

Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: THURSDAY, APRIL 19, 2012

TIME: 3:00 P.M.

LOCATION: MECCA-THERMAL CAMPUS – ROOM C-2

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 19, 2012, with any additions, corrections, or deletions.

III. CLOSED SESSION 3:00 – 3:30 p.m. 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 LEGAL COUNSEL-ANTICIPATED LITIGATION

Initiation of litigation pursuant to Govt. Code § 54956.9(c): 3 potential cases

IV. OPEN SESSION 3:45 p.m.

Closed session report (if any)

V. PUBLIC COMMENTS (Agenda Items): PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE “REQUEST TO ADDRESS THE BOARD” FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO

WISH TO SPEAK TO THE BOARD ON ANY AGENDA ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD.

VI. APPROVE THE MINUTES OF:

1. The Regular meetings of March 16, 2012. *Draft Minutes on [COD Website](#)

VII. 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

VIII. ADMINISTRATIVE REPORTS

1. President
2. Interim Vice President Student Affairs – Adrian Gonzales
3. Vice President Business Affairs – Dr. Edwin Deas
 - a. EVC–Mecca/Thermal: Sewer Update
 - b. WVC-Desert Hot Springs: New Site Preliminary Report
 - c. Successor Agencies Oversight Boards: Initial Report
 - d. Palm Desert Campus Solar Project Introductory Report
 - e. Palm Desert Center Campus Project: Introductory Report on Revised Strategy
 - f. WVC Palm Springs: Schematic Design Presentation by HGA & o2 Architects

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

A. HUMAN RESOURCES

1. Professional Advancement – Faculty
2. Change of Status – Classified
3. Initial Proposal from the CSEA to the DCCD – 2nd Reading
4. Initial Proposal from the DCCD to the CSEA – 2nd Reading
5. Employment Group C Appointments
6. New Job Description – Classified
7. Resignation - Classified

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #9
4. Gifts/Donations to the District
5. Out-of-State/Country Travel
6. Notice of Completion – Weight Room/Training Room Project

X. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Student Trustee Privileges
2. Approval of Nomination for President Emeritus
3. 5-Year Review of Board Policies –6000 series
4. Revised Board Policies – 5000 series

C. PRESIDENT

1. Proclamation – Classified School Employee Week
2. Proclamation – Asian/Pacific Islander Heritage Month
3. Proclamation – Day of the Professor
4. Proclamation – National Nurses Week
5. Proclamation – Day of Silence
6. Approval of Nominations for Emeritus Status

D. HUMAN RESOURCES

1. Employment Group A Appointments – Classified
2. Employment Group A Appointment – Non-Tenure Faculty
3. Employment Group A Appointments – Leadership
4. Reclassified Job Descriptions – Leadership
5. Reclassifications – Leadership
6. Unpaid Leave of Absence – Classified
7. Unpaid Leave of Absences/Reduced Teaching Load – Faculty

E. FISCAL SERVICES

1. Budget Transfers
2. CCFS-311Q / Quarterly Financial Status Report
3. To Award Contract for Independent Audit Services

F. ACADEMIC AFFAIRS

1. Curriculum Modifications

XI. ITEMS OF INFORMATION

1. Smoking Policy – Adrian Gonzales

XII. SUGGESTIONS FOR FUTURE AGENDAS

XIII. BOARD COMMENTS

XIV. CLOSED SESSION (Continuation if needed)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 1

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TITLE: PROFESSIONAL ADVANCEMENT - FACULTY

BACKGROUND:

Dr. Nicole Tortoris, Associate Professor/Sociology, has attained her doctorate in Human Services/Philosophy, which will place her at Range VII on the Certificated Salary Schedule. This will be effective 1/25/2012.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees ratifies the professional advancement as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 2

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TITLE: CHANGE OF STATUS - CLASSIFIED

BACKGROUND:

Mr. Gene Wagner, Security Officer, Security/Business Affairs, has been permanently placed from a 9-month position to a 12-month position per agreement with CSEA representatives. This is effective 3/29/2012.

FISCAL IMPLICATIONS:

Position is fully funded from restricted funds.

RECOMMENDATION:

Board of Trustees ratifies the change in status as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 3

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TITLE: INITIAL PROPOSAL FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), #407 TO THE DESERT COMMUNITY COLLEGE DISTRICT – 2012 SUCCESSOR AGREEMENT – 2nd READING

BACKGROUND:

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 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 a secondary reading regarding these proposals.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 4

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**TITLE: INITIAL PROPOSAL FROM THE DESERT COMMUNITY COLLEGE
DISTRICT TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER #407 - 2012 SUCCESSOR AGREEMENT - 2nd READING**

BACKGROUND:

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:

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 a secondary reading regarding these proposals.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

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 \$2,689.00. (details on [COD website](#))

Faculty stipend in aggregate amount of \$1,720.00. (details on [COD website](#))

Adjunct in an aggregate amount of \$ 19,754.00. (details on [COD website](#))

Contract/Non-affiliated in the aggregated amount of \$2,455.00. (details on [COD website](#))

