



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, APRIL 15, 2016
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTIPURPOSE 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 April 15, 2016 with any additions, corrections, or deletions.

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

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

1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

2. **PERSONNEL**

a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**
(Government Code Section 54957)

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**
• Superintendent/President

3. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**
Section 54956.9 (d)(2/3/4) Specify number of potential cases: 2

4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 017, 502 190 018, 502 190 019, 502 190 020, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034, 641 261 020 0, 687 199 001, 687 199 002, 687 212 009, 687 212 010, 687 212 011, 687 212 022, 687 212 023, 687 212 024, 687 212 027, 611 211 013, 611 211 014, 611 211 019, 663 290 003-5

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

IV. **OPEN SESSION** (10:30 a.m.)

Closed session report (if any)

V. **PUBLIC UPDATES**

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

• **Reading of Proclamations**

- Mental Health Month – Jeff Baker, Interim Vice President, Student Success
- Classified School Employees Week – Kristen Nelson, Senior Specialist International Education Program
- Asian Pacific Islanders Month – Bert Bitanga, Associate Professor, Architecture
- Day of the Professor – Dr. Kelly Hall, Academic Senate President

- National Nurses Week - Heidi Stiemsma, Nursing Student
- Day of Silence - Joey Hernandez, ASCOD Vice President
- Earth Day – Jose Rodriguez, Green Council Co-Chair

VII. INTRODUCTION OF STAFF

VIII. APPROVE THE MINUTES OF:

Regular meeting of March 18, 2016 ([Details on COD Website](#))

IX. REPORTS

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. ACADEMIC SENATE
- D. C.O.D.F.A.
- E. C.O.D.A.A.
- F. C.S.E.A.
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

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

A. BOARD OF TRUSTEES

- 1. Proclamations

B. HUMAN RESOURCES

- 1. Personnel Items
- 2. Tentative Agreements Between DCCD & CSEA
- 3. Tentative Agreements Between DCCD & CTA
- 4. Approval of Salary Adjustments between DCCD & Confidential/Administrative Employee Groups

C. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #9
- 5. Out-of-State/Country Travel
- 6. Gift/Donation to the District

7. Budget Transfers
8. Amendment to Contracts - Measure B Bond Project

D. STUDENT SUCCESS & STUDENT LEARNING

1. Courses and Programs Approved by Curriculum Committee

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Board Policy 5700 – Intercollegiate Athletics – 2nd Reading
2. Board Policy Review – 1st Reading
 - BP 2110 Vacancies on the Board
 - BP 2510 Participation in Local Decision Making
 - BP 2715 Code of Ethics – Standards of Practice – Trustees
 - BP 3310 Records Retention
 - BP 3410 Non Discrimination
 - BP 3430 Prohibition of Harassment
 - BP 3440 Service Animals
 - BP 3518 Child Abuse Reporting
 - BP 3540 Sexual and Other Assaults on Campus
 - BP 3715 Intellectual Property
 - BP 3900 Speech: Time, Place and Manner
3. Approval of Emeritus Status

C. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Designation of Off-Site Locations
3. Certification of Signatures
4. Resolution #041516-1 Authorization to Encumber Funds for the Following Fiscal Year
5. Public Hearing Regarding Energy Conservation Project and Authorization to enter into Energy Services Agreement with Jackson Electric
6. Resolution #041516-2 Findings Regarding Energy Conservation Project and Authorization to enter into Energy Services Agreement with Jackson Electric (Government Code §§4217.10 et seq.)

