

# 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 20, 2012  
**TIME:** 9:30 A.M.  
**LOCATION:** 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.*

### **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 20, 2012, with any additions, corrections, or deletions.

**III. CLOSED SESSION** 9:30 – 10:00 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: Dr. Edwin Deas

2. **ANTICIPATED LITIGATION:**  
Specify number of potential cases: 1

### **IV. OPEN SESSION** 10:15 a.m.

Closed session report (if any)

**V. PUBLIC COMMENTS (Agenda Items): 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 AGENDA 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:**

1. The Regular meeting of December 16, 2011.

**VII. ADMINISTRATIVE REPORTS**

1. President
  - a. Faculty Acknowledgement: Jose Simo, Counselor, HSI

**VIII. REPORTS**

- A. GOVERNING BOARD
- B. ASCOD
- C. COLLEGE OF THE DESERT FOUNDATION
- D. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- E. ACADEMIC SENATE
- F. FACULTY ASSOCIATION
- G. C.O.D.A.A.
- H. CSEA

**IX. 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. HUMAN RESOURCES**

1. Employment Group C Appointments
2. Extensions of Assignment
3. Resignation – Classified

**B. FISCAL SERVICES**

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #6
4. Out-of-State/Country Travel
5. Gift/Donation to the District
6. Agreement for Specific Legal Services with Best, Best & Krieger LLP

**X. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Revision to Administrative Procedure 2735: Board Member Travel – Second Reading
2. Revision to Board Policy 2100: Board Elections – Second Reading
3. Revision to Board Policy 1101: College President – Second Reading
4. Revision to Board Policy 3505: Emergency Response Plan – First Reading
5. Revision to Board Policy 3711: Conflict of Interest – Employees – First Reading
6. Proclamation: Black History Month
7. Proclamation: Tech Ed Month

**C. HUMAN RESOURCES**

1. Employment Group A Appointment – Classified
2. Employment Group A – Over 60 Days

**D. FISCAL SERVICES**

1. Budget Transfers
2. Nonresident and Foreign Tuition Fee for 2012-2013
3. CCFS-311Q / Quarterly Financial Status Report
4. Notice of Intent to Award Contract – Classroom Building Project – Bid Package #11 – Technology
5. Notice of Intent to Award Contract – Classroom Building Project – Bid Package #19 – Audio Visual
6. Public Hearing for Certification of the Final Environmental Impact Report for the Indio Educational Center and Approval of the Project
7. Resolution #012012-1 Certification of the Final Environmental Impact Report for the Indio Educational Center and Approval of the Project

**E. ACADEMIC AFFAIRS**

1. Approval of Curriculum Modifications for 2011-12 Academic Year

**F. STUDENT AFFAIRS**

1. To Approve Submission of Grant Proposal

**XI. ITEMS OF INFORMATION**

1. Revised AP 2714: Distribution of Tickets or Passes

**XII. SUGGESTIONS FOR FUTURE AGENDAS**

**XIII. BOARD COMMENTS**

**XIV. STUDY SESSION**

1. Vice President Business Affairs – Dr. Edwin Deas
  - Career Technical Education – Design Development – o2 Architects
  - Child Care Development – Design Development – HMC Architects
2. Vice President Academic Affairs – Farley Herzek
  - Think Tanks/Implementation Teams update
  - Accreditation Follow-up Report update
  - 2011-2012 FTEs Projections

**XV. CLOSED SESSION (Continuation if needed)**

**XVI. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD MEETING  
CRAVENS STUDENT SERVICES CENTER  
FRIDAY, DECEMBER 16, 2011  
MINUTES**

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

Chair Hayden called the meeting to order at 9:32 a.m. and asked Trustee Stefan to lead the Pledge of Allegiance.

President Patton called the roll and all members were present, with the exception of Student Trustee Aaron Bonner, who will be present after the closed session at 10:45.

**II. AGENDA:**

- A. CONFIRMATION OF AGENDA:** Approve the agenda of the Regular Meeting of December 16, 2011, with any additions, corrections, or deletions.

A motion was made by Becky Broughton, seconded by Bonnie Stefan, to approve the agenda of the December 16, 2011 Board meeting. The faculty acknowledgement listed under the Study Session is being postponed to January. Motion carried unanimously with the change noted.

**III. ORGANIZATION FOR 2012**

**A. APPOINTMENT OF OFFICERS**

- 1) Chairperson - Bonnie Stefan

**Motion** by Becky Broughton, second by John Marman, to approve Bonnie Stefan as Chair. No discussion. Motion carried unanimously.

Trustee Hayden passed the gavel to the new Chair, Bonnie Stefan, who took over the meeting.

- 2) Vice-Chairperson - Michael O'Neill

**Motion** by John Marman, second by Becky Broughton, to approve Michael O'Neill as Vice Chair. No discussion. Motion carried unanimously.

- 3) Clerk - Becky Broughton

**Motion** by Michael O'Neill, second by John Marman, to approve Becky Broughton as Clerk. No discussion. Motion carried unanimously.

4) Secretary

**Motion** by Michael O'Neill, second by Becky Broughton, to approve President Jerry Patton as Secretary. Motion carried unanimously.

5) Representative/COD Foundation Board of Directors

Trustee Broughton said in the past few years the outgoing Chair has rotated onto the Foundation Board and suggests it remain the same. Trustee Charles Hayden will now serve on the Foundation Board.

6) Representative/County Committee

Trustee Marman will serve on the County Committee.

7) Representative/Inland Valley Trustees' Assoc.

Trustee Stefan said there has been some debate this group has not been as active the last couple of years. She asked Trustee Hayden to update the members on what this group has been doing. Trustee Hayden reported they have been more active this last year and would like to continue as the representative to this group. Trustee Marman asked how often they meet. Trustee Hayden said they normally meet at every conference and between conferences. Trustee Stefan recognizes the importance of this but due to the financial situation the District may not be able to send Trustee Hayden to all 4 meetings held during the CCLC Conferences. Trustee Hayden said since he is on the ACES Committee he is at the conferences anyway. He is no longer on the CCCT Board but is on the standing committee for ACES, which sets up the conferences. It was agreed that Trustee Hayden could continue as the IVTA representative as long as he understands travel may not be granted.

Trustee Marman would like to attend the next local meeting.

Chair Stefan said since we are not sending people to training she would like to have 2 trustees on each of the following committees and rotate every 4 months. They are to meet and report back to the board.

8) Representative/Business Affairs (Finance/Facilities/COC)

Trustee Hayden and Trustee Marman will work with Vice President Edwin Deas and Business Affairs.

9) Representative/Student Affairs

Trustee Broughton and Trustee O'Neill will work with Interim Vice President Adrian Gonzales and Student Affairs.

10) Representative/Academic Affairs

Trustee Stefan and Student Trustee Aaron Bonner will work with Vice President Farley Herzek and Academic Affairs.

**IV. CLOSED SESSION** 9:45 – 10:45 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: Dr. Edwin Deas

**2. PUBLIC EMPLOYMENT**, Pursuant to Government Code section 54957  
Position to be filled: President

**V. OPEN SESSION** 11:30 a.m.

Action taken in Closed Session:

**Motion** by Michael O'Neill, second by Becky Broughton, to extend closed session to 11:30 in order to complete discussions regarding the public employment: President. Motion carried unanimously.

**Motion** by Michael O'Neill, second by John Marman, to approve the amended job description of the Superintendent/President. Motion carried unanimously.

Closed session discussions were not completed and the members will reconvene to closed session following the business meeting.

**VI. PUBLIC COMMENTS (Agenda Items):**

None.

**VII. APPROVE THE MINUTES OF:**

There were no corrections to the minutes of the regular meeting of November 18, 2011 and they stand approved.

Arturo Ceja and Gary Dack of Lund and Guttry, LLP, gave a brief overview of the District, Auxiliary and Bond audits.

## **VIII. REPORTS**

A. CSEA: Mary Lisi was present and gave a brief report.

B. ASCOD: Simon Myers was not able to attend.

C. COLLEGE OF THE DESERT FOUNDATION: Jim Hummer was not able to attend.

D. COLLEGE OF THE DESERT ALUMNI ASSOCIATION: Gene Marchu was not able to attend but had submitted his report via email.

E. ACADEMIC SENATE: Zerryl Becker was present and gave a brief report.

F. FACULTY ASSOCIATION: Gary Bergstrom was not able to attend but had submitted his report via email.

G. C.O.D.A.A.: David Bashore had been present earlier but was not able to stay.

### **H. GOVERNING BOARD**

Trustee Broughton:

- Attended the Palm Desert Blue Light Ceremony with President Patton;
- Boys and Girls Club opening in Mecca;
- East Valley Friends meeting where they continued working on a get together in Indio in February;
- College visit with the avid group from Toro Canyon Middle School students– These are 7<sup>th</sup> graders and 100% of them are first generation to go to college. She thanked Student Services for helping with setting up this tour;
- Meeting with some community members, President Patton and Dr. Deas on future improvements to Mecca/Thermal Campus;
- Completed her ethics certification.

Trustee Hayden:

- Working with organizations (Rotary, Hoteliers, and Women's Clubs) in Desert Hot Springs, to find money to help students with bus passes. They are attempting to find out how many have to ride the bus;
- Attended the groundbreaking of the communications building;
- Attended the CCLC Conference in November and distributed his report to the members;
- Received the CCLC's report on Student Success. He attended the taskforce workshop at the conference and there were 20 recommendations on student success.

Having just completed an online Ethics training and knowing Trustee Hayden also attended an Ethics Workshop at the CCLC Conference Trustee Broughton asked Trustee Hayden if he



thought they should report the \$50.00 ticket they were given to attend the Rita Rudner COD Foundation event. The consensus was it should be reported on their Form 700.

Trustee Marman:

- Attended the communications groundbreaking;
- Attended the final lecture given by Dr. Bill Gudelunas
- Attended a birthday celebration for President Patton
- Attended the Public Safety Award Ceremony;
- Attended several task force meetings and he still has some concerns as some areas are not turning in their info.
- Went to Lincoln school for their Christmas ceremony.

Trustee O'Neill:

- Attended the COD Alumni Street Fair
- Attended the groundbreaking for the Communications Building and thanked Dean Tony DiSalvo for the students participation, which was excellent;
- Attended the final lecture given by Dr. Bill Gudelunas and wished he and his wife great success;
- Attended the bond committee meeting, Nursing pinning and Public Safety Academy ceremony;
- Spent a great deal of time this past month with the search process;
- Thanked the faculty and adjunct for their participation in the search meeting yesterday;

He also reported at last month's meeting he and Trustee Stefan were charged with investigating the hiring of an attorney for the Board. He distributed information to the members. He met with David Erwin, a partner in the firm of Best, Best & Krieger. He and Dr. Stefan recommend the Board contract with this firm as counsel to the Board. There is no retainer, no travel costs, and we would have access to all their expertise. Their fee schedule is listed. Mr. Erwin would like the members to have open access to contact him and his response would be to all the members. Mr. Erwin has one condition for employment; a training session with the Board on the Brown Act and Conflict of Interest.