Student Workers/Tutors in the aggregate amount of \$32,526.00. (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: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 6

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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: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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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

Provide support to counselors to meet grant goals and objectives. *E*

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*

Assist students in completing college applications, including admissions and financial aid. *E*

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*

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*

As assigned by the Director, represent the College and its related programs at various meetings, conferences, and community events. *E*

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*

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*

Assist in designing, preparing, and distributing promotional materials; including using computer graphics software and maintaining Web pages and social networking sites. *E*

Update and maintain student records, notes and other pertinent information as directed by counselors. *E*

Establish and maintain cooperative working relationships and good customer service with students, staff, faculty, and the general public. *E*

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*

Perform general clerical work; prepare a variety of documents and forms; answer telephones; greet students, staff, faculty, and general public; and schedule appointments. *E*

Assign, train, supervise, and review the work of assigned student workers. *E*

Attend and participate in professional development activities as assigned by the Title V HSI Project Director. *E*

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: 4/19/2012

AREA: Human Resources

ITEM #: 7

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TITLE: RESIGNATION - CLASSIFIED

BACKGROUND:

Ms. Gloria Hernandez resigned from her position of Sr. Financial Aid Specialist effective April 4, 2012.

FISCAL IMPLICATIONS:

The position is fully funded by restricted funds.

RECOMMENDATIONS:

Board of Trustees ratifies the resignation as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

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 March 1-31, 2012 as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$157,000.00 as presented. (Details on [COD Website](#))

Contracts in excess of \$25,000

In the aggregated amount of \$2,454,710.16 as presented. (Details on [COD Website](#))

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

In the aggregated amount of \$3,088,900.26 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: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Fiscal Services

ITEM #: 2

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TITLE: WARRANTS

BACKGROUND:

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

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$4,368,376.06 as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Fiscal Services

ITEM #: 3

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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 \$2,946,458.08 as follows:

Certificated:	\$1,951,971.05
Classified:	<u>\$ 994,487.03</u>
	\$2,946,458.08

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Fiscal Services

ITEM #: 4

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Fender P80 Portable Sound System with wired and wireless microphones donated to the Athletic department of the School of Health Sciences and Education by Mr. Tim Johnson of Scottsdale, AZ.
- Hardware – Storage Area Network (SAN) – NetAppFAS2170-R5 with 24 TB of SATA drives storage capacity with 1 year, 4 hour turn-around time onsite maintenance, de-duplication software, CIFS software, Flexcache software, iSCSI software and NearStore software donated to the Information Technology & Institutional Research (ITIR) department by NetApp of Irvine, CA. SAN will be used as primary storage device for the virtual servers, home directories, academic lab data, administrative databases and a secondary backup for Datatel databases.

FISCAL IMPLICATIONS:

There will be one-time costs totaling \$65,644 for SAN additional maintenance (2nd & 3rd year) and for hardware and software. Funding provided by: Measure B Bond, IT Capital, and Title V HSI Grant.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Fiscal Services

ITEM #: 5

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

1. Academic Affairs – Dr. Robert Pellenbarg, School of Arts and Sciences, to attend the American Meteorological Society Climate Studies Course Implementation Workshop in Washington, D.C., May 20-25, 2012.

This event will provide useful perspective on how climatology is best integrated in the classroom. It will support focused efforts on expanding knowledge and ability to present effectively climate/climate change concepts to the students.

Fiscal Implications: Costs estimated at \$2,100.00 and will be funded by the American Meteorological Society.

2. Academic Affairs – Dr. Ellen Hardy, School of Arts and Sciences, traveled to San Jose, Costa Rica, on April 1-13, 2012, to present findings of her research at the request of Costa Rican officials at a National Park in Costa Rico.

This is ongoing research by Dr. Hardy in Costa Rica that has been supported by the COD Foundation.

Fiscal Implications: Costs estimated at \$2,717.43 and will be funded by a restricted source (Foundation Archaeological funds).

3. President – Ms. Annie Frisoli, Special Programs Coordinator, International Education Program (IEP), who attended the EduFairs Recruitment Tour in Istanbul, Turkey from March 6, 2012 to March 12, 2012.

In an effort to increase our international student numbers, the IEP participates in overseas recruitment activities which include participation in university fairs, school visits and visits with educational agencies. The 2011-2012 International Education Program Business plan outlining travel plans for the year was approved at the July 21, 2011 Board of Trustees meeting.

Fiscal Implications: Costs estimated at \$6,731.00 and will be paid by a restricted source (International Education Program).

4. President – Ms. Lisa McFadden, Counselor, International Education Program (IEP), who participated in university recruitment fairs in Guangzhou, Shenzhen, Shanghai, Hangzhou, China from March 13, 2012 to March 26, 2012. Ms. McFadden also met with agent companies to train their counselors.

In an effort to increase our international student numbers, the IEP participates in overseas recruitment activities which include participation in university fairs, school visits and visits with educational agencies. The 2011-2012 International Education Program Business plan outlining travel plans for the year was approved at the July 21, 2011 Board of Trustees meeting.

Fiscal Implications: Costs estimated at \$4,904.00 and will be paid by a restricted source (International Education Program).

