



# 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, OCTOBER 21<sup>st</sup>, 2016  
**TIME:** 9:30 AM  
**LOCATION:** 43-500 MONTEREY AVENUE, PALM DESERT, CA  
CRAVENS MULTI-PURPOSE ROOM

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

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

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

**II. AGENDA:**

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

**B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of October 21<sup>st</sup>, 2016 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 CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

2. **PERSONNEL**

a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**  
(Government Code Section 54957)

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**  
• Superintendent/President

3. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**  
**Section 54956.9 (d)(2/3/4)** Specify number of potential cases: 3

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, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034, 611 211 013, 611 211 014, 611 211 019, 757 062 003, 687 510 043, 687 510 044, 687 510 045, 687 510 049, 687 510 050

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. **APPROVE THE MINUTES OF:**

Minutes from July, August and September 2016.

**IX. REPORTS**

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. ACADEMIC SENATE
- D. C.O.D.F.A.
- E. C.O.D.A.A.
- F. C.S.E.A.
- H. GOVERNING BOARD
- I. 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: International Education Week
- 2. Proclamation: National Native American Heritage Month

**B. PRESIDENT**

- 1. Approval of Sabbatical Leave Request

**C. HUMAN RESOURCES**

- 1. Personnel Items
- 2. New Job Description-Leadership

**D. ADMINISTRATIVE SERVICES**

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #3
- 5. Out-of-State Travel
- 6. Budget Transfers

**E. STUDENT LEARNING**

- 1. Courses and Programs Approved by Curriculum Committee

**XI. ACTION AGENDA**

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

**B. PRESIDENT**

1. Student, Business and Senior Citizen Group Representatives on the Citizens' Bond Oversight Committee
2. Sabbatical

**C. ADMINISTRATIVE SERVICES**

1. 2015-2016 CCFS-311 / Annual Financial and Budget Report
2. Budget Revisions
3. Declare Property as Surplus

**D. INFORMATION ITEMS**

1. Review of Administrative Procedures

**XII. STUDY SESSION**

1. Facilities/Programs
2. Security Update

**XIII. FUTURE AGENDA ITEMS**

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

**XV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: PROCLAMATION: INTERNATIONAL  
EDUCATION WEEK NOVEMBER 14-18, 2016**

---

**BACKGROUND:**

Recognizing that one of the strengths of College of the Desert is the diversity of its students, faculty, and staff, the college is committed to fostering an environment of tolerance and respect for all people. International education programs are critical to developing mutual understanding and respect and enhance the learning opportunities for all students.

[Proclamation on COD Website](#)

**FISCAL IMPLICATIONS:**

No cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the Proclamation as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 10/10/2016 Chair &amp; Vice Chair Review: 10/11/2016</b>
--	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 2**

**AREA:** Board of Trustees

**TITLE: PROCLAMATION: NATIONAL NATIVE  
AMERICAN HERITAGE MONTH**

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

---

**BACKGROUND:**

What started at the turn of the last century as an effort to gain a day of recognition for the significant contributions the first Americans made to the establishment and growth of this nation, has resulted in a whole month being designated for that purpose. The Desert Community College District acknowledges the month of November as National Native American Heritage Month.

[Proclamation on COD Website](#)

**FISCAL IMPLICATIONS:**

No cost to the District.

**RECOMMENDATION:**

Approve the Proclamation as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 10/10/2016 Chair &amp; Vice Chair Review: 10/11/2016</b>
--	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 1**

**AREA:** President

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

**TITLE: APPROVAL OF SABBATICAL LEAVE REQUEST**

---

**BACKGROUND:**

Wendy Ansley is requesting a sabbatical leave for the purpose of developing a Yoga Instructor Training Certificate as a new program for Career and Technical Education at College of the Desert.