XII. INFORMATION ITEMS

1. Administrative Procedures:
 - AP 6200 – Budget Preparation

- AP 6400 – Financial Audits
 - AP 2110 – Vacancies on the Board
 - AP 2510 – Participation in Local Decision Making
2. Technology Master Plan

XIII. STUDY SESSION

1. Concussion Protocols – Dean Leslie Young, Todd Conger, Athletic Trainer, and Patty Curtiss, Athletic Trainer
2. Solutions Kiosk Student Presentation – Miguel Flores and Rochelle Aguilar, COD Students

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONT'D if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/15/2016

AREA: Board of Trustees

ITEM #: 1

<input checked="" type="checkbox"/> CONSENT
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TITLE: PROCLAMATIONS

BACKGROUND:

MENTAL HEALTH MONTH: May is designated as Mental Health Month. At College of the Desert, we recognize that mental health is essential to everyone's overall health and well-being, and that mental health conditions are real and prevalent on our campus, and that with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives. College of the Desert supports promoting mental wellness and prevention efforts.

CLASSIFIED SCHOOL EMPLOYEES WEEK: Each year, one week in the spring is set aside throughout California to honor classified school employees. This event is established by the California School Employees Association in conjunction with the California State Legislature. The purpose of such recognition is to acknowledge the continued valuable contributions which are made by classified employees and to reflect upon the work of these individuals as it relates to the success of the institution.

ASIAN/PACIFIC ISLANDER HERITAGE MONTH: At College of the Desert we are privileged to have both employees and students representing the Asian/Pacific Islands ancestry. Their unique culture, high standards and ideals continue to enhance the programs at the college. The proclamation designating the month of May as Asian/Pacific Islanders Heritage Month provides the opportunity to recognize their importance to College of the Desert and our educational programs.

DAY OF THE PROFESSOR: California Education Code Section 37222.10 sets aside the second Wednesday in May as the Day of the Professor. This is the opportunity, each year, to show appreciation to the dedicated faculty for their valuable role in the education of students.

NATIONAL NURSES WEEK: Each year, one week in the spring is set aside throughout the nation to honor the nursing profession. This recognition pays honor to the dedication, commitment and tireless efforts of the nation's nurses.

DAY OF SILENCE: At the College of the Desert, we are privileged to have both employees and students representing the lesbian, gay, bisexual and transgender community. Their high standards and ideals continue to enhance the programs at the college. The proclamation designating April 15, 2016 as the Day of Silence provides the opportunity to recognize their importance to the College of the Desert and our educational programs.

EARTH DAY: In the spring of 1970, U.S. Senator Gaylord Nelson led a nationwide grassroots demonstration on the state of the environment that came to be known as Earth Day. April 22, 2016, marks the 46th anniversary of this event and the birth of the modern environmental movement. This proclamation is in support of environmental initiatives at College of the Desert and to encourage others to undertake similar actions by participating in College of the Desert's Green Council.

[Proclamations on COD Website](#)

FISCAL IMPLICATIONS:

No cost to the District.

RECOMMENDATION:

Board of Trustees approves the Proclamation as presented.

Administration Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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A recommendation is made that the Board of Trustees approves the following list of Personnel Items:

Name	Position	Department	Effective
Appointments: Classified			
Trevor Uprichard	FT Security Officer	Security	4/18/2016
Appointments: Faculty			
Maria R. Avalos	ECE Instructor	ECE	8/22/2016
Appointments: Adjunct Faculty			
Judith Brenner	Student Health Services	Student Services	4/18/2016
Classified: Continuation/Extension of Assignment			
Margarita Marin	CalWORKS Prog Specialist	CalWORKS	4/1/2016-6/30/2017
Rebeca Martinez	CalWORKS Prog Specialist	CalWORKS	4/1/2016-6/30/2017
Classified: Temporary/Substitute			
Judy Howard	Admin Asst	Kinesiology	Ends 7/13/2016
Celeste Islas	ASC Asst.	TASC	4/1/2016-4/22/2016
Sandra Maciel	Library Specialist	Library	4/4/2016-8/15/2016
Lawrence Montez	IT Specialist	IT	4/1/2016 - 6/30/2016
Stephany Tellez	Info Serv. Specialist	IEESP	2/22/2016-5/31/2016
Classified: Working out of Class			
Mike Hadley	Systems Specialist/Webmaster	IT	3/1/2016
Michael Harlow	Systems Specialist/Webmaster	IT	3/1/2016
Leadership: Working Out of Class			
Brandon Toepfer	Director, M & O	M & O	4/2/2016-UPF
Resignations/Retirements/Separations/Terminations			
Jason Arebalos (Res)	Director, M & O	Administrative Serv.	End 4/1/2016
Jennifer Banford (Res)	Adj Coach	Athletics	End 3/16/2016
Lois Benda (T)	ISA Math	Math	End 2/16/16
Sharon Jones	Interim Dean, Comm & Hum.	Communications/Humanities	End 4/29/2016
Deanna Murrell (R)	Director Financial Aid	Financial Aid	4/15/2016
Kristin Onofrio (S)	Admin Asst	Athletics	End 3/28/2016
Temporary Employment Agreements w/ Faculty/Staff:			

