

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, MARCH 16, 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.

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of March 16, 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: 2

3. PUBLIC EMPLOYEE QUARTERLY PERFORMANCE EVALUATION –
President

IV. OPEN SESSION 10:15 a.m.

Closed session report (if any)

VI. 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.

VII. APPROVE THE MINUTES OF:

1. The Regular meetings of February 16, 2012. (DRAFT Minutes on [COD Website](#))

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. ADMINISTRATIVE REPORTS

1. President
 - a. Faculty Acknowledgement: Craig Hays, Professor, Health, Physical Education, Recreation and Athletics
2. Vice President Business Affairs – Dr. Edwin Deas
 - a. Multi-year Budget Plan based on Think Tank Recommendations*
(*Details on [COD Website](#))
3. Vice President Academic Affairs – Farley Herzek
 - a. Accreditation Update
 - b. PaCE presentation

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

A. HUMAN RESOURCES

1. Retirement – Faculty
2. Permanent Extension of Assignment & Increase in Hours – Classified

3. New Job Description – Classified
4. Volunteer
5. Employment Group C – Appointments
6. Re-Opener – 1st Reading - CSEA
7. Re-Opener – 1st Reading – DCCD
8. Temporary Assignment – Leadership
9. Resignation - Adjunct

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Commercial Contingent Self-Funding Broker Agreement
3. Warrants
4. Payroll #8
5. Gift/Donation to the District
6. Out-of-State/Country Travel

X. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Revised Board Policy 2010 Board Membership - Revised - Second Reading
2. Revised Board Policy 2410 Board Policies and Administrative Procedures – Second Reading
3. Revised Board Policy 3520: Local Law Enforcement – Second Reading
4. Board Strategic Goals 2012-2013 – Second Reading
5. 5-year review of Board Policies

C. PRESIDENT

1. Selection of Senior Citizen Group Representative and Taxpayers' Association Representative on Citizens' Bond Oversight Committee
2. Multiple-Year Budget Plan Based on Think Tank Recommendations

D. HUMAN RESOURCES

1. Employment Group A – Appointments-Classified
2. Employment Group A – Faculty – Non-Renewal of Contract
3. Retirement – Leadership
4. Educational Administrator Contract Terms & Salary Placement – Effective 7/1/12
5. Resignation – Leadership
6. New Job Description – Leadership
7. Reclassification - Leadership

E. FISCAL SERVICES

1. Budget Transfers
2. Notice of Intent to Award Contract – Campus Technology Infrastructure Upgrade Project – Request for Proposal from Consulting Services to Design/Build an Enterprise Content Management System

F. ACADEMIC AFFAIRS

1. Curriculum Modifications

XI. ITEMS OF INFORMATION

1. CCCT Board Elections
2. Revised Administrative Procedure 3520: Local Law Enforcement

XII. SUGGESTIONS FOR FUTURE AGENDAS

XIII. BOARD COMMENTS

XIV. STUDY SESSION

1. Parliamentary Procedure: Dr. Bruce Bishop
2. Brown Act: Mr. David Erwin
3. Conflict of Interest: Mr. David Erwin

XV. CLOSED SESSION (Continuation if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 1

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TITLE: RETIREMENT - FACULTY

BACKGROUND:

Ms. Mary “Chris” Totten will retire from her position of Professor/Biology, School of Arts & Sciences, effective 5/26/12.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the retirement as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 2

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**TITLE: PERMANENT EXTENSION OF ASSIGNMENT
& INCREASE IN HOURS - Classified**

BACKGROUND:

To permanently change Gabriela Ortega, Senior Office Assistant/Non-Credit Programs, from 11-months to 12 months. Her hours have also been permanently extended from 19.5 to 29.5, effective 3/1/12.

FISCAL IMPLICATIONS:

The extension of one month and hours will be funded by restricted funds (WIA funding).

RECOMMENDATION:

Board of Trustees ratifies the extension of assignment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 3

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TITLE: NEW JOB DESCRIPTION - CLASSIFIED

BACKGROUND:

To provide a new job description for the position of Counseling Support Assistant-Student Affairs/HSI. See attached job description.

