



# Agenda

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE:** FRIDAY, JANUARY 19<sup>th</sup>, 2018  
**TIME:** 9:30 A.M.  
**LOCATION:** 43-500 MONTEREY AVENUE  
PALM DESERT, CALIFORNIA  
CRAVENS MULTI-PURPOSE ROOM

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

For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu). This is a non-interactive format allowing viewers to hear the discussion and view the Board of Trustees during the meeting. Archived video of some prior meetings is also available. The minutes of the meetings of the Board of Trustees are the official record of the actions of the Board.

**I. CALL TO ORDER – PLEDGE OF ALLEGIANCE - ROLL CALL**

**II. AGENDA:**

**A. BOARD MEETING AGENDA:** Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a 2/3 vote of the Board, or (if less than 2/3 of the members are present, a unanimous vote of those present), that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified.

**B. CONFIRMATION OF AGENDA:** Approve the agenda of the Regular Meeting of January 19<sup>th</sup>, 2018 with any additions, corrections, or deletions.

**III. CLOSED SESSION:** 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, and/or following the open session if additional time is needed. Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

**1. CONFERENCE WITH LABOR NEGOTIATOR:** Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CODFA, CODAA, and CSEA;

Agency Designated Representative: Dr. Joel L. Kinnamon

## **2. PERSONNEL**

### **A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

Superintendent/President

### **B. DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT:**

(Government Code Section 54957)

## **3. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**

Section 54956.9 (d)(2/3/4) Specify number of potential cases: 1

## **4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669-330-047, 502-190-003, 502-190-004, 502-190-008, 502-190-015, 502-190-020, 502-190-017, 502-190-018, 508-100-024, 611-211-013, 611-211-014, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 687-040-035, 759-060-024, 611-221-001 **Agency Negotiator or Designee:** Dr. Joel L. Kinnamon

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

Closed session report (if any).

## **V. PUBLIC UPDATES**

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

## **VII. INTRODUCTION OF STAFF**

## **VIII. APPROVAL OF MINUTES**

Minutes from December 15<sup>th</sup>, 2017.

## **IX. REPORTS**

1. ASCOD
2. C.S.E.A.
3. C.O.D.A.A.
4. C.O.D.F.A.
5. ACADEMIC SENATE
6. COLLEGE OF THE DESERT FOUNDATION
7. GOVERNING BOARD
8. SUPERINTENDENT/PRESIDENT

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

**A. BOARD OF TRUSTEES**

1. Proclamation – Black History Month
2. Proclamation – Career & Technical Education Month

**B. HUMAN RESOURCES**

1. Personnel Items

**C. ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #6
5. Out-of-State Travel
6. Gift/Donations to the District
7. Budget Transfers
8. Amendment to Contracts – Measure B Bond Projects
9. Change Orders – Measure B Bond Projects
10. Designation of Off-Site Location

**D. STUDENT LEARNING**

1. Courses and Programs Approved by Curriculum Committee AY 2017-2018

**XI. ACTION AGENDA**

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

**B. PRESIDENT**

1. Resolution 011918-1 of the Board of Trustees of the Desert Community College District Approving Amended and Restated Bylaws for the Citizens' Oversight Committee

**C. ADMINISTRATIVE SERVICES**

1. 2016-2017 District and Measure B Financial and Performance Audit Reports
2. Budget Revisions
3. Nonresident and Foreign Tuition Fees for 2018-2019

4. Notice of Intent to Award Contract

**XII. STUDY SESSION**

1. Distribution of Board Self Evaluation Instrument
2. International Education Program – Cody McCabe, Director, International Education Program

**XIII. FUTURE AGENDA ITEMS**

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

**XV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 1**

**AREA:** Board of Trustees

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|---|
| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: PROCLAMATION – BLACK HISTORY MONTH**

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**BACKGROUND:**

Black History Month, also known as African-American History Month, is an annual observance for remembrance of important people and events in the history of Americans of African descent. The College of the Desert acknowledges and supports Black History Month.

[Details on COD Website](#)

**FISCAL IMPLICATION:**

None

**RECOMMENDATION:**

The Board of Trustees proclaim the month of February as Black History Month.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 1/9/2018 Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 2**

**AREA:** Board of Trustees

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: PROCLAMATION – CAREER AND TECHNICAL EDUCATION MONTH**

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**BACKGROUND:**

College of the Desert offers 60 certificate programs (including locally approved and non-credit) and 69 associate degree programs: 18 associate of arts, 27 associate of science, 16 associate of arts-transfer, 8 associate of science-transfer.

