

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, JULY 17, 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. 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 July 17, 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: Interim Dean School of Communications and Humanities

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

IV. OPEN SESSION 10:30 a.m.

Closed session report (if any)

V. 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.

VI. APPROVE THE MINUTES OF:

Regular meeting of June 19, 2014. ([Details on COD Website](#))

VII. 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

VIII. 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. Approval of Board Member Travel

B. HUMAN RESOURCES

1. Employment Group C Appointments
2. Employment Group A Appointments
3. Resignations
4. Change in Assignment
5. Extension of Assignment

C. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Payroll #12
4. Gifts/Donations to the District
5. Out-of-State Travel
6. Budget Transfers
7. Change Orders – Measure B Bond Projects
8. Notice of Completion
9. Approval of Contracts/Agreements and Amendments
10. 2014-2015 Tentative Budget, Funds 33 & 41

IX. INTRODUCTION OF NEW FULL-TIME STAFF

X. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Resolution # 071714-1 Excuse Board Member Absence
2. Approve 2015 Board of Trustees Meeting Dates – Second Reading

C. ADMINISTRATIVE SERVICES

1. Resolution #071714-2 Authorized Signatures
2. Certification of Signatures

D. STUDENT SUCCESS AND STUDENT LEARNING

1. Approval of the 2014-15 College of the Desert Catalog
2. Approval of 2014-2015 Recruitment Plan for the International Education Program (IEP)

XI. STUDY SESSION 1:30

1. International Program
2. Organizational Structure

XII. INFORMATION

1. Board Development Dates

XIII. CLOSED SESSION (Continuation if needed)

XIV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 1**

AREA: Board of Trustees

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

TITLE: APPROVAL OF BOARD MEMBER TRAVEL

Per AP 2735 “Travel expenses for attendance at meetings of these and other organizations will be approved by the Board of Trustees at a regularly scheduled meeting.”

Trustees Aurora Wilson and Mary Jane Sanchez-Fulton, will travel to the ACCT Governance Leadership Institute Conference in Washington, D.C. August 4-6, 2014.

This conference is tailored to review the principles of effective board leadership. Topics include:

- Student Success, Accountability, and Completion
- Advocacy
- Building a Relationship with the Media
- Understanding the Budget
- The Board-CEO Relationship
- Accreditation
- Running Effective Meetings
- Boardmanship 101

FISCAL IMPLICATIONS:

Costs estimated at \$ 2,283.48 each and funded by General Funds.

RECOMMENDATION:

Board of Trustees approves travel as presented.

Administrator Initiating Item: Becky Broughton	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 1**

AREA: Human Resources

TITLE: EMPLOYMENT GROUP C APPOINTMENTS

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

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 \$387,768.66.
([Details on COD website](#))

Faculty stipend in aggregate amount of \$28,570.80. ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$38,612.00. ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$455,270.00. ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$53,315.00. ([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.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 2**

AREA: Human Resources

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

TITLE: EMPLOYMENT GROUP A APPOINTMENTS

BACKGROUND:

Classified Manager:

1. Mr. Curt Luttrell, has been appointed to the position Director of Admissions and Records. Placement will be on the Leadership salary schedule.

Confidential:

2. Ms. Lee Ann Weaver, previously an Executive Administrative Assistant, President and Board of Trustees, has been appointed to the position of Executive Administrative Assistant (Confidential), Human Resources, effective 7/7/14. Placement on Range V of the Leadership salary schedule is at Step 8.

Faculty

3. Ms. Racquel Schoenfeld has been appointed to a temporary full-time faculty position in CalWorks. Placement will be on the Certificated salary schedule.
4. Ms. Tula Marin has been appointed to a temporary full-time faculty position in TRiO EVC. 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.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 3**

AREA: Human Resources

TITLE: RESIGNATIONS

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

BACKGROUND:

Mr. Tony DiSalvo, Dean School of Communication & Humanities, has resigned from his position effective 7/10/2014.

Michelle Price, Student Center Asst., Office of Student Life, has resigned effective 6/19/2014.

Mr. Jack Steptoe, Part-Time Security Officer, has resigned effective 6/9/2014.

Sam Sternman, Human Resources Technology Manager, has resigned effective 7/10/2014.