- A. Objective 1: The development of this certificate requires Wendy Ansley to complete an intensive 200 hour Yoga Professional Instructor Training educational course affiliated with Yoga Alliance. This intensive training will be offered in the winter, spring and early summer in Carlsbad and Sorrento Valley, California with a group of Yoga experts and master teachers in Yoga Alliance. This training will also be done simultaneously with faculty at Southwestern College.
- B. Objective 2: The development of this certificate also will require extensive curriculum, and program development along with establishing a program and college partnership with Yoga Alliance.

**FISCAL IMPLICATION:**

Positions are district-funded and will be replaced with adjunct faculty using budgeted district funds.

**RECOMMENDATION:**

The Board of Trustees approves the sabbatical leave as requested.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 10/10/2016 Chair &amp; Vice Chair Review: 10/11/2016</b>
--	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 1**

**AREA:** Human Resources

**TITLE:** PERSONNEL ITEMS

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

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>			
Christina Corrales-Cotto	Transfer & Career Center Specialist	Career Workforce Solutions	9/19/2016
Kayci Lydeen	Administrative Asst., Counseling	Counseling	10/24/2016
Kenneth Meler	Lab Tech-Horticulture	ASBU	9/19/2016
Miguel Pena	IT Technician	Information Tech	10/24/2016
Monica Podlesny	CalWORKS Assistant	CalWORKS & FYS	10/24/2016
Brian Sylva	Sports Information Specialist	Athletics	10/10/2016
Mamta Verma	Library Specialist-Indio (.74FTE)	Library	10/24/2016
<b>Leadership</b>			
Patricia Espinosa	Interim Director Upward Bound	TRiO Upward Bound	1/1/2017-6/30/2017
Gary Ginther	Director, Library & Learning Resources	Library	11/7/2016
Andrea Staehle	Director, Human Resources	Human Resources	10/19/2016
<b>Separations</b>			
<b>Faculty</b>			
Robert Beyronneau	Adjunct Math	School of Math & Science	8/30/2016
<b>Temporary Assignment</b>			
<b>Substitute (Recruitment or Leave)</b>			
Bianca Herrera	Custodian (R)	M & O	9/19/2016-12/27/2016
Alejandra Lopez-Garcia	Admin. Asst. (L)	M & O	10/3/2016-10/5/2016
Belen Martinez	CDC Specialist (L)	Child Development Ctr.	8/26/2016-9/16/2016



<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Effective</b>
Brenda Ortiz	Secretary (L)	TRiO Veterans	9/20/2016-1/20/2017
<b>Short-Term</b>			
Maria Blough	Temporary Custodian	M & O	9/19/2016-4/15/2017
Antonio DeLaRosa	Temporary Custodian	M & O	9/19/2016-4/15/2017
Eric Duran	Temporary Custodian	M & O	9/19/2016-4/15/2017
Virginia Froemel	Temporary Library Specialist	Library	10/3/2016-6/30/2017
Samantha Mendez	Temporary CDC Specialist	Child Development Ctr.	9/29/2016-9/23/2016
<b>Working Out of Class</b>			
Jeannette Gfroerer	Purchasing Services Specialist	Fiscal Services	9/12/2016-12/12/2016
Paloma Gomez	Exec. Admin. Asst.	Human Resources	8/26/2016-9/7/2016
Patricia Reyes	Accounting Tech	Fiscal Services	9/19/2016-12/19/2016
<b>Temporary Employment Agreements (Current Employee Y/N)</b>			
Daniel Benke	Y Supervise Lab Equip Upgrade	ASBU	9/1/2016-12/22/2016
Gary Bergstrom	Y Coordination of Student Equity	Student Services	7/1/2016-12/31/2016
James Brakebill	Y EMS Program Director	ASBU/PSA	9/19/2016-1/16/2017
Khristina Clous	N Upward Bound Instructor	Upward Bound	9/16/2016-5/13/2017
Kim Dozier	Y Accred. Standards Chair	Institutional Effectiveness/Planning	7/1/2016-12/31/2016
Anthony Fesmire	Y Private Music Lessons	Social Sciences & Arts	9/5/2016-12/8/2016
Mike Gladych	Y Technical Review of Course Shells	Institutional Advancement	8/1/2016-8/30/2016
Lawrence Heiskell	Y EMS Clinical Coordinator	ASBU/PSA	9/19/2016-1/16/2017
Christen Smith	Y Accred. Standards Chair	Institutional Effectiveness/Planning	7/1/2016-12/31/2016
Scott Smith	Y Private Music Lessons	Social Sciences & Arts	9/5/2016-12/8/2016
Dan Waddell	Y Faculty Band Concert	Arts/Media	10/7/2016
<b>Department Chairs</b>			
Darlene Romano-Sparks	Department Chair	Arts & Media	8/22/2016-5/26/2017
Wendy Sanders	Department Chair	Health Sciences/ECE	8/22/2016-5/26/2017
Anthony Tesch	Department Chair	Science	8/22/2016-5/26/2017