Chair Stefan asked Administration to proceed with a contract and place it on the agenda for next month. The members asked for a study session in January on these two topics.

Trustee Stefan:

- Attended the COD Jazz Ensemble and the Wind Chamber Percussion Ensemble;
- Attended the COD Chamber Singers;
- Attended the pre-board meeting agenda review;
- Had a phone conference and special meeting with the search firm;
- Attended the Nursing Pinning and Public Safety Academy Award Ceremony;
- Held an open campus meeting here last night with the student focus group.

Trustee Bonner:

- Final exams are finished and he is pleased to announce he did well and expects to receive high marks. Wished COD students the best of luck on their final exams and grades.
- Thanked faculty members who have already submitted grades and those that will submit them on time as it helps our students who are applying for scholarships and those in the process of transferring.
- Met with the Foundation board and shared his story on the importance of COD in his life;
- Was invited to meet with a small task force to develop a college draft response to recommendation #8 of the Accreditation report.
- Attended the groundbreaking ceremony for the Communications Building;
- Attended the Public Safety Academy Award Ceremony and he congratulated the cadets and their families. He also congratulated the nursing graduates.
- He will provide the final results from the index card survey at the next meeting.

Trustee Stefan asked if they would see the results of the president search survey and Trustee Bonner said he will provide those results as well.

## **IX. CONSENT AGENDA:**

**Motion** by Michael O'Neill, second by Becky Broughton, to approve the consent agenda as presented.

**Discussion:** Trustee Marman saw an item in the warrants for \$57,000 for resolution of conflict. Dr. Deas said we reached a settlement agreement with the gentleman that had commented at a previous board meeting. The quicker way to pay the company is through the Auxiliary and then the District reimbursing the Auxiliary. There was also a payment to Datatel for student and teacher drops. Bina Isaac, Dean Information Technology and Institutional Research, explained that Title 5 is doing two extensions to the Datatel module and Title 5 is paying for that. Adrian will be providing additional information during the study session.

### **Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None

Absent: None

Abstain: None

Final Resolution: Motion carried unanimously.

### **A. HUMAN RESOURCES**

1. Employment Group C Appointments
2. Extension of Assignment
3. Change in Assignment

### **B. FISCAL SERVICES**

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #5
4. Out-of-State Travel

## **X. ACTION AGENDA**

### **A. BOARD OF TRUSTEES**

1. Revision to Administrative Procedure 2735: Board Member Travel – First Reading

**Motion** to accept Administrative Procedure 2735: Board Member Travel for a first reading by Aaron Bonner, second by Becky Broughton.

**Discussion:** Dr. Deas explained the total annual travel budget for the Trustees is \$10,000, divided by 5 Trustees equals \$2,000 per year per trustee. Beginning January it will be half of that amount.

#### **Vote**

Yes: Becky Broughton, Charles Hayden, John Marman, Michael O'Neill, Bonnie Stefan

No: None.

Absent: None.

Abstain: Aaron Bonner

Final Resolution: Motion carried.

2. Revision to Board Policy 2100: Board Elections – First Reading

**Motion** to accept the first reading by Michael O'Neill, second by Aaron Bonner.

**Discussion:** None.

#### **Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None

Final Resolution: Motion carried unanimously.

3. Adopt Resolution 121611-1: Support of Senate Constitutional Amendment 5

**Motion** to adopt by John Marman, second by Michael O'Neill.

**Discussion:** None.

Roll Call Vote:

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None

Final Resolution: Motion carried unanimously.

#### 4. Approval of Board member travel

**Motion** to approve by Michael O'Neill, second by Becky Broughton.

**Discussion:** Based on what was explained earlier there would be \$1,000 available for this travel. There is approximately 7,500 left in the travel budget. Trustee Marman thinks the entire campus needs to look at their travel budget and it's more important than ever the Board set an example and only attend conferences that are absolutely essential.

Trustee Bonner asked Trustee Hayden if he has attended this conference in the past and he has attended many of them. He also asked if this information was available on the internet and Trustee Hayden thought it was. Chair Stefan had reviewed the brochure for the upcoming CCLC Conference and didn't see many workshops listed.

Chair Stefan said because we didn't grandfather it in we have to divide the remaining monies by 5 Trustees for a total of \$1,600.00 per Trustee for the remainder of the year. She is attending the Board Chair Workshop in January as she is the new Chair. We have to look at what conferences are coming up. She feels we can lobby our legislators from here and not travel to do so. Trustee Hayden said the point was that the local legislators may not be on the education committee and may not have anything to do with the community colleges and they don't vote for things for the community colleges. Chair Stefan asked Trustee Hayden if he wanted to attend the January conference or May and he responded he will not be attending in May. Trustee Marman reiterated he thinks the Board must be leaders and we should limit travel.

#### **Vote**

Yes: Charles Hayden, Michael O'Neill, Bonnie Stefan

No: Aaron Bonner (Advisory Vote), John Marman, Becky Broughton

Absent: None.

Abstain: None.

Final Resolution: Motion carried for travel up to \$1675.00 per trustee for the remainder of this 2011-2012 year.

#### 5. Revision to Board Policy 1101: College President – First Reading

**Motion** to accept first reading by Michael O’Neill, second by John Marman.

**Discussion:** Trustee Broughton thought this title was changed out of respect for our President so it wouldn’t be confusing for those outside the educational system. Superintendent was removed so as to separate us from K-12. The search firm is recommending we change the title back to “Superintendent/President” in order to attract applicants who are currently Presidents in multi-college districts. Out of all the single college districts in the state only two others use the title “President”.

**Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O’Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None

Final Resolution: Motion carried unanimously.

6. Announcement of Presidential Search Advisory Committee

**Motion** to approve by Aaron Bonner, second by Michael O’Neill.

**Discussion:** The campus community was asked to respond if they were interested in volunteering to be on this advisory committee. The Chair and Vice Chair, in consultation with Human Resources made a selection based on all of the criteria the District uses when it is forming any search committee; male/female/ethnic balance/ representation across all academic areas and tried to have an equal balance of input from everyone. Trustee Stefan thanked everyone that applied. She and the Vice Chair took it very seriously and made the recommendations before the Board. Trustee O’Neill said this group will be an advisory group, not a decision-making group. There will be additional people having input in more stages in the process than in the past.

Trustee Stefan announced the members of the Presidential Search Advisory Committee:

- 2 Board Members – Chairs
  - Michael O’Neill
  - Bonnie Stefan
- 2 Adjunct Faculty
  - Stan Dupree
  - Amanda Phillips
- 2 Classified Staff
  - Mary Lisi
  - Mark Rizzo
- 2 Full-Time Faculty
  - Zerryl Becker
  - Kathlyn Enciso

- 2 Leadership Team Members
  - Bina Isaac
  - Tony DiSalvo
- 2 Students
  - Aaron Bonner
  - Antonio Aguilar
- 1 Community Member
  - William Kroonen (City of Palm Desert)
- 1 K-12/CSU Administrator
  - Doris Wilson (CSU San Bernardino & Formally DSUSD)
- 1 Diversity Council Member
  - Carlos Maldonado

**Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O’Neill,  
Bonnie Stefan

No: None

Absent: None

Abstain: None

Final Resolution: Motion carried.

**B. PRESIDENT**

1. Approval of the Certification of Signatures Form

**Motion** to approve by Michael O’Neill, second by John Marman. .

**Discussion:** None.

**Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O’Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None

Final Resolution: Motion carried unanimously.

The Board recessed for lunch.

**C. HUMAN RESOURCES**

1. Employment Group A Appointments – Classified

**Motion** to approve by Becky Broughton, second by Michael O’Neill. .

**Discussion:** None.

**Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None

Final Resolution: Motion carried unanimously.

2. Employment Group A Appointments – Leadership

**Motion** to approve by Michael O'Neill, second by Aaron Bonner.

**Discussion:** None.

**Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None.

Final Resolution: Motion carried unanimously.

3. Employment Group C – Over 60 Days

**Motion** to approve by Becky Broughton, second by Michael O'Neill.

**Discussion:** Trustee Broughton thanked Dr. Deas for this process and the explanation. Trustee O'Neill agreed.

**Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None.

Final Resolution: Motion carried unanimously.

**D. FISCAL SERVICES**

## 1. 2010-2011 Audit Reports

**Motion** to approve by John Marman, second by Michael O'Neill.

**Discussion:** Trustee Broughton was uncomfortable voting for this without all the pages available and would like to delay the vote until they have all the pieces. It was pointed out that the full audit report was available on the website with links inserted in the agenda. Several members were able to view the entire report on the website but agreed they would prefer having a paper copy of reports like this in the future.

Trustee O'Neill is concerned about the DSPS audit findings. He said it is very clear in Title 5 that the director is responsible to maintain the compliance and even though the number has decreased, we've never had this finding until the last 2 years. This is a serious violation. There is sufficient staff in that department to address this. Each area has a responsibility and we should see no compliance findings next year. Interim Vice President Gonzales reported he is systematically reviewing each department under him and they are looking for compliance issues and have identified several items to correct. Trustee O'Neill acknowledged Wade Ellis and the business office for doing an outstanding job with their processes.

President Patton said that the first 2 findings on the census roster have been an issue for years. There is now an automatic process for faculty to submit their census rosters. Mr. Gonzales said due to this automated process we fully expect we will not have this problem in the future. Dr. Nery, Dean of Enrollment Services will receive a report that tells which are not in and she can follow up with those faculty members. Trustee O'Neill said that Ed Code says the faculty members are responsible and need to impress on them they are the only ones that can make the roster correct. We have an obligation to remind them.

Mr. Ellis pointed out that Lund and Guttry will not be our auditors again as the process will go out to bid. Any auditor under contract will have to follow the guidelines set by the Chancellor's Office.

### **Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None

Final Resolution: Motion carried unanimously.

## 2. 2010-2011 College of the Desert Foundation Audit Report

**Motion** to accept by Michael O'Neill, second by John Marman.

**Discussion:** Trustee Marman commented the interest on the \$20M is what is keeping the Foundation viable. President Patton said it is difficult to raise money in these difficult economic



times but the event the other night raised over \$700,000. Some donations go 100% to the designated program but most are split 70/30 to help the Foundation to run its infrastructure.

**Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None.

Final Resolution: Motion carried unanimously.

3. Resolution #121611-2 – Budget Adjustments

**Motion** to approve by Becky Broughton,, second by Michael O'Neill.

**Discussion:** None.

Roll-call vote:

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None

Final Resolution: Motion carried unanimously.

4. Desert Community College District's Proposed Amendments to Conflict of Interest Code

**Motion** to approve Becky Broughton, second by John Marman.

**Discussion:** Dr. Deas said we update this Conflict of Interest Code every two years.

Trustee Broughton asked why she, as an appointed board member on the Fair Board and an elected board member on the community services district, has to take an ethics class, but those elected to school boards do not. At this point it is not mandated by the community colleges.

**Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None.

Final Resolution: Motion carried unanimously.

