

# Agenda

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE:** FRIDAY, SEPTEMBER 20, 2013  
**TIME:** 9:30 A.M.  
**LOCATION:** CRAVENS MULTI-PURPOSE ROOM

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

*For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, [www.collegeofthedesert.edu](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**

**II. ROLL CALL**

**III. 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.

**CONFIRMATION OF AGENDA:** Confirm the agenda of the Regular Meeting of September 20, 2013, with any additions, corrections, or deletions.

**IV. CLOSED SESSION : 12:00 to 1:30 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, 664 190 021

Agency Negotiator or Designee: Dr. Joel Kinnamon

**4. PERSONNEL**

**a. PUBLIC EMPLOYEE APPOINTMENT**

(Government Code Section 54957)

Title: Vice President, Administrative Services

**b. PUBLIC EMPLOYEE APPOINTMENT**

(Government Code Section 54957)

Title: Executive Director Human Resources and Labor Relations

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

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

**VI. APPROVE THE MINUTES OF:**

The regular meeting of August 16, 2013 \*[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. FACULTY ASSOCIATION
- F. C.O.D.A.A.
- G. CSEA
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

**VIII. ADMINISTRATIVE REPORTS**

- 1. President

2. Interim Executive Vice President Student Success/Student Learning

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

**A. HUMAN RESOURCES**

1. Employment Group C Appointments
2. Volunteers
3. Additional Days Assigned – Faculty
4. Employment Group A Appointments – Classified
5. Change in Assignment – Classified
6. Resignations
7. Termination – Classified
8. Working Out-of-Class

**B. ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #2
4. Gifts/Donations to the District
5. Out-of-State Travel
6. Change Orders – Measure B Bond Projects
7. Notice of Completion – Measure B Bond Projects

**C. STUDENT SUCCESS & STUDENT LEARNING**

1. Memoranda of Understanding

**X. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Board Member Travel
2. Revised Administrative Procedure 2105: Election of Student Member
3. 5-Year Review of Board Policies & Administrative Procedures
4. Extension of Contract
5. Proclamation: National Disabilities Awareness Month

**C. PRESIDENT**

1. Revenue Generating Agreement

**D. HUMAN RESOURCES**

1. Classified – 60-Day Notice of Position Elimination

**E. ADMINISTRATIVE SERVICES**

1. Public Hearing 2013-2014 Final Budget
2. Fiscal Year 2013-14 Final Budget
3. 2012-2013 CCFS-311Q/Quarterly Financial Status Report
4. Resolution #092013-1 Appropriations Subject to Proposition 4 GANN Limitation
5. Notice of Intent to Award Contract for Stagecraft Shop Project – Bid Package 1 – General Construction
6. Notice of Intent to Award Contract for Applied Sciences Building Project – Phase 2 – Bid Package 20 – Electrical, Fire Alarm & Site Electrical
7. Notice of Intent to Award Contracts for the Visual Arts Project

**XI. ITEMS OF INFORMATION**

1. 5-year review of Administrative Procedures - Information

**XII. SUGGESTIONS FOR FUTURE AGENDAS**

**XIII. STUDY SESSION**

1. Facilities Update
2. Board self-evaluation
3. Budget Presentation
4. CCFS Presentation

**XIV. BOARD COMMENTS**

**XV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Human Resources

**ITEM #: 1**

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**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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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 \$69,304.92 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$19,775.20 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$385,049.00 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$69,304.92 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$169,000.00 ([Details on COD website](#))

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Stan Dupree
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<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Human Resources

**ITEM #: 2**

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**TITLE: VOLUNTEERS**

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**BACKGROUND:**

Following is a listing of approved volunteers:

Ryan Vernaci – Work Experience/Agriculture  
Shandie Gairson – Theatre  
Sedrick Reagon – Athletics  
Rebecca Paull – Theatre  
Brian Vikander – Athletics  
Tim Adams – Athletics  
Andrew Sheriff – Music & Kinesiology  
Mark Hunter – PSA  
Octavio Luna – ESLN  
Kenda Essman – Theatre  
Jon Skramstad – Athletics  
Joel Bonillas – Child Development Center  
Breezy Stenson – Child Development Center

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees ratifies volunteers as presented.