5. President – Christina Delgado, Director, International Education Program (IEP), will participate in International Recruitment Fairs in Japan and Korea from May 8 to May 22, 2012.

In an effort to increase our international student numbers, the IEP participates in overseas recruitment activities which include participation in university fairs, school visits and visits with educational agencies. The 2011-2012 International Education Program Business plan outlining travel plans for the year was approved at the July 21, 2011 Board of Trustees meeting.

Fiscal Implications: Costs estimated at \$9,406.00 and will be paid by a restricted source (International Education Program).

6. President – Ms. Christina Delgado, Director, International Education Program (IEP), will be participating in the National Association of Foreign Student Advisers (NAFSA): Association of International Educators National Conference in Houston, TX, May 28 – June 2, 2012.

The national NAFSA conference allows for a variety of training opportunities for international education professionals, including programming, recruitment and U.S. Department of Homeland Security updates. In addition, it allows for valuable recruitment opportunities via networking with overseas university representatives and educational agents.

Fiscal Implications: Costs estimated at \$2,855.00 and will be paid by a restricted source (International Education Program).

7. President – Ms. Darlene Peceimer, Specialist, International Education Program (IEP), will be participating in the NAFSA: Association of International Educators National Conference in Houston, TX, May 27 – June 2, 2012

The national NAFSA conference allows for a variety of training opportunities for international education professionals, U.S. Department of Homeland Security updates, and networking opportunities. Ms. Peceimer will be attending an immigration workshop for specific training related to her duties as a Designated Student Official.

Fiscal Implications: Costs estimated at \$2,886.00 and will be paid by a restricted source (International Education Program).

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Fiscal Services

ITEM #: 6

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| <input checked="" type="checkbox"/> CONSENT |
| <input type="checkbox"/> ACTION |
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**TITLE: NOTICE OF COMPLETION – WEIGHT ROOM/
TRAINING ROOM PROJECT**

BACKGROUND:

The general construction for the Weight Room/Training Room Project is complete. This project is complete as of March 26, 2012 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code. The contractor for this portion of the work is aTEN Construction.

FISCAL IMPLICATIONS:

This project was funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees accepts the contract with aTEN Construction for the Weight Room/Training Project as complete as of March 26, 2012.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Board of Trustees

ITEM #: 1

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TITLE: STUDENT TRUSTEE PRIVILEGES

BACKGROUND:

Pursuant to Education Cod 72023.5(d) the Governing Board must adopt rules and regulations regarding the privileges it wishes to afford the Student Trustee annually before or by May 15 of each year.

It is proposed the Student Trustee: 1) attend closed sessions, other than closed sessions on personnel matters or collective bargaining matters, at the discretion of the governing board; 2) receive compensation, at the discretion of the governing board, up to the amount prescribed by Section 72425; 3) serve a term of one year commencing on June 1, and ending on May 31; and 4) to make and second motions at the discretion of the governing board along with the privilege of an advisory vote.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Adopt these rules and regulations regarding the privileges of the Student Trustee for fiscal year 2012-2013.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Board of Trustees

ITEM #: 2

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TITLE: APPROVAL OF NOMINATION FOR PRESIDENT EMERITUS

BACKGROUND:

In recognition of Superintendent/President Patton's significant contributions to the College over the past eight years in his role as Vice President, Business Affairs and then President, the Board of Trustees have concurred to nominate him for Superintendent/President Emeritus.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

To approve this nomination for Superintendent/President Emeritus for Jerry R. Patton.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Board of Trustees

ITEM #: 3

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

BP 2730 Health Benefits	BP 6330 Purchasing
BP 3100 Organizational Structure	BP 6400 Audits
BP 3200 Accreditation	BP 6500 Property Management
BP 3500 Campus Safety	BP 6520 Security for District Property
BP 6100 Delegation of Authority	BP 6540 Insurance
BP 6150 Designation of Authorized Signatures	BP 6620 Naming Buildings
BP 6200 Budget Preparation	BP 6740 Citizens Oversight Committee
BP 6250 Budget Management	BP 6750 Parking
BP 6300 Fiscal Management	BP 6900 Bookstores
BP 6320 Investments	

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Review and approve the listed policies and procedures.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Board of Trustees

ITEM #: 4

<input type="checkbox"/> CONSENT
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TITLE: REVISIONS TO BOARD POLICIES

BACKGROUND:

As a member of the Community College League's Policy and Procedure Service we receive recommended revisions to various Board Policies and Administrative Procedures twice a year.

The following policies have been revised. Both President's Cabinet and College Planning Council have approved them.

