

# 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, JUNE 19, 2014  
**TIME:** 9:30 A.M.  
**LOCATION:** 43500 MONTEREY AVE., PALM DESERT, CA  
CRAVENS MULTI-PURPOSE ROOM

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

*For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, [www.collegeofthedesert.edu](http://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 June 19, 2014, with any additions, corrections, or deletions.

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

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

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

**2. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**

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

**3. 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, 502 190 019, 502 190 020

Agency Negotiator or Designee: Dr. Joel Kinnamon

**4. PERSONNEL**

**a. PUBLIC EMPLOYEE APPOINTMENT**

(Government Code Section 54957)

Title: Director of Counseling and Advising

**5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** Superintendent/President

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

Closed session report (if any)

**V. SWEARING IN OF STUDENT TRUSTEE: Eleanor Campbell**

**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.**

**VII. APPROVE THE MINUTES OF:**

Regular meeting of May 16, 2014. ([Details on COD Website](#))

**VIII. REPORTS**

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

**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. BOARD OF TRUSTEES**

1. Discontinue Use of Board Issued iPads

**B. HUMAN RESOURCES**

1. Employment Group C Appointments
2. Employment Group A Appointments
3. Approval of MOU between DCCD & CSEA
4. Working Out-of-Class
5. Change in Assignments
6. Extension/Continuation of Assignments
7. Resignation
8. New Job Descriptions
9. Reclassifications – Leadership
10. Volunteers
11. Delayed Paper Work (Over 60 Days)
12. Elimination of Position/Salary

**C. ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Payroll #11
4. Gifts/Donations to the District
5. Agreements, Memoranda of Understanding and Amendments
6. Budget Transfers
7. Change Orders - Measure B Bond Projects
8. Notice of Completion – Measure B Bond and Proposition 39 Projects

**D. STUDENT SUCCESS AND STUDENT LEARNING**

1. Approval of Curriculum Modifications for Fall 2014

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

**XI. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Adoption of Board Goals
2. 2015 Board of Trustees Meeting Dates – First Reading
3. Approval of Nominations for Emeritus Status

**C. ADMINISTRATIVE SERVICES**

1. 2014-2015 Tentative Budget
2. Resolution #061914-1 Adoption of Education Protection Account Funding and Expenditures
3. Resolution #061914-2 Temporary Loan
4. Resolution #061914-3 Appropriations Subject to Proposition 4 – GANN Limitations
5. 2016-2020 Five-Year Construction Plan

**XII. STUDY SESSION 1:30**

1. Budget Presentation
2. District Services

**XIII. INFORMATION**

1. Facilitator

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

**XV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: DISCONTINUE USE OF BOARD ISSUED IPADS**

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**BACKGROUND:**

In July 2011 the Board of Trustees of the Desert Community College District purchased iPads for member use at Board of Trustee meetings. Since then it has been decided the members prefer paper copies of the Board agenda, so the iPads are no longer used as intended.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:**

It is recommended the existing District-issued iPads will no longer be replaced when they are lost/stolen/broken. The District will continue to reimburse the monthly data fee as needed.

<b>Administrator Initiating Item: Becky Broughton</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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

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**BACKGROUND:**

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

Classified/Substitute/Temporary employees in an aggregate amount of \$46,381.00 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$116,810.00 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$544,087.00 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$162,410.00 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$17,880.00 ([Details on COD website](#))

**FISCAL IMPLICATIONS:**

All positions are fully funded as noted on details in the College of the Desert Website.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 2**

**AREA:** Human Resources

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

**TITLE: EMPLOYMENT GROUP A APPOINTMENTS**

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**BACKGROUND:**

**Classified:**

1. Mr. Buddy Paoli has been appointed to a vacated position of Part-Time Security Officer, Security Department, Administrative Services, effective 5/27/14. Placement on Range 9 of the Classified salary schedule is at Step A(1).
2. Ms. Pamela Birkey has been appointed to a new position of Part-Time Security Officer, Security Department, Administrative Services, effective 5/27/14. Placement on Range 9 of the Classified salary schedule is at Step A(1).
3. Ms. Bridgette Puentes has been appointed to a vacated position of Part-Time Security Officer, Security Department, Administrative Services, effective 5/27/14. Placement on Range 9 of the Classified salary schedule is at Step A(1).
4. Mr. Andres Moreno has been appointed to a vacated position of Part-Time Security Officer, Security Department, Administrative Services, effective 5/27/14. Placement on Range 9 of the Classified salary schedule is at Step A(1).
5. Ms. Tessie Cervantes, previously a Part-Time Secretary Bilingual/EVC-Indio, has been appointed to a vacated position of Part-Time Admissions & Records Technician, Student Success & Student Learning, effective 4/28/14. Placement on Range 8 of the Classified salary schedule is at Step D(4).

**Confidential:**

6. Ms. Mary Lou Marrujo, previously an Administrative Assistant, Health Services/P.E., has been appointed to a new position of Executive Administrative Assistant (Confidential), Executive Vice President, Student Success & Student Learning, effective 6/2/14. Placement on Range V of the Leadership salary schedule is at Step 2.
7. Mr. Jeffrey Larson has been appointed to a vacated position of Executive Administrative Assistant (Confidential), Executive Vice President, Student Success & Student Learning, effective 6/16/14. Placement on Range V of the Leadership salary schedule is at Step 1.