FISCAL IMPLICATION:

Positions are fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves resignations as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 4**

AREA: Human Resources

TITLE: CHANGE IN ASSIGNMENT

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

BACKGROUND:

- Mr. Khanh Hoang assignment as Counselor, Counseling/Transfer Center has been changed to Counselor, Counseling Department. The appointment, effective 7/1/2014, is ongoing.
- Ms. Carol Lasquade, assignment as Interim Dean, Student Success & Student Learning has been changed to Coordinator/EOPS. The appointment, effective 7/1/2014, is ongoing.
- Ms. Zerryl Becker, assignment as Interim Dean, Student Success & Student Learning has been changed to Professor/Computer Science. The appointment, effective 7/1/2014, is ongoing.

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds (General Fund).

RECOMMENDATION:

Approval of the appointments as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 5**

AREA: Human Resources

TITLE: EXTENSION OF ASSIGNMENT

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

BACKGROUND:

CLASSIFIED:

To provide a temporary extension of assignment for Dawn Johnson, part-time classified, from 19.5 hours per week to 29 hours per week for July and August 2014 to provide additional secretarial support to the ACES counseling staff, new and continuing students and visitors.

TEMPORARY FULL-TIME FACULTY:

To provide a temporary extension of assignment for Courtney Doussett, temporary full-time faculty Kinesiology through August 21, 2014. Courtney will assume this full-time faculty position for fall 2014.

*[Details on COD website](#)

FISCAL IMPLICATIONS:

Position is funded from restricted funds.

RECOMMENDATION:

Board of Trustees approves the temporary extension as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 1**

AREA: Administrative Services

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

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **June 30, 2014** as follows:

Purchase Orders in excess of \$25,000
In the aggregated amount of \$131,086.68, as presented.

Open Purchase Orders
In the aggregated amount of \$38,950.00, as presented.

Purchase Orders and Contracts that do not exceed \$25,000
In the aggregated amount of \$2,704,001.98, as presented. **Note that the report includes all purchase orders and contracts including those reported above.**

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 2**

AREA: Administrative Services

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

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 \$5,719,835.77 as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 3**

AREA: Administrative Services

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

TITLE: PAYROLL #12

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 #12 in the amount of \$2,407,807.08 as follows:

Certificated:	\$1,298,445.46
Classified:	<u>\$1,109,361.62</u>
	\$2,407,807.08

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 4**

AREA: Administrative Services

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

TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Two (2) used law enforcement patrol vehicles donated to the School of Applied Sciences and Business, Public Safety Academy, by the City of Palm Springs, Palm Springs, CA. These vehicles will assist in conducting basic peace officer training as required by Peace Officer Standards and Training (POST).

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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 5**

AREA: Administrative Services

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

TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Student Success & Student Learning – Mr. Carlos Maldonado, Director of Student Life, Student Support Programs, to attend the Association for Student Conduct Administration (ASCA) Gehring Academy for Student Conduct Administration. The training will be in Louisville, KY, July 14-18, 2014.

The ASCA Gehring Academy for Student Conduct Administration is the premier learning opportunity for individuals affiliated with the field of student conduct administration and conflict resolution at the post-secondary education level.

Student conduct administrators are professional managers and educators. The complex issues and systems they manage and non-traditional learning environments they design and facilitate require advanced knowledge and skills to achieve professional practice. The 2014 Foundations Track is a competency-based curriculum designed to provide a comprehensive understanding of professional practice in student conduct administration. The content covers the fundamentals of practice, including: due process, federal regulations, forms of adjudication, and learning and program assessment. Participants will also explore ethical issues, institutional governance, and relevant learning and development theoretical perspectives.

Fiscal Implications: Costs estimated at \$3,027.00 and will be funded by unrestricted sources (Dean and Executive Vice President of Student Success and Student Learning District travel funds).

2. Student Success and Student Learning – Dr. Annebelle Nery, Executive Dean, Institutional Effectiveness, Educational Services and Planning, to attend the Lumina Foundation Community Partnership for Attainment Convening in Louisville, KY, June 24-25, 2014.

A grantee of Lumina Foundation, The Coachella Valley Economic Partnership invites Dr. Nery as the College of the Desert representative to attend the Lumina Foundation Community Partnership for Attainment Convening. This is a nation-wide initiative with the focus to increase attainment of high-quality postsecondary degrees and credentials to align with sectors of the economy holding economic promise for students.