Mari Abril	Academic Advising-High School	ASBU	3/10/2016-5/7/2016
Roy Eads	Zero Net Energy Tech/Degree Program	ASBU	3/22/2016-5/27/2016
Donna Greene	Faculty Co-Chair Child Success Work Group	AEBG	2/15/16-4/30/16
Walt Holloway	Academic Advising-HS	ASBU	3/1/2016-6/30/2016
Sylvia Layne	Wardrobe Mistress for Spring Musical	Arts	4/23/2016-5/1/2016
Jessica Manuel	Facilitation of @One Course	IT	4/4/2016-4/30/2016
Donald O'Loghlin	Faculty Co-Chair Adults with Disabilities Work Group	AEBG	2/15/16-4/30/16
Jorge Perez	Research Pathways BSI	Math	4/4/2016-5/13/2016
Keith Prouty	Academic Advising – H.S.	Auto	6/14/2016-6/30/2016
Michelle Richards	Coordination of Career/Job Center	ASBU	5/30/2016-6/30/2016
Reid Sagara	Faculty CoChair-AEBG	Institutional Advancement	2/15/2016-4/30/2016
Racquel Schoenfeld	Accreditation Standards Chair	IEESP	8/1/2015-6/30/2016
Lynda Shaeps	Wig/Hair Designer for Spring Musical	Arts	4/23/2016-5/1/2016
Corbyn Voyu	Faculty Co-Chair Student Services Work Group	AEBG	2/15/16-4/30-16
Temporary Employment Agreements: Contract Workers			
Matthew Carillo	Dance Capt. Victor/Victoria	Arts	3/28/2016-5/1/2016
Chelsey Clime	Alumna Artist V/V	Arts	3/28/2016-5/1/2016
Gail Cruz	Violin for V/V	Arts	4/27/2016-5/1/2016
Teresa DiPietro	Cello for V/V	Arts	4/27/2016-5/1/2016
Laurie Hanna	Teaching for IEA	IEA	4/4/16-5/27/16
Dave Hitchings	Drums for V/V	Arts	4/27/2016-5/1/2016
Veronica Izurieta	Manage Workforce Training	PaCE	4/1/2016-8/31/2016
Fisher Kaake	Featured Dancer V/V	Arts	3/28/2016-5/1/2016
Barbara Laronga	Trumpet/Flugelhorn V/V	Arts	4/27/2016-5/1/2016
Jason Livesay	Violin for V/V	Arts	4/27/2016-5/1/2016
Nolan Livesay	Concertmaster for V/V	Arts	4/27/2016-5/1/2016
Kara Masek	Alumna Artist for V/V	Arts	3/28/2016-5/1/2016
Mari Mizutani	Viola for V/V	Arts	4/27/2016-5/1/2016
Nancy Newman	Reed 5 for V/V	Arts	4/27/2016-5/1/2016
Robert O'Donnell	Trumpet/Flugelhorn for V/V	Arts	4/27/2016-5/1/2016
Jack Ramoran	Sound Board Operator	Arts	4/1/2016-5/1/2016
Scott Reese	Reed 3 for V/V	Arts	4/27/2016-5/1/2016
Don Shelton	Reed 1 for V/V	Arts	4/27/2016-5/1/2016
Keith Smith	Lighting Designer for V/V	Arts	3/29/2016-4/29-2016