FISCAL IMPLICATIONS:

The position will be fully funded by restricted funds. (Title V)

RECOMMENDATIONS:

Board of Trustees approves the new job description as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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DESERT COMMUNITY COLLEGE DISTRICT

COUNSELING SUPPORT ASSISTANT-STUDENT AFFAIRS/HSI

BASIC FUNCTION

Under the direction of the HSI Title V Project Director, schedule and perform specialized duties related to counseling and advising of COD students serviced by Title V programs and activities, including the college application, admissions processes, orientation, registration, financial aid, and other counseling related workshops and activities. The Counseling Support Assistant (CSA) is a paraprofessional position which provides general information to students, staff, high school counselors and the general public regarding college policies and procedures; particularly in areas of academic advising and financial aid. The CSA will also collect and gather data, maintain databases, and prepare a variety of statistical records and reports related to assignment and will communicate information clearly and concisely, both orally and in writing. The CSA will also serve as a retention liaison working collaboratively with other student affairs departments.

REPRESENTATIVE DUTIES

1. Provide support to counselors to meet grant goals and objectives. *E*
2. Provide detailed information and make appropriate referrals to current and in-coming students regarding College regulations, admissions, matriculation procedures, financial aid, residency requirements, and student support services available on campus and in the community. *E*
3. Assist students in completing college applications, including admissions and financial aid. *E*
4. Provide general information to students and community members regarding college programs and services, academic majors, certificate programs, two- and four-year degree programs, and financial aid and scholarship opportunities. *E*
5. Communicate with students as needed and directed by counselors. Serve as a retention liaison and review student records to confirm progress toward degree completion and compliance of educational goals and degree requirements. *E*
6. As assigned by the Director, represent the College and its related programs at various meetings, conferences, and community events. *E*
7. Assist in organizing, planning, scheduling, and the delivery of grant and matriculation related activities, orientation sessions, application and financial aid workshops, student development workshops, college readiness events, and campus tours. *E*
8. Collect and gather data, prepare and maintain a variety of files, records and databases related to services and activities; maintain records and documentation to ensure accurate tracking of student progress; assist in compiling and entering data and preparing comprehensive reports, including, but not limited to the grant's Annual Performance Report. *E*
9. Assist in designing, preparing, and distributing promotional materials; including using computer graphics software and maintaining Web pages and social networking sites. *E*
10. Update and maintain student records, notes and other pertinent information as directed by counselors. *E*
11. Establish and maintain cooperative working relationships and good customer service with students, staff, faculty, and the general public. *E*

12. Work with immediate supervisor, counselors, and high school counselors to identify areas of improving student success, persistence and retention rates as outlined in the grant goals and objectives. *E*
13. Perform general clerical work; prepare a variety of documents and forms; answer telephones; greet students, staff, faculty, and general public; and schedule appointments. *E*
14. Assign, train, supervise, and review the work of assigned student workers. *E*
15. Attend and participate in professional development activities as assigned by the Title V HSI Project Director. *E*
16. Performs other duties as assigned that support the overall objectives of the position and the Title V HSI grant goals and guidelines.

KNOWLEDGE AND ABILITIES

Knowledge of: Mission, goals, and objectives of the college and its programs; district policies and procedures regarding outreach, admissions, registration, financial aid and other program services; available institutional and community resources; public speaking and presentation techniques; applicable district, state and federal laws and regulations; confidentiality rules and procedures, especially with regard to FERPA; data collection and basic research principles and practices; record keeping techniques; telephone techniques and professional etiquette; diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; modern office practices, procedures, and equipment including computers and applicable software applications such as word processing, spreadsheets, e-mail, and databases; interpersonal skills using tact, patience, and courtesy; principles and practices of providing training, work direction, and guidance to student workers; correct English, grammar, spelling, punctuation, and vocabulary.

Ability to:

Perform a wide variety of specialized duties related to the matriculation activities, admissions, registration, financial aid and other related program services; prepare and give oral presentations to current and in-coming students; understand, interpret, and follow direction related to administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; respond to requests and inquiries from students, staff, or the general public and provide appropriate referrals; develop and maintain appropriate outreach materials; maintain current knowledge of related fields; compile and analyze data related to assigned functions and prepare related reports; maintain filing and record-keeping systems; compose and prepare correspondence and memoranda; plan and organize work to meet schedules and changing deadlines; operate a variety of office machines and equipment including computers, typewriters, calculators, copiers and fax machine and related software such as word processing, spreadsheet, and e-mail, and database applications; work under tight deadlines with frequent interruptions and a high degree of public contact by phone or in person; work independently and effectively in the absence of supervision; exhibit sensitivity and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students; communicate clearly and concisely, both orally and in writing in English; establish and maintain effective working relationships; bend at the waist, kneel or crouch to file materials; sit or stand for extended period of time; lift 25 pounds.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a bachelor degree in social sciences or related field and two (2) years of increasingly responsible work experience in a college setting and/or student service program.