**Faculty:**

8. Ms. Sarah Butler has been appointed to a new position of Full-Time Instructor, Political Science, effective 8/28/14. Placement on Range III of the Certificated salary schedule is at Step 3.
9. Ms. Dorothy Anderson has been appointed to a new position of Full-Time Instructor, Automotive, effective 8/28/14. Placement on Range II of the Certificated salary schedule is at Step 3.
10. Mr. Reid Sagara has been appointed to a new position of Full-Time Instructor, English, effective 8/28/14. Placement will be on the Certificated salary schedule.
11. Mr. Scott Ventura has been appointed to a new position of Full-Time Instructor, Fire Tech, effective 8/28/14. Placement will be on the Certificated salary schedule.
12. Ms. Emily Maddigan has been appointed to a new position of Full-Time Instructor, Studio Art, effective 8/28/14. Placement will be on the Certificated salary schedule.

**FISCAL IMPLICATIONS:**

All positions are funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies/approves appointments as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 3**

**AREA:** Human Resources

**TITLE: APPROVAL OF MEMO OF UNDERSTANDING  
BETWEEN THE DESERT COMMUNITY COLLEGE  
DISTRICT (DCCD) & THE CALIFORNIA SCHOOL  
EMPLOYEES ASSOCIATION (CSEA)**

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

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**BACKGROUND:**

To ratify the Tentative Agreement listed below between the Desert Community College District and the California School Employees Association (CSEA).

Supplemental Early Retirement Program

[\\*Details on COD website](#)

**FISCAL IMPLICATIONS:**

The Tentative Agreement will be covered by the current budget.

**RECOMMENDATION:**

Board of Trustees ratifies the Tentative Agreement as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 4**

**AREA:** Human Resources

**TITLE: WORKING OUT-OF-CLASS**

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

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**BACKGROUND:**

1. Ms. Rosemary Perez has been working out-of-class in her position of CDC Specialist, Child Development Center, School of Health Sciences & Education. Ms. Perez has been filling the position of Director while she is out on leave. A temporary pay adjustment to Range 9, Step E, on the Classified salary schedule has been given to Ms. Perez for a period of 8 weeks.

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

**FISCAL IMPLICATIONS:**

This position is funded by restricted funds.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 5**

**AREA:** Human Resources

**TITLE: CHANGE IN ASSIGNMENTS**

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

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**BACKGROUND:**

**Classified:**

1. Ms. Stephany Tellez, a Counseling Support Assistant, Title V HSI Grant, has been temporarily appointed to the position of Information Services Specialist while an employee is out on medical leave, effective 5/28/14. Placement on Range 11 of the Classified salary schedule is at Step A(1).
2. Mr. Jonathan Gorges, an Instructional Computer Support Specialist, DSPS, Student Success & Student Learning, has permanently moved from an 11-month to a 12-month employee, effective 11/19/13 (original PA was lost).
3. Ms. Tanya Bogarin, an Instructional Support Specialist/TASC/Student Success & Student Learning, has permanently moved from an 11-month to a 12-month employee, effective 6/11/14.
4. Ms. Paloma Gomez, Transfer & Career Centers Specialist, Student Success & Student Learning, has been temporarily changed from a 10-month employee, 19-hours/week, to an 11-month employee, 29-hours/week, effective 5/19/14 through 8/10/14.

[\\*Details on COD website](#)

**FISCAL IMPLICATIONS:**

Positions 1, 3 & 4 are funded by unrestricted funds.  
Position 2 is funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies appointments as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 6**

**AREA:** Human Resources

**TITLE: EXTENSION/CONTINUATION OF ASSIGNMENTS**

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

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**BACKGROUND:**

**Classified:**

See details on website for the many extensions of assignment for the summer session and continuation of grant funding.

**Faculty:**

An extension of a grant funded temporary position for Counselor/Coordinator TRIO DSPTS through 6/30/15.

[\\*Details on COD website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustees ratifies appointments as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 7**

**AREA:** Human Resources

**TITLE: RESIGNATION**

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

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**BACKGROUND:**

Mr. Dean Dowty, Head Football Coach, Athletics, has resigned from his position effective 6/30/14.

**FISCAL IMPLICATION:**

Position is fully funded from unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves resignation as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 8**

**AREA:** Human Resources

**TITLE: NEW JOB DESCRIPTIONS**

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

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**BACKGROUND:**

To approve the new attached job descriptions for the position listed below:

**Leadership:**

Director of Library & Learning Resources

**Classified:**

Lead Administrative Assistant/Off-Campus Center  
Student Support Specialist-Bilingual/Off-Campus

\*[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These positions are funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves the new job descriptions.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 9**

**AREA:** Human Resources

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

**TITLE: RECLASSIFICATIONS - LEADERSHIP**

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**BACKGROUND:**

All of the following reclassifications have been approved by the Professional Management Committee.