## **E. ACADEMIC AFFAIRS**

### 1. Curriculum Modifications

**Motion** to approve by Becky Broughton, second by John Marman.

**Discussion:** Trustee Marman asked if with various programs being discontinued are students still able to get their degree in their chosen field. The students' needs are taken into account when these and the various task force recommendations for discontinuance are made.

#### **Vote**

Yes: Aaron Bonner, Becky Broughton, Charles Hayden, John Marman, Michael O'Neill,  
Bonnie Stefan

No: None.

Absent: None.

Abstain: None.

Final Resolution: Motion carried unanimously.

## **XI. ITEMS OF INFORMATION**

### 1. Student Trustee Evaluation

Trustee Broughton commented that Aaron has done a very good job as the Student Trustee. He has taken opportunities to educate himself and she thanked him for all his hard work.

Trustee Marman commented we have been very successful with our Student Trustee and thanked the President's Office staff for the time spent with the Student Trustees. Trustee O'Neill also thanked Carlos Maldonado, Director of Student Life, as there have been noticeable improvements for the students.

### 2. New AP 4021: Program Discontinuance

## **XII. SUGGESTIONS FOR FUTURE AGENDAS**

Trustee Marman commented there has been some controversy about the student success recommendations. He has received some emails from Doug Garrison, President of Monterey Peninsula College, and thought there were some of those recommendations are worth looking at.

He also commented on a no smoking policy. There have been many discussions through the years and several surveys done and he thinks we should do something about it. Mr. Gonzales said the student survey was completed but the numbers, in terms of the people that actually took the survey, were low. Kevin Snyder, as part of one of his work groups, is researching this with the Health and Safety Committee.

President Patton asked the Student Trustee if ASCOD would support it. Mr. Bonner said there have been discussions within ASCOD, and while he doesn't know if ASCOD would support it,

he would. The main concern is that most students weren't aware there was a smoking policy. Mr. Gonzales said there have been discussions as to whether to do an education program on what the rule really is and get a true opinion on moving to a no-smoking policy vs. stronger enforcement of our current policy. Mr. Gonzales said they are considering using a CCSSE survey, which would give us a large sample pool. With the large number of international students who smoke, a designated smoking area could work also.

Trustee O'Neill would like to have training on parliamentary procedure scheduled at a study session in the spring.

Trustee Stefan would like to have special study sessions just for training. Trustee Stefan said it had been brought up that the board never really gets to talk. That is part of a retreat. She suggests having a training session with no reports, with a 30 minute retreat session.

Trustee Marman would like an update on Community and Contract Ed.

### **XIII. BOARD COMMENTS**

Trustee Marman commented on the IHEP (Institute for Higher Education Policy) report he received. They looked at the success rate of 430,000 over a 6 year period and concluded if the student declare their program of study in the first year it double the rate of success.

Trustee Stefan encouraged all members to meet with their assigned Vice Presidents.

She would also like to streamline the meetings a bit more. She, as the Chair, would like the board to submit a written report prior to the meeting the same way that others do and then limit their verbal reports to 1 minute, just the highlights.

Chair Stefan asked the board members to run agenda items through the Chair first. Please send suggested items to the Board Administrative Assistant, who will forward to the Chair for approval. She also asked the members if they have items they'd like a report on to send those requests to the Board Administrative Assistant, who will forward it to the Chair.

Trustee Hayden suggested is there is a study session scheduled to keep the reports to a minimum and get to the action agenda more quickly.

Trustee O'Neill expressed concern that the results of the MIS audit and the possible repayment process could extend far beyond President Patton's tenure and those Board members up for election in November. President Patton said the Chancellor's Office would like to get it resolved as soon as possible. He would like to travel to the Chancellor's Office to argue to be allowed to shift summer FTES from one year to the next. If we are allowed to do that there is only one year at risk. The auditors are through and are set to meet next week to go over the findings. Trustee O'Neill thought one or two board members should accompany him to show they are really involved in the process and are supportive. President Patton agreed.

## **XIV. STUDY SESSION**

### 1. President

#### a. ARCC Report

President Patton said the Accountability Report for Community Colleges was put into place by the legislators 4 years ago and we are required to report on the progress of student success and student activities.

California State Assembly Bill AB1417 (Pacheco) [Chapter 581, Statutes of 2004] required the Board of Governors of the California Community Colleges to recommend to the Legislature and Governor a workable structure (framework) for annual evaluation of community college performance in meeting statewide educational outcome priorities. Pursuant to AB 1417, the California Community Colleges Chancellor's Office (Chancellor's Office) worked with community college institutional researchers and an external panel of nationally recognized experts in higher education accountability to develop the mandated performance evaluation structure, now called Accountability Reporting for the Community Colleges, or ARCC.

The report provides an overview of system performance on specific indicators:

#### College Level Indicators:

- Student Progress & Achievement Rate
- Percent of Students Who Earned at Least 30 Units
- Persistence Rates
- Vocational & Basic Skills Credit Course Completion Rates
- ESL & Basic Skills Credit Course Improvement Rates
- Career Development & College Preparation Progress & Achievement Rate

#### System wide Indicators:

- Percentage of Baccalaureate from the CCC
- Volume of Transfer/Transfer Rate
- Annual Numbers of Vocational Awards and Credit Basic Skills Improvements
- Top 25 CTE Programs by Total Awards
- Income Trends for Graduates with CTE Degrees or Certificates
- Participation Rates

The System Office issued the first ARCC report in 2007 and the report is updated annually every March. Each college has opportunities to review a draft of the report and resubmit data if needed. Additionally, each college can submit to the System Office a self-assessment regarding its performance, and the annual report includes these self-assessments.

Bina Isaac, Dean Information Technology & Institutional Research presented a power point with the members and reviewed each of the indicators and noted the peer group changes for each indicator. This is a snapshot of the students we serve. This power point, as well as the entire report, is available on the College of the Desert website.

College of the Desert shows excellent performance in six indicators. The college is below its peer group in two indicators and is taking steps to improve its Basic Skills improvement rate and persistence rate. The percentage of students earning at least 30 units, persistence rate, course completion rate for credit basic skills courses, and Career Development and College Preparation progress and achievement rate has increased over the past year. The college is especially proud of its pre-collegiate programs which give students the necessary preparation for succeeding in the college level curriculum. This report will be discussed at the next Dean's meeting.

President Patton provided a handout on the Voluntary Framework of Accountability and the recommendations and 8 areas of focus on student success.

## 2. Interim Vice President Student Affairs – Adrian Gonzales

### a. Overview of Student Affairs grants and Title 5 HIS update

Interim Vice President Adrian Gonzales distributed a handout which gives an overview of the grant activity in Student Affairs and the HIS Grant we just received. He reviewed the handout with the members.

Trustee O'Neill asked if this HIS grant can be used to offer classes we couldn't normally offer. Mr. Gonzales said we can potentially design the academic offerings but cannot use Federal funds to generate revenue for college. Trustee Marman asked if Basic Skills classes we already have could come under that. Mr. Gonzales responded that we couldn't pay for students to be in those Basic Skills courses where we are exploring alternative delivery methods. It could pay for the instructor as long as we didn't charge a fee to the students.

Mr. Gonzales said when we were developing this grant we were very strategic with where we thought we would take budget cuts. We have initiated a Summer Bridge around English and Math; an academic boot-camp concept, which is more workshop based to help students prepare students for the course they are about to enter; student development workshops; increased counseling services at the Eastern Valley Center (EVC); developing a supplemental instruction model at EVC; created a position called Counseling Support Assistance, which is very similar to the idea of an Instructional Support Assistant. Trustee Bonner asked if they have considered developing the sciences as well. Mr. Gonzales said HIS grants can be developed around STEM areas but this one doesn't, except for the Math area.

Trustee Broughton referenced the cohorts and asked if there is any information collected on those groups that the high schools have? Mr. Gonzales said that we are working with CalPASS and they have a lot of great data and we have discussed how we can take some of that info and match it up to the cohorts. The cohorts are tagged in Datatel and with being understaffed in our research area we have built in a part-time researcher to be dedicated to the Student Affairs area. Trustee O'Neill asked if we can split someone who is currently a tenured full time employee. Mr. Gonzales responded if it is for a different responsibility, then yes. If we had 1 full time counselor and with this grant we were going to add one more full time, our end result has to be 2.

3. Vice President Business Affairs – Dr. Edwin Deas

a. 2010/2011 Citizens' Bond Oversight Committee Annual Report

Dr. Deas provided the members with a copy of the Citizens' Bond Oversight Committee Annual Report. The Committee met this week and approved the annual report. Dr. Deas thanked Trustee O'Neill for his service to that committee. The report is for the board's information and copies will be sent to the community. This report is draft and there is information to be added and updated before the final is sent to the printer.

Trustee O'Neill commented it is good that we will rotate this through the community as we need to hear their thinking. Trustee Marman commended Dr. Deas for this group doing an outstanding job. He appreciates the excellent oversight Dr. Deas has provided to this group.

b. Update on Center Status for EVC

Dr. Deas said we are in flux for the East Valley Campus. At the time we acquired the property for the Mecca/Thermal Campus (MTC) we started the process of applying for center status. The focus was to be on MTC with the thought, at that time, that Indio would be closed. The government brought in a 2-tier qualification for center status. The first tier is if we report 500 FTES over a year we can get center status. Our motivation was to obtain the \$1M funding that goes with center status. They changed the benchmark for the \$1M funding to 500 FTES per semester or 1000 FTES over a year.

Our application was stalled due to this change in the rules and Dr. Deas went to Sacramento to see why it was stalled. He explained to the Chancellor's Office that the board had changed its initial approach and was now favoring a 2-pronged approach, which was the immediate development of Indio to a capped level and the gradual development of MTC. This approach has since been questioned by the Chancellor's Office and we are currently working on clarification before proceeding with an application for center status.

**XV. CLOSED SESSION** (Continuation)

There was no reportable action taken in this continuation of closed session.

**XVI. ADJOURN**

**Motion** by Michael O'Neill to adjourn. Meeting adjourned at 4:10 p.m.

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Human Resources

**ITEM #:** 1

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

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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**BACKGROUND:**

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

Classified Part-Time/Temporary/Substitute employees in an aggregate amount of \$52,690.00.  
(Details on [COD website](#))

Faculty stipend in aggregate amount of \$6,350.00 (details on [COD website](#))

Adjunct in an aggregate amount of \$1,669,854.00\* (details on [COD website](#))

Contract/Non-affiliated in the aggregated amount of \$10,705.00 (details on [COD website](#))

Student Workers/Tutors in the aggregate amount of \$26,520.00 (details on [COD website](#)).

**FISCAL IMPLICATIONS:**

All positions fully funded as noted on details on the COD Website.