---

<b>Volunteers</b>			
Nicholas Cox	Music Theatre Performances	Social Sciences & Arts	
Celinda Gaeta	Child Development Ctr	Child Development Ctr.	
Yi Yong Gao	Early Childhood Education	Health Sciences	
Ana Hernandez	Cooperative Work Experience	ASBU	
Guadalupe Quintana Salazar	Veterans Office	Veterans Office	

<b>Administrator Initiating Item:</b> <b>Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 10/10/2016</b> <b>Chair and Vice Chair Review: 10/11/2016</b>
---	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 2**

**AREA:** Human Resources

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

**TITLE: NEW JOB DESCRIPTION - LEADERSHIP**

---

**BACKGROUND:**

To approve the new job description for the position listed below:

Director, Talent Search Grant Program

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

**FISCAL IMPLICATIONS:**

This position is categorically funded.

**RECOMMENDATION:**

Board of Trustees approves the job description as presented.

<b>Administrator Initiating Item: Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 10/10/2016 Chair and Vice Chair Review: 10/11/2016</b>
---	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 1**

**AREA:** Administrative Services

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

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

---

**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **September 30, 2016** as follows:

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

In the aggregated amount of \$383,622.23, as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

No items to report.

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

In the aggregated amount of \$1,137,662.13, 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: 10/10/2016</b> <b>Chair and Vice Chair Review: 10/11/2016</b>
--	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 2**

**AREA:** Administrative Services

**TITLE:** WARRANTS

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

---

**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 \$2,527,820.95, as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review and Approval: 10/10/2016 Chair and Vice Chair Review: 10/11/2016</b>
---	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016**

**ITEM #: 3**

**AREA:** Administrative Services

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

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

---

**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: 10/10/2016</b> <b>Chair and Vice Chair Review: 10/11/2016</b>
--	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #3**

---

**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 #3 in the amount of \$3,142,854.66, as follows:

Certificated:	\$1,847,945.12
Classified:	<u>\$1,294,909.54</u>
	\$3,142,854.66

<b>Administrator Initiating Item:</b> Lisa Howell
--

<b>Cabinet Review and Approval: 10/10/2016</b> <b>Chair and Vice Chair Review: 10/11/2016</b>
--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 5**

**AREA:** Administrative Services

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

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

---

**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 requests for the individuals listed on the attachment.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 10/10/2016</b> <b>Chair and Vice Chair Review: 10/11/2016</b>
--	--



**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 6**

**AREA:** Administrative Services

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

**TITLE: BUDGET TRANSFERS**

---

**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: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 10/10/2016 Chair &amp; Vice Chair Review: 10/11/2016</b>
---	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 1**

**AREA:** Student Learning

**TITLE: APPROVAL OF COURSES AND PROGRAMS  
APPROVED BY CURRICULUM COMMITTEE**

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

---

**BACKGROUND:**

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2017.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

Board of Trustees approves new courses and programs for Fall 2017.