BP 5015 Resident Determination
BP 5021 International Students with F-1
BP 5035 Withholding of Student Records
BP 5130 Financial Aid
BP 5144 Substitution of a course Requirement...
BP 5145 Suspension of DSPS
BP 5146 Special Class Repeatability
BP 5147 Standards for Electronic...
BP 5400 Associated Students Organizations

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the revisions to the listed policies.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: President

ITEM #: 1

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TITLE: PROCLAMATION: CLASSIFIED SCHOOL EMPLOYEES WEEK

BACKGROUND:

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

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Proclaim the week of May 20-26, 2012 as Classified School Employee Week

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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PROCLAMATION

CLASSIFIED SCHOOL EMPLOYEES' WEEK

MAY 20-26, 2012

Whereas, classified professionals provide valuable services to the staff and students of College of the Desert; and

Whereas, classified professionals contribute to the establishment and promotion of a positive instructional environment; and

Whereas, classified professionals employed by College of the Desert strive for excellence in all areas relative to the educational community;

Therefore, Be It Resolved, that the Desert Community College District Board of Trustees hereby recognizes and wishes to honor the contributions of the classified professionals to quality education in the State of California and the Desert Community College District, and declares the week of May 20-26, 2012 as Classified School Employees' Week at College of the Desert.

Board of Trustees

Becky Broughton

Charles Hayden

John Marman

Michael O'Neill

Bonnie Stefan

Aaron Bonner

President

Jerry R. Patton

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: President

ITEM #: 2

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TITLE: PROCLAMATION: ASIAN/PACIFIC ISLANDER HERITAGE MONTH

BACKGROUND:

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.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Proclaim the month of May as Asian/Pacific Islanders Heritage Month.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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PROCLAMATION

ASIAN/PACIFIC ISLANDER HERITAGE MONTH

Whereas, in May 1990, Former President George Bush declared the month of May as Asian/Pacific Islander Heritage Month, and in May 1991, Governor Pete Wilson also proclaimed this month as Asian/Pacific Islander Heritage Month in California - the Golden State; and

Whereas, the Desert Community College District employs an increasing number of personnel of Asian/Pacific ancestry; and there is an ever-increasing number of students served by the Desert Community College District who are of this heritage; and

Whereas, the history of the United States encompasses the unique culture and rich legacy passed down from the ancestry of the Asians and Pacific Islanders; and

Whereas, the Board of Trustees of the Desert Community College District recognizes the many contributions and accomplishments of the Asian and Pacific Islanders for their tenacity in pursuing the highest standards and ideals attainable; and

Whereas, the Board of Trustees of the Desert Community College District encourages the illumination of the rich cultural heritage and ethnic diversity within the greater Coachella Valley as part of the District's commitment to cultural awareness programs;

Now, Therefore, Be It Resolved, that the Board of Trustees of the Desert Community College District hereby declares May as Asian/Pacific American Heritage Month in the Desert Community College District in appreciation of the achievements and contributions made by Asian/Pacific Islanders to the educational programs of the Desert Community College District.

The Board of Trustees encourages all of the faculty, staff, and students to promote and join in the appropriate celebrations and observances throughout the Desert Community College District, community, city, state, and nation.

Board of Trustees

Becky Broughton

Charles Hayden

John Marman

Michael O'Neill

Bonnie Stefan

Aaron Bonner

President

Jerry R. Patton

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: President

ITEM #: 3

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TITLE: PROCLAMATION: DAY OF THE PROFESSOR

BACKGROUND:

California Education Code Section 37222.10 sets aside the first 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.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Proclaim Wednesday, May 2, 2012 as Day of the Professor.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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PROCLAMATION DAY OF THE PROFESSOR

Whereas, the Desert Community College District Board of Trustees has the utmost respect and admiration for the District's professional professors - individuals who have dedicated their lives and talents to the education of our students - California's most precious and important resource; and

Whereas, the Desert Community College District Board of Trustees recognizes the valuable contributions of our professors continued commitment to provide a quality education for all students; and

Whereas, the Desert Community College District Board of Trustees recognizes that the quality of all students' educational experiences depends significantly and vitally upon the quality of their professors;

Whereas, professors have a vital role in realizing the vision for California public education;

Now, Therefore, Be It Resolved, that the Desert Community College District Board of Trustees expresses their grateful appreciation to all professors for their contributions to the education of students and designate the day of May 2, 2012 as "Day of the Professor" in the Desert Community College District.

Board of Trustees

Becky Broughton

Charles Hayden

John Marman

Michael O'Neill

Bonnie Stefan

Aaron Bonner

President

Jerry R. Patton

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: President

ITEM #: 4

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TITLE: PROCLAMATION: NATIONAL NURSES WEEK

BACKGROUND:

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.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Proclaim May 6-12, 2012 as National Nurses Week.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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PROCLAMATION NATIONAL NURSES WEEK

Whereas, Florence Nightingale was the founder of nursing as a modern profession; and

Whereas, registered nursing is the largest health care profession, continually working to improve health care; and

Whereas, nurses provide many types of health care services, including bedside nursing in hospitals and long-term care facilities and research institutions; and

Whereas, state legislatures, Congress and individual groups within the nursing profession constantly seek ways to provide care for the expanding health care needs of American society.

Now Therefore Be It Proclaimed, by the Board of Trustees of the Desert Community College District, that May 6 through May 12, 2012 be designated as "National Nurses Week" to honor the dedication, commitment and tireless efforts of the nation's nurses.

