



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 23, 2015

TIME: 3:00 P.M.

LOCATION: 61-120 BUCHANAN STREET, MECCA, CA 92274
CLASSROOM C2, MECCA-THERMAL CAMPUS

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of October 23, 2015 with any additions, corrections, or deletions.

III. CLOSED SESSION: 3:05 p.m. to 4:45 p.m., and/or following the open session if additional time is needed.

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

- 1. CONFERENCE WITH LABOR NEGOTIATOR,** Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

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

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

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020, 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, 641 261 020 0

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**

(Government Code Section 54957)

- Vice President of Administrative Services
- Superintendent/President

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

- Superintendent/President

IV. **OPEN SESSION** (5:00 p.m.)

Closed session report (if any)

V. **PUBLIC UPDATES** – Dr. Joel L. Kinnamon, President/Superintendent

- Introduction of Supervisor John Benoit

VI. **INTRODUCTION OF STAFF**

VII. **APPROVE THE MINUTES OF:**

Regular meeting of August 19, 2015 ([Details on COD Website](#))

Regular meeting of September 18, 2015 ([Details on COD Website](#))

VIII. **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.
- G. GOVERNING BOARD
- H. SUPERINTENDENT/PRESIDENT

- IX. 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.**

Reading of Proclamations

1. **Proclamation: International Education Week** – read by
Vinicius Marcelino Rocha, International Club President
2. **Proclamation: Phi Theta Kappa Week** – Guillermo Becerra, Phi Theta Kappa President, and Jeffrey Wolfe, Phi Theta Kappa Vice-President
3. **Proclamation: National Native American Heritage Month** – read by
Dr. Joel L. Kinnamon, President/Superintendent

X. STUDY SESSION

- Mecca/Thermal Update

- XI. 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: Phi Theta Kappa Week
3. Proclamation: National Native American Heritage Month

B. HUMAN RESOURCES

1. Personnel Items
2. New/Revised Job Descriptions
3. Classified Leave of Absence
4. Initial Proposal DCCD & CSEA

C. ADMINISTRATIVE SERVICES

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

6. Amendment to a Contract – Measure B Bond Project
7. Notice of Completion – Measure B Bond Project
8. 2015-2016 CCFS-311Q/Quarterly Financial Status Report
9. Budget Transfers

D. STUDENT SUCCESS & STUDENT LEARNING

1. Approval of Curriculum Modification for Fall 2016

XII. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Approval of Emeritus Status – Revision for Dr. Douglas MacIntire

C. PRESIDENT

1. Member-At-Large East Valley Representative on the Citizens' Bond Oversight Committee

D. ADMINISTRATIVE SERVICES

1. 2014-2015 CCFS-311/Annual Financial and Budget Report
2. Designation of Off-Site Location

E. STUDENT SUCCESS/ STUDENT LEARNING

1. Math Curriculum Modifications for Fall 2015

XIII. INFORMATION

1. 2013-2014 Auxiliary Services Audit Report

XIV. CLOSED SESSION (CONT'D if needed)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/23/2015

AREA: Board of Trustees

ITEM #: 1

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**TITLE: PROCLAMATION: INTERNATIONAL
EDUCATION WEEK NOVEMBER 16-20, 2015**

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.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/23/2015

AREA: Board of Trustees

ITEM #: 2

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TITLE: PROCLAMATION: PHI THETA KAPPA WEEK

BACKGROUND:

The American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges in 1929. The purpose is to celebrate both the College of the Desert's inaugural honor society chartering of Beta Rho Iota Chapter and the Phi Theta Kappa internationally proclaimed week in recognition of our high honor students.

Phi Theta Kappa Week was officially September 14-18, 2015. The College of the Desert Phi Theta Kappa Chapter will celebrate its week on October 26-30, 2015.