<b>Administrator Initiating Item:</b> Stan Dupree
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<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Human Resources

**ITEM #: 3**

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**TITLE: ADDITIONAL DAYS ASSIGNED - FACULTY**

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**BACKGROUND:**

Following is a listing of faculty who have been extended in their days to be worked:

Sandra Hauf - 192 days  
Paul Maag - 192 days  
Don O’Loughlin - 200 days  
Amanda Phillips - 200 days  
Adell Bynum - 200 days  
Stephanie Paramore - 200 days  
Scott Cooper - 200 days  
Ana Stockwell - 200 days  
Tara McCarthy - 192 days

**FISCAL IMPLICATIONS:**

Funding is from restricted funding except on Sandra Hauf, which is 50% unrestricted.

**RECOMMENDATION:**

Board of Trustees ratifies extension of days as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Human Resources

**ITEM #: 4**

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**TITLE: EMPLOYMENT GROUP A APPOINTMENTS - CLASSIFIED**

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**BACKGROUND:**

1. Mr. Andrew Sorensen has been appointed as Part-Time Laboratory Specialist/Science, School of Applied Sciences and Business, 10-month/19.5 hour position, effective 8/12/13. Placement on Range 13 of the Classified Salary Schedule is at Step A.
2. Ms. Jennifer Gardner has been appointed as Payroll Specialist, Fiscal Services, 12-month, 40 hour position, effective 8/13/13. Placement on Range 12 of the Classified Salary Schedule is at Step A.
3. Ms. Lisa Diaz has been appointed as Payroll Specialist, Fiscal Services, 12-month, 40 hour position, effective 8/14/13. Placement on Range 12 of the Classified Salary Schedule is at Step A.
4. Ms. Korina Vargas has been appointed as Part-Time Senior Office Assistant, Child Development Center, 9-month/19.5 hour position, effective 8/19/13. Placement on Range 6 of the Classified Salary Schedule is at Step A.
5. Ms. Vanessa Potter has been appointed as an Instructional Support Assistant/TRIO-DSPS, Student Success & Student Learning, 9-month/19.5 hour position, effective 8/26/13. Placement on Range 9 of the Classified Salary Schedule is at Step B.
6. Mr. J.W. Layne has been appointed as Arts Technical Specialist, School of Arts & Sciences, effective 9/3/13. Placement on Range 15 of the Classified Salary Schedule is at Step A.

\*[Details on COD website](#)



**FISCAL IMPLICATIONS:**

Positions 1,2,3 & 6 are funded from unrestricted funds.  
Positions 4 & 5 are funded from restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the appointments as presented.

<b>Administrator Initiating Item:</b> <b>Stan Dupree</b>	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Human Resources

**ITEM #: 5**

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**TITLE: CHANGE IN ASSIGNMENT - CLASSIFIED**

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**BACKGROUND:**

1. Ms. Christine Nickoli, Senior Office Assistant, has been laterally transferred from the Art Gallery, School of Arts & Media, to the Child Development Center, effective 8/19/13.
2. Ms. Jessica Van Beers, Sr. Program Specialist Non-Credit, has been laterally transferred from ESLN to Admissions & Records, effective 7/1/13.

Both positions had no change in position or salary, according to SCEA CBA Article XV: Transfers, Section 15.2.

\*[Details on COD website](#)

**FISCAL IMPLICATIONS:**

1. Position is funded from restricted funds.
2. Position is funded from unrestricted and restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the transfers as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Human Resources

**ITEM #: 6**

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**TITLE: RESIGNATIONS**

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**BACKGROUND:**

**Leadership:**

- Mr. Adrian Gonzales, Interim Vice President/Dean, Student Success & Student Learning, has resigned his position effective 9/2/13.
- Mr. Marc Drescher, Director, Education Tech & Web Services, Information Systems, will resign his position effective 9/30/13.

**Faculty:**

- Ms. Tara McCarthy, Tutorial Coordinator, HSI, Institutional Effectiveness, Educational Services & Planning, has resigned her position effective 8/23/13.

**Classified:**

- Ms. Monica Lopez, Admissions & Records Specialist, Student Success & Student Learning, has resigned her position effective 9/2/13.
- Mr. Martin Talamante, Part-Time Custodian, Maintenance & Operations, has resigned his position effective 9/5/13.
- Ms. Rachael Goldberg, Sr. Program Specialist, Office of Student Life, has resigned her position effective 9/5/13.

