

Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: FRIDAY, JANUARY 17, 2014
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of January 17, 2014, with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 a.m. to 10:15 a.m. and 12:00 p.m. to 1:30 p.m. and/or following the open session if additional time is needed.

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

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Mr. Stan Dupree

2. PERSONNEL

a. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: Director of Kinesiology & Athletics

b. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: Director of Fiscal Services

3. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

Section 54956.9 (d)(2/3/4) Specify number of potential cases: 6

4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 664 190 021, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020

Agency Negotiator or Designee: Dr. Joel Kinnamon

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

IV. OPEN SESSION 10:30 a.m.

Closed session report (if any)

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

VI. APPROVE THE MINUTES OF:

Regular meeting of December 13, 2013. ([Details on COD Website](#))

VII. REPORTS

A. ASCOD

B. COLLEGE OF THE DESERT FOUNDATION

C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION

D. ACADEMIC SENATE

E. C.O.D.F.A.

F. C.O.D.A.A.

G. C.S.E.A.

H. GOVERNING BOARD

I. SUPERINTENDENT/PRESIDENT

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

A. **BOARD OF TRUSTEES**

1. Proclamation: Black History Month

B. **HUMAN RESOURCES**

1. Employment Group C Appointments
2. Proposal from CODAA to DCCD – 2nd Reading
3. Employment Group A Appointments
4. Working Out-Of-Class
5. Proposal from CTA to DCCD – 1st Reading

C. **ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Payroll #6
4. Gifts/Donations to the District
5. Out-of-State/Country Travel
6. Change Orders – Measure B Bond Projects
7. Notice of Completion – Measure B Bond Projects
8. Memorandum of Understanding
9. Amendment to Professional Services Agreement
10. New Markets Tax Credits Consulting Services

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

X. **ACTION AGENDA**

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

B. **ADMINISTRATIVE SERVICES**

1. Resolution #011714-1 Authorized Signatures
2. Certification of Signatures
3. Nonresident and Foreign Tuition Fee for 2014-2015
4. Resolution #011714-2 Establish Revolving Cash Fund
5. Notice of Intent to Award Contracts for the Athletics Facilities Project

XI. STUDY SESSION 1:30

1. International Student Program Report

XII. INFORMATION

1. Distribution of Board Self Evaluation Instrument
2. 2012-2013 Citizens' Bond Oversight Committee Annual Report ([Report on COD Website](#))

XIII. CLOSED SESSION (Continuation if needed)

XIV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Board of Trustees

ITEM #: 1

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TITLE: PROCLAMATION: BLACK HISTORY MONTH

BACKGROUND:

Black History Month, also known as African-American History Month, is an annual observance for remembrance of important people and events in the history of Americans of African descent. One of our students will read a proclamation acknowledging our recognition and support of Black History Month.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Proclaim the month of February as “Black History Month”.

Administrator Initiating Item: Becky Broughton	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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PROCLAMATION

BLACK HISTORY MONTH

WHEREAS, in 1921, Carter G. Woodson, Father of Black History, established the Association for the Study of Afro-American Life History in Washington, D. C., which began the practice of observing the history of African Americans in the month of February, and

WHEREAS, the month was selected because Presidents George Washington and Abraham Lincoln were born in February, as well as Frederick Douglass, Great Abolitionist and Orator, and

WHEREAS, within the entire Coachella Valley the history and culture of African Americans are being recounted and celebrated by all people who understand the significance of one's history to one's humanity;

NOW, THEREFORE, BE IT RESOLVED that Board of Trustees of the Desert Community College District, at its Board Meeting of January 17, 2014, acknowledges the contributions of African Americans and proclaims February, 2014, as BLACK HISTORY MONTH.

BE IT FURTHER RESOLVED that the Board of Trustees encourages observance of BLACK HISTORY MONTH throughout the entire Community College District.

Board of Trustees

Becky Broughton

Michael O' Neill

Mary Jane Sanchez-Fulton

Dr. Bonnie Stefan

Aurora Wilson

Student Trustee

Andrew Campbell

Superintendent/President

Dr. Joel L. Kinnamon

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Human Resources

ITEM #: 1

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TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

Under AP 6300(a), the undernoted appointments included in Group C have been made as noted.

Classified/Substitute/Temporary employees in an aggregate amount of \$88,243.00 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$6,960.00 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$53,575.00 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$36,805.00 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$39,820.00 ([Details on COD website](#))

FISCAL IMPLICATIONS:

All positions are fully funded as noted on details in the COD website.