1. To provide a reclassification for the position of HR Benefits Specialist (Confidential), to a new title of Employee Benefits & Operations Specialist (Confidential) and modifying the job description to increase current duties. The Personnel Management Committee approved the reclassification on 5/23/14 with an increase from Range V to Range VI on the Leadership Salary Schedule.
2. To provide a reclassification for the position of Director, Network Services and Telecommunications, modifying the job description to increase current duties. The Personnel Management Committee approved the reclassification on 5/23/14 with an increase from Range IX to Range X on the Leadership Salary Schedule.
3. To provide a reclassification for the position of Director, Systems Management and MIS Operations, modifying the job description to increase current duties. The Personnel Management Committee approved the reclassification on 5/23/14 with an increase from Range IX to Range X on the Leadership Salary Schedule.

[\\*Details on COD website](#)

**FISCAL IMPLICATIONS:**

These positions are funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves the reclassifications.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 10**

**AREA:** Human Resources

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

**TITLE: VOLUNTEERS**

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**BACKGROUND:**

Emma Cabrera - Child Development Center  
Chris Tovar – Athletics  
Timothy Kinsey – Automotive  
Louis Ewing - Automotive

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees ratifies volunteers as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 11**

**AREA:** Human Resources

**TITLE: DELAYED PAPER WORK (OVER 60 DAYS)**

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

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**BACKGROUND:**

Originals were lost or did not have proper signatures and had to be re-processed.

See BSI Stipend Agreements.

\*[Details on COD website](#)

**FISCAL IMPLICATIONS:**

All positions are funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the stipend agreements as presented.

<b>Administrator Initiating Item: Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 12**

**AREA:** Human Resources

**TITLE: ELIMINATION OF POSITION/SALARY**

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

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**BACKGROUND:**

The position and salary of Head Football Coach, Athletics, has been eliminated effective 7/1/14.

**FISCAL IMPLICATIONS:**

This position was funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves the position/salary elimination.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 1**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **May 31, 2014** as follows:

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

In the aggregated amount of \$392,232.98, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$9,030.00, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$1,008,938.99, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$2,133,433.47, as presented. ([Details on COD Website](#))

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

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 2**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: WARRANTS**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies the warrants in the amount of \$5,390,873.12 as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #11**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies Payroll #11 in the amount of \$3,231,926.93 as follows:

Certificated:	\$2,128,463.71
Classified:	<u>\$1,103,463.22</u>
	\$3,231,926.93

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: GIFTS/DONATIONS TO THE DISTRICT**

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**BACKGROUND:**

- A golf cart (white with red and yellow stripes and the roof is red and yellow) donated to the School of Health Sciences and Education, Kinesiology Department, by Mr. Jose Castillo, AM-Tax Services, Indio, CA. This item will be utilized to transport soccer supplies and equipment from storage facilities to the soccer field.
- Two golf carts (one is red with a soft top for the football team and the other one is yellow with an actual softball top for softball team) donated to the School of Health Sciences and Education, Kinesiology Department, by Mr. Michael Lipinski of Rooftop 59. These items will be utilized to transport football and softball supplies and equipment from storage facilities to the football and softball fields.
- A flatbed utility cart (red) to the School of Health Sciences and Education, Kinesiology Department, by Mr. Felipe Gonzalez, All Custom Golf Carts, of Palm Springs, CA. This item will be utilized by the athletic trainer to transport injured athletic team members.
- A golf cart (red) donated to the School of Health Sciences and Education, Kinesiology Department, by Mr. Scott Stevens, Western Golf Car, of Desert Hot Springs, CA. This item will be utilized to transport baseball equipment from storage facilities to the baseball field.

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District's budget.

**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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 5**

**AREA:** Administrative Services

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

**TITLE: AGREEMENTS, MEMORANDA OF  
UNDERSTANDING AND AMENDMENTS**

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**BACKGROUND:**

*Agreements and Memoranda of Understanding between Desert Community College District and:*

1. Kris Stefferud, CPA – This Agreement is for assistance in the preparation of draft financial statements for year ending June 30, 2014. Assistance in the preparation of the draft financials will include reconciling various reports to the general ledger, such as reconciling the fixed assets reports to the general ledger accounts. The term of this agreement shall be from July 1, 2014 through June 30, 2015.
2. Pearson VUE Authorized Center Agreement – Pearson VUE is in the business of contracting to provide various services for the benefit of organizations known as Sponsors which have established certain levels of education, training and/or testing experience necessary to qualify for a specified certification or other form of recognized position, title or status. Sponsors require that dependable, high quality, secure, and uniform testing be available to be delivered electronically throughout the world. Pearson VUE furnishes testing services to Sponsors by contracting with companies which provide one or more testing centers. The testing centers provide a secure and uniform testing environment, high quality service and dependability. The testing site is at College of the Desert’s PaCE (Partnership and Community Education) facility. The term of this agreement shall be from June 19, 2014 through June 18, 2015.
3. Learning in Retirement – This Memorandum of Understanding (MOU) is to provide college-style classes for seniors. The purpose of this MOU is to create a partnership that is mutually beneficial to both parties while expanding the learning opportunities available to seniors in the community. The term for this agreement is July 1, 2014 through June 30, 2015.
4. Sunline Transit Agency – The purpose of this Agreement is to provide a discounted transit pass to students for the short term (2013/2014 academic year), through SunLine printing and selling 31 day transit passes to the COD Alumni Association at a \$22.25 price.
5. Miramar Advanced Transportation Technology and Energy College Center – To provide technical training programs for selected Clean Cities Coalitions as required under the California Fleets and Workplace Alternative Fuels Project. The Advanced Transpiration Technology and Energy (ATTE) Program at San Diego Miramar College has and continues to provide technician