**FISCAL IMPLICATIONS:**

- Leadership positions are funded by unrestricted funds.
- Faculty position is funded by restricted funds.

- Classified positions are funded by unrestricted funds. Ms. Goldberg's funds are partially funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the resignations.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Human Resources

**ITEM #: 7**

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**TITLE: TERMINATION - CLASSIFIED**

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**BACKGROUND:**

Employee #0489137 was terminated effective 8/27/13. Employee did not meet probationary period.

**FISCAL IMPLICATIONS:**

Position is funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the termination.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Human Resources

**ITEM #: 8**

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

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**BACKGROUND:**

Mr. Jose Alvarez, Maintenance Assistant, Maintenance & Operations, has been working out-of-class as a Warehouse Operator while Operator has been on leave between 5/17/13 – 8/30/13.

\*[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Position is funded by unrestricted funds.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 1**

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **August 31, 2013** as follows:

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

In the aggregated amount of \$332,574.87, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$53,409.00, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$4,073,145.00, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$4,934,217.03, 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> <b>Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 2**

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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 \$3,593,762.29 as presented.

<b>Administrator Initiating Item: Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013 Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 3**

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**TITLE: PAYROLL #2**

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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 #2 in the amount of \$2,397,904.14 as follows:

Certificated:	\$1,474,428.54
Classified:	<u>\$ 923,475.60</u>
	\$2,397,904.14

<b>Administrator Initiating Item:</b> <b>Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 4**

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

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**BACKGROUND:**

- Decommissioned Ambulance donated to the School of Applied Sciences & Business by American Medical Response (AMR) of Palm Springs, CA. Item will assist Emergency Medical Services (EMS) students with practical skills training in the Public Safety Academy.
- A 48" x 60" laminated aerial photo of the Coachella Valley donated to the School of Applied Sciences & Business by Desert Map & Aerial of Palm Desert, CA. Item will be utilized by students in the natural resources classes.

**RECOMMENDATION:**

Board of Trustees accepts donations to the District and a letter of appreciation will be sent to the donor(s) by the Office of the President.

<b>Administrator Initiating Item:</b> <b>Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 5**

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**TITLE: OUT-OF-STATE TRAVEL**

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**BACKGROUND:**

1. Administrative Services – Ms. Janet Assof, Financial Analyst of Fiscal Services, to attend the 2013 FSA (Federal Student Aid) Training Conference in Las Vegas, NV, December 3-6, 2013.

The FSA Training Conference for Financial Aid Professionals is the largest training program in the United States serving the financial aid community, and ultimately the students and families seeking an education beyond high school. The FSA Conference is not for government employees, but it is training provided for financial aid professionals by the government for those schools/institutions receiving Title IV funds. FSA provides more than \$150 billion of federal Title IV funds in grants, loans, and work-study programs to more than 15 million students. By law, schools are accountable to abide by and comply with the rules and regulations of the Title IV programs they administer. Ensuring the proper training of these institutions disbursing these funds is an investment in protecting the taxpayer dollars from fraud, waste and abuse. Sessions will focus on topics related to changes in Title IV regulations and legislation such as Gainful Employment, 150% Direct Loan Sub Limitation, Pell Grant Lifetime Eligibility Limits, Load Repayment Options, as well as how to prevent fraud, and protect students' privacy and their loan data. Financial Aid Professionals will also learn how to implement these changes at their schools, and will be able to practice face-to-face, hands-on using the student loan data systems, such as COD and NSLDS. There will also be staple sessions like new changes to the financial aid application and the protection of students on campus (Clery Act), as well as sessions on cash management and loan reconciliation.

*Fiscal Implications:* Costs estimated at \$982.50 and will be funded by a restricted source (Auxiliary Fund).

2. President's Office – Dr. Joel Kinnamon, Superintendent/President, to attend the Alignment Institute 2013 with members of the Coachella Valley Economic Partnership (CVEP) in Nashville, TN, September 18-19, 2013.

As part of CVEP's regional efforts to transform our economy by growing an educated workforce, CVEP's Workforce Excellence Initiative is partnering with Alignment USA to become one of seven Alignment Communities across the country. The national initiative was launched by Alignment Nashville, a community, business and education collaborative launched in Nashville, TN, that supports the education system's strategic priorities.