RECOMMENDATION:

Board of Trustees approves or ratifies, as appropriate, the appointments as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Human Resources

ITEM #: 2

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TITLE: PROPOSAL FROM THE COLLEGE OF THE DESERT ADJUNCT ASSOCIATION (CODAA) TO THE DESERT COMMUNITY COLLEGE DISTRICT – SECOND READING

BACKGROUND:

To conduct a second reading, requested by the College of the Desert Adjunct Association (CODAA), to re-open the following sections of the collective bargaining agreement of the College of the Desert Adjunct Association to be negotiated fall/spring 2013/2014, effective 7/1/14:

Article V: Rights of the Association: To increase the number of hours of reassign time for conducting Association business. To change the dates when notice of the names and hours of reassign time awarded is given to the District.

Article VI: Employee Rights: To establish new language, “Adjunct Faculty Vesting and Priority Assignment.”

Article VII: Compensation: To pay per course instead of per hour and increase compensation to move toward parity with full-time faculty.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the second reading of the above proposal as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Human Resources

ITEM #: 3

<input checked="" type="checkbox"/> CONSENT
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TITLE: EMPLOYMENT GROUP A APPOINTMENTS

BACKGROUND:

Leadership:

1. Ms. Amanda Phillips has been appointed to a vacated position of Interim Full-Time Title V Project Director, Title V HSI, effective 1/2/14 through 9/30/15. Placement on Range VII of the Leadership salary schedule is at Step 8.

Classified:

2. Ms. Katherine Brown has been appointed to a new grant-funded position of Part-Time Senior Office Assistant, Healthcare Workforce Initiative, Applied Science & Business, effective 1/2/14. Placement on Range 6 of the Classified salary schedule is at Step A.
3. Ms. Gabriela Ortega has been appointed to a vacated position of Full-Time Bursar, Access & School Relations, effective 1/2/14. Placement on Range 8 of the Classified salary schedule is at Step F.
4. Ms. Andrea Calise has been appointed to a vacated position of Full-Time Bursar, Access & School Relations, effective 1/2/14. Placement on Range 8 of the Classified salary schedule is at Step A.
5. Mr. Kory Taylor has been appointed to a vacated position of Part-Time Bursar, Access & School Relations, effective 1/2/14. Placement on Range 8 of the Classified salary schedule is at Step A.

*[Details on COD website](#)

FISCAL IMPLICATIONS:

- 1-2. Positions are funded by restricted funds.
- 3-5. Positions are funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies appointments as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Human Resources

ITEM #: 4

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TITLE: WORKING OUT-OF-CLASS

BACKGROUND:

Ms. Marisela Zepeda Rosales has been working out-of-class in her position of Part-Time Admissions & Records Technician, Student Success & Student Learning, as Ms. Zepeda Rosales has been assisting with degree evaluations in preparation of upcoming registration and graduation in 2014 and carrying some duties of the vacant A&R Specialist position. She has been working in this capacity since 12/2/13 and will continue until 6/30/14.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

This position is funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies the working out-of-class.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Human Resources

ITEM #: 5

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TITLE: PROPOSAL FROM THE DESERT COMMUNITY COLLEGE FACULTY ASSOCIATION (CTA) TO THE DESERT COMMUNITY COLLEGE DISTRICT – FIRST READING

BACKGROUND:

To conduct a first reading, requested by the Desert Community College Faculty Association (CTA), to re-open the following sections of the collective bargaining agreement of the Desert Community College Faculty Association (CTA) to be negotiated fall/spring 2013/2014, effective 7/1/14:

Article 8: Compensation:

- Increase in Overload and Summer Rates and Longevity Stipends commensurate with the District’s ability to pay
- Compression of the time between earning of Longevity Stipends
- Reconfiguration of Salary Schedule to attract and retain the highest quality faculty
- Increase Salary Schedules commensurate with the District’s ability to pay

Article 10: Health and Welfare Benefits:

- Increase District contribution to Health and Welfare benefits

Article 12: Hours of Service:

- Clarification of “teaching” language in relation to all faculty

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the first reading of the above proposal as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 1

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**TITLE: PURCHASE ORDERS AND CONTRACTS FOR
SUPPLIES, SERVICES AND CONSTRUCTION**

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **December 31, 2013** as follows:

a. Purchase Orders in excess of \$25,000

In the aggregated amount of \$878,132.99, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$12,000.00, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

There are no contracts in excess of \$25,000.00 to report.

d. Purchase Orders and Contracts that do not exceed \$25,000

In the aggregated amount of \$1,399,980.96, as presented. ([Details on COD Website](#))

Note that the report includes all purchase orders and contracts including those reported above.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 2

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TITLE: WARRANTS

BACKGROUND:

Board action is required to ratify District warrants under AP 6300(a). Details of all warrants are posted on the [COD Website](#).