\*This amount includes the total amount for all adjuncts teaching for the spring semester as presented in the summary as well as several other adjunct appointments.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Edwin Deas</b>
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<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA: Human Resources**

**ITEM #: 2**

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

**TITLE: EXTENSIONS OF ASSIGNMENT**

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**BACKGROUND:**

1. To provide an extension of assignment for Rena Maddox, Child Development Specialist, from 1/3/12 – 1/27/12.
2. To provide an extension of assignment for Rosemary Garcia, Child Development Specialist, from 1/3/12 – 1/15/12.
3. To provide an extension of assignment for Tiffany Mukes, CDC Food Technician, from 1/3/12 – 1/20/12.
4. To provide an extension of assignment for Diane Gagnon, Child Development Specialist, from 1/3/12 – 1/27/12.

\*The CDC operates during the month of January when there are currently no classes.

**FISCAL IMPLICATIONS:**

All positions are fully funded by restricted funds.

**RECOMMENDATIONS:**

Board of Trustees ratifies the extensions of assignment as presented.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA: Human Resources**

**ITEM #: 3**

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

**TITLE: RESIGNATION - CLASSIFIED**

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**BACKGROUND:**

Mr. Todd McDermott has resigned from his position of Skilled Maintenance Worker, Maintenance & Operations, effective 1/6/12.

**FISCAL IMPLICATIONS:**

Position is fully funded from unrestricted funds (General Fund).

**RECOMMENDATION:**

Board of Trustees ratifies the resignation as presented.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #: 1**

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

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period December 1-31, 2011 as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$434,239.35 as presented. (Details on [COD Website](#)).

Contracts in excess of \$25,000

In the aggregated amount of \$246,720.00 as presented. (Details on [COD Website](#)).

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

In the aggregated amount of \$1,100,617.70 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.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #:** 2

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

**TITLE: WARRANTS**

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**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 \$3,656,545.18 as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #: 3**

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

**TITLE: PAYROLL #6**

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**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 \$2,938,672.28 as follows:

Certificated:	\$1,941,529.32
Classified:	<u>\$ 997,142.96</u>
	\$2,938,672.28

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #: 4**

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

**TITLE: OUT-OF-STATE/COUNTRY TRAVEL**

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**BACKGROUND:**

1. Academic Affairs – Mr. Anthony Arizaga, Instructor in the Music Department under the School of Arts and Sciences, to attend the La Guitarra Espanola Seminar in Salamanca, Spain, July 2-6, 2012.

This intense training will provide Mr. Arizaga updated information on technique, interpretation, and repertoire from the source of the art form. It will also increase Mr. Arizaga's ability to inspire students and colleagues through performance and insights into the interpretation of styles of classical and flamenco music from all time periods.

*Fiscal Implications:* Costs estimated at \$2,664.00 and \$800.00 will be funded by a restricted source (Faculty Development Funds) and the balance will be borne by Mr. Arizaga.

2. Academic Affairs – Ms. Patti Curtiss, Instructor in the PE/Athletics Department under the School of Health Sciences and Education, to attend the National Athletic Trainers' Association 63<sup>rd</sup> Annual Meeting & Clinical Symposia in St. Louis, MO, June 25-29, 2012.

This meeting is an opportunity for Ms. Curtiss to update her current knowledge and skills that she passes on to her students. This also provides an opportunity for networking which helps students. Continuing education is also a requirement of her certification.

*Fiscal Implications:* Costs estimated at \$1,440.80 and \$800.00 will be funded by a restricted source (Faculty Development Funds) and the balance will be borne by Ms. Curtiss.

3. Student Affairs – Ms. Jessica Enders, Project Director, Title V HSI, to attend Supplemental Instruction Supervisor Training at the University of Missouri, Kansas City, MO, March 11-14, 2012.

The International Center for Supplemental Instruction (SI) offers six SI trainings annually in Kansas City, Missouri. Training covers the following topics: procedures for selecting SI courses and SI leaders; roles of supervisors and leaders as well as benefits; evaluation and funding of the program; training and supervision of SI leaders; theoretical frameworks underlying the SI model; and effective learning strategies and SI session activities. Attendees will also participate in SI

simulations. Those who complete the SI training will receive reproducible SI Supervisor and SI Leader manuals and a certificate of completion.

*Fiscal Implications:* Costs estimated at \$2,100.00 and will be funded by a restricted source (Title V HSI Grant).

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #: 5**

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

**TITLE: GIFT/DONATION TO THE DISTRICT**

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**BACKGROUND:**

- Two crates of parabolic mirrors donated to the Desert Energy Enterprise Center (School of Applied Sciences and Business) for the utility-scale solar energy program by Guardian Auto / EcoGuard Solar Glass of Carleton, MI. Students are taught how to install mirrors as part of parabolic trough assembly training.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #: 6**

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

**TITLE: AGREEMENT FOR SPECIFIC LEGAL SERVICES  
WITH BEST, BEST & KRIEGER LLP**

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**BACKGROUND:**

The District wishes to engage the services of Best, Best & Krieger LLP (BB&K) as Counsel to perform legal services from time to time. Scope of services is on page 1 of the attached agreement.

**FISCAL IMPLICATIONS:**

Expenditures met from General Fund Budget.

**RECOMMENDATION:**

Board of Trustees approves the attached agreement for specific legal services with Best, Best & Krieger LLP.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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AGREEMENT FOR SPECIFIC LEGAL SERVICES  
DESERT COMMUNITY COLLEGE DISTRICT  
BEST BEST & KRIEGER LLP

**1. PARTIES AND DATE.**

This Agreement is made and entered into as of \_\_\_\_\_, by and between the Desert Community College District (“Client”) and Best Best & Krieger LLP, a limited liability partnership engaged in the practice of law (“BB&K”).

**2. RECITALS.**

2.1 Client wishes to engage the services of BB&K as its Counsel for specific legal services for the Client on the terms set forth below.

**3. TERMS.**

3.1 Term. The term of this Agreement shall commence on \_\_\_\_\_, 2012 and shall continue in full force and effect until terminated in accordance with Section 3.12.

3.2 Scope of Services. BB&K shall provide legal advice to the Board of Trustees on an as needed basis as determined by the Board Chair or delegate, unless otherwise agreed to by the Client and BB&K. As part of the Services to be performed hereunder, BB&K may be responsible for the following:

3.2.1 Attendance at regular and other meetings of the Client, as directed by the Client;

3.2.2 Provision of legal counsel at such meetings ;

3.2.3 Preparation or review of Client ordinances and resolutions, together with such staff reports, orders, agreements, forms, notices, declarations, certificates, deeds, leases and other documents, as requested by the Client;

3.2.4 Rendering to the Board of Trustees of legal advice and opinions on legal matters affecting the Board of Trustees, as directed by the Client;

3.2.5 Researching and interpreting laws, court decisions and other legal authorities in order to prepare legal opinions and to advise the Board of Trustees on legal matters, as directed by the Client;

3.3 Designated Counsel. David J. Erwin shall be designated as Counsel, and shall be responsible for the performance of all Services under this Agreement, including the supervision of Services performed by other members of BB&K. No change in this assignment shall be made without the consent of the Client.

3.4 Time of Performance. The Services of BB&K shall be performed expeditiously in the time frames and as directed by the Client.

3.5 Assistance. The Client agrees to provide all information and documents necessary for the attorneys at BB&K to perform their obligations under this Agreement.

3.6 Independent Contractor. BB&K shall perform all legal services required under this Agreement as an independent contractor of the Client and shall remain, at all times as to the Client, a wholly independent contractor with only such obligations as are required under this Agreement. Neither the Client, nor any of its employees, shall have any control over the manner, mode or means by which BB&K, its agents or employees, render the legal services required under this Agreement, except as otherwise set forth. The Client shall have no voice in the selection, discharge, supervision or control of BB&K's employees, representatives or agents, or in fixing their number, compensation, or hours of service.

3.7 Services and Compensation. BB&K shall render and bill for legal services in the following categories and at the following rates.

3.7.1 Basic Legal Services - Description. Basic legal services shall include all services provided to Client. Basic Legal Services shall include specific legal advice, drafting routine contracts, healthcare law, attendance at District meetings, Board governance, Brown Act, Public Records Act, Conflict of Interest, and guidance under the Local Health Care District Law (Health & Saf. Code, §§3200 et seq.), all as requested by the Client.

3.7.2 Basic Legal Services – Rates. The Client shall pay for Basic Legal Services at the following rates:

Partner	\$250/ hour
Of Counsel	\$240/hour
Associate	\$195/hour
Paralegal	\$155/hour

3.7.3 Annual Adjustments; Other Mutual Adjustments. The rates or amounts provided for in Section 3.7.2 shall be automatically increased as follows: On July 1, 2012 and every July 1st thereafter during the term of this Agreement, they shall be increased for the change in the cost of living for twelve (12) month period published for the month of May, as shown by the U.S. Department of Labor in its All Urban Consumers Index set forth for the Los Angeles-Anaheim-Riverside area; provided, however, that such increase shall never be more than four percent (4%), and such increase shall never be less than zero percent (0%). In addition to the automatic rate adjustments, either BB&K or the Client may initiate consideration of a rate increase at anytime; provided, however, that such an additional rate increase shall not occur without the express written consent of the Client.

3.7.4 Cost Reimbursement & Exceptions. The Client shall reimburse BB&K for reasonable and necessary expenses incurred in the performance of the Services under this Agreement. Authorized reimbursable expenses shall include, but are not limited to, printing and copying expenses, mileage expenses at the rate allowed by the Internal Revenue Service, toll road expenses, long distance telephone and facsimile

tolls, computerized research time (e.g. Lexis or Westlaw), research services performed by BB&K's library staff, extraordinary mail or delivery costs (e.g. courier, overnight and express delivery), court fees and similar costs relating to the Services that are generally chargeable to a client. However, no separate charge shall be made by BB&K for secretarial or word processing services.

3.8 Billing. BB&K shall submit monthly to the Client a detailed statement of account for Services. The Client shall review BB&K's monthly statements and pay BB&K for Services rendered and costs incurred, as provided for in this Agreement, on a monthly basis.

3.9 Annual Reviews. The Client and BB&K agree that a review of performance and the compensation amounts referenced in this Agreement should occur at least annually.

3.10 Insurance. BB&K carries errors and omissions insurance with Lloyd's of London. After a standard deductible, this insurance provides coverage beyond what is required by the State of California. A separate schedule containing BB&K's insurance policies will be available for inspection upon Client's request.

3.11 Attorney-Client Privilege. Confidential communication between the Client and BB&K shall be covered by the attorney-client privilege. As used in this article, "confidential communication" means information transmitted between the Client and BB&K in the course of the relationship covered by this Agreement and in confidence by a means which, so far as the Client is aware, discloses the information to no third persons other than those who are present to further the interests of the Client in the consultation or those to whom disclosure is reasonably necessary for the transmission of the information or the accomplishment of the purpose for which BB&K is consulted, and includes any legal opinion formed and advice given by BB&K in the course of this relationship.

3.12 Termination of Agreement and Legal Services. This Agreement and the Services rendered under it may be terminated at any time upon thirty (30) days' prior written notice from either party, with or without cause. In the event of such termination, BB&K shall be paid for all Services authorized by the Client and performed up through and including the effective date of termination.