WORKING CONDITIONS

Environment:

Office, lab and classroom environments; frequent workshops and activities; constant interruptions; some outdoor activities; travel to all campus locations (Eastern Valley Center, Western Valley Center, Palm Desert Campus) and within the region. Evening and weekend hours may be required.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier to drive District or personal vehicle to various locations.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

E: Essential Functions

Range 11

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 4

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TITLE: VOLUNTEER

BACKGROUND:

Listing of approved volunteer as follows:

Robert Marrujo - Athletics

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteer as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 5

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TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

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

Temporary employees in an aggregate amount of \$5,558.00. (details on [COD website](#))

Faculty stipend in aggregate amount of \$13,478.00. (details on [COD website](#))

Contract/Non-affiliated in the aggregated amount of \$106,300.00. (details on [COD website](#))

Student Workers/Tutors in the aggregate amount of \$101,560.00. (details on [COD website](#))

FISCAL IMPLICATIONS:

All positions fully funded as noted on details in the Board portal.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 6

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TITLE: ~~RE-OPENER~~ INITIAL PROPOSAL FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), #407 TO THE DESERT COMMUNITY COLLEGE DISTRICT – 2012 SUCCESSOR AGREEMENT

BACKGROUND:

~~To conduct a 1st Reading, requested by the California School Employees Association, Chapter #407, (CSEA), to re-open the following sections for the collective bargaining agreement of the College of the Desert California School Employee Association (CSEA). Proposals submitted herein by the CSEA are expressly pursuant to the Educational Employment Relations Act. It is the intention of the CSEA to bargain in good faith over the proposals submitted by the respective parties to the DCCD. Pursuant to the Educational Employment Relations Act (EERA) and Article 24: Term of the current collective bargaining agreement between the Desert Community College District and the California School Employees Association and its Chapter 407, we submit our initial proposals to meet and negotiate regarding successor negotiations with the District. CSEA proposes that all portions of the current Agreement remain in full force and effect, with any changes to the following articles incorporated into the successor agreement:~~

**ARTICLE VII
COMPENSATION**

CSEA intends to make proposals preserving the existing salary schedule and compensation language at status quo. Given the uncertainties inherent in the State budget and the volatile nature of budget projections, CSEA proposes to work collaboratively with the District to preserve student services and to develop equitable budget mitigation measures on a year-to-year basis, commensurate with the actual impact of state budget cuts to education.

**ARTICLE IX
HEALTH & WELFARE BENEFITS**

In the prior successor agreement, CSEA members made significant concessions in this article in order to control costs to the District by agreeing to reverse the former cap on member costs and to replace it with a cap on District costs. At the state and local level, CSEA assiduously seeks ways to control the escalating costs of medical insurance through various approaches, including changes in state law, adherence to best practices, cost containment techniques, going out to bid, and other progressive strategies. CSEA intends to make proposals to maintain access to quality affordable ~~health care~~ healthcare for classified employees.

ARTICLE 24 - TERM

CSEA will propose a three-year term from July 1, 2012 to June 30, 2015.

EARLY RETIREMENT INCENTIVE

Negotiate an early retirement incentive for classified employees.

CSEA and its Chapter 407 reserve the right to add to, modify, change and/or delete proposals during the bargaining process, including but not limited to responses to proposals made by the District.

RECOMMENDATIONS:

Board of Trustees conducts an initial reading regarding these proposals.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: **3/16/2012**

AREA: Human Resources

ITEM #: 7

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**TITLE: ~~RE-OPENER~~ 1ST ~~READING INITIAL PROPOSAL~~ – FROM THE DESERT
~~COMMUNITY~~ COMMUNITY – COLLEGE DISTRICT TO THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION CHAPTER #407 - 2012
SUCCESSOR AGREEMENT**

BACKGROUND:

~~To conduct a 1st Reading, requested by the Desert Community College District (DCCD), to re-open the following sections for the Collective Bargaining Agreement of the College of the Desert California School Employee Association (CSEA). Proposals submitted herein by the DCCD are expressly pursuant to the Educational Employment Relations Act. It is the intention of the DCCD to bargain in good faith over the proposals submitted by the respective parties to the CSEA Collective Bargaining Agreement.~~
Pursuant to the Educational Employment Relations Act (EERA) and Article 24: Term of the current collective bargaining agreement between California School Employees Association (CSEA) and the Desert Community College District (DCCD), we submit our initial proposals to meet and negotiate regarding successor negotiations with CSEA. The District proposes that all portions of the current Agreement remain in full force and effect, with any changes to the following articles incorporated into the successor agreement:

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PREAMBLE

The District shall propose to modify the date noted.