[Proclamation on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

Board of Trustees approve the proclamation as presented.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/23/2015

AREA: Board of Trustees

ITEM #: 3

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

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.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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

| Name | Position | Department | Effective |
|--|--------------------------|------------------------------|------------------------|
| Appointments: Classified | | | |
| Rosemarie Acosta | A & R Technician | A & R | 9/23/2015 |
| Lois Benda | ISA Math (PT) | Math | 8/17/2015 |
| Liliana Casas | Outreach Specialist | IESSP | 9/18/2015 |
| Michael Gayle | IT Technician | IT | 9/28/2015 |
| Robert McKay | IT Technician | IT | 9/2/2015 |
| Patricia Renna | Accounting Specialist | Fiscal Services | 10/8/2015 |
| Appointments: Leadership | | | |
| Antoine Clerc | Director TRiO Veterans | TRiO | 10/12/2015 |
| Tula Marin | Director, TRiO DSPS | DSPS | 9/28/2015 |
| Classified: Change in Assignment | | | |
| Monica Cabrera | Grant Support Asst. | Upward Bound | 9/1/2015 |
| Ricardo Chavez-Chaidez | Secretary Bilingual ACES | ACES | 9/15/2015 |
| Faculty: Change in Assignment | | | |
| Khanh Hoang | Counselor: IEP | Int'l Ed Program | 7/1/2015 |
| Lisa McFadden | Counselor | General Counseling | 7/1/2015 |
| Faculty: Continuation/Extension of Assignment | | | |
| Tony Manzoni | Director of Golf | Auxiliary/Golf | 7/1/2015 |
| Classified: Increased Hours | | | |
| Ricardo Chavez-Chaidez | Secretary Bilingual ACES | ACES | 9/15/2015 |
| Janice Johnson | ISA-TASC | Library & Learning Resources | 9/21/2015 – 12/17-2015 |
| Classified: Temporary/Substitute | | | |
| Alejandra Aguilar | Bilingual Secretary (S) | EVC-MTC | 9/21/2015 – 11/25/2015 |
| Gabriela Gudino-Nieto | CalWORKS Specialist (T) | CalWORKS | 9/21/2015 until filled |
| Shantee Lands | Library Specialist (S) | Library | 9/22/2015 – 12/18/2015 |
| Marissa Salomon | Outreach Specialist | IEESP | 10/5/2015 – 12/18-2015 |
| Stephany Tellez | Info Services Specialist | Institutional Research | 10/1/2015 – 11/30/2015 |
| Classified: Transfer | | | |
| Liliana Casas | Outreach Specialist | EDGE | 10/5/2015 |