- The subject areas most commonly associated with career and technical education are: Business (office administration and entrepreneurship); Trade and Industrial (skilled trades such as automotive technician, carpenter, computer numerical control technician); Health Occupations (nursing, dental, and medical technicians); Agriculture (careers related to food and fiber production and agribusiness); Family and Consumer Sciences (culinary arts, management and life skills); Marketing (merchandising and retail); and Technology (computer-based careers).
- Career and technical education is offered in middle school, high schools, two-year community and technical colleges and other postsecondary schools and four-year Colleges and Universities.
- There are 11 million secondary and postsecondary career and technical education students in the U.S., according to the U.S. Office of Educational Research and Improvement.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

Board of Trustees approve the proclamation as presented.

<b>Administrator Initiating Item:</b> <b>Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 1/9/2018</b> <b>Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 1**

**AREA:** Human Resources

**TITLE:** PERSONNEL ITEMS

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**DEFINITIONS OF PERSONNEL ITEMS:**

- **Appointments:** Assignment to a position.
- **Extension of Assignment:** Extension of a leadership contract.
- **Professional Advancement:** Faculty salary advancement based on completed educational coursework that was pre-approved by the Professional Advancement Committee.
- **Reclassification:** The President’s recommendation to the Board of Trustees based on a committee’s recommendation regarding current employee(s) job duties. The reclassification process is outlined in the CSEA Collective Bargaining Agreement and includes completing several forms, receiving supervisor input, research, interviews, and committee meetings.
- **Resignation:** Separation from an assigned District position.
- **Working Out of Class:** Assignment that is above the employee’s current job description.
- **Temporary Assignment:** Limited assignment to cover for a recruitment or absence.
- **Temporary Employment Agreement:** Limited contract based on special needs of the District.

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

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Effective</b>
<b>Appointments</b>			
<b>Classified</b>			
Prudence Bailey	CTE Transitions Specialist	Applied Sciences and Business	1/15/18
Blanca Castro	Purchasing Services Specialist	Fiscal Services	1/2/18
Racquel Crisp	Financial Aid Specialist	Financial Aid	12/13/17
Jaime Lilly	Computer Support Specialist	Information Technology	1/3/18
Cintya Lopez	Enrollment Services Specialist - Bilingual	Education Centers	1/9/18
Carolina Martinez	Support Assistant	Upward Bound	1/15/18
Pedro Mora	Public Safety Officer	Public Safety	1/22/18
Jesse Reynoso	Maintenance Assistant	Maintenance and Operations	1/8/18
Elizabeth Roometua	Administrative Specialist	Foundation	12/11/18
Brenda Velez	Public Safety Officer	Public Safety	1/22/18

<b>Extension of Assignment</b>			
Joseph Aguirre	Interim Director, Student Life	Student Success	1/1/18-1/19/18
Maria Jimenez	Food Technician	Child Development Center	9/5/17-12/1/17
Carlos Maldonado	Interim Dean, Enrollment Services	Enrollment Services	1/1/18-1/19/18
Carolina Martinez	Secretary – Bilingual	Upward Bound	11/1/17-12/31/17
Parvathy Padmanabhan	Instructional Support Assistant	Mathematics and Science	1/3/18-1/24/18
<b>Faculty</b>			
Issa Jraisat	Temporary Full Time Faculty Sociology	Social Sciences and Arts	1/25/18-5/25/18
<b>Leave of Absence</b>			
Allyson Santucci	Instruction Support Assistant	Communications – Adult Basic Education	12/18/17-8/18/18
<b>Professional Advancement</b>			
Dorothy Anderson	Full Time Faculty	Applied Sciences and Business	8/21/17
Bert Bitanga	Full Time Faculty	Applied Sciences and Business	8/21/17
Veronica Daut	Counselor	Counseling and Advising	1/25/18
Francisco Ramirez	Counselor	Counseling and Advising	1/25/18
<b>Reclassification</b>			
Sherry Weinzer	Disabled Students Programs and Services Assistant	Disabled Students Programs and Services	11/3/14
Melissa Munton	Lead Lab Specialist/Science	Math and Science	7/1/17
<b>Resignation</b>			
George Azer	Instructional Support Assistant	Mathematics	12/11/17
Christina Corrales-Cotto	Transfer and Career Center Specialist	Career and Workforce Solutions Center	1/5/18
Melanie Fierro	Temporary Full Time Biology Instructor	School of Math and Sciences	12/15/17
Tony Killian	Part Time Faculty	Social Sciences	12/15/17
Elvia Sanchez	Outreach Specialist	EDGE	1/11/18
Caroline Ziedonis	Research Analyst	Institutional Research	1/12/18
<b>Working Out of Class</b>			
Job Gonzalez	Print Shop Technician	Fiscal Services	12/13/17-2/28/18
Mark Quinto	Art Gallery Assistant	Social Sciences and Arts	12/4/17-12/20/17
<b>Temporary Assignment</b>			
<b>Substitute</b>			
Rosario Aceves	Secretary	Education Centers	12/6/17–2/18/18