**ARTICLE II
DISTRICT RIGHTS**

The District will offer proposals which correct a minor grammatical error.

**ARTICLE III
ASSOCIATION RIGHTS**

The District will offer proposals which bring provisions regarding release time for Association members to conduct Association business into compliance with current law. The District will offer proposals which correct titles of personnel, addition of email for communication purposes. In addition, the District will make proposals which address and define the use of released time for attendance at ad-hoc presidential committees meetings and how CSEA can equalize appointments to various committees.

**ARTICLE V
EMPLOYEE RIGHTS**

The District will offer proposals regarding outlining the procedures used for placing items in an employee's personnel file extending the period in which an employee may respond. In addition the District will propose that the CBA be accessible via electronic means and not be in a printed format.

**ARTICLE VI
CLASSIFICATION AND RECLASSIFICATION**

The District will offer proposals regarding procedures relating current reclassification process including but not limited to; classifications that are over classified and the use of the local market to assess placement of positions.

**ARTICLE VII
COMPENSATION**

Given the current status of the State budget and the unfavorable economic projections, the District expects to make economic proposals that will allow it to continue to attract and retain the best quality employees, yet allow the District to remain solvent and sustain resources of the District. It is expected that these proposals may include proposals regarding salaries, placement or movement on the salary schedule, and contributions to retirement plans. The District will also propose deleting the groundskeeper advancement and change this classification initial range to range 9.

ARTICLE VIII: COMPENSATION IN ADDITION TO SALARY

Given the current status of the State budget and the unfavorable economic projections, the District expects to make economic proposals that will allow it to continue to attract and retain the best quality employees, yet allow the District to remain solvent and sustain resources of the District. It is expected that these proposals may include proposals regarding longevity.

**ARTICLE IX
HEALTH AND WELFARE BENEFITS**

Health and welfare benefits continue to be a nationwide concern as employers attempt to provide medical insurance designed to ensure quality medical care and plan design which maximizes cost containment. Costs have escalated for nearly 25 years, exceeding the general cost of living each year. Employers and employee representatives have continuously sought ways to control the escalating costs of medical insurance through various approaches, including changes in plan design, cost containment techniques, cost sharing, and other mutually acceptable strategies. The ever increasing expenditures necessary to fund medical insurance programs tend to detract from utilization of these monies needed for other important uses including employee compensation, educational programs and capital expenses. The District intends to make proposals regarding modifications to its current medical insurance plan benefits, including aspects relating to cost containment, efficiency, co-payments, cost sharing, retiree benefits, and other alternative approaches to minimize annual increased District expenditures for medical insurance.

**ARTICLE XII
LEAVES**

The District intends to offer proposals clarifying who qualifies as a dependent and the clarification of

personal necessity leave.

**ARTICLE XXII
ORGANIZATIONAL SECURITY**

The District will make proposals to eliminate specific organizations for employees who have a Bona Fide Religious Exception to participating in supporting public employee organizations to divert their otherwise dues to.

**ARTICLE XXIV
TERMS**

The District will propose language regarding the term of the new agreement with limited reopeners.

APPENDICES

The District will propose modifications to the appendices (B) to update the list of Management, Supervisory and Confidential Employees excluded for the bargaining unit.

RECOMMENDATIONS:

Board of Trustees conducts an initial reading regarding these proposals.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 <u>3/5/2012</u> Chair & Vice Chair Review: 3/8/2012 <u>3/8/2012</u>
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 8

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TITLE: TEMPORARY ASSIGNMENT - LEADERSHIP

BACKGROUND:

Continued temporary assignment as Interim Vice President, Student Affairs, Range XIII, Step 9, for six months effective 7/1/2012.