Board of Trustees

Becky Broughton

Charles Hayden

John Marman

Michael O'Neill

Bonnie Stefan

Aaron Bonner

President

Jerry R. Patton

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: President

ITEM #: 5

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TITLE: PROCLAMATION: DAY OF SILENCE

BACKGROUND:

At 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 20, 2012 as the Day of Silence provides the opportunity to recognize their importance to College of the Desert and our educational programs.

FISCAL IMPLICATIONS:

RECOMMENDATION:

Proclaim April 20, 2012 as the Day of Silence at College of the Desert.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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PROCLAMATION: Day of Silence

Whereas, The Day of Silence was begun in 1996 by students at the University of Virginia, and

Whereas, almost 100 Colleges and Universities participated in the 1997 observation of the Day of Silence, and

Whereas, under the auspices of the Gay, Lesbian, and Straight Education Network (GLSEN), the Day of Silence has grown into a nationwide observance, with thousands of individuals and campuses participating, and

Whereas, participants in the national Day of Silence "take some form of a vow of silence to bring attention to the name-calling, bullying and harassment—in effect, the silencing—experienced by LGBT (lesbian, gay, bisexual and transgender) students and their allies." (www.glsen.org)

Whereas, the Day of Silence is a nationwide day of respect for Lesbian, Gay, Bisexual, and Transgender persons whose voices have been silenced, either through fear, intimidation, or death,

Whereas, The Board of Trustees of the Desert Community College District is fully committed institutionally to fostering diversity and tolerance in the community, and

Whereas, this commitment to diversity and tolerance leads us to the belief that no voice in our community should be silenced, and

Whereas, the College of the Desert community has many students, professors, and other staff who are gay, lesbian, bisexual, or transgender

Now Therefore be it Proclaimed, by the Board of Trustees of the Desert Community College District, that April 20, 2012 be designated as a Day of Silence on the College of the Desert campus.

Board of Trustees

Becky Broughton

Charles Hayden

John Marman

Michael O'Neill

Bonnie Stefan

Aaron Bonner

President

Jerry R. Patton

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: President

ITEM #: 6

<input type="checkbox"/> CONSENT
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TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

Each nominee has been unanimously voted to Emeritus Status within their respective division, and that nomination in turn has been unanimously approved by the Academic Senate at their meeting of March 27, 2012. Academic Senate Resolutions on the [COD Website](#).

The following have been nominated for Emeritus Status:

Mary "Chris" Totten - Professor Emeritus – Biology
David Einstein – Professor Emeritus – Adjunct Instructor of Art
Milford Chuck Decker – Professor Emeritus – Computer Information Systems
Pat Keller – Professor Emeritus – Nursing
William Gudelunas – Professor Emeritus – Political Science and American History
Linda Murphy – Professor Emeritus - Nursing

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the nominations for Emeritus Status as presented.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 1

TITLE: EMPLOYMENT GROUP A APPOINTMENTS - Classified

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

BACKGROUND:

1. Mr. Luis Atilano has been appointed to a vacated position of Skilled Maintenance Worker/HVAC, Maintenance & Operations, Business Affairs. The appointment, effective March 19, 2012, is ongoing. Placement on Range 13 of the Classified salary schedule is at Step A.
2. Ms. Michelle Bondora has been appointed to a vacated position of Part-Time Secretary, Advanced Transportation Technology & Energy Center, Applied Science & Business. The appointment, effective March 9, 2012, is contingent upon funding after 6/30/2012. Placement on Range 7 of the Classified salary schedule is at Step A.
3. Mr. Federico Garcia has been appointed to a vacated position of Groundskeeper, Maintenance & Operations, Business Affairs. The appointment, effective March 19, 2012, is ongoing. Placement on Range 8 of the Classified salary schedule is at Step A.
4. Ms. Jennifer Julian has been appointed to a vacated position of International Education Program Assistant, International Education, Academic Affairs. The appointment, effective April 9, 2012, is ongoing. Placement on Range 8 of the Classified salary schedule is at Step A.
5. Ms. Angila Romious has been appointed to a new vacant position of Research Analyst, Student Affairs. The appointment, effective April 4, 2012, is ongoing. Placement on Range 15 of the Classified salary schedule is at Step A.
6. Mr. Eduardo Vaca has been appointed to a vacated position of Laboratory Technician, Applied Science & Business. The appointment, effective March 6, 2012, is ongoing. Placement on Range 10 of the Classified salary schedule is at Step A.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

1. Position is funded from unrestricted funds (General Fund).
2. Position is funded from restricted funds (ATTE Fund)

3. Position is funded from unrestricted funds (General Fund).
4. Position is funded from restricted funds.
5. Position is funded from restricted funds.
6. Position is funded from unrestricted funds (General Fund)

RECOMMENDATION:

Board of Trustees ratifies the appointments as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 2

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TITLE: EMPLOYMENT GROUP A APPOINTMENT – Non-Tenure Faculty

BACKGROUND:

Ms. Tara McCarthy has been appointed to a vacant position of Tutorial Coordinator/Title V (HSI), Student Affairs. The appointment, effective April 16, 2012, is ongoing. Placement on Range III of the Certificated Salary Schedule is at Step 1.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

Position is funded from restricted funds (HSI grant).