3.13 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

3.14 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Riverside County.

3.15 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both parties.

3.16 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a party shall give the other party any contractual rights by custom, estoppel, or otherwise.

3.17 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.18 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.19 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Client: Desert Community College District  
President's Office  
43-500 Monterey Avenue  
Palm Desert, CA 92260  
Attention: Lee Ann Weaver

BB&K: Best Best & Krieger LLP  
74-760 Highway 111, Suite 200  
Indian Wells, CA 92210  
Attention: David J. Erwin

Such notices shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

IN WITNESS WHEREOF, the Client and BB&K have executed this Agreement for Specific Legal Services as of the date first written above.

**DESERT COMMUNITY COLLEGE DISTRICT:**

By: \_\_\_\_\_  
President

Attest:  
  
\_\_\_\_\_  
Chair of the Board

**BEST BEST & KRIEGER LLP:**

By: \_\_\_\_\_  
David J. Erwin, Partner  
Best Best & Krieger LLP

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Board of Trustees

**ITEM #: 1**

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

**TITLE: REVISION TO ADMINISTRATIVE PROCEDURE 2735:  
BOARD TRAVEL – SECOND READING**

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**BACKGROUND:**

The Board members requested this Administrative Procedure be revised relative to the amount available for each member's use. (Details on [COD Website](#))

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve the revision of Administrative Procedure 2735: Board Travel.

<b>Administrator Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Board of Trustees

**ITEM #: 2**

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

**TITLE: REVISION TO BOARD POLICY 2100 – SECOND READING**

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**BACKGROUND:**

Under Education Code Section 5019.5 and consequent to the decennial federal census, the District approved a change from At-Large Elections to Elections by District in order to comply with the California Voting Rights Act.

As a result, Board Policy 2100: Board Elections is being revised to reflect that change. \*

\*Details on [COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve revised Board Policy 2100.

<b>Administrator Initiating Item:</b> Bonnie Stefan	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Board of Trustees

**ITEM #: 3**

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

**TITLE: REVISION TO BOARD POLICY 1101: COLLEGE  
PRESIDENT – SECOND READING**

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**BACKGROUND:**

It is traditional for the position of CEO of single college California Community College Districts to be titled “Superintendent/President”. CEO’s at multi-college districts are titled “Chancellor.” In multi-college districts, the title “President” is used for the presidents of the individual colleges. Therefore, it is appropriate for the CEO of Desert Community College District to be addressed as “Superintendent/President.”

\*Details on [COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve revised Board Policy 1101.

<b>Administrator Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 1/20/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Board of Trustees

**ITEM #: 4**

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

**TITLE: REVISION TO BOARD POLICY 3505: EMERGENCY RESPONSE PLAN  
– FIRST READING**

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**BACKGROUND:**

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested revisions to various policies and procedures. The League's legal counsel is recommending an addition to this Board Policy. (Details on [COD Website](#))

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Accept revised Board Policy 3505: Emergency Response Plan for a first reading.

<b>Administrator Initiating Item:</b> <b>Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Board of Trustees

**ITEM #: 5**

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

**TITLE: NEW BOARD POLICY 3711: CONFLICT OF INTEREST-EMPLOYEES  
– FIRST READING**

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**BACKGROUND:**

This new Board Policy regarding Conflict of Interest has been suggested as good practice by the Community College League of California. (Details on [COD Website](#))

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Accept revised Board Policy 3711 for a first reading.

<b>Administrator Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Board of Trustees

**ITEM #: 6**

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

**TITLE: PROCLAMATION: BLACK HISTORY MONTH**

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**BACKGROUND:**

The College of the Desert Diversity Council suggested the campus community become more aware by establishing the precedence of recognizing national celebrated months in an effort to promote this cultural diversity.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> <b>Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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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 20, 2012, acknowledges the contributions of African Americans and proclaims February, 2012, 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*

*Charles H. Hayden*

*John Marman*

*Michael O'Neill*

*Dr. Bonnie Stefan*

*Student Trustee*

*Aaron Bonner*

*President*

*Jerry R. Patton*

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Board of Trustees

**ITEM #: 7**

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

**TITLE: PROCLAMATION: CAREER AND TECHNICAL  
EDUCATION MONTH**

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**BACKGROUND:**

College of the Desert currently offers 33 AA or AS degrees in CTE and 44 Certificates in over 40 career areas.

- The subject areas most commonly associated with career and technical education are: Business (office administration and entrepreneurship); Trade and Industrial (skilled trades such as automotive technician, carpenter, computer numerical control technician); Health Occupations (nursing, dental, and medical technicians); Agriculture (careers related to food and fiber production and agribusiness); Family and Consumer Sciences (culinary arts, management and life skills); Marketing (merchandising and retail); and Technology (computer-based careers).
- Career and technical education is offered in middle school, high schools, two-year community and technical colleges and other postsecondary schools and four-year Colleges and Universities.
- There are 11 million secondary and postsecondary career and technical education students in the U.S., according to the U.S. Office of Educational Research and Improvement.
- According to the U.S. Bureau of Labor Statistics, eighteen of the 20 fastest growing occupations within the next decade will require career and technical education.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve the proclamation as presented.

<b>Administrator Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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# Proclamation

## Career and Technical Education Month

**WHEREAS:** The month of February has been designated Career and Technical Education Month by the Association for Career and Technical Education; and

**WHEREAS:** profound economic and technological changes in our society are rapidly reflected in the structure and nature of work, thereby placing new and additional responsibilities on our educational system; and

**WHEREAS:** career and technical education provides Americans with a school-to-careers connection and is the backbone of a strong, well-educated workforce, which fosters productivity in business and industry and contributes to America's leadership in the international marketplace; and

**WHEREAS:** career and technical education gives high school students experience in practical, meaningful applications of basic skills such as reading, writing and mathematics, thus improving the quality of their education, motivating potential dropouts and giving all students leadership opportunities in their fields and in their communities; and

**WHEREAS:** career and technical education offers individuals lifelong opportunities to learn new skills, which provide them with career choices and potential satisfaction; and

**WHEREAS:** the ever-increasing cooperative efforts of career and technical educators, business and industry stimulate the growth and vitality of our local economy and that of the entire nation by preparing graduates for career fields forecast to experience the largest and fastest growth in the next decade;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of the Desert Community College District, at its Board Meeting of January 20, 2012, proclaims February, 2012, as CAREER AND TECHNICAL EDUCATION MONTH.

**BE IT FURTHER RESOLVED** that the Board of Trustees encourages observance of CAREER AND TECHNICAL EDUCATION MONTH throughout the entire Desert Community College District and urge all citizens to become familiar with the services and benefits offered by the career and technical education programs in this community and to support and participate in these programs to enhance their individual work skills and productivity.

Board of Trustees

*Becky Broughton*

*Charles H. Hayden*

*John Marman*

*Michael J. O'Neill*

*Dr. Bonnie Stefan*

Student Trustee

*Aaron Bonner*

President

*Jerry R. Patton*

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Human Resources

**ITEM #: 1**

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

**TITLE: EMPLOYMENT GROUP A APPOINTMENT - Classified**

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**BACKGROUND:**

Mr. Joseph Wachsmuth has been appointed to a new vacant position of Economic & Workforce Development Training Technician, Desert Enterprise Energy Center (DEEC). The appointment, effective January 5, 2012, is funded through March 1, 2013. Placement on Range 9 of the Classified salary schedule is at Step A. (Details on [COD Website](#))

**FISCAL IMPLICATIONS:**

Position is fully funded from restricted funds. (Green Jobs Innovation grant)

**RECOMMENDATION:**

Board of Trustees ratifies the appointment as presented.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA: Human Resources**

**ITEM #: 2**

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

**TITLE: EMPLOYMENT GROUP A– OVER 60 DAYS**

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**BACKGROUND:**

Contracts for the following are over 60 days:

Alicia Martinez  
Ana McGraw

These stipend contracts are for work on a BSI funded project that attempts to provide ESL support for ECE courses. The contracts for the fall semester were inadvertently omitted and now require to be approved in order to pay the faculty. (Details on [COD Website](#))

**FISCAL IMPLICATIONS:**

The positions will be fully funded by restricted funds. (Basic Skills Initiative funding)

**RECOMMENDATIONS:**

Board of Trustees ratifies the appointments as presented.

<b>Administrator Initiating Item: Edwin Deas</b>
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<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #:** 1

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

**TITLE: BUDGET TRANSFERS**

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**BACKGROUND:**

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

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #:** 2

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

**TITLE: NONRESIDENT AND FOREIGN TUITION FEE FOR  
2012-2013**

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**BACKGROUND:**

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 1<sup>st</sup> of the current year. The amount charged for nonresident students is calculated by using Option 4 (using a contiguous District). The District is using a rate that is less than that charged by Mt. San Jacinto (\$196). The District may choose from seven different options as outlined on the attached worksheet. Our per unit cost is \$186 and we are recommending that option.

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

2009-10	\$173
2010-11	\$179
2011-12	\$183

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 (2011/12) 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 2012-2013. The result for nonresident and foreign students is that for this year (2011-2012) they are paying a total of \$183 per unit and in 2012-2013 they will be paying a total of \$186 per unit.

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

**FISCAL IMPLICATIONS:**

In 2011-12, \$1,334,862.00 is budgeted as anticipated revenue from nonresident and foreign student fees.

**RECOMMENDATION:**

Board of Trustees approves a \$186 per unit Nonresident Tuition Fee and approves no charge for the Capital Outlay Foreign Student Tuition Fee for academic year 2012/13.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #:** 3

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

**TITLE: CCFS-311Q / QUARTERLY FINANCIAL STATUS  
REPORT**

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**BACKGROUND:**

The CCFS-311Q / Quarterly Financial Status Report\* for the 2<sup>nd</sup> quarter ending December 31, 2011 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees receives the District's second Quarterly Financial Status Report for 2011-2012.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #: 4**

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT  
CLASSROOM BUILDING PROJECT  
BID PACKAGE: #11 - TECHNOLOGY**

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**BACKGROUND:**

This project includes equipment and installation of all internet and technology components for the Classroom Building Project. Bids were solicited and opened on December 28, 2011. It is desired to award a contract resulting from the bid opening. A total of three (3) bids\* were received. The lowest responsive bid was submitted by Nexus IS, Inc. in the amount of \$261,847.19.

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

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves the Notice of Intent to award a contract for the Classroom Building Project, Bid Package #11 – Technology, to the lowest bidder, Nexus IS, Inc. for \$261,847.19.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #:** 5

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT  
CLASSROOM BUILDING PROJECT  
BID PACKAGE: #19 – AUDIO VISUAL**

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**BACKGROUND:**

This project includes equipment and installation of the audio and visual components for the Classroom Building Project. Bids were solicited and opened on December 9, 2011. It is desired to award a contract resulting from the bid opening. A total of two (2) bids\* were received. The lowest responsive bid was submitted by Western Audio Visual in the amount of \$404,001.48.