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 10/10/2016 Chair and Vice Chair Review: 10/11/2016</b>
--	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 1**

**AREA:** President

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

**TITLE: STUDENT, BUSINESS AND SENIOR CITIZEN  
GROUP REPRESENTATIVES ON THE CITIZENS' BOND OVERSIGHT  
COMMITTEE**

---

**BACKGROUND:**

The Desert Community College District was successful in passing its Measure B Bond Measure on March 2, 2004 for \$346.5 million. Pursuant to ECS 15278, and Proposition 39 restrictions, the District is required to appoint an Oversight Committee whose primary purpose is to inform the public at least annually in written report concerning the expenditure of bond proceeds.

The Oversight Committee consists of at least seven members from specified groups or organizations. The memberships must have one member each from a business organization, a senior citizen organization, a community college support organization, a bona fide taxpayer organization, Member-At-Large East Valley, Member-At-Large West Valley, and one student from College of the Desert. Mr. Jose Rodriguez' (Student Representative) term ended September 2016, Mr. Lawrence Cohen's (Business Representative) term ended September 2016, and Mr. Kenneth Eklund's (Senior Citizen Group) term ended September 2016. The Student Representative, Business Representative and Senior Citizen Group Representative are recommended as follows:

Mr. Liam Withrow as the Student Representative  
Ms. Eileen Packer as the Business Representative  
Ms. Margaret Eklund as the Senior Citizen Group Representative

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees appoints Mr. Liam Withrow as the Student Representative, Ms. Eileen Packer as the Business Representative and Ms. Margaret Eklund as the Senior Citizen Group Representative for the vacant positions on the Citizens' Bond Oversight Committee.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 10/10/2016 Chair &amp; Vice Chair Review: 10/11/2016</b>
---	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016**

**ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: 2015-2016 CCFS-311 / ANNUAL FINANCIAL AND  
BUDGET REPORT**

---

**BACKGROUND:**

Section 58305 of the California Code of Regulations requires that the final budget for each year as adopted by the Board of Trustees is to be submitted to the Chancellor's Office. The Adopted Budget was approved by the Board of Trustees at the September 16, 2016 meeting.

The CCFS -311 Annual Financial and Budget Report includes information presented in a more detailed format and must be certified prior to submission to the Chancellor's Office. To ensure accuracy, this report is reviewed by our external auditor firm prior to submission. For these reasons, it is presented for consideration and approval at the meeting after the Annual Budget is adopted.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees receives the 2015-2016 Annual CCFS-311 Financial and Budget Report as submitted to the Chancellor's Office.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 10/10/2016</b> <b>Chair &amp; Vice Chair Review: 10/11/2016</b>
---	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/11/2016  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: BUDGET REVISIONS**

---

**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 the COD Website](#)

**FISCAL IMPLICATIONS:**

Budget revisions as presented.

**RECOMMENDATION:**

Board of Trustees approves the 2015-2016 budget revisions as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 10/10/2016 Chair &amp; Vice Chair Review: 10/11/2016</b>
---	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: DECLARE PROPERTY AS SURPLUS**

---

**BACKGROUND:**

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. After a thorough inspection of the list of items, it's been concluded that the items are valued less than \$5,000.00 and are either nonoperational, have been replaced or the item is no longer suitable for District use. The list of items are to be declared surplus and disposed of by way of a private sale, or a donation or at a metal recycling center in accordance with Education Code Section 81452 (a) and Administrative Procedure 6550/Disposal of Property.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District. Revenue received from private sale or recycling center will go back into the program's budget.

**RECOMMENDATION:**

Board of Trustees declares items surplus and disposed of by way of a private sale, or a donation or at a metal recycling center.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review and Approval: 10/10/2016 Chair and Vice Chair Review: 10/11/2016</b>
---	--

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 10/21/2016  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: REVIEW OF ADMINISTRATIVE PROCEDURES**

---

**BACKGROUND:**

The following administrative procedures have been reviewed and approved by the President's Executive Cabinet and the College Planning Council.

6250 Budget Management  
6300 Fiscal Management  
6305 Reserves  
6310 Accounting  
6315 Warrants  
6380 Vendors  
6850 Hazardous Materials

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees receives the procedures for review and information as presented.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 10/10/2016</b> <b>Chair &amp; Vice Chair Review: 10/11/2016</b>
---	--