Lorena Ayeni	Secretary	Education Centers	12/13/17–12/13/17
Karla Beltran Rios	Custodian	Maintenance and Operations	12/4/17-12/21/17
Racquel Crisp	Financial Aid Specialist	Financial Aid	12/2/17-12/12/17
Antonio De La Rosa	Custodian	Maintenance and Operations	12/4/17-12/4/17
David DeSpain	Administrative Assistant	Enrollment Services	12/22/17-2/23/18
Eric Duran	Custodian	Maintenance and Operations	11/20/17-12/21/17
Roxanna Garcia	Library Specialist	Library and Learning Services	11/17/17-12/15/17
Marisol Gerardo	Library Specialist	Library and Learning Services	12/6/17-12/7/17
Shantee Lands	Library Specialist	Library and Learning Services	10/11/17-11/30/17
Suzanne Perrotte	Child Development Center Specialist	Child Development Center	11/27/17-12/1/17
Susan Pratt	Library Specialist	Library and Learning Services	11/17/17-12/13/17
<b>Temporary Employment Agreements (Current Employee Y/N)</b>			
Carmen Aleman	Y	Conduct Auditions for 2018 All-Valley Honor Band; Facilitate Two Sectionals	Social Sciences and Art 3/4/18-5/6/18
Theodore Bauer	Y	Assistant Men's Tennis Coach	Athletics and Kinesiology 1/2/18-6/30/18
Dan Benke	Y	Supervise Assembly of Lab Simulations/Trainers; Supervise Work Experience During Winter Semester	Applied Sciences and Business 1/3/18-1/24/18
Robert Boetto	Y	Assistant Baseball Coach	Athletics and Kinesiology 1/2/18-6/30/18
James Brakebill	Y	Emergency Medical Services Program Director	Applied Sciences and Business/Public Safety Academy 12/17/17-5/23/18
Christa Brown	Y	Teaching for Intensive English Academy – Not for Credit ESL Spring 2018	Intensive English Academy 1/29/18-5/25/18
George Brown	Y	Supervise Assembly of Lab Simulations/Trainers; Supervise Work Experience During Winter Semester	Applied Sciences and Business 1/3/18-1/24/18
Albert Cadena	Y	Fire Academy Assistant Instructor	Applied Sciences and Business/Public Safety Academy 1/3/18-5/23/18
Matt Calfin	Y	Winter Intersession Distance Education/Instructional Design Support for Faculty	Library and Learning Resources 12/18/17-1/24/18

Bonifacio De La Cruz	Y	Fire Academy Assistant	Applied Sciences and Business/Public Safety Academy	1/3/18-5/23/18
Barbara DeLaughter	Y	Teaching for Intensive English Academy – Not for Credit ESL Spring 2018	Intensive English Academy	1/29/18-5/25/18
Sam DiMatteo	N	Assistant Baseball Coach	Athletics and Kinesiology	1/2/18-6/30/18
Steve Faris	Y	Develop Online Modality for Energy Systems 021 and Energy Systems 022; Prepare Curriculum for Approval Process of Course Modification	Applied Sciences and Business	1/3/18-1/24/18
Ramiro Galicia	Y	Design and Install Chiller and Boiler Simulators; Supervise Work Experience Students During Winter Semester	Applied Sciences and Business	1/3/18-1/24/18
Dana Graham	Y	Assistant Beach Volleyball Coach	Athletics and Kinesiology	1/2/18-6/30/18
Brian Green	Y	Recruit Training Officer – Module III	Applied Sciences and Business/Public Safety Academy	1/16/18-5/23/18
Shaun Griffith	Y	Recruit Training Officer – Module II	Applied Sciences and Business/Public Safety Academy	1/16/18-5/23/18
Laurie Hanna	Y	Teaching for Intensive English Academy – Not for Credit ESL Spring 2018	Intensive English Academy	1/29/18-5/25/18
Walt Holloway	Y	Fire Academy Coordinator	Applied Sciences and Business/Public Safety Academy	1/3/18-5/23/18
Katherine Hummer	Y	Teaching for Intensive English Academy – Not for Credit ESL Spring 2018	Intensive English Academy	1/29/18-5/25/18
Scott Jaeggi	Y	Emergency Medical Services Clinical Coordinator	Applied Sciences and Business/Public Safety Academy	1/16/18-5/23/18
Eamon McGowan	Y	Teaching for Intensive English Academy – Not for Credit ESL Spring 2018	Intensive English Academy	1/29/18-5/25/18
Wally Meyer	Y	Basic Peace Officer Training Coordinator	Applied Sciences and Business/Public Safety Academy	1/16/18-5/23/18
Heather Morales	N	Assistant Softball Coach	Athletics and Kinesiology	1/2/18-6/30/18
Matthew Musselman	Y	Winter EDGE Program Instructor	EDGE	1/8/18-1/25/18

