 8, Step C, $14.52 per hour.

Marisol Liebelt, Training and Development Assistant, Center for Training and Development, 1.00 FTE, 12 months, effective July 1, 2004 – June 30, 2005, Range 6, Step D, $2,439.00 per month.


Rena Maddox, Child Development Specialist, Child Development Center, 1.00 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 9, Step E, $2,972.00 per month.


Joan Marcantelli, Secretary/MESA Program, .70 FTE, 10 months, effective August 9, 2004 – June 8, 2005, Range 7, Step E, $15.31 per hour.


Edwina Morris, Senior Office Assistant, Disabled Students Programs and Services, .40 FTE, 10 months, September 1, 2004 – June 30, 2005, Range 6, Step H, $16.84 per hour.

Daryl Murphy, Instructional Computer Specialist, Disabled Students Programs and Services, 1.00 FTE, 12 months, effective July 1, 2004 – June 30, 2005, Range 19, Step G, $5,362.00 per month.

Barbara Reilley-Jacobsen, Senior Office Assistant, Child Development Center, .38 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 6, Step I, $16.84 per hour.

Patricia Reyes, Secretary, Upward Bound, 1.00 FTE, 11 months, effective July 1, 2004 – June 30, 2005, Range 7, Step J, $3,245.00 per month.

Rita Rowe, Child Development Specialist, Child Development Center, .49 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 9, Step E, $16.88 per hour.

Eileen Snyder, Secretary, Hispanic Serving Institute, .49 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 7, Step B, $13.14 per hour.
Bonnie Sutherland, Instructional Support Assistant, Disabled Student Programs & Services, .47 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 8, Step C, $14.52 per hour.

Estella Taylor, Child Development Specialist, Child Development Center, .73 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 9, Step E, $16.88 per hour.

Oralee Walker, Secretary, Health Services, 1.00 FTE, 12 months, effective July 1, 2004 – June 30, 2005, Range 7, Step E, $2,695.00 per month.

Lu Hua Wang, Secretary, EOPS/CARE, 1.00 FTE, 12 months, effective July 1, 2004 – June 30, 2005, Range 7, Step B, $2,312.00 per month.

Sherry Weinzer, Senior Office Assistant, Disabled Student Programs and Services, 1.00 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 6, Step E, $2,567.00 per month.

Mary Wolf, Food Service Technician, Child Development Center, 1.00 FTE, 9 months, effective August 25, 2004 – May 27, 2005, Range 6, Step J, $3,091.00 per month.

Positions with an asterisk (*) may have days not assigned included in the inclusion dates of their assignment.

5. **Classified Reclassification:**

Approved by consent motion, to approve the reclassification of the following individuals as listed:

David Anderson, Athletic Trainer, Physical Education/Performing Arts, 1.00 FTE, 12 months, (10-J) $3,757.00 per month to (16-D) $3,973.00 per month, effective July 1, 2004.

Barbara Garza, Secretary, Parking Office, .73 FTE, 10 months, (6-f), $15.35 per hour to (7-F) $16.21, effective July 1, 2004.

Lynda Scott, Secretary, Faculty Resource Center, .68 FTE, 9 months, (6-D) $13.86 per hour to (7-D) $14.55 per hour effective July 1, 2004.

6. **Classified Job Description:**

Approved by consent motion, to approve the job description for the Admissions and Records Specialist position.
7. **Placeholder - Faculty Appointment:**

7.A. **Faculty Appointment:**

It was moved by Mr. Hayden, seconded by Mr. House, to ratify the appointment of the following individuals on the effective date indicated:

Lisa McFadden, Counselor, International Education Program, 1.00 FTE, effective July 1, 2004, 192 days

Joan Walker, Instructor, Associate Degree Nursing Program, 1.00 FTE, effective August 26, 2004, 175

8. **Faculty - Extension of Assignment:**

Approved by consent motion, to approve the additional extension of assignment for the following individuals as indicated:

Khanh Hoang, Counselor/ACES, 1.00 FTE, 8 additional days for the 2004-2005 academic year, for a total of 200 days.

Jose Simo, Counselor/HSI, 1.00 FTE, 12 additional days for the 2003-2004 academic year, for a total of 187 days.

9. **Faculty - Reduction of Services:**

Viola Benson, Employment Specialist, Disabled Student Programs and Services, 1.00 FTE, reduce assigned days to 175 days from 200 days for the academic year 2004-2005.