RECOMMENDATION:

Board of Trustees ratifies the appointment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 3

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TITLE: EMPLOYMENT GROUP A APPOINTMENTS - Leadership

BACKGROUND:

1. Mr. Wayne Boyer has been appointed to a vacated position of Director of Nursing, Health Sciences & Education. The appointment, effective March 30, 2012, is ongoing. Placement on Range X of the Leadership Salary Schedule is at Step 7.
2. Ms. Judy Wehrli has been appointed to a vacated position of Secretary, Foundation. The appointment, effective March 14, 2012, is ongoing. Placement on Range II of the Leadership Salary Schedule is at Step 7. Ms. Wehrli has come from the 39-month rehire list.
3. Mr. Stan Dupree has been appointed to a vacated position of Interim Executive Director, Human Resources & Labor Relations. The appointment, effective April 2, 2012, will continue until position is permanently filled. Placement on Range XI of the Leadership Salary Schedule is at Step 7.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

1. Position is funded from restricted funds.
2. Position is funded from restricted funds.
3. Position is funded from unrestricted funds (General Fund).

RECOMMENDATION:

Board of Trustees ratifies the appointments as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 4

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TITLE: RECLASSIFIED JOB DESCRIPTIONS - LEADERSHIP

BACKGROUND:

To provide reclassified job descriptions for the positions of Human Resources Technology Manager and also Employee and Labor Relations Manager.

FISCAL IMPLICATIONS:

The positions are fully funded by unrestricted funds. (General Fund)

RECOMMENDATIONS:

Board of Trustees approves the reclassified job descriptions as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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HUMAN RESOURCES TECHNOLOGY MANAGER

BASIC FUNCTION:

The Human Resources Technology Manager is responsible for managing all HR systems, processes and reporting. In addition, the HR Technology Manager provides project management, leads business process reengineering, and recommends HR Best Practices, sets standards for Human Resources reporting, metrics and deliverables. Designs, develops and implements new or enhanced business processes in where opportunities for process improvement exist; provides strategic guidance on the design, development, and implementation of new or enhanced HR technology. Plans, designs and manages web content and data to include the HR website and intranet, applicant tracking system, onboarding system, performance appraisal system, electronic forms, training and development system; also performs a variety of administrative and technical duties in support of the Office of Human Resources.

REPRESENTATIVE DUTIES:

Enter new employee data; establish new positions; and update and modify position, employee, and earning records as necessary. E

Plan, organize, and manage HR information system and the associated database to maintain the integrity, accuracy, and confidentiality of the data; serve as the primary contact and liaison for all users regarding HRIS matters, as well as create and implement database alternatives where current HRIS capabilities fail to support key business processes. E

Designs, develops, and manages the HR website, employee and applicant portals, applicant tracking and onboarding systems, performance appraisal and training systems, general web content and social media tools. E

Manages the recruitment process, advises staff and management on recruitment and selection best practices, designs job advertisements and materials for electronic job boards, supervises recruitment staff, and utilizes technology to maximize the effectiveness of the recruitment process. E

Designs, conducts and analyzes surveys; makes recommendations based on the analysis. E
Analyzes, designs, and develops electronic forms to integrate business processes into HR management systems. E

Work with other departments and users to identify, troubleshoot, and recommend resolutions and improvements to HR technology and reporting requirements, policies and procedures, federal, state and local regulations; manages reporting and documentation for HR business processes and compliance. E

Performs data analysis and research across the range of functions found in HR environments, using standard reporting tools, data extraction tools, surveys, and data reporting mechanisms; develops and supports the reporting and analysis of key measurements, trends and benchmarks; performs ad hoc reporting for requests received from various departments and agencies. E
Analyzes current business processes, makes recommendations to Executive Leadership for system improvements, and participates in the design, maintenance and upgrade of Human Resources technology; prepares and develops Human Resources metrics and deliverables for workforce and staffing planning and Human Resource reporting. E

Provides research, data and cost-benefit analyses to support the Executive Leadership in making key strategic decisions pertaining to workforce management, business and collective bargaining processes. E

Manages Human Resources technology projects, including costs, timeframe, constraints, milestones, and deliverables; tracks project progress and manages expectations through successful project completion and provides contingency plans to assure project objectives are met. E

Tests new applications, develops user documentation, and delivers end user training; monitors compliance in areas of mandated training. E

Serve as the liaison between IT, end users, and third party application administrators with regard to Human Resources technology. E

Stays current with new technology, trends and techniques; implements/enhances HR technology improvements to meet the changing needs of the organization and the industry. E

Meet schedules and timeline, organize multiple projects efficiently and effectively and carry out required project details throughout the year.

Seek and participate in professional development activities.

Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Human Resources Technology concepts, practices, and procedures; recruitment procedures and processes; applicable federal, state, and local regulations; HR information systems, reporting, database management techniques, and operation of office machines, computer hardware and applicable software. Advanced proficiency in Microsoft Office Suite applications with a strong emphasis in Excel; Microsoft SharePoint of similar content management technologies; photo editing for web content using Adobe Photoshop or a similar application; applicant tracking and onboarding systems; form and document creation/editing using Microsoft InfoPath and Adobe Acrobat Professional, or similar applications; and Web scripting languages such as HTML, XHTML, and JavaScript. Principles and practices of training staff on various technologies and processes. Principles and practices of project management; advanced reporting and analysis of data from various information systems; and troubleshooting computer applications.

Ability to: Enter and retrieve data with speed and accuracy; compile, analyze and summarize information and data; perform mathematical calculations quickly and accurately; use independent judgment, initiative and problem solving skills; read, understand and explain technical materials, policies and procedures; analyze and recommend improvements to systems, procedures and methods; align programs and services with Foundation's overall vision; demonstrate excellent verbal and written communication skills; organize, prioritize and show attention to detail; handle multiple tasks simultaneously; effectively teach and train all levels of staff; deliver and execute high-quality and consistent Human Resources processes and services; to adapt to changing organizational and operational needs; meet schedules and time lines; analyze situations accurately and adopt an effective course of action; operate a computer and applicable software with demonstrated proficiency in Microsoft Office, database management, web content management, survey technologies, and troubleshooting techniques; establish and maintain cooperative and effective working relationships with others; understand and follow oral and written instructions; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; demonstrated ability to lead and/or work collaboratively within a multi-disciplinary team made up of various constituents including HR, IT, faculty, research and business professionals; sit for extended periods of time; bend at the waist, kneel or crouch.

EDUCATION/EXPERIENCE

Bachelor's degree in Business Administration, Management Information Systems, or a related field; and five (5) years Human Resources Technology experience including at least one year of project management experience.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS:

Classified Administrator

Leadership V

Exempt

E: Essential functions of the job

COLLEGE OF THE DESERT

EMPLOYEE AND LABOR RELATIONS MANAGER

BASIC FUNCTION

Under the direction of the Executive Director, Human Resources and Employee Relations, provides professional expertise in the area of employee and labor relations to support the District leadership and bargaining teams; coordinates and conducts investigations responding to harassment and unlawful discrimination complaints and matters of discipline and employer-employee relations; coordinate and manage HRIS data submissions; and provide support for a variety of human resources functions and systems.

REPRESENTATIVE DUTIES

1. Interpret, explain and discuss terms and application of the Collective Bargaining Agreements, Leadership Handbook and human resources related policies and procedures with employees, managers, and employee associations. Provide advice, guidance, counsel, and recommendations to employees and managers regarding employee and labor relations issues; explore and formulate appropriate actions and alternatives. *E*
2. Participate on District Collective Bargaining teams. Analyze data and trends to develop management strategies, positions and proposals. Support managers in understanding and applying the terms of the collective bargaining agreements. Work collaboratively with managers and District teams to develop management positions and to respond to grievances, ULP's and complaints. Consult with counsel as needed. *E*
3. Coordinate and conduct investigations relating to harassment, unlawful discrimination, complaints, and employee conduct. Receive complaints; determine the merit of complaints and appropriate course of action. Conduct interviews and fact-finding; analyze data and evidence to assess validity of allegations; seek and recommend appropriate resolutions, outcomes and actions to complex and sensitive employer-employee relations problems; translate findings into clear, concise reports and recommendations within appropriate timelines; Liaise and respond to regulatory state and federal agencies including the Chancellor's Office, Equal Employment Opportunity Commission, Department of Fair Employment and Housing, Office of Consult counsel as needed. *E*
4. Develop and recommend new and modified policies and procedures. Review human resources policies and procedures to ensure compliance with local, state and federal laws and regulations. Determine impact of new policies and laws on established human resources procedures and recommend appropriate course of action. *E*
5. Support organizational development and human resources planning including, staffing, reorganization and layoffs. Project staffing patterns. Make recommendations in recognition of state mandates and organizational goals to achieve efficient and effective operations. Assist in negotiating the effects of layoff and reduction in force. *E*
6. Manage and coordinate HRIS reporting in compliance with regional, state and federal agencies and mandates. Research and interpret state and federal regulations. Work collaboratively with departments and managers to analyze data and resolve errors and ambiguity. Strategize, evaluate and code data for maximum results within established

guidelines. Liaise with the Chancellor's Office and National Center for Education Statistics. *E*

7. Manage and maintain classification systems. Consult with managers to determine staffing requirements; compile salary data; generate job descriptions and classification schedules. *E*
8. Serve on committees as assigned providing human resources expertise. Represent the District at regional meetings and conferences. Supervise staff and coordinate the functions of the Office of Human Resources in the absence of the Executive Director. *E*
9. Provide support in the development and modification of human resources systems. Determine training needs; design, develop and deliver appropriate training modules.
10. Meet schedules and timeline, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
11. Seek and participate in professional development activities.
12. Perform other duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles and practices of human resources, organizational development and strategic planning, collective bargaining and contract administration, investigations, fact-finding, classification and compensation systems, job analysis techniques, supervision and management, staff diversity, and staff development; local, state and federal laws and regulations applying to personnel practices including fair employment standards, equal employment opportunity and diversity outreach, HRIS reporting, non-discrimination, and public employee and labor relations.