Attendees will learn about this very effective approach to collaborative community resource and program planning, and help inform how CVEP will use this tool to implement the Coachella Valley Regional Plan for College and Career Readiness. Participants will network with peers from other regions and adapt the Alignment principals, structure and process into their respective regional work.

*Fiscal Implications:* Costs estimated at \$1,197.00 and will be funded by an unrestricted source (President's Travel Funds)

3. Student Success and Student Learning – Mr. Clayton Mayes, Professor, School of Applied Sciences and Business, to attend the 120<sup>th</sup> Annual IACF (International Association of Chiefs of Police) Conference in Philadelphia, PA, October 18-23, 2013.

Professor Mayes has achieved Life Membership in the International Association of Chiefs of Police. This training, networking and vendor information will be of benefit to keep him current as the only full-time faculty member in the Administrative of Justice Program.

*Fiscal Implications:* Costs estimated at \$3,204.60 and will be funded by a restricted source (Faculty Development Funds) and \$2,404.60 by an unrestricted source (Applied Science Travel Funds).

4. Student Success and Student Learning – Mr. John Jaramillo, Dean, School of Applied Sciences and Business, to attend the NCWE (national Council for Workforce Education) Annual Conference in Milwaukee, WI, October 16-18, 2013.

NCWE provides a national forum for administrators and faculty, as well as representatives of business, labor, military and government to affect and direct the future role of two-year and other post-secondary institutions in workforce education and economic development. The organization promotes student success and excellence in education and training by providing the link, between policy and practice. NCWE supports community colleges in their efforts to expand workforce education in their communities through programs and services and through national advocacy efforts and research studies and collaborative projects. The Council serves as an advocate and a resource for legislation and policy that enhances and supports student success efforts. NCWE is an affiliate council of the American Association of Community Colleges (AACC), the primary advocacy organization for the Nation's community colleges.

*Fiscal Implications:* Costs estimated at \$1,606.69 and will be funded by an unrestricted source (Applied Sciences Travel Funds).

5. Student Success and Student Learning – Mr. Carlos Maldonado, Director of Student Life, and six (6) students to attend the Hispanic Association of Colleges and Universities (HACU) 26<sup>th</sup> Annual Conference in Chicago, IL, October 26-28, 2013.

The HACU national conference will provide a forum for sharing information and ideas to enhance Hispanic educational success; discussing national and international issues of interest to

Hispanic Serving Institutions (HSIs); establishing or strengthening partnerships; developing collegial networks among faculty, students, administrators, and federal and corporate representatives; highlighting the best and most promising collaborative practices in higher education and providing networking and development of student career opportunities. HACU provides a student leadership track that provides information and workshops on career, internship, research and advanced education opportunities, community service and legislative activities. This year, COD will be taking six (6) students.

*Fiscal Implications:* Costs estimated at \$13,000.00 and will be funded by restricted sources (Student Development, Student Rep Fee and Foundation Funds).

6. Student Success and Student Learning – Dr. Jim Berg, Dean, School of Arts and Sciences, to attend the POD (Professional and Organizational Development Network in Higher Education) Conference, in Pittsburgh, PA, November 6-10, 2013.

The mission of education is to empower others and promote meaningful connections among people and between people and their world. Dr. Berg is the Dean representative to the Faculty Development Committee.

*Fiscal Implication:* Costs estimated at \$2,305.94 and will be funded by a restricted source (Title V Cooperative Grant).

7. Student Success and Student Learning – Dr. Lisa Soccio, assistant professor, School of Arts and Sciences, to attend the POD (Professional and Organizational Development Network in Higher Education) Conference, in Pittsburgh, PA, November 6-10, 2013.

The mission of education is to empower others and promote meaningful connections among people and between people and their world. Dr. Soccio is the Chair of the Faculty Development Committee.

*Fiscal Implication:* Costs estimated at \$2,305.94 and will be funded by a restricted source (Title V Cooperative Grant).

8. Student Success and Student Learning – Dr. Lisa Soccio, Assistant Professor, School of Arts and Sciences/Gallery Director, to attend the Western Museums Association Conference, Salt Lake City, UT, October 9-12, 2013.

Dr. Soccio will be moderating a panel and presenting on the subject of the relationship between community colleges and the museum profession and increasing diversity in the field of arts administration through certificate programs.

*Fiscal Implication:* Costs estimated at \$2,387.94 and will be funded by a restricted source (Walter Marks Gallery Funds).