With the grant comes excellent technical assistance from Lumina and partners, including the Brookings Institute, to profile key economic and education data and strategies needed to achieve the post-secondary outcomes of the Regional Plan for College and Career Readiness.

The convening in Louisville, KY, will kick off the planning work for this initiative.

Fiscal Implications: Costs estimated at \$1,167.00 and will be funded by the Lumina Foundation.

3. Student Success/Student Learning – Dr. Jim Berg, Dean, School of Arts and Sciences, to attend the BbWorld 2014, The Future of Education is Now! Conference in Las Vegas, NV, July 15-17, 2014.

The BbWorld Conference is a global gathering of higher education and K12 leaders exploring new models of learning through technology. The three-day conference includes over 200 workshops with leading keynote speakers, and Blackboard will highlight the latest information about its solutions and services.

Fiscal Implications: Costs estimated at \$2,474.00 and will be funded by a restricted source (Title V Coop Grant).

4. Student Success and Student Learning – Ms. Adell Bynum, Project Coordinator/Counselor of the TRIO-SSS/ACES Program to attend the Council for Opportunity in Education 33rd Annual Conference in Washington, DC, September 6-11, 2014.

The Council for Opportunity in Education is a nonprofit organization dedicated to furthering the expansion of college opportunities for low-income, first-generation students and students with disabilities throughout the United States. The conference will address some of the following TRIO Services: assistance in choosing a college; tutoring; personal and financial counseling; career counseling; assistance in applying to college; workplace and college visits; special instruction in reading, writing, study skills, and mathematics; assistance in applying for financial aid; and academic assistance in high school or assistance to reenter high school or college.

Fiscal Implications: Costs estimated at \$3,700.00 and will be funded by a restricted source (TRIO-SSS/ACES Program).

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 6**

AREA: Administrative Services

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

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: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 7**

AREA: Administrative Services

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

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

BACKGROUND:

1. Change Order #1 to the contract with Golden Empire Concrete Products, Inc. dba Structurecast for the Athletic Facilities Project is in a credit amount of <\$90,000.00> for the return of unused allowance. This change order amends the contract total from \$1,850,000.00 to \$1,760,000.00.
2. Change Order #1 to the contract with Canyon Steel Fabricators, Inc. for the Athletic Facilities Project is in a credit amount of <\$18,341.79> for the return of unused allowance. This change order amends the contract total from \$987,000.00 to \$968,658.21.
3. Change Order #1 to the contract with Nexus IS, Inc. for the Visual Arts Project is in a credit amount of <\$10,000.00> for the return of unused allowance. This change order amends the contract total from \$82,847.93 to \$72,847.93.
4. Change Order #3 to the contract with Pro-Craft Construction, Inc., Inc. for the Visual Arts Project is in a credit amount of <\$1,863.00> for the return of unused allowance. This change order amends the contract total from \$470,194.00 to \$468,331.00.

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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 8**

AREA: Administrative Services

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

**TITLE: NOTICE OF COMPLETION – MEASURE B BOND
PROJECTS**

BACKGROUND:

1. The contract with Nexus IS, Inc. for the East Valley Campus - Indio Project – Network Transmission System is complete as of June 18, 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 Dalke & Sons Construction, Inc. for the East Valley Campus - Indio Project – Miscellaneous General Package is complete as of April 25, 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 JTS Modular, Inc. for the Stagecraft Shop Project – Modular Units is complete as of May 15, 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 ATEN Construction for the Stagecraft Shop Project – General Contractor is complete as of June 13, 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 Western Audio Visual, Inc. for the Visual Arts Project – Audio Visual 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.
6. The contract with Sign Excellence for the Wayfinding Project – Signage & Wayfinding is complete as of May 5, 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 funded by proceeds from Measure B Bond Funds.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 9**

AREA: Administrative Services

**TITLE: APPROVAL OF CONTRACTS/AGREEMENTS
AND AMENDMENTS**

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

BACKGROUND:

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

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

[*Details on the COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 10**

AREA: Administrative Services

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

TITLE: 2014-2015 TENTATIVE BUDGET, FUNDS 33 & 41

BACKGROUND:

On June 19, 2014, the Board of Trustees adopted a Tentative Budget for the General Fund and all other funds with the exception of Fund 33 (Child Development Fund) and Fund 41 (Capital Outlay Projects Fund). Due to a clerical oversight, these budgets were not included in the initial adoption. To allow the preliminary tentative budgets to be entered into the District's financial records, the Board of Trustees is required to take action to adopt a Tentative Budget for these funds.