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$6,288,507.15 as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 3

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TITLE: PAYROLL #6

BACKGROUND:

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

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies Payroll #6 in the amount of \$3,137,836.31 as follows:

Certificated:	\$2,047,139.66
Classified:	<u>\$1,090,696.65</u>
	\$3,137,836.31

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 4

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- 140 service manuals and a Kwik-Way brake lathe donated to the School of Applied Sciences & Business by Unicars Honda, Indio, CA. These items will be utilized by students in the automotive lab.

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 5

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

1. Student Success & Student Learning – Mr. John Gerardi, Associate Professor, Accounting, School of Applied Sciences and Business, to attend the Prentice Hall Accounting Symposium for Educators, Scottsdale, AZ, March 14-17, 2014.

This conference is designed to facilitate the exchange of best practices and discussions around emerging ideas, technologies, and innovation in the accounting curriculum. This two day experience also provides an opportunity to meet and connect with other accounting educators from colleges and universities nationwide.

2. Student Success & Student Learning – Mr. Robert Pellenbarg, Adjunct Faculty, School of Arts & Sciences, to accompany/chaperone four Math, Engineering, and Science Achievement (MESA) Eisenhower students: Jesse Espinoza, Juan Lupian, James Rebalcaba and Reyes Escobar to the Transportation Research Board (TRB) 93rd Annual Meeting, Washington, D.C., January 10-17, 2014.

The mission of the Transportation Research Board is to promote innovation and progress in transportation through research. In an objective and interdisciplinary setting, TRB facilitates the sharing of information on transportation practice and policy by researchers and practitioners; stimulates research and offers research management services that promote technical excellence; provides expert advice on transportation and policy and programs; and disseminates research results broadly and encouraged their implementation.

The theme for the 2014 TRB Annual Meeting is Celebrating Our Legacy, Anticipating Our Future. More than 30 sessions and workshops will focus on this theme. These theme sessions will be supplemented by 15 to 25 sessions and workshops on each of the following critical transportation issues: performance measurement, automated driving and connected vehicles, extreme weather events and big data.

Fiscal Implications: Costs estimated at \$1,700.00 and will be funded by a restricted source (MESA Grant). The students will use personal funds to pay for their travel expenses.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the out-of-state/country travel request for the individuals listed.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 6

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TITLE: CHANGE ORDERS – MEASURE B BOND PROJECTS

BACKGROUND:

1. Change Order #1 to the contract with Communication Wiring Specialists, Inc. for the Visual Arts Project is in the amount \$11,574.76 for additional man hours required for installation as well as the new speakers products and associated support system. This change order amends the contract total from \$178,612.00 to \$190,186.76 and remains within the 10% allowed for changes.
2. Change Order #1 to the contract with Inland Pacific Tile for the Visual Arts Project is in the amount of \$749.00 for the increase in material costs incurred when the interior finish color pallet was adjusted as per the user group’s request. This change order amends the contract total from \$15,800.00 to \$16,549.00 and remains within the 10% allowed for changes.
3. Change Order #1 to the contract with JPI Development Group for the Athletic Facilities Project is a credit in the amount of <\$1,717.26> includes the deletion of the new waterlines not needed for loop system from the scope of work. This change order amends the contract total from \$415,000.00 to \$413,282.74.
4. Change Order #3 to the contract with Oakview Constructors Inc. for the Child Development Center Project is in the amount of \$16,814.00 for the incorporation of various scope modifications into the project, exhibit “F”* for detailed description. This change order amends the contract total from \$4,330,182.22 to \$4,346,996.22 and remains within the 10% allowed for changes.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the Change Orders listed above.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 7

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**TITLE: NOTICE OF COMPLETION – MEASURE B BOND
PROJECTS**

BACKGROUND:

1. The contract with Construction Electric, Inc. for the Monterey Avenue Entrance Project - Electrical is complete as of August 2, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

FISCAL IMPLICATIONS:

These projects are funded by proceeds from the Measure B Bonds.

RECOMMENDATION:

Board of Trustees accepts the contracts that are listed above for a specific Measure B Bond Project as complete.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 8

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TITLE: MEMORANDUM OF UNDERSTANDING

BACKGROUND:

One Memorandum of Understanding (MOU) between College of the Desert (COD) and:

1. Follett – ConnectOnce Course Import Process – SIS Datatel* - Follett's ConnectOnce Course Import process is a technical solution that retrieves the course dataset by discovery and promotes to CourseTracks. By implementing ConnectOnce Course Import process, the institution will streamline and simplify the course import process. Follett will design and implement the background job that would gather the data for a term and the campus store; provide technical support as it relates to ConnectOnce integration; agree to assure privacy of campus and student information; and provide training and tutorial documentation for the various functions of ConnectOnce to the institution.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the MOU with Follett – ConnectOnce Course Import Process – SIS Datatel.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 9

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**TITLE: AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT**

BACKGROUND:

The Amendment between the Desert Community College District and Mr. Wade W. Ellis, CPA, is to extend the Professional Services Agreement through February 28, 2014.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

Professional Services Agreement will be funded from the general fund at a rate of \$100.00 per hour not to exceed \$15,550.00.