10. **Placeholder - Management Appointment:**

10.A. **Management Appointment:**

It was moved by Mr. Hayden, seconded by Mr. House, to approve the management appointment of the following individual on the effective date indicated:

11. **Classified Supervisor - Appointment:**

   Approved by consent motion, to ratify the appointment of the following individual on the effective date indicated:

   William Fine, Maintenance and Grounds Supervisor, 1.00 FTE, 12 months, effective June 1, 2004

12. **Placeholder – Classified Supervisor Appointment:**

12.A. **Classified Supervisor Appointment:**

   It was moved by Mr. House, seconded by Mr. Hayden to ratify the appointment of the following individual on the effective date indicated:

   Heidi Granger, Director, Financial Aid, 1.00 FTE, 12 months, effective June 21, 2004. (Note: the date was changed from July 1 to June 21, 2004). Motion carried.

13. **Student Employee and Tutor Salary Placement:**

   Approved by consent motion, to increase the pay scale of Student Employees and Tutors as per the attached schedule. (Attachment #1)

14. **CCA/CTA – Results of Negotiations:**

   Approved by consent motion, to ratify the results of negotiations with CCA/CTA regarding Compensation and Professional Advancement.

15. **CCA/CTA Clarification of Contract Language:**

   Approved by consent motion, to ratify the two Memorandums of Understanding (MOU) with the Desert Community College District Faculty Association CCA/CTA to clarify language on Release Time and Distance Learning.

16. **Ratification of Student Grievance Policy:**

   Approved by consent motion, to ratify the Student Grievance Policy as proposed by the Academic Senate.
17. **College of the Desert Adjunct Association (CODAA) Results of Negotiations:**

Approved by consent motion, to ratify the results of negotiation with the College of the Desert Adjunct Association.

18. **Hourly Personnel – Classified/Students/Tutors:**

Approved by consent motion, to ratify the employment of the Classified Hourly Personnel and Students/Tutors as listed on the attachments: (Attachment #2)

19. **Employment Agreements:**

Approved by consent motion, to ratify the listing of employment agreements as provided in the attachment. (Attachment #3)

C. **INSTRUCTION:**

1. **Placeholder – Out-of-State/Out-of-Country Travel:** None

2. **Approval of Out-of-State/Out-of-Country Travel:**

Dr. Browning requested that this item be pulled from the agenda as she will not attend this conference.

3. **Approval of Out-of-State/Out-of-Country Travel:**

Approved by consent motion, to approve out-of-state travel for Pam Li Calsi to travel to Aspen, Colorado on July 11 through 16, 2004 to attend the Twenty-Ninth Annual Snowmass Institute Achieving Strategic Excellence Conference. The trip will be funded by the Foundation President’s Fund.

4. **Report of Off-Campus Classes and Services for Fall 2004:**

Dr. Gari Browning distributed the fall 2004 Class Schedule to the Board.

5. **Approval of Curriculum Modifications for 2004-05 Academic Year:**

Approved by consent motion, to approve curriculum modifications for the 2004-05 academic year.

D. **STUDENT SERVICES:**

1. **Placeholder for Out-of-State/Out-of-Country Travel:** None
2. **Approval for RESOLUTION of WorkAbility III Contract, 2004-07**

   It was moved by Mr. Hayden, seconded by Mr. House, to adopt the Resolution to approve the 2004-07 WorkAbility III Contract between the State Department of Rehabilitation and the Desert Community College District for Disabled Students Programs and Services (DSPS).

   Roll call vote was taken as follows: Trustee Gray—Aye; Trustee Hayden—Aye; Trustee House—Aye; Trustees Stefan and Suits were absent; Noes—0; Absent—2. Motion carried by a vote of 3-0-2.

3. **Out-of-Country Travel:**

   Approved by consent motion, to approve out-of-country travel for Christina Delgado, who will be participating in the Global Interactions Inc., China-US Conference on Community Colleges in Beijing, China. This conference is sponsored by Global Interactions, Inc. in conjunction with AACC. All expenses will be paid by the funds budgeted for the International Education Program.

E. **ADMINISTRATIVE SERVICES:**

1. **Approval of Warrant Lists:**

   Approved by consent motion, to ratify approval of the warrant lists in the amount of $1,159,052.77.