FISCAL IMPLICATIONS:

Extension will be fully funded by unrestricted funds (General Funds).

RECOMMENDATIONS:

Board of Trustees approves the salary placement as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 9

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TITLE: RESIGNATION - ADJUNCT

BACKGROUND:

Mr. Jose Arturo Rodriguez resigned from his position of Adjunct Instructor/Business Law effective March 6, 2012.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the resignation as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Fiscal Services

ITEM #: 1

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period February 1-29, 2012 as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$73,392.32 as presented. (Details on [COD Website](#))

Contracts in excess of \$25,000

In the aggregated amount of \$772,790.67 as presented. (Details on [COD Website](#))

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

In the aggregated amount of \$1,333,370.63 as presented. (Details on [COD Website](#))

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Fiscal Services

ITEM #: 2

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**TITLE: COMMERCIAL CONTINGENT SELF-FUNDING
BROKER AGREEMENT**

BACKGROUND:

The commercial contingent self-funding broker agreement* is for Windermere Real Estate to represent the Desert Community College District for the leasing of retail space at College of the Desert's East Valley Center, Indio Campus.

*Details on [COD Website](#).

FISCAL IMPLICATIONS:

Windermere Real Estate will be paid a commission in accordance with the schedule in the agreement and shall be paid by the Lessor from the lease revenues.

RECOMMENDATION:

Board of Trustees approves the Commercial Contingent Self-Funding Broker Agreement with Windermere Real Estate.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Fiscal Services

ITEM #: 3

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TITLE: WARRANTS

BACKGROUND:

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

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$2,583,803.44 as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Fiscal Services

ITEM #: 4

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TITLE: PAYROLL #8

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 #8 in the amount of \$2,259,367.62 as follows:

Certificated:	\$1,346,376.84
Classified:	<u>\$ 912,990.78</u>
	\$2,259,367.62

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Fiscal Services

ITEM #: 5

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TITLE: GIFT/DONATION TO THE DISTRICT

BACKGROUND:

- High heels, wigs and vintage clothing/costumes donated to the School of Arts and Sciences for the theatre programs and plays by Ms. Sara Duquette of Lake Worth, FL.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Fiscal Services

ITEM #: 6

<input checked="" type="checkbox"/> CONSENT
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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

1. Academic Affairs – Dr. Wendy Sanders, Instructor in the Early Childhood Education Department under the School of Health Sciences and Education, to attend the Christian Theology and Human Development symposium where she will be presenting a paper at Princeton University in Princeton, NJ, March 10-13, 2012.

This symposium will give Dr. Sanders an opportunity to share her research driven ideas on child development theory and receive feedback as well as speak with key theorists in the child development field and hear their emerging theories and strategies on child development.

Fiscal Implications: Costs estimated at \$848.20 and will be funded by a restricted source (Perkins Funds).

2. Business Affairs – Mr. Ruben Ramirez, Human Resources Information Systems Specialist, to attend the SilkRoad Connections Global User Event 2012 in Scottsdale, AZ, June 3-6, 2012.

SilkRoad is our applicant tracking and onboarding system provider. Since we are rolling these products out this year, it is important for us to see how other organizations are using these products so we can be sure we are implementing them to their fullest potential for the College. SilkRoad Connections 2012 Global User Event is about addressing and conquering the challenges in the workforce and familiarizing ourselves with up-to-date production information through a variety of formats. Mr. Ramirez will take away actionable skills and knowledge through product focused sessions regarding the latest in SilkRoad's suite of talent management solutions in basic, intermediate or advanced tracks, as well as innovative industry tracts from prestigious guest speakers.

Fiscal Implications: Costs estimated at \$1,655.50 and will be funded by a restricted source (Auxiliary Funds).

3. Business Affairs – Ms. Janet Assof, Financial Analyst of Fiscal Services, to attend the Datatel Users' Group (DUG) 2012 Conference and Expo in National Harbor, MD, April 1-4, 2012.

The 2012 Datatel Users' Group Conference and Expo theme – Transformation through Collaboration, is an opportunity to participate in collaborative discussions with almost 2,000 colleagues, Datatel staff members and technology leaders. This conference provides clients with

personal and professional growth through speaking opportunities, networking with colleagues, and engaging with vendors and Datatel staff.

Fiscal Implications: Costs estimated at \$1,663.00 and will be funded by a restricted source (Auxiliary Funds).