education and training for industry within its region and as needed to assist throughout California in order to meet industry and labor workforce education and training needs. In this role, it is working with the District and the Clean Cities Coalitions within California to address Coalition identified training needs related to alternative fuel technology. Coalitions have previously identified such training needs in working with the California Center for Sustainable Energy. At this point training is to be provided. College of the Desert has and continues to provide alternative fuel technical education and workforce training. In that regard, it has established working relationships with a number of California Community Colleges and been selected by them to provide training under this MOU. The work undertaken by College of the Desert is described in the Program Section and Work Statement of the MOU. College of the Desert's work shall also be in compliance with all San Diego Miramar College reporting requirements under its contract with the District. These requirements are specified in Appendix A of the MOU.

6. Clery Center for Security on Campus, Inc./Jeanne Clery Act Event Profile and Agreement – College of the Desert will be the host institution for the Jeanne Clery Act Training Program which is the most comprehensive instruction about Clery Act compliance. College of the Desert will provide space for training, a catering contact and assistance with logistics and marketing in exchange for five scholarships at this training. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education. The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

7. County of Riverside Service Agreement for Vocational Training for Dislocated Workers and Veterans – The County has entered into a grant agreement with the State of California pursuant to the Workforce Investment Act of 1998 (WIA). A major purpose of the WIA is the provision of quality education, training and related services that provide individuals with necessary skills and experience to access jobs. The County's Economic Development Agency Work Force Development Division (WFD) has determined that there is a worker shortage of home energy rating systems auditors, armed security guards with certification, and utility scale solar installers, and addressing such worker shortage by providing training in these professions will lead to employment of dislocated workers and veterans. College of the Desert (COD) currently offers vocational training in utility scale solar installation, security guards with certification, and home energy rating systems auditing. The County desires to contract with COD to provide certification and training in the aforementioned professions to dislocated workers and veterans.

Amendments to Agreements:

8. Foundation for California Community Colleges – California Community College Student Mental Health Program Grant Agreement – Amended sub-grant agreement is an amendment to Section 4.1 Compensation by deleting it in its entirety and replacing it as follows: “Foundation shall compensate Sub-Grantee for Services provided under this Agreement, retaining the right to withhold payment for any unsatisfactory Services until such time as the Services are performed satisfactorily. The total not-to-exceed amount of this Agreement is \$236,876.00.” All other terms of the Agreement shall remain unchanged and in full force and effect.

9. California Department of Education – The amendment is for a transfer of funds between two contracts; CCTR (General Child Care & Development (Center-based)) for our infant/toddler program and CSPP (California State Preschool Program) for our preschool children. COD earns each contract amount by enrolling children in the programs. This year the enrollment in one contract was over and the other one was under earned. COD has only two opportunities to transfer funds between contracts...in January and again in May. If COD doesn’t transfer the over earned amount, COD will lose the funds.

10. Athletic Facilities Project – LPA, Inc. – Amendment No. 8 to Agreement C-0000379 for Design Consultant Services amends the original scope of work to include design, documentation and consult coordination to add an I.T. Press Room in the Gym Storage.

11. Athletic Facilities Project – LPA, Inc. – Amendment No. 9 to Agreement C-0000379 for Design Consultant Services amends the original scope of work to include structural scope relating to Utility Tunnel.

12. East Valley Campus – Indio Project – JMI Consulting, Inc. – Amendment No. 1 to Agreement C-0000522 for DSA Inspection Services extends the original contract end date to April 30, 2014 in order to complete final installation inspections, testing and punch list completion inspections.

13. East Valley Campus – Indio Project – C.H.J., Inc. – Amendment No. 2 to Agreement C-0000652 for Testing & Inspection Services amends the original scope of work to include additional geotechnical testing and inspection services to complete the project.

14. East Valley Campus – Indio Project – RBF Consulting – Amendment No. 4 to Agreement C-0000634 for Construction Surveying Services amends the original scope of work to include additional re-staking services.

15. Stagecraft Shop Project – PMSM Architects – Amendment No. 5 to Agreement C-0000455 for Architectural Services extends the contract end date to August 31, 2014.

16. Stagecraft Shop Project – MTGL, Inc. – Amendment No. 3 to Agreement C-0000673 for Testing and Inspection Services amends the original scope of work to include additional special inspection and testing for welding, concrete, soil compaction and anchorage as required by DSA.

17. Stagecraft Shop Project – JMI Consulting, Inc. – Amendment No. 3 to Agreement C-0000603 for DSA Inspection Services extends the original contract end date to June 2, 2014 to complete final installation inspection, testing and punch list completion inspections.