2. **Approval of Payroll #11**

   Approved by consent motion, to approve payroll #11 in the amount of $2,039,413.42 as follows:

   - Certificated: $1,300,811.49
   - Classified: 738,601.93
   - **TOTAL**: $2,039,413.42

3. **Surplus Equipment:**

   Approved by consent motion, that the Board of Trustees approves the declaration of equipment as surplus.
4. **Gifts/Donations to the District:**

Approved by consent motion, to accept donations to the District as attached (Attachment #4)

5. **Approval of Contracts:**

Approved by consent motion, to approve and ratify contracts as listed below:

**Contract Summaries:**

**California Department of Education**

The resource contract provides for expenditures of one-time only items that primarily benefit the infant-toddler child care services in our Child Development Center. This contract is funded through a grant from the federal Department of Health and Human Services and is subject to federal regulations. The amount of the contract is $4,104.

**S & K Engineers**

This is the first contract for the Campus Fire/Safety Water Loop. It will provide engineering consulting services at an estimated cost of $61,500. Their services provide for design documents, assistance with the bid documents and selection of the contractor plus construction administration services. The cost of this contract will be funded from Measure B bond funds.

6. **Placeholder—Approve Contract for Revenue Bonds Program Manager Services:**

**6A. Approve Contract for Revenue Bonds Program Manager Services:**

It was moved by Mr. Hayden, seconded by Mr. House, that the Board of Trustees approves Douglas E. Barnhart, Inc. of San Diego, CA to provide program management services for Measure B Bond Projects subject to successful contract negotiations with the Superintendent/President. Motion carried.
7. **Approve Contract for Voice Over IP Telephone Systems:**

Approved by consent motion, that the Board of Trustees approves the entering into a contract for the purchase of hardware and implementation costs for Voice Over IP with SBC DataComm in the amount of $845,879.

8. **Declaration of Emergency for Purposed of Repair:**

It was moved by Mr. Hayden, seconded by Mr. House, that the Board of Trustees declares a state of emergency under Public Contract Code section 20654 for the purpose of entering into contracts for the upgrade of the campus fire/safety water loop. Motion carried.

9. **Resolution #109 for Approval of Authorized Signatures:**

It was moved by Mr. Hayden, seconded by Mr. House, that the Board of Trustees adopts Resolution #109 approving individuals to provide authorized signatures for the purposes of contractual obligations for the District.

Roll call vote was taken as follows: Trustee Gray: Aye, Trustee Hayden: Aye, Trustee House: Aye; Noes—None. Trustees Stefan and Sutt were absent. Ayes: 3; Noes: 0; Absent: 2. The Resolution was adopted by a vote of 3-0-2.

10. **2004-05 Tentative Budget:**

It was moved by Mr. Hayden, seconded by Mr. House, that the Board of Trustees adopts the Tentative Budget for the 2004-05 fiscal year. Motion carried.

**VII. REPORTS:**

1) **GOVERNING BOARD:**

Trustee House reported that he is still “just thrilled over the bond issue”.

Trustee Hayden reported that he will be attending the CCCT Board Community College League of California meeting on June 25th & 26th and will bring back a report to the Board. There is no cost to the District for this meeting.

Trustee Hayden referenced a Desert Sun reprint of an article from the Los Angeles Daily News concerning enrollment problems which will affect community colleges as well as higher education. The article talked about
Tidal Wave 2 which are the children of baby boomers that will be in need of a college education. Mr. Hayden noted that we will see a considerable amount of Latino students which we are already addressing well in the valley. He also noted an area that hasn’t been addressed well in terms of budget are the returning older students or Silent Tsunami. Mr. Hayden noted that this is finally being addressed in terms of budget to take care of these individuals. Governor Schwarzenegger has also asked the UC and CSU systems to redirect students to community colleges which will have an impact on community colleges, particularly in high growth areas.

Chairman Gray read a letter he received from Gene Marchu, Executive Director of the Alumni Association, with regard to support received from the Alumni Association for the college. Since 1991, the Alumni Association has provided $5.5 million to the college (subject to audit after June 30th) through various kinds of support. From July 1, 2003 to June 30, 2004, was $688,669.99. (This figure included participation in Measure B). Chairman Gray noted that he has requested the audited figures from the Alumni Association when the audit has been completed. He commented that “too often we overlook our different support groups and what tremendous added resources they bring to the college in the form of scholarships, work study and support in a whole lot of different ways.” He also noted that he felt we should receive reports back to the Board every year from the support groups. He also noted that neither the Foundation nor the Alumni Association should provide funding for college operational costs. “It should be for those other things that make the college a better place for students and for faculty, staff, and administration.” Chairman Gray stated “we should get a report back each year, not because it’s mandatory that they give us one, but because it’s something for us to reflect on every year” in terms of the kind of support we get every year.