RECOMMENDATION:

Board of Trustees ratifies the Amendment to the Professional Agreement between Desert Community College District and Mr. Wade W. Ellis, CPA.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 10

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**TITLE: NEW MARKET TAX CREDITS CONSULTING
SERVICES**

BACKGROUND:

PeaksCo, LLC is particularly adept at strategically identifying and securing New Market Tax Credits allocation for mission-oriented, high community impact, and environmentally sustainable projects. New Market Tax Credits appear to be an excellent fit with College of the Desert's (COD's) projects in Indio, Palm Springs and Mecca/Thermal, which could provide a substantial additional subsidy to enhance COD's overall development and operating capital capacities. Consulting services shall be from September 1, 2013 to June 30, 2014.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

Consulting Services fees not to exceed \$25,000.00 and will be funded from Redevelopment Funds plus a 1.5% fee on any completed transaction.

RECOMMENDATION:

Board of Trustees ratifies the New Markets Tax Credits Consulting Services with PeaksCo, LLC.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 1

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TITLE: RESOLUTION #011714-1 AUTHORIZED SIGNATURES

BACKGROUND:

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

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #111714-1 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 2

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TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

In accordance with the provisions of Education Code Sections 42633 and 85233, a certification of signatures form must be completed following the annual organization meeting of the Board. The annual organization meeting of the Board was on December 13, 2013. The Certification of Signatures form verifies the signatures of members of the governing board and persons authorized to sign orders drawn on the funds of the District and New Employee Authorization Transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. The individuals are as follows:

Michael O’Neill – Governing Board Member
Rebecca Broughton – Governing Board Member
Bonnie Stefan – Governing Board Member
Mary Jane Sanchez-Fulton – Governing Board Member
Aurora Tenorio-Wilson – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; Linda Valkenburg – sign warrant orders, orders for salary payment and sign notices of employment; Stephen F. Renew – sign warrant orders, orders for salary payment and sign notices of employment; Anna Davies – sign warrant orders, orders for salary payment and sign notices of employment; Lisa Howell – sign warrant orders, orders for salary payment and sign notices of employment; and Stan Dupree – sign notices of employment.

*[Details on the COD Website.](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 3

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

**TITLE: NONRESIDENT AND FOREIGN TUITION FEE FOR
2014-2015**

BACKGROUND:

In consultation with the Director of International Education Program, Ms. Christina Delgado, Education Code 76140 requires that community colleges establish nonresident (out of state and foreign) student tuition fee for the following year no later than February 1st of the current year. The amount charged for nonresident students is calculated by using Option 2.

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

2011-12	\$183
2012-13	\$186
2013-14	\$190
2014-15	\$197

As per the worksheet*, using the option of Education Code Section 76141(a), the District may also charge foreign students an additional fee for capital outlay. This year (2013/14) we charged a \$0 per unit fee to foreign students for capital outlay. In order to be competitive with nearby districts, we have chosen not to charge a capital fee in 2014-2015. The result for nonresident and foreign students is that for this year (2013-2014) they are paying a total of \$190 per unit and in 2014-2015 they will be paying a total of \$197.00 per unit.

*[Details on the COD Website.](#)

FISCAL IMPLICATIONS:

In 2013-14, \$1,358,220.00 is budgeted as anticipated revenue from nonresident and foreign student fees.

RECOMMENDATION:

Board of Trustees approves a \$197.00 per unit Nonresident Tuition Fee and approves no charge for the Capital Outlay Foreign Student Tuition Fee for academic year 2014/15.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 4

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

**TITLE: RESOLUTION #011714-2 ESTABLISH REVOLVING
CASH FUND**

BACKGROUND:

In the fiscal year 2013-2014 Budget, the Board will hold \$5,000.00 of Foundation Funds to establish an emergency checking account for emergency requests submitted by students and faculty. This account will allow the funds to be available to students and faculty after appropriate approvals have been obtained.

*[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs associated with this item.

RECOMMENDATION:

Board of Trustees adopts Resolution #011714-2* authorizing the establishment of an emergency checking account for \$5,000.00 for the Foundation Emergency Revolving Account.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/17/2014

AREA: Administrative Services

ITEM #: 5

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS
FOR THE ATHLETICS FACILITIES PROJECT**

BACKGROUND:

Bid Package #35 – Network Transmission Systems (NTS) has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #36 – Audio Visual (AV) has been out to bid and the bid results* indicate the lowest qualified bid.

*[Details on the COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contracts as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/6/2014 Chair & Vice Chair Review: 1/8/2014
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