Jeff Stover	Bass for V/V	Arts	4/27/2016-5/1/2016
Lori Stuntz	Trombone for V/V	Arts	4/27/2016-5/1/2016
Jeff Stupin	Trombone for V/V	Arts	4/27/2016-5/1/2016
Stegar Thompson	Production Stage Mgr V/V	Arts	3/28/2016-5/1/2016
Brad Vaughn	Percussion for V/V	Arts	4/27/2016-5/1/2016
Lynne Velling	Facilitation of Communication Workshop	PaCE	5/7/2016-6/30/2016
Mamta Verma (S)	Library Specialist	Library	3/1/2016-4/30/2016
Colin Wenhardt	Reed 2 for V/V	Arts	4/27/2016-5/1/2016
Lee Wolfe	Viola for V/V	Arts	4/27/2016-5/1/2016
Scott Wright	Trumpet/Flugelhorn	Arts	4/27/2016-5/1/2016
Alan Yankee	Reed 4 for V/V	Arts	4/27/2016-5/1/2016
Volunteers			
Venessa Becerra	Art-007A	Art	3/28/2016
Richard Fotchman	Womens Varsity Softball	Athletics	3/21/2016
Virginia Plavec	ECE 10	CDC	3/28/2016
Mariana Macias Zepeda	Counseling	Counseling	3/14/2016

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 2**

AREA: Human Resources

<input checked="" type="checkbox"/> CONSENT
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**TITLE: APPROVAL OF TENTATIVE AGREEMENTS
BETWEEN THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD) AND THE CALIFORNIA SCHOOL EMPLOYEES'
ASSOCIATION (CSEA)**

BACKGROUND

To approve the Tentative Agreements listed below between the Desert Community College District and the California School Employees Association:

Article I: Recognition
Article III: Association Rights
Article VII: Compensation
Article VIII: Compensation in Addition to Salary
Article IX: Health & Welfare Benefits
Article XI: Hours
Article XVI: Professional Growth, Staff Development & Dependent Waivers
Article XVIII: Layoff
Article XXV: Term

*[Details on COD website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the Tentative Agreements pending CSEA ratification.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 3**

AREA: Human Resources

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**TITLE: APPROVAL OF TENTATIVE AGREEMENTS
BETWEEN THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD) & THE DESERT COMMUNITY COLLEGE FACULTY
ASSOCIATION (CCA/CTA/NEA)**

BACKGROUND

To approve the Tentative Agreements listed below between the Desert Community College District and the Desert Community College Faculty Association (CTA/CCA/NEA):

Appendix I: Load Banking Policies, Rules & Regulations
Appendix J: Released/Reassigned Time and Stipends
Article VIII: Compensation
Article X: Health & Welfare Benefits
Article XII: Hours of Service
Article XIV: Distance Learning

*[Details on COD website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the Tentative Agreements pending CTA ratification.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 4**

AREA: Human Resources

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**TITLE: APPROVAL OF SALARY ADJUSTMENTS
BETWEEN THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD) AND THE CONFIDENTIAL AND ADMINISTRATIVE
EMPLOYEE GROUPS**

BACKGROUND

To approve the salary adjustment listed below for the Confidential and Administrative Employee groups:

- For the 2015-2016 fiscal year, all cells on the current Leadership salary schedule shall be increased 3%. Such increase shall be effective retroactively to July 1, 2015.
- For the 2015-2016 Fiscal Year only, all Confidential and Administrative Employees shall receive an off-schedule one-time payment of 1% of each employee's annual base salary (excluding any temporary pay or hour adjustments) after salary schedule adjustment noted above.
- For the 2016-2017 fiscal year, all cells on the Leadership Salary Schedule in effect on June 30, 2016, shall be increased by funded COLA as determined by the State Budget on July 1, 2016, plus 3%. Such increase shall be effective on July 2, 2016.