Chairman Gray reported that he has been viewing property with Dr. Randall and Ray House in the eastern valley. He indicated that the college has received five and maybe six potential donations between 100 and 200 acres which will not have to come out of the bond issue. A recommendation will be brought back to the Board in concert with counsel within the next sixty days. A trip to New York to the lending agencies is upcoming regarding the first issue of bonds at $65 million. Chairman Gray commented that “this is a wonderful community that has people in it that really care about this college, care about education and care about the future of this valley.” While an announcement of one parcel will be made at the appropriate time, Chairman Gray asked the record to show that “we have some very generous people in this valley that have stepped to the table.”

2) **ACADEMIC SENATE**—No report

3) **CSEA:** No report

14
4) **CCA/CTA:** No report

5) **C.O.D.A.A.:** No report

6) **ASCOD:** No report

7) **SUPERINTENDENT/PRESIDENT:**

A) **STATE OF THE COLLEGE:**

President Sheehan thanked the Administrative Team for their hard work this year. She expressed appreciation to each of the Vice Presidents for an “incredible year” and especially to Jack Randall for his help during the transitions.

Dr. Sheehan requested that Dr. Browning provide a brief accreditation update and planning process report to the Board. Dr. Browning reported that an ad hoc committee has been trying to develop a new planning process that incorporates what has been going on in the college for a long time and takes into account the educational master plan. A number of planning principles have been used and a proposed planning process and timeline will be presented to the Board. A master list of institutional priority objectives was also developed in a collaborative process beginning with academic faculty and working its way through the entire institution.

Dr. Sheehan reflected on the accomplishments as the year comes to a close:

- Completion of the Educational Master Plan
- Completion of the Facilities Master Plan
- Passage of a $346.5 million bond measure with the highest success rate in the state
- Balancing a budget with a nearly $1 million out of balance deficit in July 2001
- Successful completion of CCA contract negotiations—the full-time faculty bargaining unit
- Successful completion of C.O.D.A.A. contract negotiations—the part-time faculty bargaining unit
- Significant progress in terms of integrating the budget and planning development efforts of the institution
- Establishment of significant Board goals which will result in progress towards advancing our mission
- Completion of preliminary plans on first priorities for spending bond proceeds
Great progress on goal to achieve gift of land for eastern valley which is close to coming to fruition

B) RECOGNITION ITEMS: President Sheehan commended faculty member Buford Crites for receiving top honor as the Chamber’s Citizen of the Year for his work with the community and Palm Desert.

C) BOARD COMMUNICATIONS: None

VIII. SUGGESTIONS FOR FUTURE AGENDAS: Mr. Hayden requested an accounting of the redevelopment funding by September, and an analysis of how the money has been spent over the last few years. He would also like to revisit redevelopment contracts to make sure we are getting our fair share and look at anything new coming up in redevelopment. By next meeting, Mr. Hayden would also like some information on construction management and felt the District should seriously take a look at it.

President Sheehan also indicated that Trustee Suits’s request for a report on worker’s compensation will be presented when a full Board is present. A study session will also be held to go over the Board’s goals and accomplishments and a complete update on the planning process will be presented.

IX. ADJOURN TO CLOSED SESSION

X. AGENDA ITEMS—CLOSED SESSION:

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; Agency Designated Representative: Dr. Maria Sheehan

XI. RECONVENE TO OPEN SESSION—ANNOUNCE ACTION TAKEN AT CLOSED SESSION (IF ANY):

Chairman Gray reported that no reportable action was taken during closed session of the Board of Trustees.

XII. ADJOURN TO NEXT REGULAR MEETING OF THE BOARD OF TRUSTEES ON THURSDAY, JULY 15, 2004, 9:00 A.M. IN THE COMMUNITY ROOM OF THE MULTI-AGENCY LIBRARY BUILDING

BY: Ray House, Clerk

Board Minutes June 17, 2004/pb
Tutor Salary Placement

All tutors including: Student Tutors, Non-student Tutors, Child Development Tutors, and Proctors

Rate of Pay: $9.50 per hour

Minimum: High school diploma or equivalent. Must have earned a letter grade of A or B in the course one chooses to tutor and obtain a signature of recommendation from faculty/staff.