[*Details on the COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Budget represents a working budget that permits the District to operate on a sound fiscal basis from 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 approves the budgets for the Child Development Fund and the Capital Outlay Projects Fund as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 1**

AREA: Board of Trustees

**TITLE: RESOLUTION 071714-1:
EXCUSE BOARD MEMBER ABSENCE**

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

BACKGROUND:

Board policy 2725: Board Member Compensation states: A member of the Board may be paid for a meeting when absent if the Board, by resolution duly adopted and included in its minutes, finds that at the time of the meeting, the member is performing services outside the meeting for the community college District, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

[*Resolution on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

It would be appropriate for the Board to adopt the attached resolution recognizing Trustee Stefan's absence today and instructing the District to not withhold her pro rata share of compensation related to these meetings, pursuant to Education Code section 72024(d).

Administrator Initiating Item: Becky Broughton	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 2**

AREA: Board of Trustees

**TITLE: 2014 BOARD OF TRUSTEES MEETING DATES
SECOND READING**

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

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:

Approve the 2015 meeting dates as presented.

Administrator Initiating Item: Becky Broughton	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 1**

AREA: Administrative Services

**TITLE: RESOLUTION #071714-2 AUTHORIZED
SIGNATURES**

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

BACKGROUND:

The District receives requests from time to time for an actual resolution designating authorized signatures for the signing of contracts and agreements. The resolution* should satisfy the requirement.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #071714-2 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 2**

AREA: Administrative Services

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

TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

In accordance with the provisions of Education Code Sections 42633 and 85233, a certification of signatures form must be completed following the annual organization meeting of the Board. The annual organization meeting of the Board was on December 13, 2013. The Certification of Signatures form verifies the signatures of members of the governing board and persons authorized to sign orders drawn on the funds of the District and New Employee Authorization Transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. Due to recent changes in personnel, the attached certification of signatures form* has been updated. The individuals are as follows:

Michael O'Neill – Governing Board Member
Rebecca Broughton – Governing Board Member
Bonnie Stefan – Governing Board Member
Mary Jane Sanchez-Fulton – Governing Board Member
Aurora Tenorio-Wilson – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; John Ramont – sign warrant orders, orders for salary payment and sign notices of employment; Anna Davies – sign warrant orders, orders for salary payment and sign notices of employment; Lisa Howell – sign warrant orders, orders for salary payment and sign notices of employment; and Stan Dupree – sign notices of employment.

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

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 1**

AREA: Student Success & Student Learning

**TITLE: APPROVAL OF THE 2014-2015 COLLEGE
OF THE DESERT CATALOG**

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

BACKGROUND:

Board action is required to approve the Catalog.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve 2014-2015 College of the Desert Catalog

Administrator Initiating Item: Anna Davies	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 7/17/2014
ITEM #: 2**

AREA: Student Success & Student Learning

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

**TITLE: APPROVAL OF THE 2014-2015 RECRUITMENT PLAN
FOR THE INTERNATIONAL EDUCATION PROGRAM (IEP)**

BACKGROUND:

In an effort to maintain or increase our international student numbers, increase diversity on campus and generate revenue for the district, the IEP conducts overseas recruitment. Overseas recruitment activities include participation in university fairs, school visits, visits with educational agencies and participation in educational agent fairs in various countries. Locations are determined based on a review of current numbers within the IEP and Intensive English Academy programs as well as industry statistical information. Overseas recruitment is an important element of College of the Desert recruitment and is important in an increasingly competitive market.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

All expenses will be covered from revenues included in the Recruitment Plan for the International Education Program.

RECOMMENDATION:

Approve the 2014-2015 Recruitment Plan for the International Education Program as presented including the year's planned travel for recruitment purposes noted within.

Administrator Initiating Item: Anna Davies	Cabinet Review & Approval: 7/7/2014 Chair & Vice Chair Review: 7/9/2014
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