| Classified: Working out of Class | | | |
|--|-------------------------------|-------------------|------------------------|
| John Williams | Administrative Duties | Security | 2/20/2015 – 10/30/2015 |
| Faculty: Extension of Assignment | | | |
| Maria Herrera | Counselor, HSI | Counseling | 10/1/2015 – 6/30/2016 |
| Tula Marin | Coord/Counselor TRiO | TRiO EVC | 9/1/2015 – 9/30/2015 |
| Escarlet Wirth | Counselor, HSI | Counseling | 10/1/2015 – 6/30/2016 |
| Resignations/Terminations | | | |
| Katherine Brown | Sr. Office Assistant (R) | ASBU | 10/8/2015 |
| Jenna Huntzinger | Outreach Specialist (R) | EDGE | 10/14/2015 |
| Carol Munroe | ISA, ABE (R) | Comm & Humanities | 7/15/2015 |
| Rachel Paramo | Custodian (T) | M & O | 9/16/2015 |
| Crystal Rodriguez | Adjunct Faculty: EOPS (T) | EOPS | 8/31/2015 |
| Laurie Mann | Coordinator/Counselor TRiO | DSPS | 9/10/2015 |
| Tula Marin | Coordinator/Counselor TRiO | DSPS | 9/25/2015 |
| Temporary Employment Agreements w/ Faculty/Staff: | | | |
| Mark Almy | Music Sessions | Arts & Sciences | 9/8/2015 – 12/18/2015 |
| Keegan Anglim | Jazz Workshops | Arts & Sciences | 10/9/2015 |
| Keegan Anglim | Music Sessions | Arts & Sciences | 9/8/2015 – 12/18-2015 |
| Anthony Arizaga | Music Sessions | Arts & Sciences | 9/8/2015 – 12/18/2015 |
| Jennifer Banford | Head Softball Coach | Athletics | 7/1/2015 – 6/30/2016 |
| Daniel Benke | Work Experience | ASBU | 9/7/2015 – 12/18/2015 |
| George Brown | Work Experience | ASBU | 9/7/2015 – 12/18/2015 |
| Tim Bruneau | Music Sessions | Arts & Sciences | 9/8/2015 – 12/18/2015 |
| Dr. Kelly Corbin | Music Sessions | Arts & Sciences | 9/8/2015 – 12/18/2015 |
| Courtney Doussett | Coop Work Experience | Athletics | 8/31/2015 – 12/18/2015 |
| Kelly Hall | Solution Kiosk Faculty Coord | ASBU | 10/12/2015 – 6/30/2016 |
| Connie Hensley | Security Guard Training/Cert | PaCE | 8/4/2015 – 8/6/2015 |
| Robert Holmes | Solution Kiosk Faculty Mentor | ASBU | 10/12/2015 – 6/30/2016 |
| Danny Holt | Music Sessions | Arts & Sciences | 9/8/2015 – 12/18/2015 |
| George Koedel | Work Experience | ASBU | 9/7/2015 – 12/18-2015 |
| Ronald Parry | Head Women's Basketball Coach | Athletics | 7/1/2015 – 6/30/2016 |
| Monica Przygocki | Department Chair-LVN | Nursing | 8/27/2015 – 12/18/2015 |
| Scott Smith | Music Sessions | Arts & Sciences | 9/8/2015 – 12/18/2015 |
| Henry Viveros | Head Men's Basketball Coach | Athletics | 7/1/2015 – 6/30/2016 |
| John Welker | Head Baseball Coach | Athletics | 8/18/2015 – 6/17-2016 |
| Temporary Employment Agreements: Contract Workers | | | |
| Brianna Luna | Assistant Softball Coach | Athletics | 9/1/2015 – 6/30/2016 |
| Gerry Morrow | English Instruction for UB | Upward Bound | 9/12/2015 – 12/31/2015 |

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|-------------------|----------------------------------|-----------|-----------------------|
| Danielle Walker | Asst Women's Basketball Coach | Athletics | 8/18/2015 – 3/17-2016 |
| Volunteers | | | |
| Steven Reylek | Automotive | ASBU | 10/7/2015 |
| Robert Sherwood | Athletics-Baseball | Athletics | 9/15/2015 |

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| Administrator Initiating Item: Diane Wirth | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 2**

AREA: Human Resources

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TITLE: APPROVAL OF NEW/REVISED JOB DESCRIPTIONS

BACKGROUND:

1. CalWORKS Program Specialist (Revised)
2. Sr. Equipment Manager for Kinesiology & Athletics (New, Pending CSEA ratification)
3. Director, EOPS, CARE & CalWORKS, and Foster Youth Services (New)

*[Details on COD Website](#)

FISCAL IMPLICATION:

These positions will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the job descriptions as presented.

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| Administrator Initiating Item: Diane Wirth | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 3**

AREA: Human Resources

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TITLE: CLASSIFIED: LEAVE OF ABSENCE

BACKGROUND:

Krystal Glasman, part-time Marks Art Center Gallery Assistant, (.62 FTE), has requested an unpaid leave of absence effective January 11, 2016 through June 17, 2016, in order to complete her Special Educational studies at CSUSB.

FISCAL IMPLICATION:

None.

RECOMMENDATION:

Board of Trustees approves the leave of absence as presented.