Daniel Nickerson	Y	Teaching for Intensive English Academy – Not for Credit ESL Spring 2018	Intensive English Academy	1/22/18-5/25/18
Jose Plasencia	Y	Recruit Training Officer – Module III	Applied Sciences and Business/Public Safety Academy	1/16/18-5/23/18
Douglas Redman	Y	Coordinate Equipment and Tools for Alternative and Renewable Fuel Vehicle Technology Training Grant – 115 Hours Extension	Applied Sciences and Business/Automotive	12/8/17-1/30/18
Reid Sagara	Y	Winter EDGE Program Instructor	EDGE	1/8/18-1/25/18
Tina Sirimarco	Y	American Sign Language Interpreter Services and Coordinator	Disabled Students Programs and Services	1/2/18-5/25/18
John Skramstad	Y	Assistant Beach Volleyball Coach	Athletics and Kinesiology	1/2/18-6/30/18
Christopher Walters	Y	Head Baseball Coach	Athletics and Kinesiology	1/2/18-6/30/18

<b>Administrator Initiating Item:</b> Mary Anne Gularte	<b>Cabinet Review &amp; Approval: 1/9/2018</b> <b>Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 1**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period November 27, 2017 – December 19, 2017 as follows:

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

In the aggregated amount of \$889,154.10, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$4,395,771.00, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$5,983,590.44, 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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 1/9/2018</b> <b>Chair and Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: WARRANTS**

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies the warrants in the amount of \$4,309,293.88 as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review and Approval: 1/9/2018 Chair and Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 3**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

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

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 1/9/2018</b> <b>Chair and Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #6**

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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 #6 in the amount of \$4,833,235.12, as follows:

Certificated:	\$3,055,988.20
Classified:	<u>\$1,777,246.92</u>
	\$4,833,235.12

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 1/9/2018</b> <b>Chair and Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 5**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 1/9/2018</b> <b>Chair and Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 6**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

Exercise equipment: set of 10-65 pounds dumbbells, dumbbell rack, Precor elliptical machine, squat rack with overhead pulley, set of plates and plate tree, back extension machine, flat bench, small treadmill and a leg press donated to the School of Health Sciences and Education by Mr. and Mrs. Mumey, Indian Wells, CA. This item will be utilized by students in the Kinesiology Program.

Canon EOS Rebel XS, 35mm SLR film camera, and W/35-80mm and F/4-5.6 lenses donated to the School of Social Sciences and Arts by Mr. Brian Bowles, Palm Springs, CA. These items will be utilized by students in the Photography Program.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/9/2018</b> <b>Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 7**

**AREA:** Administrative Services

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

**TITLE: BUDGET TRANSFERS**

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**BACKGROUND:**

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

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/9/2018</b> <b>Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 8**

**AREA:** Administrative Services

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

**TITLE: AMENDMENT TO CONTRACTS – MEASURE B BOND PROJECTS**

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Projects are funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves the amendments to the contracts listed on the attachment.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/9/2018</b> <b>Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 9**

**AREA:** Administrative Services

- |  |
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| <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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Each month the Bond Office submits Proposed Change Orders for Board Approval. All capital construction projects require the execution of a Change Order to change the design requirements and/or scope of construction which, in turn, requires an adjustment of the Contract Amount or Contract Time. All Change Orders must be reviewed and approved by the Board of Trustees for consent.