18. Visual Arts Project – HMC Architects – Amendment No. 2 to Agreement C-0000394 for Consulting Services amends the original scope of work to include additional services to layout and coordinate procurement and installation of furniture for offices and adjunct work room.

19. Development & Coordination Project – DRMcNatt & Associates, Inc. – Amendment No. 2 to Agreement C-0000520 for Hosting Services for P6 amends the original scope of work to include continued hosting services for P6 as per Agreement and extending Hosting Services to end date of July 31, 2015.

20. RDA Small Maintenance Project – kW Engineering, Inc. – Amendment No. 2 to Agreement C-0000654 for Professional Services extends the contract end date to December 14, 2014.

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

### **FISCAL IMPLICATIONS:**

1. The cost for this agreement is not to exceed \$30,000.00.
2. Delivery fees are based on the number of monthly tests delivered and registration fees are based on the number of test registered. Details of fees are located on Exhibit A of the agreement.
3. This MOU provides revenue to the college for the use of its facility.
4. There will be a limit of \$50,000.00 in total transit pass purchases by the COD Alumni Association for 2013/14.
5. The ATTE Program at San Diego Miramar College will provide \$7,500.00 to College of the Desert.
6. College of the Desert will provide space for training, a catering contact and assistance with logistics and marketing in exchange for five scholarships at this training.
7. Maximum payment to COD shall not exceed \$113,200.00, including all expenses.
8. Maximum payment to COD shall not exceed \$236,876.00.
9. The Maximum Reimbursable Amount payable to College of the Desert of this agreement shall be amended to \$302,101.00.

10. This amendment is an increase in the not to exceed amount of \$2,850.00. This amends the original contract amount from \$1,243,071.00 to \$1,245,921.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
11. This amendment is an increase in the not to exceed amount of \$3,000.00. This amends the original contract amount from \$1,245,921.00 to \$1,248,921.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
12. This amendment is an increase in the not to exceed amount of \$14,733.00. This amends the original contract amount from \$265,200.00 to \$279,933.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
13. This amendment is an increase in the not to exceed amount of \$1,684.00. This amends the original contract amount from \$80,241.50 to \$81,925.50 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
14. This amendment is an increase in the not to exceed amount of \$2,775.00. This amends the original contract amount from \$34,170.00 to \$36,945.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
15. This amendment does not change the original scope of work and there are no additional costs to the District. This project is funded by proceeds from Measure B Bonds.
16. This amendment is an increase in the not to exceed amount of \$13,931.00. This amends the original contract amount from \$32,556.00 to \$46,487.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
17. This amendment is an increase in the not to exceed amount of \$5,300.00. This amends the original contract amount from \$37,100.00 to \$42,400.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
18. This amendment is an increase in the not to exceed amount of \$9,875.00. This amends the original contract amount from \$39,850.00 to \$49,725.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
19. This amendment is an increase in the not to exceed amount of \$8,100.00. This amends the original contract amount from \$17,200.00 to \$25,300.00 and remains within budget for this project. This project is funded by proceeds from Measure B Bonds.
20. This amendment does not change the original scope of work and there are no additional costs to the District. This project is funded by Redevelopment Funds.

**RECOMMENDATION:**

Board of Trustees approves the contracts and amendments that are listed above for special services.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 6**

**AREA:** Administrative Services

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

**TITLE: BUDGET TRANSFERS**

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**BACKGROUND:**

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

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 7**

**AREA:** Administrative Services

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

**TITLE: CHANGE ORDERS – MEASURE B BOND  
PROJECTS**

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**BACKGROUND:**

1. Change Order #1 to the contract with Westcon Construction Group, Inc. for the Athletics Facilities Project is in the amount of \$2,512.28 for revisions to the communication system. This change order amends the contract total from \$56,050.00 to \$58,562.28 and remains within the 10% allowed for changes.
2. Change Order #1 to the contract with Pacific Western Communications, Inc. for the Athletics Facilities Project is in the amount of \$29,984.17 for 8” paving as required for the fire access lane. This change order amends the contract total from \$477,977.00 to \$507,961.17 and remains within the 10% allowed for changes.
3. Change Order #1 to the contract with Nexus IS, Inc. for the East Valley Campus – Indio Education Center Project is in a credit amount of <\$24,848.28> for the return of unused allowance. This change order amends the contract total from \$307,748.60 to \$282,900.32.
4. Change Order #1 to the contract with Dow Diversified, Inc. for the East Valley Campus – Indio Education Center Project is in a credit amount of <\$5,193.70> includes material and labor associated with the installation of solid surface wall caps and the return of unused allowance. This change order amends the contract total from \$231,993.00 to \$226,799.30.
5. Change Order #1 to the contract with Prieto Construction Co., Inc. (bid package 10) for the Visual Arts Project is in a credit amount of <\$3,217.77> for the return of unused allowance. This change order amends the contract total from \$610,000.00 to \$606,782.23.
6. Change Order #1 to the contract with Prieto Construction Co., Inc. (bid package 15) for the Visual Arts Project is in a credit amount of <\$4,461.50> for the return of unused allowance. This change order amends the contract total from \$87,500.00 to \$83,083.50.
7. Change Order #1 to the contract with Western Audio Visual for the Visual Arts Project is in a credit amount of <\$8,279.91> for the return of unused allowance. This change order amends the contract total from \$143,033.92 to \$134,754.01.