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> <b>Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 6**

<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 California Facilities Specialties, Inc. for the Athletic Facilities Project is a credit amount of <\$14,095.00> includes the deletion of gymnasium curtain dividers from the scope of work. This change order amends the contract total from \$276,215.00 to \$262,120.00.
2. Change Order #2 to the contract with JPI Development Group, Inc. for the Athletic Facilities Project is in the amount of \$3,488.12 that includes work to establish a connection point for water at the fitness building as well as the change of a shower head to meet ADA requirements. This change order amends the contract total from \$356,133.10 to \$359,621.22 and remains within the 10% allowed for changes.
3. Change Order #1 to the contract with Oakview Constructors, Inc. for the Child Development Center Project is in the amount of \$82,298.00 for the hydronics re-route, potholing for hydronics point of connection and storm drain reconnection. This change order amends the contract total from \$4,178,000.00 to \$4,260,298.00 and remains within the 10% allowed for changes.
4. Change Order #1 to the contract with Arrowhead Mechanical, Inc. dba Arrowhead Sheet Metal for the Communication Building Project is a credit in the amount of <\$62,423.36> for unused allowance. This change order amends the contract total from \$1,379,000.00 to \$1,315,586.64.
5. Change Order #2 to the contract with Com-Sec Incorporated for the Communication Building Project is in the amount of \$48.93 for the replacement of damaged controller boards and the return of unused allowance. This change order amends the contract total from \$151,354.16 to \$151,403.09 and remains within the 10% allowed for changes.
6. Change Order #1 to the contract with Whitehead Construction for the Communication Building Project is a credit in the amount of <\$28,000.00> for unused allowance. This change order amends the contract total from \$109,000.00 to \$81,000.00.

7. Change Order #1 to the contract with C.S. Legacy Construction, Inc. for the Monterey Entrance Project is a credit in the amount of <\$5,106.78> for concrete footings for shade structures, the deletion of add alternate no. 3 from the scope of work and the return of unused allowance. This change order amends the contract total from \$1,201,040.00 to \$1,195,933.22.

**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: Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013 Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 7**

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

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

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**BACKGROUND:**

1. The contract with ProCraft Construction, Inc. for the Communication Building Project – Plumbing is complete as of February 17, 2013 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 Marina Landscape, Inc. for the Communication Building Project – Landscape & Irrigation is complete as of May 15, 2013 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 Audio Associates of San Diego for the Communication Building Project – Audio/Visual Systems is complete as of May 3, 2013 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 Southern California Landscape, Inc. for the Monterey Avenue Entrance Project – Landscape, Irrigation & Site Furnishings is complete as of March 15, 2013 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 Anderson Charnesky Structural Steel, Inc. for the Monterey Avenue Entrance Project – Miscellaneous Metals is complete as of March 26, 2013 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 Age Identity Systems, Inc. for the Monterey Avenue Entrance Project – Signage is complete as of March 29, 2013 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 Lippert Construction, Inc. for the Monterey Avenue Entrance Project – Earthwork & Site Demolition is complete as of March 3, 2013 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 Fischer, Inc. for the Monterey Avenue Entrance Project – Site Utilities is complete as of March 30, 2013 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 Doug Nielsen Construction, Inc. for the Monterey Avenue Entrance Project – Site Maintenance & Temporary Facilities is complete as of April 1, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

**FISCAL IMPLICATIONS:**

The project is funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013 Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Student Success & Student Learning

**ITEM #: 1**

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

**TITLE: MEMORANDUM OF UNDERSTANDING**

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**BACKGROUND:**

Memorandum of understanding (MOU)\* between College of the Desert:

1. California State University, San Bernardino – This is an internship agreement that is effective September 23, 2013. Student Psychological Services and Student Health Services have been working collaboratively since 2008 to provide improved mental health services and resources to College of the Desert students. The currently active Student Mental Health Grant from the State Student Mental Health Program, out of the Chancellor’s Office, is the second grant awarded to help build infrastructure to support the mental health needs of our students. Specifically, one of the seven grant goals is to establish a vibrant internship program at the College. Through the Grant we have successfully negotiated the placement of BSW and MSW students from CSU-SB at the College. The supervision of the interns will be provided by the qualified professional staff from Student Psychological Services and Student Health Services.