FISCAL IMPLICATIONS:

The salary adjustments will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the salary adjustments as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 1**

AREA: Administrative Services

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **March 31, 2016** as follows:

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

In the aggregated amount of \$1,346,147.58, as presented. [Details on COD Website](#)

B. Open Purchase Orders in excess of \$25,000

No items to report this month.

C. Contracts in excess of \$25,000

No items to report this month.

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

In the aggregated amount of \$1,979,889.79, as presented. **Note that the report includes all purchase orders and contracts including those reported above.** [Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair and Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 2**

AREA: Administrative Services

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TITLE: WARRANTS

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$3,184,257.29, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair and Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 3**

AREA: Administrative Services

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TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS

BACKGROUND:

Each month the Fiscal Services Office submits contracts/agreements and/or amendments for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an agreement.

In the case of contracting with professional firms, the District often goes through a process of prequalification based on status, work history, suitability for the work required, and fees. Contracts are subsequently awarded from within the prequalified group of firms. Such is the case with the listed contracts that are part of the Bond Program.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The contracts are put through an approval process which includes verification of funds available in the budget.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the contracts/agreements and amendments as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair and Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #9

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 #9 in the amount of \$3,514,687.01, as follows:

Certificated:	\$2,270,545.49
Classified:	<u>\$1,244,141.52</u>
	\$3,514,687.01

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair and Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state/country travel expenses; and according to the California Education Code Section 87032, the Board of Trustees must formally approve out-of-state travel.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Travel expenses will be paid from Restricted and Unrestricted budget accounts.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair and Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 6**

AREA: Administrative Services

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TITLE: GIFT/DONATION TO THE DISTRICT

BACKGROUND:

- An Agilent 6850 Gas Chromatograph with flame ionization (FID) donated to the School of Math and Science by Getty Conservation Institute, Los Angeles, CA. This item will be for use of identification for separating and analyzing compounds which will be useful to organic chemistry and other chemistry courses taught at College of the Desert.

FISCAL IMPLICATIONS:

Any related costs would be paid from the school's program budget.

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: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 7**

AREA: Administrative Services

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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 COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair and Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 8**

AREA: Administrative Services

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

**TITLE: AMENDMENT TO A CONTRACT – MEASURE B
BOND PROJECT**

BACKGROUND:

Each month the Bond Office submits amendments to Measure B Bond contracts for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an amendment.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Projects are funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves the amendment to the contract listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 1**

AREA: Student Success & Student Learning

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

**TITLE: APPROVAL OF COURSES AND PROGRAMS
APPROVED BY CURRICULUM COMMITTEE**

BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves new courses and programs for Fall 2016.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 1**

AREA: Board of Trustees

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

**TITLE: APPROVAL OF BOARD POLICY 5700
INTERCOLLEGIATE ATHLETICS – 2nd Reading**

BACKGROUND:

The following policy have been reviewed and approved by the President’s Executive Cabinet, as well as College Planning Council. The Board of Trustees approved the first reading on March 18, 2016:

- Board Policy 5700 Intercollegiate Athletics
 - [Redlined Version](#)
 - [Clean Version](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the policy for a second and final reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 2**

AREA: Board of Trustees

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

**TITLE: APPROVAL OF VARIOUS BOARD POLICIES
1ST Reading**

BACKGROUND:

The following policies have been reviewed and approved by the President’s Executive Cabinet, as well as College Planning Council.