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| Administrator Initiating Item: Diane Wirth | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 4**

AREA: Human Resources

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TITLE: INITIAL PROPOSAL FROM THE DESERT COMMUNITY COLLEGE DISTRICT (DCCD) AND CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER #407 (CSEA) - FIRST READING

BACKGROUND:

Pursuant to the Educational Employment Relations Act (EERA) the Desert Community College District and the California School Employees Association and its Chapter 407 (CSEA), jointly submit this proposal for the successor to the parties 2012-2015 Collective Bargaining Agreement.

Article 11: Hours

DCCD and CSEA propose to review, define and improve contract language regarding hours.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the initial reading of the above proposal as presented.

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| Administrator Initiating Item: Diane Wirth | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 1**

AREA: Administrative Services

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**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, 2015** as follows:

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

In the aggregated amount of \$55,760.78 as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

No contracts in excess of \$25,000.00 to report.

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

In the aggregated amount of \$4,110,357.73, 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.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair and Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 2**

AREA: Administrative Services

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TITLE: WARRANTS

BACKGROUND:

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

[Details 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 \$2,514,389.34, as presented.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair and Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 3**

AREA: Administrative Services

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**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 the COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair and Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 4**

AREA: Administrative Services

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| <input type="checkbox"/> ACTION |
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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 \$2,784,720.75, as follows:

| | |
|---------------|-----------------------|
| Certificated: | \$1,622,697.28 |
| Classified: | <u>\$1,153,095.79</u> |
| | \$2,784,720.75 |

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair and Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

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

[Details on the 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/country travel requests for the individuals listed on the attachment.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair and Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 6**

AREA: Administrative Services

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

**TITLE: AMENDMENT TO A CONTRACT – MEASURE B
BOND PROJECT**

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 the COD Website](#)

FISCAL IMPLICATIONS:

This amendment is an extension of time only and comes at no additional cost to the District.

RECOMMENDATION:

Board of Trustees approves the amendment to the contract listed on the attachment.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 7**

AREA: Administrative Services

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

BACKGROUND:

1. The contract with ATEN Construction for the Road Repair & Parking Lot Improvements Project is complete as of September 18, 2015 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees accepts the Notice of Completion as presented.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair and Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 8**

AREA: Administrative Services

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**TITLE: 2015-2016 CCFS-311Q/QUARTERLY FINANCIAL
STATUS REPORT**

BACKGROUND:

The 2015-2016 CCFS-311Q / Quarterly Financial Status Report for the first quarter ending September 30, 2015 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the District's fourth Quarterly Financial Status Report for 2015-2016.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 9**

AREA: Administrative Services

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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.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair and Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 1**

AREA: Student Success & Student Learning

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

**TITLE: APPROVAL OF CURRICULUM
MODIFICATIONS FOR FALL 2016**

BACKGROUND:

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2016.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the curriculum modifications for Fall 2016.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 1**

AREA: Board of Trustees

**TITLE: APPROVAL OF EMERITUS STATUS –
REVISION FOR DR. DOUGLAS MACINTIRE**

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

BACKGROUND:

Dr. Douglas MacIntire has been voted to Emeritus Status within his respective school, approved by the Academic Senate at their meeting of May 5, 2015, and approved by the Board of Trustees at their meeting on May 15, 2015.

At their All Faculty Senate meeting on September 10, 2015, the All Faculty Senate voted to approve the revision of Dr. MacIntire's Emeritus status to reflect the following:

Douglas MacIntire, Professor, Physics *and Computer Science*

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the revision of Emeritus Status for the above individual as presented.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 1**

AREA: President

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| <input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> INFORMATION |
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**TITLE: MEMBER-AT-LARGE EAST VALLEY
REPRESENTATIVE 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. Geoffrey Kiehl (Member-At-Large East Valley Representative) term ended September 2015. The next Member-At-Large East Valley Representative is recommended as follows:

Mr. Steven C. Bayard as the Member-At-Large East Valley Representative for the vacant position on the Citizens' Bond Oversight Committee.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees appoints Mr. Steven C. Bayard as the Member-At-Large East Valley Representative for the vacant position on the Citizens' Bond Oversight Committee.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: 2014-2015 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 18, 2015 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 is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the 2014-2015 Annual CCFS-311 Financial and Budget Report as submitted to the Chancellor's Office.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 2**