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

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves the Notice of Intent to award a contract for the Classroom Building Project, Bid Package #19 – Audio Visual, to the lowest bidder, Western Audio Visual for \$404,001.48.

<b>Administrator Initiating Item:</b> Edwin Deas	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #: 6**

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

**TITLE: PUBLIC HEARING FOR CERTIFICATION OF THE  
FINAL ENVIRONMENTAL IMPACT REPORT FOR THE  
INDIO EDUCATIONAL CENTER AND APPROVAL OF THE PROJECT**

---

**BACKGROUND:**

Notice of Public Hearing of the Board of Trustees is for the certification of the Final Environment Impact Report (EIR) for the Indio Educational Center and approval of the proposed project. All interested parties may appear and comment on the Final EIR and the proposed project.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees holds a public hearing prior to the certification of the Final Environmental Impact Report for the Indio Educational Center and approval of the proposed project.

<b>Administrator Initiating Item: Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Fiscal Services

**ITEM #: 7**

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

**TITLE: RESOLUTION #012012-1 CERTIFICATION OF THE  
FINAL ENVIRONMENTAL IMPACT REPORT FOR THE  
INDIO EDUCATIONAL CENTER AND APPROVAL OF THE PROJECT**

---

**BACKGROUND:**

The District proposes to develop the Indio Educational Center (IEC) on a 2.5-acre site located in the Old Town area of the City of Indio. The IEC will be a 41,542± square foot educational facility that will occupy a downtown city block bounded by Oasis Street on the west, Requa Avenue of the south, Civic Center Drive on the north and Towne Street on the east.

The COD IEC is planned as a three-story building with a maximum height of 58-feet. The building will be located on the west half of the subject property along Oasis Street, with the east half of the site dedicated for on-site parking. At ground level, the building is broken into a north and south wing, with a breeze way connecting Oasis Street with the IEC parking on the east side of the site.

The COD IEC will be comprised of classrooms, laboratory space, multi-purpose/conference center and administrative offices. The building also provides for interior circulation, elevator and heating/air conditioning/ventilation facilities (HVAC). The COD IEC will also provide approximately 10,000 square feet of ground floor retail commercial services, which will complement the academic uses planned for this building.

The COD IEC will provide educational enrichment, economic development, and quality of life for eastern valley communities. Academic programs will include a liberal arts curriculum as well as course work geared toward vocational training. This facility will accommodate approximately three thousand (3,000) students and will include the following spaces:

- Retail Lease Space, Possibly Four (4) Sub Spaces, providing a minimum of ten thousand (10,000) square feet (s.f.) in area
- Nine (9) Classrooms
- Multi-Purpose Space that can be subdivided into smaller spaces
- Two (2) Laboratories (one wet and one dry)
- Active Learning Lab that can be divided into two (2) classrooms
- Administrative Spaces
- Student Lounge
- Staff Lounge
- One (1) Elevators
- Interactive Spaces / Student Gathering

- Care Elements to Include Staff Restrooms and Utility Spaces

The first floor of the COD IEC will include the aforementioned commercial/retail space to be located in the northern portion of the building and extending out onto the plaza on the north side of the building. A three-unit Multipurpose/Conference Center will provide flexible space that may be utilized for education purposes and a variety of COD and possibly other functions. A building security office will be strategically located to view the entrance and on-site parking lot. An elevator will also provide access to all floors. The atrium adjacent to the Multipurpose/Conference Center is also planned to provide flexible space that may be utilized for additional area for students to gather. Restrooms are also provided on this floor.

The second floor of the center will include the Administration, an active learning lab, student affair room, a conference room and six classroom/lab units. Each unit has been designed to accommodate approximately 44 students and 1 faculty. Each classroom/lab unit will be approximately 900 assignable square feet (ASF), allowing 20 ASF per person. Restrooms are also provided on this floor.

The third floor of the center will consist of a faculty hoteling area, an administration and student lounge, additional faculty offices, a small multipurpose room and storage space, one wet and one lab, and four additional classroom/lab units. The wet labs are strategically located on the third floor nearest to the roof of the building for easy ventilation. Restrooms are also provided on this floor.

Parking needs will be met through a mix of 191 on-site parking spaces to be provided on the eastern portion of the subject property, by local on-street parking and the use of City parking lots located within proximity to the ICE. Access to on-site parking will be from both Civic Center Drive and Requa Avenue.

Exhibit I-3\* provides the COD IEC Development Plan.

\*Details on [COD Website](#)

### **Environmental Review**

The District, acting in its capacity as the Lead Agency for this project under the California Environmental Quality Act (CEQA), evaluated the potential environmental impacts of the project. It has been determined through the preparation of an Initial Study, Notice of Preparation, and Environmental Impact Report (EIR)\* that although the project has the potential to result in significant environmental effects, these impacts will not be significant in this case because the mitigation measures described in the attached EIR have been added to the project.

The COD Educational Center is a "project" as defined by the California Environmental Quality Act (CEQA). The District has evaluated the project under CEQA Guidelines and an Environmental Impact Report has been prepared and circulated for public comment; the 45-day comment period ended on November 28, 2011. Comments were received from the following agencies and those making comments warranting a response are identified with an asterisk:



- City of Indio Fire Department
- South Coast Air Quality Management District
- Imperial Irrigation District
- California Native American Heritage Commission

The Final EIR provides responses to comments made on the Draft EIR.  
(Final EIR on [COD Website](#))

No comments were received that would necessitate recirculation of the environmental analysis. Staff believes the analysis is a complete description of the project, its potential adverse impacts. Recommended Mitigation Measures have been incorporated into the EIR that will reduce any potentially significant impacts to less than significant levels. The Final EIR meets the requirements of the State of California CEQA and the State CEQA Guidelines for the Implementation of CEQA. A Notice of Determination should be prepared.

### **CEQA Findings**

The District has determined and finds, based on the Final EIR and the record as a whole that:

- (1) The project will not:
  - substantially degrade the quality of the environment;
  - will not substantially reduce the habitat of a fish or wildlife species;
  - will not cause a fish or wildlife population to drop below self-sustaining levels;
  - threaten to eliminate a plant or animal community; will not substantially reduce the number or restrict the range of an endangered, rare or threatened species;
  - nor will it eliminate important examples of the major periods of California history or prehistory.
- (2) The project will not achieve short-term environmental goals to the disadvantage of long-term environmental goals.
- (3) The project does not generate possible environmental effects that are individually limited but cumulatively considerable. “Cumulatively considerable” means that the incremental effects of an individual project are significant when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects.
- (4) The environmental effects of the project will not cause substantial adverse effects on human beings, either directly or indirectly.

### **FISCAL IMPLICATIONS:**

This project is funded by Measure B Bond proceeds.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #012012-1 certifying the Final Environmental Impact Report and approves the Indio Education Center (IEC), in substantial conformance with the attached exhibits and other materials describing the IEC project.

<b>Administrator Initiating Item:</b> <b>Edwin Deas</b>	<b>Cabinet Review &amp; Approval: 1/9/2012</b> <b>Chair &amp; Vice Chair Review: 1/12/2012</b>
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DESERT COMMUNITY COLLEGE DISTRICT

COLLEGE OF THE DESERT

RESOLUTION #012012-1

A Resolution of the Desert Community College District Board of Trustees Certifying Environmental Impact Report (EIR) No. 2011-1 for and Approving the Indio Educational Center and Associated Development Plans

WHEREAS, the Board of Trustees has considered the planned development of the Indio Educational Center facilities of College of the Desert to be developed on District-owned lands in the Downtown area of the City of Indio; and

WHEREAS, notice of public hearing of the Board of Trustees to consider the Indio Educational Center facilities plans and their relationship to the District's holding and the adjoining downtown area was given in accordance with applicable law; and

WHEREAS, on January 20, 2012, a public hearing was held in accordance with applicable laws where the Board considered the Indio Educational Center facilities; and

WHEREAS, the proposed project is considered a "Project" pursuant to the provisions of the California Environmental Quality Act ("CEQA"), and an Initial Study, Notice of Preparation and Environmental Impact Report have been prepared for this project in accordance with CEQA; and

WHEREAS, the Board has carefully reviewed and considered all of the evidence presented in connection with the project, including but not limited to the staff report, exhibits, environmental documents and all written and oral testimony presented.

THE BOARD OF TRUSTEES HEREBY FINDS AS FOLLOWS:

Section 1: An Environmental Impact Report has been completed in compliance with CEQA, the State CEQA Guidelines, and the District's CEQA Guidelines. The Board found that with the incorporation of proposed mitigation measures, potentially significant environmental impacts resulting from this project will be reduced to a level of insignificance. The Board independently reviewed and considered the information contained in the EIR prior to its review of this Project and the EIR reflects the Board's independent judgment and analysis.

Section 2: The Board makes the following findings:

- a. The proposed Indio Educational Center project is consistent and in conformity with the District's plans and policies specifically relating to the development of East Valley facilities and the subject Indio Educational Center facilities,
- b. The subject property is suitable for the planned uses, in terms of access, size of parcel, relationship to similar or complementary uses, and other relevant considerations, including the Indio Old Town Indio Specific Plan and applicable policies of the Indio General Plan,
- c. The proposed Indio Educational Center project is necessary and proper, and is not likely to be detrimental to adjacent property or residents.

NOW, THEREFORE, BE IT RESOLVED that, based upon the foregoing, the Board of Trustees hereby Certifies the Final Environmental Impact Report No. 2011-01 and approves the Indio Educational Center facilities, subject to the mitigation measures set forth in the Final EIR and the attached exhibits.

ADOPTED this 20<sup>th</sup> day of January, 2012.

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: DESERT COMMUNITY COLLEGE DISTRICT

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Secretary, Board of Trustees or  
Authorized Agent of the Board

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Academic Affairs

**ITEM #: 1**

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

**TITLE: APPROVAL OF CURRICULUM MODIFICATIONS  
FOR FALL 2012**

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**BACKGROUND:**

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2012.

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

The Board of Trustees approves the curriculum modifications for Fall 2012.