\*[Details on Website](#)

**FISCAL IMPLICATIONS:**

There are no charges for the provision of interns, thus no budgetary implications

**RECOMMENDATION:**

Board of Trustees approves the MOUs as presented.

<b>Administrator Initiating Item:</b> Don Berz	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Board of Trustees

**ITEM #: 1**

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

**TITLE: APPROVAL OF BOARD MEMBER TRAVEL**

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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."

1. Ms. Aurora Wilson will travel to the Community College League's Annual Convention from November 21-23, 2013 in San Francisco.
  2. Ms. Mary Jane Sanchez-Fulton will travel to the Community College League's Annual Convention from November 21-23, 2013 in San Francisco.
  3. Ms. Mary Jane Sanchez-Fulton will travel to the ACCT Leadership Congress in Seattle, WA Oct. 2-5, 2013
- 1 & 2. This conference offers concurrent sessions relative to community college Trustees. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee as well as topics related to student success.
3. This conference offers sessions on the latest trends and priorities for community colleges; workforce demands, student success and completion, K-12 partnerships and entrepreneurial opportunities with business and industries.

**FISCAL IMPLICATIONS:**

1. Costs estimated at \$1,700.00 and funded by General Funds.
2. Costs estimated at \$1,700.00 and funded by General Funds.
3. Costs estimated at \$2,000.00 and funded by General Funds.

**RECOMMENDATION:**

Board of Trustees approves travel as presented.

<b>Administrator Initiating Item:</b> Michael O'Neill	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Board of Trustees

**ITEM #: 2**

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

**TITLE: REVISION TO ADMINISTRATIVE PROCEDURE 2105: ELECTION OF  
STUDENT BOARD MEMBERS – SECOND READING**

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**BACKGROUND:**

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested revisions to various policies and procedures.

This procedure had incomplete information and is now complete.

\*[Details on COD Website](#)

- AP 2105 Election of Student Board Members

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve the revised procedure as presented.

<b>Administrator Initiating Item:</b> Michael O'Neill	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Board of Trustees

**ITEM #: 3**

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

**TITLE: 5-YEAR REVIEW OF VARIOUS BOARD POLICIES**

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**BACKGROUND:**

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested revisions to various policies and procedures.

In the subsequent recommendation (8) from the college's most recent accreditation visit in March 2011 Board Policy 2410 and Administration Procedure 2410 were revised to adopt a timely review of all college policies and procedures. And as a member of the Community College League's Policy and Procedure Service we receive recommended revisions to various Board Policies and Administrative Procedures twice a year.

The following policies have been revised. President's Executive Cabinet has approved them.

\*[Details on COD Website](#)

- BP 4231 Grade Changes (5 year review – no League changes)
- BP 5300 Student Equity (5 year review – no League changes)
- AP 1100 Title (5-year review – no League changes)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve the revised policies as presented.

<b>Administrator Initiating Item:</b> Michael O'Neill	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Board of Trustees

**ITEM #: 4**

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

**TITLE: EXTENSION OF CONTRACT – SUPERINTENDENT/PRESIDENT**

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**BACKGROUND:**

This extension of contract is for the purpose of extending the employment agreement of the Superintendent/President. The original contract is for the period July 9, 2012 through June 30, 2016. The parties have agreed to extend the original contract expiration date to September 19, 2017.

\*[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

No immediate impact.

**RECOMMENDATION:**

Approve the extension of contract as presented.

<b>Administrator Initiating Item:</b> Michael O'Neill	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Board of Trustees

**ITEM #: 5**

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

**TITLE: PROCLAMATION: NATIONAL DISABILITIES AWARENESS MONTH**

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**BACKGROUND:**

The purpose of Disabilities Awareness Month is to enlighten all Americans to the abilities of the individual and the inclusion of the needs of all its citizens in issues of equity, access, education, and employment.

**FISCAL IMPLICATIONS:**

No cost to the District.

**RECOMMENDATIONS:**

It is recommended the Board of Trustees approve the Proclamation as presented.