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Board of Trustees

ITEM #: 1

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**TITLE: REVISED BOARD POLICY 2010: BOARD MEMBERSHIP
– SECOND READING**

BACKGROUND:

This revised Board Policy reflects the change from an “at-large” voting system to a “by area” system. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve revised Board Policy 2010.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Board of Trustees

ITEM #: 2

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TITLE: REVISED BOARD POLICY 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES – SECOND READING

BACKGROUND:

This revised Board Policy reflects the Accrediting Commission for Community and Junior College's recommendation that the board regularly evaluates its policies and practices and revises them as necessary. The College of the Desert team working on the responses to the Accreditation recommendations has recommended this revision. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve revised Board Policy 2410.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Board of Trustees

ITEM #: 3

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**TITLE: REVISED BOARD POLICY 3520: LOCAL LAW ENFORCEMENT
– SECOND READING**

BACKGROUND:

This revised Board Policy reflects changes recommended by the League’s Policy and Procedure Service. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve revised Board Policy 3520.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Board of Trustees

ITEM #: 4

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TITLE: BOARD STRATEGIC GOALS – SECOND READING

BACKGROUND:

Annually, the Board of Trustees sets goals. The Board Strategic Goals are utilized by College Planning Council and the entire institution to develop the College Goals, all administrative goals and objectives, which serve as the basis of the evaluation of administrators.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

The cost will be determined as the budget development process is completed utilizing the current governance process.

RECOMMENDATION:

Approve the Board strategic goals.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Board of Trustees

ITEM #: 5

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TITLE: 5-YEAR REVIEW OF BOARD POLICIES

BACKGROUND:

In the subsequent recommendation (8) from the college's most recent accreditation visit in March 2011 Board Policy 2410 and Administration Procedure 2410 were revised to adopt a timely review of all college policies and procedures.

In accordance with this new policy and procedure the following have been reviewed by the President and emailed to the members prior to the meeting for review and comment.

- BP 4240 Academic Renewal (Details on [COD Website](#))
- BP 5031 Fees for Off-campus lab experiences (Details on [COD Website](#))
- BP 5050 Matriculation (Details on [COD Website](#))
- BP 5052 Open Enrollment (Details on [COD Website](#))
- BP 5055 Enrollment Priorities (Details on [COD Website](#))
- BP 5110 Counseling (Details on [COD Website](#))
- BP 5140 DSPS (Details on [COD Website](#))
- BP 5150 EOPS (Details on [COD Website](#))
- BP 5200 Student Health Services (Details on [COD Website](#))
- BP 5210 Communicable Disease (Details on [COD Website](#))
- BP 5410 Associated Students Election (Details on [COD Website](#))
- BP 5420 Associated Students Finance (Details on [COD Website](#))
- BP 6550 Disposal of Property (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Review and approve the listed policies and procedures.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: President

ITEM #: 1

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**TITLE: SELECTION OF SENIOR CITIZEN GROUP
REPRESENTATIVE AND TAXPAYERS' ASSOCIATION
REPRESENTATIVE ON CITIZENS' BOND OVERSIGHT COMMITTEE**

BACKGROUND:

The Desert Community College District was successful in passing its Measure B Bond Measure on March 2, 2004 for \$346.5 million. Pursuant to ECS 15278, and Proposition 39 restrictions, the District is required to appoint an Oversight Committee whose primary purpose is to inform the public at least annually in written report concerning the expenditure of bond proceeds.

The Oversight Committee must consist of at least seven members from specified groups or organizations. The memberships must have one member each from a business organization, a senior citizen organization, a community college support organization, a bona fide taxpayer organization, and one student from College of the Desert.

Ms. Berit Reistad has resigned as the Senior Citizen Group Representative and Mr. Robert Flint has resigned as the Taxpayers' Association Representative. After reviewing the applications that were received for these vacancies, Mr. Kenneth Eklund has been selected as the Senior Citizen Group Representative and Mr. Chris Escobedo as the Taxpayers' Association Representative on the Citizens' Bond Oversight Committee.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees appoints Mr. Kenneth Eklund as Senior Citizen Group Representative and Mr. Chris Escobedo as Taxpayers' Association Representative for the vacant positions on the Citizens' Bond Oversight Committee.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: President

ITEM #: 2

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**TITLE: MULTI-YEAR BUDGET PLAN BASED ON THINK
TANK RECOMMENDATIONS**

BACKGROUND:

On January 18, 2011, the Board of Trustees tasked the President with the preparation of a multi-year budget plan that assured fiscal solvency for the District. The President subsequently formed six Think Tanks to provide recommendations for revenue generation and expenditure reduction that form the foundation of the budget plan. Many of those recommendations have been accepted by the President. In addition, Cabinet has contributed more specific recommendations in areas where Think Tanks provided preliminary input and has also carried out an intensive 18 month review of the existing General Fund budget to identify recommended areas of ongoing savings.