Student Employee Salary Placement

All Student Employees including Readers

Rate of Pay: $8.50 per hour

Minimum: High school diploma or equivalent and be enrolled in courses at College of the Desert. Student employees may work no more than 20 hours per week. Students may work more hours when classes are not in session upon written approval of Supervisor. Students may work no more than 8 hours per day on the 4/40 in summer session.
CLASSIFIED HOURLY PERSONNEL - Employment Listing

Short-Term/Substitute:

1. BERG, Melisa
   Child Development Specialist
   $12.48 per hour
   July 1, 2004 – June 30, 2005

2. DIAZ, Ivonne
   Child Development Specialist
   $12.48 per hour
   July 1, 2004 – June 30, 2005

3. DIGGS, Sally
   Child Development Specialist
   $12.48 per hour
   July 1, 2004 – June 30, 2005

4. JASSO, Cherie
   Administrative Secretary, Counseling
   $13.10 per hour, not to exceed 20 hours per week
   May 12, 2004 – June 4, 2004

5. HAYNES, Margaret
   Administrative Secretary, Counseling
   $13.10 per hour, not to exceed 20 hours per week
   May 12, 2004 – June 4, 2004

6. MCCALEB, Kimberly
   Child Development Specialist
   $12.48 per hour
   July 1, 2004 – June 30, 2005

7. ROWE, Rita
   Child Development Specialist
   $12.48 per hour
   July 1, 2004 – June 30, 2005

8. TAYLOR, Estella
   Child Development Specialist
   $12.48 per hour
   July 1, 2004 – June 30, 2005

9. DILTS, Rashell
   Interpreter, Disabled Student Programs & Services
   $19.36 per hour
   May 11, 2004 – May 28, 2004
10. DILTS, Rashell
   Interpreter, Disabled Student Programs & Services
   $19.36 per hour, 19.5 hours per week
   June 1, 2004 – July 29, 2004

11. MENDOZA, Liisa
   Interpreter, Disabled Student Programs & Services
   $19.36 per hour, not to exceed 19.5 hours per week
   June 1, 2004 – July 29, 2004

12. VONGOTTBERG, Randy
   Interpreter, Disabled Student Programs & Services
   $19.36 per hour, 19.5 hours per week
   June 1, 2004 – July 29, 2004

B. Student Workers/Tutors:
   1. CRANE, Leiby
      Student Worker, Child Development Center
      $6.75 per hour, not to exceed 20 hours per week
      July 1, 2004 – June 30, 2005

   2. GARCIA, Kristine
      Student Worker, Child Development Center
      $6.75 per hour, not to exceed 20 hours per week
      July 1, 2004 – June 30, 2005

   3. GONZALEZ, Carla
      Student Worker, Child Development Center
      $6.75 per hour, not to exceed 20 hours per week
      July 1, 2004 – June 30, 2005

   4. LUGO, Leysset
      Student Worker, Child Development Center
      $6.75 per hour, not to exceed 20 hours per week
      July 1, 2004 – June 30, 2005

   5. MILWARD, Elizabeth
      Student Worker, Child Development Center
      $6.75 per hour, not to exceed 20 hours per week
      July 30, 2004 – June 30, 2005

   6. RODRIGUEZ, Darlene
      Student Worker/Child Development Center
      $6.75 per hour, not to exceed 20 hours per week
      July 1, 2004 – June 30, 2005

   7. BERG, Melisa
      Tutor, Child Development Center
      $7.00 per hour, not to exceed 20 hours per week
      July 1, 2004 – June 30, 2005
8. CARVER, Cari Jean  
   Tutor, Child Development Center  
   $7.00 per hour, not to exceed 20 hours per week  
   July 1, 2004 – June 30, 2005

9. DIAZ, Amy  
   Tutor, Child Development Center  
   $7.00 per hour, not to exceed 20 hours per week  
   July 1, 2004 – June 30, 2005

10. HAGG, Alexander  
    Tutor, HS I  
    $7.00 per hour, not to exceed 19 hours per week  
    June 7, 2004 – June 30, 2004

11. GONZALEZ-GARCIA, Josephina  
    Tutor, Child Development Center  
    $7.00 per hour, not to exceed 20 hours per week  
    July 1, 2004 – June 30, 2005