Board Policies:

- BP 2110 [Vacancies on the Board](#)
- BP 2510 [Participation in Local Decision Making](#)
- BP 2715 [Code of Ethics – Standards of Practice – Trustees](#)
- BP 3310 [Records Retention](#)
- BP 3410 [Non Discrimination](#)
- BP 3430 [Prohibition of Harassment](#)
- BP 3440 [Service Animals](#)
- BP 3518 [Child Abuse Reporting](#)
- BP 3540 [Sexual and Other Assaults on Campus](#)
- BP 3715 [Intellectual Property](#)
- BP 3900 [Speech: Time, Place and Manner](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the policies for a first reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 3**

AREA: Board of Trustees

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

TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

Michael McCabe has been voted to Emeritus Status within his school and that nomination in turn has been unanimously approved by Academic Senate at their meeting of March 31, 2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the nomination for Emeritus Status for Michael McCabe as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 1**

AREA: Administrative Services

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| <input type="checkbox"/> CONSENT
<input checked="" type="checkbox"/> ACTION
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TITLE: BUDGET REVISIONS

BACKGROUND:

All Budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Sections 58307 and 58308, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #071615-4 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 16, 2015.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2015-2016 budget revisions as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 2**

AREA: Administrative Services

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

TITLE: DESIGNATION OF OFF-SITE LOCATIONS

BACKGROUND:

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations. Starting in the Fall Semester 2016, College of the Desert will begin using the following off-site locations for some of its classes and continue to do so for following years:

- Rancho Mirage High School located at 31001 Rattler Road, Rancho Mirage, CA 92270.
- Xavier College Preparatory High School located at 34200 Cook Street, Palm Desert, CA 92211.
- KTPR Radio Station located 2100 Tahquitz Canyon Way, West Building, Palm Springs, CA, 92262.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the Rancho Mirage High School, Xavier College Preparatory High School, and KTPR Radio Station as off-site locations.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 3**

AREA: Administrative Services

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

TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

In accordance with the provisions of Education Code Sections 42633 and 85233, a certification of signatures form must be completed following the annual organization meeting of the Board. The annual organization meeting of the Board was on December 18, 2015. The Certification of Signatures form verifies the signatures of members of the governing board and persons authorized to sign orders drawn on the funds of the District and New Employee Authorization Transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. Due to a recent change in governing board, the attached certification of signatures form has been updated. The individuals are as follows:

Rebecca Broughton – Governing Board Member; Fred Jandt – Governing Board Member; Mary Jane Sanchez-Fulton – Governing Board Member; Bonnie Stefan – Governing Board Member; and Aurora Tenorio-Wilson – Governing Board Member.

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; Lisa Howell – sign warrant orders, orders for salary payment and sign notices of employment; John Ramont – sign warrant orders, orders for salary payment and sign notices of employment; Virginia Ortega – sign warrant orders, orders for salary payment and sign notices of employment; and Diane Wirth – sign notices of employment.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/5/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 4**

AREA: Administrative Services

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

**TITLE: RESOLUTION #041516-1 AUTHORIZATION TO
ENCUMBER FUNDS FOR THE FOLLOWING FISCAL YEAR**

BACKGROUND:

The Governing Board of Desert Community College District has determined that it has a need to issue purchase orders prior to July 1st for the following fiscal year in certain unique circumstances where there are requirements for items or services immediately after the beginning of the fiscal year.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #041516-1 authorizing the District to encumber funds for the following fiscal year.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 5**

AREA: Administrative Services

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

**TITLE: PUBLIC HEARING REGARDING ENERGY CONSERVATION PROJECT
AND AUTHORIZATION TO ENTER INTO ENERGY SERVICES
AGREEMENT WITH JACKSON ELECTRIC**

BACKGROUND:

As per California Government Code Section 4217.12, Desert Community College District's Board of Trustees will consider the approval of Resolution #041516-2 Findings Regarding Energy Conservation Project and Authorization to enter into Energy Services Agreement with Jackson Electric. All interested parties may appear and comment on the Energy Conservation Project and the proposed Energy Conservation Contract.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees holds a public hearing prior to the adoption of Resolution #041516-2 Findings Regarding Energy Conservation Project and Authorization to enter into Energy Services Agreement with Jackson Electric.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 6**