<b>Administrator Initiating Item: Farley Herzek</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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# ACADEMIC SENATE CURRICULUM COMMITTEE

## Courses/Program Approved by Curriculum Committee (November 17 and December 1, 2011 Meetings)

### A. New Courses:

- 1. ENG-070 Academic English I Units: 4**  
This course will introduce students to writing and reading academic texts in preparation for transfer and associate-degree classes by focusing on basic essay structure, beginning research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ESL-070.)  
Lecture Hours: **72** Lab Hours: **0** Repeatable: **No** Grading: **Optional Pass/No Pass**  
Transfer Status: **None** Degree Applicable: **NAA**  
COD GE: None CSU GE: None IGETC: None
- 2. ENG-071 Academic English II Units: 4**  
This course will continue to prepare students for writing and reading academic texts in preparation for transfer and associate-degree classes by focusing on essay structure, research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ESL-071.)  
*Prerequisite: ENG-070 or ESL-070. Students can also place into ENG-071 through the assessment process.*  
Lecture Hours: **72** Lab Hours: **0** Repeatable: **No** Grading: **Optional Pass/No Pass**  
Transfer Status: **None** Degree Applicable: **NAA**  
COD GE: None CSU GE: None IGETC: None
- 3. ESL-070 ESL/Academic English I Units: 4**  
This course will introduce students (whose first language is not English) to writing and reading academic texts in preparation for transfer and associate-degree classes by focusing on basic essay structure, beginning research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ENG-070.)  
*Prerequisite: ESL-050A. Students can also place into ESL-070 through the assessment process.*  
*Advisory: ESL-055B will provide necessary grammar instruction to Reading and Writing ESL-070 students.*  
Lecture Hours: **72** Lab Hours: **0** Repeatable: **No** Grading: **Optional Pass/No Pass**  
Transfer Status: **None** Degree Applicable: **NAA**  
COD GE: None CSU GE: None IGETC: None
- 4. ESL-071 ESL/Academic English II Units: 4**  
This course will continue to prepare students for writing and reading academic texts in preparation for transfer and associate-degree classes by focusing on essay structure, research skills, and critical reading strategies with integrated practice and reinforcement in writing and reading. (Equivalent to ENG-071.)  
*Prerequisite: ESL-070 or ENG-070. Students can also place into ESL-071 through the assessment process.*  
*Advisory: ESL-060 will provide necessary grammar instruction for Reading and Writing ESL-071 students.*  
Lecture Hours: **72** Lab Hours: **0** Repeatable: **No** Grading: **Optional Pass/No Pass**  
Transfer Status: **None** Degree Applicable: **NAA**  
COD GE: None CSU GE: None IGETC: None
- 5. MUS-021C Piano III Units: 2**  
Group work in developing piano keyboard facility and reading advanced level piano music. Opportunity provided for individual attention and in-class performance.  
*Prerequisite: MUS-021B*  
Lecture Hours: **18** Lab Hours: **54** Repeatable: **No** Grading: **Letter Grade**  
Transfer Status: **CSU** Degree Applicable: **AA/AS**  
COD GE: None CSU GE: None IGETC: None
- 6. MUS-022B Voice II Units: 2**  
This course involves group study of interpretation, presentation, and introduces singing in foreign language, with application of these skills to all styles of singing from pop to classical. It is designed for the non-music major and for those considering majoring in vocal arts.  
*Prerequisite: MUS-022B*  
Lecture Hours: **18** Lab Hours: **54** Repeatable: **No** Grading: **Letter Grade**  
Transfer Status: **CSU** Degree Applicable: **AA/AS**  
COD GE: None CSU GE: None IGETC: None

**7. MUS-033 Symphonic Band****Units: 1**

This course focuses on the study and performance of medieval through Contemporary symphonic band and wind ensemble literature. Prior musical training on a wind or percussion instrument is required.

*Prerequisite: Audition required to confirm eligibility for enrollment.*

Lecture Hours: **0** Lab Hours: **54** Repeatable: **3** Grading: **Letter Grade**  
 Transfer Status: **CSU** Degree Applicable: **AA/AS**  
 COD GE: None CSU GE: None IGETC: None

**8. MUS-078C Digital Audio III****Units: 3**

This course provides advanced applicational experience in computer-based audio and MIDI (Musical Instrument Digital Interface) recording, editing and mixing. Activities include the creation of original music compositions and multimedia presentations using synthesizers, microphones, audio mixers, audio processors, computers and computer music software.

*Prerequisite: MUS-078B*

Lecture Hours: **36** Lab Hours: **54** Repeatable: **No** Grading: **Letter Grade**  
 Transfer Status: **None** Degree Applicable: **AA/AS**  
 COD GE: None CSU GE: None IGETC: None

**9. TA-004 Script Analysis****Units: 3**

Script Analysis is an introduction to theatre research methods and a study of the play from page to stage. The class will focus on critical analysis of structure, genre, theme, style, character, language, and dramatic event from the point of view of the actor, director, critic, and designer.

*Prerequisite: TA-001 and TA-002*

Lecture Hours: **54** Lab Hours: **0** Repeatable: **No** Grading: **Letter Grade**  
 Transfer Status: **CSU** Degree Applicable: **AA/AS**  
 COD GE: None CSU GE: None IGETC: None

**B. Course Modifications:**

- |     |           |  |
|-----|-----------|--|
| 1.  | ART-001B  | Intermediate Drawing & Composition   |
| 2.  | ART-005B  | Intermediate Life Figure Drawing   |
| 3.  | ART-007B  | Intermediate Ceramics  |
| 4.  | ART-007I  | Intermediate Raku Ceramics   |
| 5.  | ART-009B  | Intermediate Printmaking   |
| 6.  | ART-011B  | Intermediate Sculpture   |
| 7.  | ART-014B  | Intermediate Screen Printing   |
| 8.  | ART-020B  | Intermediate Ceramic Sculpture   |
| 9.  | ART-021B  | Intermediate Watercolor Painting   |
| 10. | ART-023B  | Intermediate Oil Painting  |
| 11. | ART-025B  | Intermediate Acrylic Painting  |
| 12. | DANC-050  | Theatre Dance  |
| 13. | DANC-070  | Dance, Modern  |
| 14. | DANC-073  | Dance, Jazz  |
| 15. | DANC-075  | Dance, Tap   |
| 16. | DANC-076  | Dance, Ballet  |
| 17. | TA-002    | Acting I   |
| 18. | TA-003    | Acting II  |
|     |           | Remove repeatability; modify catalog description, content and objectives, assignments, and completed content review. |
| 19. | ART-031   | Digital Photography  |
| 20. | BIT-026   | Building II & Fire Codes   |
| 21. | BUFI-012  | Money Management & Planning for the Future   |
| 22. | BUMA-028  | Small Business: Development & Management   |
| 23. | DRA-001   | Technical Drafting I   |
| 24. | DRA-011   | Introduction to SketchUp and Revit   |
| 25. | ECON-001  | Principles of Macroeconomics   |
| 26. | ECON-002  | Principles of Microeconomics   |
| 27. | ESL-055A  | Transition to Basic ESL Grammar  |
| 28. | ESLN-390B | ESL – Pronunciation and Vocabulary   |
| 29. | HIST-017  | US History Through Reconstruction  |
| 30. | HIST-018  | US History From Reconstruction to Present  |
| 31. | HSAD-001  | Introduction to Alcohol/Drug Studies   |
| 32. | MATH-010  | College Algebra  |

33.	MATH-013	Liberal Arts Mathematics
34.	MATH-014	Statistical Methods
35.	MATH-030	Plane Geometry
36.	MATH-040	Intermediate Algebra
37.	MATH-061	Math Survival Skills
38.	MATH-071	MESA/CCCP Orientation
39.	MATH-087	Math/Science Study Center Lab
40.	MATH-088	Math/Science Study Center Lab
41.	SP-002	Oral Interpretation of Literature
42.	SP-005	Group Discussion & Leadership
43.	SP-007	Decision Making/Advocacy
44.	SP-015	Intercultural Communication
45.	SPAN-002	Elementary Spanish
46.	TA-009	Stagecraft
47.	TA-069A	Dramatic Literature Periodic course review, update textbook and completed content review.
48.	BUAC-010	Accounting with QuickBooks Change title <b>from: Computer Accounting to: Accounting with QuickBooks</b> ; modify requisites <b>from: Prerequisites BUAC-020A to: Advisory: BUAC 66 or BUAC-020A</b> , modify catalog description, content, objectives, and completed content review.
49.	BUMA-001	Principles of Management New textbooks
50.	CIS-072D	Excel Add transfer to CSU, update prerequisites.
51.	DRA-010	CAD Drafting/Design Project Periodic course review, update textbook, completed content review, change prerequisite <b>from: DRA-9 to: DRA 8</b>
52.	ECE-001	Principles and Practices of Teaching Modify catalog description, content, objectives; Advisory: ENG-051
53.	ECE-010	Child Growth & Development Modify catalog description, content, objectives; Advisory: ENG-051
54.	ECE-012	Child, Family & Community Modify catalog description, content, objectives; Prerequisite: ECE 10 or 10A <b>or</b> Corequisite: ECE 10 or 10A, Advisory: ENG-051
55.	ECE-020	Infant/Toddler Growth & Development Periodic review, update texts, completed content review; Prerequisite: ECE-010 <del>or 010A</del> , Advisory: ENG-051.
56.	ECE-040	Introduction to Curriculum Modify catalog description, content, objectives; Prerequisite: ECE 10 or 10A <b>or</b> Corequisite: ECE 10 or 10A
57.	ECE-044	Health, Safety & Nutrition Modify catalog description, content, objectives; Prerequisite: ECE 10 or 10A, Advisory: ENG-051
58.	ECE-045	Teaching in a Diverse Society Modify catalog description, content, objectives; Prerequisite: ECE 10 or 10A, Advisory: ENG-051
59.	ENG-001B	Composition & Literature Update textbooks and course info, this course will be submitted for IGETC (Area 1B) and CSU GE (Area A3) consideration.



60. ENG-061 Accelerated English for College Success  
Change units **from: 3 to: 4**; hours **from: 54 lecture to: 72** lecture; course number **from: 52 to: 61**.
61. ESL-049 ESL Reading  
Formerly RESL-050; added ESL-055 as advisory; modify catalog description, content and objectives, change textbook, delete entrance skills.
62. ESL-050A Transitional Basic ESL Writing  
Periodic review, change from Corequisites: ESL-055A and RESL-050 to Advisory: Concurrent enrollment to ESL-049 and ESL-055, delete entrance skills.
63. HSAD-036 Counseling Diverse Populations  
Course periodic review, update textbook, change Advisory: ~~ENG-050~~ to: Prerequisite: HSAD-001 .
64. KINE-008 Introduction to Kinesiology  
Modify catalog description, content and objectives.
65. MATH-002B Linear Algebra  
66. MATH-002C Ordinary Differential Equations  
Periodic course review; update textbook, completed content review, and added to COD General Education Area C4.b (Communication & Analytical Thinking)
67. MUS-021A Piano I  
Change title **from: ~~Beginning Class Piano~~ to: Piano I**, update catalog description, content, SLOs and objectives.
68. MUS-021B Piano II  
Change title **from: ~~Intermediate to Advanced Class Piano~~ to: Piano II**, delete repeatability, update catalog description, content, SLOs, objectives and completed content review.
69. MUS-022A Voice I  
Replaced MUS-022, change title **from: ~~Beginning/intermediate Voice~~ to: Voice I**, delete repeatability, update catalog description, content, SLOs, and objectives.
70. MUS-027 Jazz Band  
Change title **from: ~~Jazz Ensemble~~ to: Jazz Band**.
71. MUS-028 Jazz Ensemble  
Change title **from: ~~Chamber Ensemble~~ to: Jazz Ensemble**.
72. MUS-078A Digital Audio I  
Change title **from: ~~Introduction to Digital Audio~~ to: Digital Audio I**, update catalog description, content, SLOs and objectives.
73. MUS-078B Digital Audio II  
Change title **from: ~~Intermediate to Advanced Digital Audio~~ to: Digital Audio II**, delete repeatability, update catalog description, content, SLOs, objectives and completed content review.
74. RDG-061 Accelerated Reading for College Success  
Change units **from: 3 to: 4**; hours **from: 54 lecture to: 72** lecture; course number **from: 52 to: 61**.