12. JIMENEZ, Maria de Jesus  
    Tutor, Child Development Center  
    $7.00 per hour, not to exceed 20 hours per week  
    July 1, 2004 – June 30, 2005

13. MEGHOGI, Esther  
    Tutor, Child Development Center  
    $7.00 per hour, not to exceed 20 hours per week  
    July 1, 2004 – June 30, 2005

14. SHIBATA, Ryan  
    Tutor, HS I  
    $7.00 per hour, not to exceed 19 hours per week  
    June 1, 2004 – June 30, 2004

15. SUTTIFFE, Jennifer  
    Tutor / Child Development Center  
    $7.00 per hour, not to exceed 20 hours per week  
    July 1, 2004 – June 30, 2005
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DIVISION AND DEPARTMENT RECOMMENDING ACCEPTANCE OF GIFT: Performing Arts

DESCRIPTION OF GIFT: Deagan 3 Octave Practice Marimba

ESTIMATED VALUE (if included by Donor): ____________________


RELATED COSTS OR NEEDS ASSOCIATED WITH GIFT (e.g., installation, maintenance or repair contracts, etc.): None

ARE RELATED COSTS BUDGETED IN DIVISION? ____________________________________________

ADDITIONAL COMMENTS: ________________________________________________________________

DONOR INFORMATION

DONOR NAME: A. J. Staples

ADDRESS: 45-535 Camino Del Rey
Indian Wells, CA 92201

PHONE: (760) 776-1956

SIGNATURES AND APPROVALS

Dean
Date

Vice President
Date

President
Date
Division/Department Recommending Acceptance of Gift:

PE, Performing Arts and Athletics

Description of Gift: Theatre books free to students, a prop painting of La Bohème.

Estimated Value (if included by donor):

Proposed use and benefit of gift: To support the theatre program and students.

Related costs associated with the gift: None

Are related costs budgeted in the division? N/A

Additional comments:

Donor Information

Name: Martin Leplisto
Address: 36386 Tallowood Drive
         Palm Desert, CA. 92260
         (Del Web Sun City)
Phone: (760) 345-3339

Signatures and Approvals

Division Dean
Date

Vice President
Date

President
Date
Division/Department Recommending Acceptance of Gift: COMMUNICATION & VISUAL ARTS

Description of Gift: "MIXED BAG" Sculpture
Burlap and Resin sculpture - 7-1/2 feet x 6 feet x 7 feet
weight - 1000 to 1200 lbs. mounted on rollers
Base - 90" x 90" x 16" high

Estimated Value (if included by Donor): $25,000.00

Proposed Use and Benefit of Gift: To be placed in the "Sculpture Garden" at the Walter N. Marks Center for the Arts & Gallery

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): Installation cost - approximately $1,500.00 to be paid out of the Walter N. Marks Gallery funds

Are Related Costs Budgeted in Division? N/A

Additional Comments: 

DONOR INFORMATION

Donor Name: Marlene Loucheim
Address: 8761 Washington Blvd.
Culver City, CA 90232
Phone: 310-558-4125

SIGNATURES/APPROVALS

Division Chair

Date

CIO or CBO

Date

Superintendent/President

Date
Division/Department Recommending Acceptance of Gift: Disabled Students Programs & Services

Description of Gift: Computer Systems (2), LCD Monitor (1), HP DeskJet printer (3), Laser printer (1), USB Hub (1), Book binder (1), Speaker Set (1), Wireless USB Adapters (2), P-Touch Labeler PT-2400 (1), Engraver (1), Desktop Organizer (1), Mouse (1)

Estimated Value (if included by Donor): ____________________________

Proposed Use and Benefit of Gift: Computer supplies and accessories to help DSPS due to budget cuts.

Related Costs or Needs Associated With Gift (e.g., installation, maintenance or repair contracts, etc.): N/A

Are Related Costs Budgeted in Division? N/A

Additional Comments: Donated items to be used for DSPS students and staff

DONOR INFORMATION

Donor Name: Daryl Murphy
Address: 81107 Portola Circle
          Indio, CA  92201
Phone:  760/342-4580

SIGNATURES/APPROVALS

Michael Smith  4-21-04
Division Dept Coord  Date

CIO or CBO or CSSO  04/27/04
Date

Superintendent/President  Date
Mixed Bag

Burled and Resin

7½ feet x 6 feet x 7 feet:

Weight
1000 - 1200 lbs

Mounted on Rollers

Base 90" x 90"

1½ " high