The Multi-Year Budget Plan, as presented, is to be considered as a three dimensional planning tool wherein the recommendations for FY 2011/12 will be enacted, the recommendations for FY 2012/13 will form a solid basis for the final budget of that year, and the recommendations for the ensuing three years will be used as a planning platform that will be subject to ongoing review and refinement as situations warrant.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

The Multi-Year Budget Plan illustrates the maintenance of fiscal solvency for the District by projecting revenues and expenditures over a five year period and identifying action plans (additional revenues and reduced expenditures) necessary to maintain a General Fund balance of no less than 7.5% of revenues in each year.

RECOMMENDATION:

Board of Trustees approves the Multi-Year Budget Plan as a three dimensional planning tool, as described and presented herein.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 1

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TITLE: EMPLOYMENT GROUP A APPOINTMENTS - Classified

BACKGROUND:

1. Ms. Bobbie Weigel has been appointed to a new vacant 10-month position of Part-Time Security Officer, Security/Business Affairs. The appointment, effective February 20, 2012, is ongoing. Placement on Range 9 of the Classified salary schedule is at Step A.
2. Mr. Brian Kephart has been appointed to a new vacant 10-month position of Part-Time Security Officer, Security/Business Affairs. The appointment, effective February 20, 2012, is ongoing. Placement on Range 9 of the Classified salary schedule is at Step A.
3. Ms. Andrea Torres has been appointed to a vacated position of Secretary/Bilingual-EVC, School of Library & Learning Resources. The appointment, effective 2/21/2012, is ongoing. Placement on Range 8 of the Classified salary schedule is at Step A.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

All positions are funded from unrestricted funds (General Fund).

RECOMMENDATION:

Board of Trustees ratifies the appointments as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 2

**TITLE: EMPLOYMENT GROUP A – FACULTY –
NON-RENEWAL OF CONTRACT**

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

BACKGROUND:

To approve the non-renewal of contract for the following faculty employee listed by employee number, effective June 30, 2012:

#0497358

FISCAL IMPLICATIONS:

This position is funded from restricted funds (TRIO/DSPS).

RECOMMENDATION:

Board of Trustees approves the ending of the contract as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 3

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| <input type="checkbox"/> CONSENT |
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TITLE: RETIREMENT - LEADERSHIP

BACKGROUND:

Mr. Jerry Patton will retire from his position of President, effective 6/30/12.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the retirement as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 4

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| <input type="checkbox"/> CONSENT |
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**TITLE: EDUCATIONAL ADMINISTRATOR CONTRACT TERMS AND SALARY
PLACEMENT- EFFECTIVE JULY 1, 2012**

BACKGROUND:

The Education Code requires notification of salary placement for all administrative employees on a yearly basis. The process for determining contract length is related to the evaluation procedures provided in the Leadership Handbook approved by the Board in May, 2002. Upon approval by the Board, new contracts will be issued with the appropriate term to replace existing contracts.

FISCAL IMPLICATIONS:

The salary placement listing includes step and/or range advancement where appropriate. Funding is included in the General Fund budget.

RECOMMENDATIONS:

Board of Trustees approves the contract terms and salary placements as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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<u>Name</u>	<u>Title</u>	<u>Current Salary Placement</u>	<u>Salary Placement Effective 7/1/12</u>	<u>Contract Term Effective 7/1/12</u>
BERG, James	Dean, School of Arts & Sciences	XI-10	XI-10	7/1/2012-6/30/2014
CHURCH, Nathan	Director, Student Health & Disability Services	IX-10	IX-10	7/1/2012-6/30/2013
DiSALVO, Anthony	Dean, School of Communication & Humanities	XI-10	XI-10	7/1/2012-6/30/2014
GOOLD, Elizabeth	Assistant Director, Clinical Services	VIII-5	VIII-6	7/1/2012-6/30/2013
HUNTER, Pamela	Executive Director, Title V/Institutional Advancement	XI-7	XI-8	7/1/2012-6/30/2013
ISAAC, Bina	Dean, Technology & Institutional Research	XI-10	XI-10	7/1/2012-6/30/2014
JARAMILLO, John	Dean, School of Applied Sciences & Business	XI-10	XI-10	7/1/2012-6/30/2014
LUJAN, Juan	Director, Educational Centers	XI-10	XI-10	7/1/2012-6/30/2013
MADIGAN, Chris	Director, PSA	IX-6	IX-7	7/1/2012-6/30/2013
NERY, Annebelle	Dean, Enrollment Services	XI-9	XI-10	7/1/2012-6/30/2014
PHILLIPS, Carl	Dean, School of Library & Learning Resources	XI-8	XI-9	7/1/2012-6/30/2014
YOUNG, Leslie	Dean, School of Health Sciences & Education	XI-10	XI-10	7/1/2012-6/30/2014

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 5

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| <input type="checkbox"/> CONSENT |
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TITLE: RESIGNATION - LEADERSHIP

BACKGROUND:

Mr. Robert Blizinski will resign from his position of Executive Director, Human Resources & Labor Relations, effective 4/13/12.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the resignation as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 6

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| <input type="checkbox"/> CONSENT |
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TITLE: NEW JOB DESCRIPTION- LEADERSHIP

BACKGROUND:

To approve the attached new Leadership job description for the position listed below:

- Executive Administrative Assistant to the Superintendent/President & the Board of Trustees

*Job description on [COD Website](#)

FISCAL IMPLICATIONS:

Position is funded by unrestricted funds (General Funds).

RECOMMENDATIONS:

Board of Trustees approves the new job description as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Human Resources

ITEM #: 7

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TITLE: RECLASSIFICATION - LEADERSHIP

BACKGROUND:

To provide a reclassification from the position of Senior Administrative Assistant to the Board of Trustees (Leadership Range IV) to Executive Administrative Assistant to the Superintendent/President & the Board of Trustees (Leadership Range V) for Lee Ann Weaver, effective 3/19/2012.

FISCAL IMPLICATIONS:

Position is funded by unrestricted funds (General Funds).

RECOMMENDATIONS:

Board of Trustees approves the reclassification as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Fiscal Services

ITEM #: 1

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TITLE: BUDGET TRANSFERS

BACKGROUND:

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

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Fiscal Services

ITEM #: 2

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT -
CAMPUS TECHNOLOGY INFRASTRUCTURE
UPGRADE PROJECT – REQUEST FOR PROPOSAL FROM CONSULTING
SERVICES TO DESIGN/BUILD AN ENTERPRISE CONTENT
MANAGEMENT SYSTEM**

BACKGROUND:

This project includes services in design, necessary software, equipment, installation and training for a complete and operating Enterprise Content Management System for the District's five campuses. Requests for priced proposals were solicited on January 12, 2012. A total of five proposals were received and evaluated. Three firms were shortlisted and interviewed by the Selection Committee on February 27, 2012. Project scope will include a system for recording, storage, searching, and retrieval of all existing and newly created documents within the Business Affairs, Student Affairs, Academic Affairs and Information Service departments.

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 Campus Technology Infrastructure Upgrade Project to American MicroImaging, Inc., d.b.a. AMI, in the amount of \$15,000.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 3/5/2012 Chair & Vice Chair Review: 3/8/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Academic Affairs

ITEM #: 1

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| <input type="checkbox"/> CONSENT |
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**TITLE: APPROVAL OF CURRICULUM MODIFICATIONS
FOR FALL 2012**

BACKGROUND:

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2012. Details on the [COD website](#).

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item:	Cabinet Review & Approval: 3/5/2012
Farley Herzek	Chair & Vice Chair Review: 3/8/2012

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/16/2012

AREA: Board of Trustees

ITEM #: 1

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**TITLE: REVISED ADMINISTRATIVE PROCEDURE 3520
LOCAL LAW ENFORCEMENT**

BACKGROUND:

This revised administrative procedure reflects changes recommended by the Community College League's Policy and Procedure Service. (Details on [COD website](#))

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Information item only.

Administrator Initiating Item:	Cabinet Review & Approval: 3/5/2012
Bonnie Stefan	Chair & Vice Chair Review: 3/8/2012