[Details on COD Website](#)

**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 on the attachment.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 1/9/2018 Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 10**

**AREA:** Administrative Services

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

**TITLE: DESIGNATION OF OFF-SITE LOCATION**

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**BACKGROUND:**

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations. The following off-site designations will be effective upon approval:

- Palm Desert Civic Center Park - Four (4) Sand Volleyball Courts – 43900 San Pablo Avenue, Palm Desert, CA 92260

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees approves the above location as an off-site designation.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 1/9/2018 Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 1**

**AREA:** Student Learning

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

**TITLE: COURSES AND PROGRAMS APPROVED BY CURRICULUM COMMITTEE  
AY 2017-2018**

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**BACKGROUND:**

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2018.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

The Board of Trustees approve the new courses and programs for Fall 2018.

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 1/9/2018 Chair and Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 1**

**AREA:** President

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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 #011918-1 OF THE BOARD OF TRUSTEES OF THE DESERT  
COMMUNITY COLLEGE DISTRICT APPROVING AMENDED AND  
RESTATED BYLAWS FOR THE CITIZENS' OVERSIGHT COMMITTEE**

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**BACKGROUND:**

The Board of Trustees of the Desert Community College District previously established and appointed an independent citizens' oversight committee to inform the public concerning the expenditure of proceeds from the bond measure approved at the bond election held on March 2, 2004 and previously adopted bylaws for the Citizens' Oversight Committee in connection with Measure B. The Board of Trustees previously resolved that the Citizens' Oversight Committee for Measure B would also serve as the Citizens' Oversight Committee for the bond measure approved at the bond election held on November 8, 2016 ("Measure CC"). The Board of Trustees desires to amend and restate the Bylaws to reflect their application to Measure CC and all future bond measures and make other revisions consistent with Sections 15278 *et seq.* of the Education Code.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees approves Resolution #011918-1 Approving Amended and Restated Bylaws for the Citizens' Oversight Committee.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/9/2018</b> <b>Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: 2016-2017 DISTRICT AND MEASURE B FINANCIAL AND PERFORMANCE  
AUDIT REPORTS**

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**BACKGROUND:**

Board action is required to accept the reports of the District's auditors, Vavrinek, Trine, Day & Co., LLP, for the 2016-2017 fiscal year for the District, and Measure B Bond Financial and Performance audits.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees accepts the 2016-2017 audit reports for the District and Measure B Bond Financial and Performance audits for study and discussion.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/9/2018</b> <b>Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: BUDGET REVISIONS**

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**BACKGROUND:**

All Budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Sections 58307 and 58308, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #072016-3 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 20, 2016.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Budget revisions as presented.

**RECOMMENDATION:**

Board of Trustees approves the 2017-2018 budget revisions as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 1/9/2018 Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: NONRESIDENT AND FOREIGN TUITION FEES FOR 2018-2019**

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**BACKGROUND:**

Education Code 76140 requires that community colleges establish nonresident (out of state and foreign) student tuition fees for the following year no later than February 1<sup>st</sup> of the current year. The amount charged for nonresident students is calculated by using Option 2.

The past three years the Desert Community College District nonresident tuition fees were as follows:

2015-2016	\$200
2016-2017	\$206
2017-2018	\$206

As per the worksheet, using the option of Education Code Section 76141(a), the District may also charge foreign students an additional fee for capital outlay. This year (2017/18) we charged a \$20 per unit fee to foreign students for capital outlay. In order to be competitive with nearby districts, we have chosen to charge a capital fee of \$11 per semester unit in 2018-2019. The result for nonresident and foreign students is that for this year (2017-2018) they are paying a total of \$206 per unit and in 2018-2019 they will be paying a total of \$249 per semester unit.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

In 2017-2018, \$1,351,616.00 is budgeted as anticipated revenue from nonresident and foreign student fees.

**RECOMMENDATION:**

Board of Trustees approves a \$249 per unit Nonresident and Foreign Student Tuition Fee and a \$11 for the Nonresident and Foreign Student Capital Outlay Fee for academic year 2018-2019.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/9/2018</b> <b>Chair &amp; Vice Chair Review: 1/9/2018</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2018  
ITEM #: 4**

**AREA:** Administrative Services

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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 CONTRACT**

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**BACKGROUND:**

Bid Package #43-283-7100-0012HILB-0014CBLDG – Contractor for Hazardous Materials Abatement Services for the Central Campus Redevelopment Project has been out to bid and the bid results indicate the lowest qualified bid.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These projects are funded by proceeds from Measure B Funds.

**RECOMMENDATION:**

Board of Trustees approves the notice of intent to award contract to lowest qualified bid for the Contractor for Hazardous Materials Abatement Services for the Central Campus Redevelopment Project.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 1/9/2018</b> <b>Chair &amp; Vice Chair Review: 1/9/2018</b>
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