8. Change Order #1 to the contract with Crew, Inc. for the Visual Arts Project is in a credit amount of <\$21,253.73> for the return of unused allowance as well as credits for District imported soil, construction fencing and site repair costs. This change order amends the contract total from \$747,740.00 to \$726,486.27.

9. Change Order #1 to the contract with RC Construction Services, Inc. for the Visual Arts Project is in a credit amount of <\$4,977.31> for the return of unused allowance. This change order amends the contract total from \$130,315.00 to \$125,337.69.

10. Change Order #1 to the contract with Kretschmar & Smith, Inc. for the Visual Arts Project is in a credit amount of <\$4,000.00> for the return of unused allowance. This change order amends the contract total from \$163,880.00 to \$159,880.00.

11. Change Order #1 to the contract with Inland Building Construction Companies, Inc. for the Visual Arts Project is in a credit amount of <\$4,731.00> for the return of unused allowance. This change order amends the contract total from \$366,000.00 to \$361,269.00.

12. Change Order #2 to the contract with Best Contracting Services, Inc. for the Visual Arts Project is in a credit amount of <\$5,000.00> for the return of unused allowance. This change order amends the contract total from \$210,001.17 to \$205,001.17.

13. Change Order #1 to the contract with RDM Electric Company, Inc. for the Visual Arts Project is in a credit amount of <\$14,236.47> for the return of unused allowance. This change order amends the contract total from \$687,503.00 to \$673,266.53.

14. Change Order #2 to the contract with Vintage Associates, Inc. for the Visual Arts Project is in the amount of \$832.00 for site repairs and the return of unused allowance. This change order amends the contract total from \$67,741.00 to \$68,573.00 remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustees approves the Change Orders listed above.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 8**

**AREA:** Administrative Services

**TITLE: NOTICE OF COMPLETION – MEASURE B BOND  
AND PROPOSITION 39 PROJECTS**

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

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**BACKGROUND:**

1. The contract with Courtney, Inc. for the East Valley Campus - Indio Project – Roofing & Roofing Insulation is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with Crew, Inc. for the East Valley Campus - Indio Project – Earthwork & Exterior Improvements is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
3. The contract with Granite Construction Company for the East Valley Campus - Indio Project – Site Work and Grading is complete as of June 1, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
4. The contract with Marina Landscape for the East Valley Campus - Indio Project – Landscaping & Irrigation is complete as of February 28, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
5. The contract with JPI Development Group, Inc. for the East Valley Campus - Indio Project – Building Plumbing is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
6. The contract with Inland Building Construction Companies, Inc. for the East Valley Campus - Indio Project – Passenger Elevator System is complete as of April 11, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
7. The contract with First Responder Fire Protection Corporation for the East Valley Campus - Indio Project – Fire Suppression Systems is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
8. The contract with Dow Diversified, Inc. for the East Valley Campus - Indio Project – Casework & Laboratory Equipment is complete as of February 28, 2014 and must be formally

accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

9. The contract with AJ Fistes Corporation for the East Valley Campus - Indio Project – Exterior & Interior Enclosures is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

10. The contract with Communication Wiring Specialists, Inc. for the East Valley Campus - Indio Project – Low Voltage Systems is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

11. The contract with Columbia Steel, Inc. for the East Valley Campus - Indio Project – Structural Steel & Misc. Metals is complete as of April 16, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

12. The contract with Air-Ex Air Conditioning, Inc. for the Visual Arts Project – HVAC & Controls is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

13. The contract with Caston, Inc. for the Visual Arts Project – Cement Plaster is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

14. The contract with Communication Wiring Specialists, Inc. for the Visual Arts Project – Communications is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

15. The contract with Crew, Inc. for the Visual Arts Project – Earthwork & Exterior Improvements is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

16. The contract with Best Contracting Services for the Visual Arts Project – Metal Wall Panel System is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

17. The contract with Commercial & Industrial Roofing Company, Inc. for the Visual Arts Project – Roofing is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

18. The contract with Painting & Décor LTD for the Visual Arts Project – Painting is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

19. The contract with Jaysco, Inc. for the Visual Arts Project – Structural Steel & Misc. Metals is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
20. The contract with Inland Pacific Tile, Inc. for the Visual Arts Project – Flooring & Tile is complete as of April 1, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
21. The contract with Vorwaller & Brooks, Inc. for the Visual Arts Project – Doors, Frames & Hardware is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
22. The contract with Roy E. Whitehead, Inc. for the Visual Arts Project – Casework & Millwork is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
23. The contract with RDM Electric Co., Inc. for the Visual Arts Project – Electrical, Fire Alarm, Site Electrical is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
24. The contract with RC Construction Services, Inc. for the Visual Arts Project – Site Concrete is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
25. The contract with E&R Glass Contractors, Inc. for the Visual Arts Project – Glazing is complete as of March 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
26. The contract with Alpha Mechanical, Inc. for the College of the Desert Campus – Prop 39 Project – Retro Commissioning RCx Implementation Services is complete as of May 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
27. The contract with Reliable Energy Services Corporation for the College of the Desert Campus – Prop 39 Project – Retrofit or Parking & Walkway Lighting is complete as of May 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

**FISCAL IMPLICATIONS:**

Projects 1 through 25 were funded by proceeds from Measure B Bonds and Projects 26 through 27 were funded by Proposition 39 & energy efficiency incentive funds.