### C. Course Deactivations:

1. MATH-066 Introduction to Integers and Fractions
2. MATH-067 Whole Numbers
3. SPAN-002A Elementary Spanish
4. SPAN-002B Elementary Spanish
5. EMS-050 Reading, Writing and Grammar for Multilingual Students

## D. Change Department Name ~~from: Physical Education~~ to: Kinesiology

1. ~~Physical Education~~ AA Degree change to: Kinesiology AA Degree

2. Course Codes: ~~from: PE (Physical Education)~~ to: KINE (Kinesiology)

Existing Course Name	Proposed Course Name	Long Title
a. PE-001	KINE-001	First Aid And Safety
b. PE-002	KINE-002	Sports Officiating
c. PE-003	KINE-003	Athletic Training I
d. PE-004	KINE-004	Athletic Training II
e. PE-005	KINE-005	Foundations Of Coaching
f. PE-006	KINE-006	Women's Self Defense, Health & Fitness
g. PE-007	KINE-007	Techniques of Exercise Leadership
h. PE-008	KINE-008	Introduction To Kinesiology
i. PE-015	KINE-015	Introduction To Choreography
j. PE-040	KINE-040	Aerobics, Total Body Fitness
k. PE-041	KINE-041	Core Conditioning
l. PE-042	KINE-042	Adapted Badminton
m. PE-043	KINE-043	Badminton
n. PE-044	KINE-044	Baseball, Fall
o. PE-045	KINE-045	Basketball
p. PE-046	KINE-046	Endurance Training
q. PE-047	KINE-047	Body Sculpt and Tone
r. PE-048	KINE-048	Dance, Ballroom (Classic & Latin)
s. PE-048A	KINE-048A	Seminar
t. PE-048B	KINE-048B	Seminar
u. PE-048C	KINE-048C	Seminar
v. PE-049A	KINE-049A	Individual Study
w. PE-049B	KINE-049B	Individual Study
x. PE-049C	KINE-049C	Individual Study
y. PE-050	KINE-050	Dance, Modern
z. PE-051	KINE-051	Dance, Aerobic
aa. PE-052	KINE-052	Dance, Aerobic (Low Impact)
bb. PE-053	KINE-053	Dance, Jazz
cc. PE-054	KINE-054	Dance, Step Aerobic
dd. PE-055	KINE-055	Dance, Tap
ee. PE-056	KINE-056	Dance, Ballet
ff. PE-057	KINE-057	Fencing
gg. PE-059	KINE-059	Flexibility & Agility/Sport Performance
hh. PE-060	KINE-060	Football Conditioning
ii. PE-061	KINE-061	Football, Spring
jj. PE-062	KINE-062	Golf
kk. PE-063	KINE-063	Golf: The Short Game
ll. PE-064	KINE-064	Adapted Tennis
mm. PE-065	KINE-065	Adapted Physical Activity
nn. PE-066	KINE-066	Adapted Fitness Aquatics
oo. PE-067	KINE-067	Adapted Golf
pp. PE-068	KINE-068	Jogging, Powerwalking, & Running
qq. PE-071	KINE-071	Kickboxing Aerobics
rr. PE-072	KINE-072	Pilates Mat Work
ss. PE-074	KINE-074	Physical Fitness, Sport Performance
tt. PE-077	KINE-077	Self-Defense/Fitness
uu. PE-078	KINE-078	Self-Defense, Martial Arts
vv. PE-079	KINE-079	Soccer
ww. PE-080	KINE-080	Softball

xx.	PE-082	KINE -082	Swimming
yy.	PE-086	KINE -086	Tennis
zz.	PE-087	KINE -087	Pickle Ball
aaa.	PE-091	KINE -091	Volleyball
bbb.	PE-093	KINE -093	Water Fitness
ccc.	PE-094	KINE -094	Wellness & Fitness
ddd.	PE-095	KINE -095	Exercise Science
eee.	PE-095A-D	KINE-095A-D	HPER Work Experience
fff.	PE-096	KINE -096	Weight Training
ggg.	PE-097	KINE -097	Weight Training, Football
hhh.	PE-098	KINE -098	Yoga
iii.	PE-099	KINE -099	Power Yoga

## E. Program Modifications

### SB 1440 Associate Transfer Degree

#### 1. Associate in Arts Degree in Theatre Arts for Transfer (AA-T)

##### *Required Core: 9 units*

TA-001	Introduction to Theatre .....	3
TA-002	Acting I.....	3

##### *Rehearsal and Performance (maximum 3 units)..... 3*

TA-020	Play Production – Acting (1)
TA-021	Play Production – Acting (2)
TA-022	Play Production – Acting (3)
MUS-084	Musical Theatre Performance (1)
MUS-085	Musical Theatre Performance (2)
MUS-086	Musical Theatre Performance (3)

##### *or Technical Theatre Practicum*

TA-030	Technical Theatre Production (1)
TA-031	Technical Theatre Production (2)
TA-032	Technical Theatre Production (3)

##### *List A (select three): 9 units..... 9*

TA-003	Acting 2 (3)
TA-004	Script Analysis (3)
TA-009	Stagecraft (3)
TA-010	Intro to Design & Production (3)
TA-080	Theatre Makeup (3)
TA-020, 21 or 22	Rehearsal & Performance Practicum (3 units max) - <i>if not used in Core</i>
Or TA-030, 31, 32	Technical Theatre Practicum (3 units max) - <i>if not used in Core</i>
Or MUS-084, 85, 86	Musical Theatre Performance (3 units max) - <i>if not used in Core</i>

Required Subtotal .....18

CSU General Education or IGETC Pattern ..... 38-41

\*Transferable Electives (as needed to reach 60 transferable units)

DEGREE TOTAL .....60

#### 2. Music Technology Certificate of Achievement

	MUS-012	Fundamentals of Music .....	3
	MUS-021A	Piano I .....	2
	MUS-021B	Piano II .....	2
Add	MUS-021C	Piano III .....	2
	MUS-078A	Digital Audio I .....	3
	MUS-078B	Digital Audio II .....	<del>3</del> 3

Add	MUS-078C	Digital Audio III .....	3
	<b>CERTIFICATE TOTAL</b>	<b>.....16</b>	<b>18</b>

### 3. Musical Theatre Certificate of Achievement

	MUS-007	History of Musical Theatre .....	3
Add	MUS-022A	Voice I .....	2
Add	MUS-022B	Voice II .....	2
	MUS-023	Broadway Voice .....	2
Delete	<del>MUS-084</del>	<del>Musical Theatre Perf (1, 1, 1, 1)</del>	
Delete	<del>or MUS-085</del>	<del>Musical Theatre Perf (2, 2, 2)</del>	
	MUS-086	Musical Theatre Performance .....	3
	MUS-090	Musical Theatre Workshop .....	1
Delete	<del>DANC-051</del>	<del>Theatre Dance (2,2)</del>	
Add	DANC-073	Dance, Jazz .....	1
Add	DANC-076	Dance, Ballet .....	1
Add	TA-002	Acting I .....	3
Add	TA-003	Acting II .....	3
	<b>CERTIFICATE TOTAL</b>	<b>.....17</b>	<b>21</b>

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Student Affairs

**ITEM #: 1**

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

**TITLE: TO APPROVE SUBMISSION OF GRANT PROPOSAL**

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**BACKGROUND:**

To approve the submission of two (2) Upward Bound grant proposals to the US Department of Education. The first proposal is an application for renewal of the Upward Bound grant which was first awarded to College of the Desert in 1995 and would include two local high schools with the highest need for economic and academic support. The second proposal is for a new Upward Bound grant that would include three additional local high schools who also demonstrate a need for economic and academic support.

The Upward Bound program is part of the federal TRIO programs. The focus of Upward Bound is to assist low-income high school students to become the first in their family to enter and graduate from college. The primary focus of each grant would be to provide supplemental counseling, academic coursework, and leadership development opportunities to participating local high school students. Activities provided during the academic year would be conducted every other Saturday on the COD campus and weekly at the local school sites. Activities provided during the summer would include a six-week academic program on the COD campus, plus a 1 week residential visit at a four-year institution.

**FISCAL IMPLICATIONS:**

The proposal to renew the existing grant will request \$356,350 to serve 85 local high school students at two different high schools. As this is a renewal of an existing grant, there should be no new budgetary impacts to the District.

The second grant proposal will request \$250,000 to serve 60 local high school students at three additional high schools. As this would be a new grant program, if awarded, there would be a need for additional space on campus to house the program.

**RECOMMENDATION:**

It is recommended that the Board of Trustees approve the submission of two (2) Upward Bound grant proposals to the US Department of Education.

<b>Administrator Initiating Item: Adrian Gonzales</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/20/2012**

**AREA:** Board of Trustees

**ITEM #: 1**

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

**TITLE: AP 2714: DISTRIBUTION OF TICKETS OR PASSES**

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**BACKGROUND:**

This is a new Administrative Procedure for Board information only. Both President's Cabinet and College Planning Council have approved it.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Receive for information.

<b>Administrator Initiating Item: Jerry Patton</b>	<b>Cabinet Review &amp; Approval: 1/9/2012 Chair &amp; Vice Chair Review: 1/12/2012</b>
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# **ADMINISTRATIVE** **PROCEDURE**

**2714**

**DESERT COMMUNITY COLLEGE DISTRICT**

## **DISTRIBUTION OF TICKETS OR PASSES**

From time to time, the District receives tickets or passes to community facilities, events, shows, or performances for an entertainment, amusement, recreational, or similar purpose. The District will distribute these tickets or passes when attendance at the event will further the District's mission or will significantly contribute to the professional development of an employee or a member of the Board of Trustees.

The District will distribute the ticket or pass to the person who will benefit most directly or whose regular role in the District most directly relates to the facility, event, show, or performance. If more than one person would benefit equally or their role relates equally to the facility, event, show, or performance, the District will select one person to receive the ticket or pass by lot or rotation. The person receiving a ticket or pass pursuant to this procedure may not transfer the ticket or pass to any other person.

When the District provides a ticket or pass to an official of the District, the ticket or pass is not subject to the gift reporting provisions of Administrative Procedure 2710, so long as the official treats the ticket or pass as income consistent with applicable state and federal income tax laws and the District reports the distribution of the ticket or pass as income to the official and on its website as set forth below.

For each ticket or pass distributed, including those which the recipient treats the ticket or pass as income consistent with applicable state and federal income tax laws according to the paragraph above, the District will complete the California Fair Political Practices Commission (FPPC) Form 802. The District will post these completed forms on its website.

Reference:

Title 2 Section 18944.1

Cabinet Approval: May 17, 2011

College Planning Council Approval: September 9, 2011

Board Information: January 20, 2012

Next Review: September 2016