AREA: Administrative Services

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

**TITLE: RESOLUTION #041516-2 FINDINGS REGARDING ENERGY
CONSERVATION PROJECT AND AUTHORIZATION TO ENTER INTO
ENERGY SERVICES AGREEMENT WITH JACKSON ELECTRIC
(GOVERNMENT CODE §§4217.10 ET SEQ.)**

BACKGROUND:

On November 6, 2012, Proposition 39 was passed by the voters that will provide energy efficient project funds for California K-12 and community colleges for a period of five years. Desert Community College District has been awarded Proposition 39 funds in addition to qualifying for possible energy rebates through the California Community Colleges Investor Owned Utilities (CCC/IOU) program. An Exterior Lighting project was submitted to the CCC/IOU to qualify for Year 3 Proposition 39 funding. This project was identified as an energy efficient project and reviewed in partnership with the CCC/IOU, Southern California Edison and the Gas Company to deem the project eligible. The CCC/IOU reviewed the District's application. Proposition 39 funds in the amount of \$231,370.00 have been allocated and received by the District for the project. Other current estimated energy saving rebates from utilities is approximately \$4,446.00. As a condition of receiving the Proposition 39 funds, the project must be completed by June 30, 2016 and will need to comply with all state mandates for procurement, expenditure reporting and auditing requirements.

ANALYSIS:

A further condition of receiving funding from Proposition 39 is that the District is required to undertake a procurement method that complies with the Proposition 39 guidelines for implementation of projects. The District is in compliance with the Proposition 39 guidelines by undertaking a two-step process for solicitation of proposals from vendors. The district has undertaken a Request for Qualifications and Proposals in compliance with Government Code Sections 4217.10-4217.18.

The District received proposals from 3 firms for the project. A panel of 3 committee members reviewed the proposals and follow up questioning with one firm provided additional details of schedule, scope and pricing. Utilizing a best value criteria and evaluation of providers, understanding of scope and the ability to meet the schedule of completion, it was determined Jackson Electric is the best qualified provider. The evaluation has been completed in compliance with Public Contract Code 20133(c)(1) including compliance with Proposition 39 and Government Code 4217.10 - 4217.18. The RFP, resolution and agreement have been reviewed and approved by legal counsel Public Agency Law Group.

The total cost of the agreement is \$241,431.86.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by Proposition 39 and District Redevelopment Funds, with utility rebates expected.

RECOMMENDATION:

Board of Trustees adopts Resolution #041516-2 Agreement for the retrofit of Parking and Walkway Lighting.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/15/2016

ITEM #: 1

AREA: Board of Trustees

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

**TITLE: REVIEW OF ADMINISTRATIVE PROCEDURES
6200 BUDGET PREPARATION
6400 FINANCIAL AUDITS**

BACKGROUND:

The following administrative procedures have been reviewed and approved by the President's Executive Cabinet and the College Planning Council.

- Administrative Procedure 6200 Budget Preparation
 - [Redlined Version](#)
 - [Clean Version](#)
- Administrative Procedure 6400 Financial Audits
 - [Redlined Version](#)
 - [Clean Version](#)
- Administrative Procedure 2110 Vacancies on the Board
 - [Redlined Version](#)
 - [Clean Version](#)
- Administrative Procedure 2510 Participation in Local Decision Making
 - [Redlined Version](#)
 - [Clean Version](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the procedures for review and information as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/15/2016
ITEM #: 2**

AREA: President

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

TITLE: REVIEW OF TECHNOLOGY MASTER PLAN

BACKGROUND:

The Technology Master Plan has been reviewed and approved by the President's Executive Cabinet and the College Planning Council.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the Technology Master Plan for review and information as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 4/4/2016 Chair & Vice Chair Review: 4/5/2016
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