**RECOMMENDATION:**

Board of Trustees accepts the contracts that are listed above for a specific Measure B Bond and Proposition 39 Project as complete.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 1**

**AREA:** Student Success & Student Learning

**TITLE: APPROVAL OF CURRICULUM  
MODIFICATIONS FOR FALL 2014**

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

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**BACKGROUND:**

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2014. ([Details on COD Website](#))

**FISCAL IMPLICATIONS:**

There is no cost to the District

**RECOMMENDATION:**

The Board of Trustees approves the curriculum modifications for Fall 2014.

<b>Administrator Initiating Item:</b> Anna Davies	<b>Cabinet Review &amp; Approval: 3/6/2014</b> <b>Chair &amp; Vice Chair Review: 3/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: ADOPTION OF BOARD GOALS**

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**BACKGROUND:**

The Board of Trustees is required to adopt goals that are aligned with the Statewide Student Success agenda and the College President’s goals. Over the last several months the Desert Community College District Board of Trustees has reviewed and made suggested changes to their goals.

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Adopt the Board goals as presented.

<b>Administrator Initiating Item: Becky Broughton</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 2**

**AREA:** Board of Trustees

**TITLE: 2015 BOARD OF TRUSTEES MEETING DATES  
FIRST READING**

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

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**BACKGROUND:**

The Board of Trustee had previously agreed not to change meeting dates once they are posted unless an emergency arises. All members have had time to review these dates for potential conflicts.

Setting these dates early also ensures consistent meeting locations.

\*[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Receive the 2015 meeting dates for a first reading.

<b>Administrator Initiating Item: Becky Broughton</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 3**

**AREA:** Board of Trustees

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

**TITLE: APPROVAL OF EMERITUS STATUS**

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**BACKGROUND:**

Each of these faculty members has been voted to Emeritus Status within their respective school, and that nomination in turn, has been unanimously approved by the Academic Senate at their meeting of May 15, 2014:

Steve Acree, Professor of English  
Eve-Marie Andrews, Counselor  
Frank Attoun, Professor of French and Spanish  
Ray Griffith, Adjunct of Administrator of Justice  
Cynthia Hay, Associate Professor of Nursing  
Kathleen Hudgins, Associate Professor of Nursing  
Charles "Doug" Kroll, Associate Professor of History  
Irene Larsen, Professor of Nursing  
Chris Nelson, Coordinator of Academic Skills Centers  
Margaret Rose, Professor of Nursing  
Rod Tracey, Professor of Chemistry  
Joan Walker, Associate Professor of Nursing

[\\*Senate Resolutions on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve the nominations for Emeritus Status for the above individuals as presented.

<b>Administrator Initiating Item: Becky Broughton</b>	<b>Cabinet Review &amp; Approval: 6/9/2014 Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: 2014-2015 TENTATIVE BUDGET**

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**BACKGROUND:**

Regulations require the Board of Trustees adopt a Tentative Budget\* not later than July 1st of each year. The Unrestricted General Fund (UGF) Tentative Budget has gone through the collaborative process. The figures will change as the State budget process develops and the strategies for dealing with the projected deficit are developed.

To allow for necessary expenditures after July 1<sup>st</sup> and before the Final Budget is adopted, the Restricted Funds Tentative Budget is something of a “carry forward” of the 2013-2014 Budget.

The Unrestricted General Fund Tentative Budget is predicated on the following assumptions:

- State Funding has passed on June 15, 2014 for the California State Budget for 2014-2015.
- Revenue and Expenditure Projections include:
  - 1) State COLA at .85%
  - 2) Growth projected at 3%
  - 3) Salary and Benefit costs reflect an increase in seven (7) Full-Time Faculty and vacant positions
  - 4) Step and column increases at 1.75%
  - 5) Expenditures include estimated election costs for Trustees

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

**FISCAL IMPLICATIONS:**

The Tentative Budget represents a working budget that permits the District to operate on a sound fiscal basis from July 1, the beginning of the fiscal year. The Final Budget is normally approved by the Board of Trustees in September by the 15th of the month.

**RECOMMENDATION:**

Board of Trustees adopts the 2014-2015 Tentative Budget as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 2**

**AREA:** Administrative Services

**TITLE: RESOLUTION #061914-1 ADOPTION OF  
EDUCATION PROTECTION ACCOUNT FUNDING  
AND EXPENDITURES**

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

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On November 6, 2012, voters passed Proposition 30, the Schools and Local Public Safety Protection Act of 2012. This Act authorized the State of California to temporarily increase sales and income taxes for four and seven years, respectively, to generate funds for critical state and local services, including education, police and fire protection, and healthcare. Proposition 30 temporarily raised the sales and use tax by .25 cents and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) to provide continuing funding for local school districts and community colleges.