Ability to: Research, develop and implement human resources systems; interpret and apply District policies and procedures accurately; interpret and regional, state and federal regulations; communicate effectively verbally and in writing to formulate persuasive arguments; establish and maintain cooperative and effective employee relationships with District personnel, associations, community members, interested agencies and organizations; meet with the public and all levels of employees to discuss and resolve problems tactfully, courteously and effectively; operate a computer and applicable software including Microsoft Office Suite applications; coordinate and organize tasks and people; develop and deliver training modules; work confidentially with discretion on sensitive and private information applicable to personnel, collective bargaining or other union matters; complete multi-faceted projects, activities and functions with good attention to detail; analyze technical problems, evaluate alternatives and make sound recommendations and decisions; conduct and analyze data, translate findings into clear and concise reports and recommendations; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; to demonstrate an understanding and sensitivity of the diverse backgrounds of students, employees and the community.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree in human resources, business administration, public administration or related field and four (4) years of increasingly responsible human resources experience and four (4) years of experience in employee and labor relations.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Office environment. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYEMENT STATUS

Classified Administrator

Row VII of the Leadership Salary Schedule

E: Essential functions of the job

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 5

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

TITLE: RECLASSIFICATIONS - LEADERSHIP

BACKGROUND:

To provide a reclassification from the position of Human Resources & EEO Analyst (Leadership Range VI) to Employee and Labor Relations Manager (Leadership Range VII) for Susan Kitagawa, effective 4/19/2012.

To provide a reclassification from the position of Human Resources Information Systems Specialist (Leadership Range IV) to Human Resources Technology Manager (Leadership Range V) for Ruben Ramirez, effective 4/19/2012.

FISCAL IMPLICATIONS:

Positions are funded by unrestricted funds (General Funds).

RECOMMENDATIONS:

Board of Trustees approves the reclassifications as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 6

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

TITLE: UNPAID LEAVE OF ABSENCE – Classified

BACKGROUND:

Ms. Marcia Hale, Administrative Assistant, Student Support Programs & Services, has requested an unpaid leave of absence for the purpose of advancing her professional career in the Education field as a teacher. This would be effective 9/3/12 – 12/14/12. This leave is in accordance with the Collective Bargaining Agreement between the District and CSEA, Article 12-Leaves, Section 12.12.

FISCAL IMPLICATIONS:

The position is fully funded by unrestricted funds. (General Fund)

RECOMMENDATIONS:

Board of Trustees approves the requested unpaid leave of absence as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Human Resources

ITEM #: 7

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

TITLE: UNPAID LEAVE OF ABSENCE/REDUCED TEACHING LOAD – Faculty

BACKGROUND:

1. Ms. Irene Larsen, Professor/Nursing, Health Sciences & Education, has requested an unpaid leave of absence for fall semester 2012. This leave is in accordance with the Collective Bargaining Agreement between the District and CTA, Article 11-Leaves, Section 10. Ms. Larsen will return in spring semester 2013 as defined by Article 23-Reduced Teaching Load with Full Retirement Credit.
2. Ms. Jackie Matthews, DSPS Adaptive Computer Specialist/Instructor, has requested an unpaid leave of absence for one year effective 8/24/2012. Ms. Matthews will be returning in fall semester 2013. This leave is in accordance with the Collective Bargaining Agreement between the District and CTA, Article 11-Leaves, Section 10.

FISCAL IMPLICATIONS:

The positions are fully funded by unrestricted funds. (General Fund)

RECOMMENDATIONS:

Board of Trustees approves the requested unpaid leaves of absence and reduced teaching load as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Fiscal Services

ITEM #: 1

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| <input type="checkbox"/> CONSENT |
| <input checked="" type="checkbox"/> ACTION |
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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: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Fiscal Services

ITEM #: 2

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

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

BACKGROUND:

The CCFS-311Q / Quarterly Financial Status Report* for the 2nd quarter ending March 31, 2012 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2012

AREA: Fiscal Services

ITEM #: 3

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

**TITLE: TO AWARD CONTRACT FOR INDEPENDENT AUDIT
SERVICES**

BACKGROUND:

The District requested proposals for contracting with an independent auditor to perform the audits for the District for fiscal years ending June 30, 2012, June 30, 2013, and June 30, 2014. The audits shall consist of an annual financial audit, a Proposition 39 General Obligation Bonds Financial Audit, a Proposition 39 General Obligation Bonds Performance Audit and an Auxiliary Services Audit.

FISCAL IMPLICATIONS:

Fees for independent audit services will be funded out of the general fund, bond funds and auxiliary funds. Total fees will not exceed \$67,565 for all audits.

RECOMMENDATION:

Board of Trustees awards contract to Vavrinek, Trine, Day & Co., LLP, Rancho Cucamongo, California independent audit services in the amount of \$67,565.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 4/19/2011

AREA: Academic Affairs

ITEM #: 1

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

**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 [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: Farley Herzek	Cabinet Review & Approval: 4/9/2012 Chair & Vice Chair Review: 4/10/2012
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