AREA: Administrative Services

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

TITLE: DESIGNATION OF OFF-SITE LOCATION

BACKGROUND:

Starting in Spring 2016 semester, College of the Desert will begin using the off-site location:

- Indio Performing Arts Center (IPAC) for some of our classes. We will begin with the course RTV 6: Introduction to Film for the Spring 2016 semester and we plan to expand our offerings. Security, audio visual equipment and maintenance of the equipment will be provided and maintained by IPAC at no cost to the District. We anticipate this being a long-term relationship and plan to offer courses for years to come. The property address is 45175 Fargo Street, Indio, CA 92201. This site is within walking distance to the Indio Campus.

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the Indio Performing Arts Center, 45175 Fargo Street, Indio, CA 92201, as an off-site location.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/23/2015

Item #: 1

AREA: Student Success & Student Learning

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

**TITLE: MATH CURRICULUM MODIFICATIONS FOR
FALL 2015**

BACKGROUND:

Math Course Items 54 – 58 (MATH-001A, MATH-001B, MATH-002A, MATH-002B, MATH-002C) on the Curriculum Modifications for Fall 2015 were pulled for discussion at the December 2014 Board of Trustees meeting for the purposes of receiving information from staff addressing the concerns that were raised by the Board of Trustees, faculty and by public comments. The remainder of the Curriculum Modifications, Items 1-53, and Items 59-67, as well as the balance of the curriculum listing, was approved at the December 2014 Board of Trustees meeting.

At the January 2015 Board of Trustees meeting, a Mathematics Curriculum presentation and was provided by staff members, and the curriculum was submitted for approval by the Board at its February 2015 Board of Trustees meeting. The item did not receive Board approval.

This item is now being resubmitted for consideration to the Board of Trustees.

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| 54. MATH-001A | Calculus (C-ID MATH 210) |
| 55. MATH-001B | Calculus (C-ID MATH 220) |
| 56. MATH-002A | Multivariate Calculus (C-ID MATH 230) C-ID alignment: Change <i>Methods of Instruction</i> from: <u>Lecture-only</u> to: <u>Lecture/Lab</u> ; change <i>Units</i> from: <u>5 (5 lec + 0 lab)</u> to: <u>4 (3 lec + 1 lab)</u> ; change <i>Contact Hours</i> from: <u>90 hours (90 lec + 0 lab)</u> to: <u>108 hours (54 lec + 54 lab)</u> ; add lab content, modify content, objectives, SLOs, and assignments; add ENG-071 as advisory and complete content review. |
| 57. MATH-002B | Linear Algebra (C-ID MATH 250) |
| 58. MATH-002C | Ordinary Differential Equations (C-ID MATH 240) C-ID alignment: Change <i>Methods of Instruction</i> from: <u>Lecture-only</u> to: <u>Lecture/Lab</u> ; <i>Contact Hours</i> from: <u>72 hours (72 lec)</u> to: <u>108 hours (54 lec + 54 lab)</u> ; modify catalog description, course content, objectives, SLOs, assignments, update textbook, and complete content review. |

FISCAL IMPLICATIONS:

There is no cost to the District

RECOMMENDATION:

The Board of Trustees approves Math Course Items MATH-001A, MATH-001B, MATH-002A, MATH-002B, MATH-002C on the Curriculum Modifications for Fall 2015.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/23/2015
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: 2013-2014 AUXILIARY SERVICES AUDIT
REPORT**

BACKGROUND:

Auditors Vavrinek, Trine, Day & Co., LLP have audited the financial statements of Desert Community College District Auxiliary Services for the year ended June 30, 2014. Auxiliary Services Board of Directors reviewed and approved the audit report on September 21, 2015.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives this item as information.

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| Administrator Initiating Item: Lisa Howell | Cabinet Review & Approval: 10/12/2015 Chair & Vice Chair Review: 10/13/2015 |
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