<b>Administrator Initiating Item:</b> Michael O'Neill	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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## PROCLAMATION

### NATIONAL DISABILITIES AWARENESS MONTH

*WHEREAS, in July 1991, President Bush signed into law the Americans with Disabilities Act to promote and protect the rights of American Citizens with disabilities, establishing a national mandate to end discrimination; and*

*WHEREAS, this civil rights law applies to the 50 million Americans with disabilities, comprising the largest single minority group in the United States; and*

*WHEREAS, disability is more often an attitude than a lifestyle; and*

*WHEREAS, eligibility to the grouping as disabled is inclusive and transcends issues of race, ethnicity, age, gender, and economic status; all are eligible; and*

*WHEREAS, contributions made to society, civilization, and the whole of human experience by individuals with disabilities should be acknowledged and celebrated for the benefit and the betterment of all; and*

*WHEREAS, the purpose of National Disabilities Awareness Month is the enlightenment of all Americans to the abilities of the individual and the inclusion of the needs of all its citizens in issues of equity, access, education and employment; and*

*BE IT FURTHER RESOLVED that Desert Community College District declares and affirms the month of October as National Disabilities Awareness Month and celebrates the lives and contributions made by individuals with disabilities to promote enlightenment of individual abilities.*

*Board of Trustees*

*Becky Broughton*

*Michael O'Neill*

*Mary Jane Sanchez-Fulton*

*Bonnie Stefan*

*Aurora Wilson*

*Student Trustee*

*Andrew Campbell*

*President*

*Joel L. Kinnamon*

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** President

**ITEM #: 1**

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

**TITLE: REVENUE GENERATING AGREEMENT**

---

**BACKGROUND:**

The attached agreement\* generates revenue for College of the Desert:

1. Unites States International Golf Academy (USIGA)  
Partnership to expand the learning opportunities available to international students of USIGA seeking an accredited certificate or degree in Golf Management or a related academic area at College of the Desert.

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

**FISCAL IMPLICATIONS:**

The term of the contract is October 1, 2013 through August 15, 2018 and revenues are projected as follows:

1. College of the Desert's PaCE (Partnership and Community Education) will collect an administrative fee of \$2,000 per month to provide assistance to USIGA Cohort for a total of \$114,000 for the length of the contract.
2. USIGA will guarantee international student tuition rate for a minimum of 30 students per year which will generate a minimum revenue stream of \$885,000 over the length of the contract.
3. USIGA will utilize College of the Desert's Intensive English Academy for each cohort generating an estimated revenue stream of \$200,000 to \$450,000 for the term of the contract subject to placement and student needs.
4. No additional costs or risk to District expected.

**RECOMMENDATION:**

Board of Trustees approves the revenue generating agreements with USIGA as presented.

<b>Administrator Initiating Item:</b> Joel L. Kinnamon	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Human Resources

**ITEM #: 1**

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

**TITLE: RESOLUTION 092013-2: CLASSIFIED – 60-DAY NOTICE OF POSITION  
ELIMINATION**

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**BACKGROUND:**

WHEREAS, Education Code sections 88001, 88014, 88015, 88017, 88117, and 88127 authorized the College to eliminate a position for lack of work and lack of funds effective 11/20/13; and

WHEREAS, it is the determination of the Board of Trustees that it is in the district's best interest, due to lack of work and/or lack of funds, that certain services now being provided by the district must be reduced;

NOW, THEREFORE, BE IT RESOLVED that the following classified position be discontinued:

**1 Part-Time Secretary/ACES**

BE IT FURTHER RESOLVED that the College President/Superintendent be and hereby is authorized and directed to give notices of termination of employment to the affected employee(s) of this district pursuant to district rules and regulations, any applicable collective bargaining agreement and applicable provisions of the Education Code not later than sixty (60) days prior to the effective date of such reduction or discountenance as set forth above.

BE IT FURTHER RESOLVED that the College President/Superintendent be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

**FISCAL IMPLICATIONS:**

This position is fully funded through restricted funds and it is uncertain whether new funding will be offered.

**RECOMMENDATION:**

Board of Trustees approves the resolution as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 1**

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

**TITLE: PUBLIC HEARING 2013-2014 FINAL BUDGET**

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**BACKGROUND:**

As per California Code of Regulations Section 58191, the Final Budget is considered in a public hearing prior to its adoption.

**FISCAL IMPLICATIONS:**

Identified in the budget attached to Administrative Services action item #2.

**RECOMMENDATION:**

Board of Trustees holds a public hearing prior to the adoption of the Final Budget.