The Education Protection Account (EPA) was created to receive and disburse the revenues derived from the sales and income tax increases. The Director of Finance estimates the total amount of additional revenues derived from the incremental increases in tax rates available for transfer into the EPA.

Per Proposition 30, a community college district has the sole authority to determine how the moneys received from EPA are spent, provided that the governing board shall make these spending determinations in open session of a public meeting of the governing board and shall not use any of the funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its Internet website an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

The 2013-2014 P1 State Apportionment Report as revised estimated that the District may receive EPA funds of \$4,845,541. A copy of a new report will be added to the CCSF-311, Annual Financial & Budget Report regarding receipt and expenditure of EPA funds.

The estimate of EPA funds has provided information to make a spending determination. This agenda item provides compliance with the Proposition 30 provision requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA funds that our District will receive are \$4,845,541 and the entire amount will be spent on instructional salaries and benefits. The EPA funds are

components of the ‘computational revenue’ calculation which supplants the State’s General Fund.

It is the intent of the District to use the \$4,845,541 proceeds to partially fund instructional salaries and benefits, which will be posted to the District’s internet website to meet the website posting requirements. This same form will be updated at year-end with actual figures and will be audited as part of the District’s annual financial and compliance audit.

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

**FISCAL IMPLICATIONS:**

The EPA funds are components of the “Computational revenue” calculation which supplants the State’s General Fund. The additional revenue and corresponding expenditures from the EPA is brought into the revised budget.

Total EPA:	<u>\$4,845,541</u>
Already in adopted budget	-0-
Additional Revenue in Budget	\$4,845,541

**RECOMMENDATION:**

Board of Trustees approves the use of the estimated \$4,845,541 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits and adopts Resolution #061914-1.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 3**

**AREA:** Administrative Services

**TITLE: RESOLUTION #061914-2 TEMPORARY LOAN**

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

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**BACKGROUND:**

The District's finances are separated into various "funds" for proper accounting and reporting purposes. There are occasions when a fund may not have sufficient cash on hand to meet its particular obligations. The \*resolution for a temporary loan provides the District with the authorization to temporarily shift cash into the deficient fund. Previously the Board has approved resolutions that provided for a transfer between specific funds; this resolution excludes the need to anticipate in advance which fund may experience a negative cash flow.

\*[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs associated with the resolution and subsequent action.

**RECOMMENDATION:**

Board of Trustee adopts attached Resolution #061914-2 authorizing a transfer up to \$5,000,000 other existing funds available for cash flow purposes.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #061914-3 APPROPRIATIONS  
SUBJECT TO PROPOSITION 4 - GANN LIMITATIONS**

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**BACKGROUND:**

In November 1979, the voters passed Proposition 4 which imposes an annual appropriations limit on the District. This is known as the Gann Limit. Pursuant to Government Code Section 7910, the Board must approve the District's Gann Limit and make other necessary determinations for the succeeding fiscal year pursuant to Article XIIB of the California Constitution.

The District has developed the documentation used to determine the 2014-2015 Gann Limit and it is available for public inspection at the office of the Director of Fiscal Services, 43-500 Monterey Avenue, Palm Desert, CA 92260, between 8:00 a.m. and 5:00 p.m. A copy of the worksheet\* used to compute the Gann Limit is attached for the Board's review and information. A resolution\* required to establish the District's 2014-2015 Gann Limit is also attached.

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #061914-3 which establishes the 2014-2015 Gann Limit for the Desert Community College District at \$59,742,753.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 5**

**AREA:** Administrative Services

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

**TITLE: 2016-2020 FIVE-YEAR CONSTRUCTION PLAN**

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**BACKGROUND:**

Any major construction project submitted by the District to the California Community Colleges Chancellor's Office must appear on this \*Five-Year Construction Plan. The District has completed the Facilities Master Plan. The Five-Year Construction Plan includes all of the District's prioritized projects from the Facilities Master Plan.

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees approves the revised 2016-2020 Five-Year Construction Plan.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/19/2014  
ITEM #: 1**

**AREA:** Board of Trustees

**TITLE: RETREAT FACILITATOR**

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

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**BACKGROUND:**

The Board of Trustees and President Kinnamon have discussed options for a facilitator for a retreat in early 2015. The members were asked to submit their 3 suggested choices. Based on Trustee feedback the choices for a facilitator are:

- Cindra Smith, Director Emeritus, Community College League of California
- Dr. Pamela Fisher, Chancellor Emeritus of the Yosemite Community College District and past-president of AACC, AAWCJC, CACC.
- Dr. Edward J. Valeau, Senior Partner, The ELS Group

**FISCAL IMPLICATIONS:**

The associated costs are unknown at this time.

**RECOMMENDATIONS:**

Dr. Kinnamon will coordinate scheduling with one of the listed facilitators.

<b>Administrator Initiating Item:</b> Becky Broughton	<b>Cabinet Review &amp; Approval: 6/9/2014</b> <b>Chair &amp; Vice Chair Review: 6/11/2014</b>
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