<b>Administrator Initiating Item:</b> Jim Buysse
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<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 2**

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

**TITLE: FISCAL YEAR 2013-14 FINAL BUDGET**

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**BACKGROUND:**

The attached budget\* is based on the most recent information provided by the State. The administration, faculty and staff are continuing the review process regarding budgeting and other fiscal information as it impacts the mission of the college.

\*[Details on COD Website](#)

1. General Fund Unrestricted Final Budget for Fiscal Year 2013/14
2. Description of the changes made in the Unrestricted General Fund for Fiscal Year 2013/14 as compared to the final budget for Fiscal Year 2012/13
3. Restricted Budgets for Fiscal Year 2013/14

**FISCAL IMPLICATIONS:**

Identified in the attached budget.

**RECOMMENDATION:**

Board of Trustees adopts the Final Budget for Fiscal Year 2013/14.

<b>Administrator Initiating Item:</b> <b>Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 3**

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

**TITLE: 2012-2013 CCFS-311Q/QUARTERLY FINANCIAL  
STATUS REPORT**

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**BACKGROUND:**

The 2012-2013 CCFS-311Q / Quarterly Financial Status Report\* for the 4th quarter ending June 30, 2013 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees receives the District's fourth Quarterly Financial Status Report for 2012-2013.

<b>Administrator Initiating Item:</b> <b>Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 4**

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

**TITLE: RESOLUTION #092013-1 APPROPRIATIONS SUBJECT  
TO PROPOSITION 4 GANN LIMITATION**

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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 XIII B of the California Constitution.

The District has developed the documentation used to determine the 2013-2014 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 2013-2014 Gann Limit is also attached.

\*[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #092013-1 which establishes the 2013-2014 Gann Limit for the Desert Community College District at \$57,488,938.

<b>Administrator Initiating Item:</b> <b>Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 5**

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR  
STAGECRAFT SHOP PROJECT – BID PACKAGE 1 – GENERAL  
CONSTRUCTION**

---

**BACKGROUND:**

Bid Package #1 – General Construction for the Stagecraft Shop Project has been out to bid and the bid results\* indicate the lowest qualified bid.

\*[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The project is funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves notice of intent to award contract as presented.

<b>Administrator Initiating Item:</b> Jim Buysse	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 6**

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR  
APPLIED SCIENCES BUILDING PROJECT – PHASE 2  
BID PACKAGE 20 – ELECTRICAL, FIRE ALARM & SITE ELECTRICAL**

---

**BACKGROUND:**

Bid Package #20 – Electrical, Fire Alarm & Site Electrical for the Applied Sciences Project – Phase 2 has been out to bid and the bid results\* indicate the lowest qualified bid.

\*[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The project is funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves notice of intent to award contract as presented.

<b>Administrator Initiating Item: Jim Buysse</b>	<b>Cabinet Review &amp; Approval: 9/9/2013 Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Administrative Services

**ITEM #: 7**

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS FOR  
THE VISUAL ARTS PROJECT**

---

**BACKGROUND:**

Bid Package #21 – Network Transmission has been out to bid and the bid results\* indicate the lowest qualified bid.

Bid Package #22 – Audio Visual has been out to bid and the bid results\* indicate the lowest qualified bid.

\*[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The project is funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves notice of intent to award contracts as presented.

<b>Administrator Initiating Item:</b> Jim Buysse	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/20/2013**

**AREA:** Board of Trustees

**ITEM #: 1**

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

**TITLE: 5-YEAR REVIEW OF VARIOUS ADMINISTRATIVE PROCEDURES**

---

**BACKGROUND:**

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested revisions to various policies and procedures.

In the subsequent recommendation (8) from the college's most recent accreditation visit in March 2011 Board Policy 2410 and Administration Procedure 2410 were revised to adopt a timely review of all college policies and procedures. Board policies and Administrative procedures are to be reviewed on a 5-year rotating schedule.

The following procedures have been reviewed by President's Executive Cabinet.

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

- AP 3710 Intellectual Property and Copyright
- AP 5400 Associate Student
- AP 7230 Classified Employees
- AP 7250 Educational Administrators
- AP 7260 Classified Supervisors and Managers

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Receive the Procedures for review and information as presented.

<b>Administrator Initiating Item:</b> <b>Michael O'Neill</b>	<b>Cabinet Review &amp; Approval: 9/9/2013</b> <b>Chair &amp; Vice Chair Review: 9/12/2013</b>
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