

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, NOVEMBER 15, 2013
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of November 15, 2013, with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 a.m. to 10:15 a.m. and 12:00 p.m. to 1:30 p.m. and/or following the open session if additional time is needed.

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

1. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Mr. Stan Dupree

2. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

3. PERSONNEL

a. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: Director, Institutional Research

b. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: Chief of Staff

4. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

Section 54956.9 (d)(2/3/4) Specify number of potential cases: 6

5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:

Property: Parcel
Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 664 190 021, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020

Agency Negotiator or Designee: Dr. Joel Kinnamon

6. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

IV. OPEN SESSION 10:30 a.m.

Closed session report (if any)

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

VI. APPROVE THE MINUTES OF:

Regular meeting of September 20, 2013. ([Details on COD Website](#))

Regular meeting of October 18, 2013. ([Details on COD Website](#))

VII. REPORTS

A. ASCOD

B. COLLEGE OF THE DESERT FOUNDATION

C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION

D. ACADEMIC SENATE

E. FACULTY ASSOCIATION

F. C.O.D.A.A.

- G. CSEA
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

VIII. ADMINISTRATIVE REPORTS

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

A. BOARD OF TRUSTEES

- 1. Annual Organization Meeting Date

B. HUMAN RESOURCES

- 1. Employment Group C Appointments
- 2. Reduced Teaching Load

C. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Payroll #4
- 4. Out-of-State Travel
- 5. Notice of Completion – Measure B Bond Projects
- 6. Memorandum of Understanding
- 7. Revenue Generating Agreement

X. INTRODUCTION OF NEW FULL-TIME STAFF

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

- 1. Resolution 111513-1: Excuse Board Member Absence

C. HUMAN RESOURCES

- 1. Resolution #111513-2; Classified – 60-Day Notice of Position Elimination
- 2. Employment Group A – Non-Renewal of Contract
- 3. Approval of the 2014-2015 Holiday Schedule

D. ADMINISTRATIVE SERVICES

1. 2012-2013 College of the Desert Foundation Audit Report
2. Notice of Intent to Award Contracts for the Child Development Center Project
3. Declare Equipment as Surplus
4. Consideration and Approval of Appraisers Report and Exchange of Real Property at District's Mecca-Thermal Center

E. STUDENT SUCCESS & STUDENT LEARNING

1. Approval of the 2014-15 College of the Desert Academic Calendar
2. ARCC Scorecard Presentation

XII. STUDY SESSION

1. Foundation Audit Report
2. ARCC Presentation

XIII. SUGGESTIONS FOR FUTURE AGENDAS

XIV. BOARD COMMENTS

XV. RECOGNITION

XVI. CLOSED SESSION (Continuation if needed)

XVII. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Board of Trustees

ITEM #: 1

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TITLE: ANNUAL ORGANIZATION MEETING DATE

BACKGROUND:

In accordance with the Education Code, the governing board of each college district shall hold an Annual Organizational meeting. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member, elected at that election, takes office. In years in which no such regular election for governing board members is conducted, shall be held during the same 15-day period on the calendar. This year the dates are December 6-20, 2013.

Unless otherwise provided by rule of the governing board, the day and time of the Annual Organizational meeting shall be selected by the Board at its regular meeting held in November and shall notify the County Superintendent of Schools of the day and time selected. The Clerk of the board shall, within 15 days prior to the date of the Annual Organizational meeting, notify in writing all members (and members-elect) of the date and time selected.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

The Board Chair recommends that the Annual Organizational meeting for the Board of Trustees of the Desert Community College District be set for Friday, December 13, 2013, in the Cravens Student Services Center Multi-Purpose room.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Human Resources

ITEM #: 1

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TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

Under AP 6300(a), the undernoted appointments included in Group C have been made as noted.

Classified/Substitute/Temporary employees in an aggregate amount of \$42,501.00 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$4,680.00 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$47,920.00 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$113,600.00 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$49,580.00 ([Details on COD website](#))

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Human Resources

ITEM #: 2

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TITLE: REDUCED TEACHING LOAD – FACULTY

BACKGROUND:

Mr. Charles Douglas Kroll, Associate Professor/History, School of Arts and Sciences, has requested a reduced teaching load as defined by Article 24.10-Reduced Teaching Load with Full Retirement Credit, for the 2014/2015 academic year. He is requesting to teach three classes per semester.

FISCAL IMPLICATIONS:

This position is fully funded by unrestricted funds.

RECOMMENDATIONS:

Board of Trustees approves the requested reduced teaching load as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 1

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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 **October 31, 2013** as follows:

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

In the aggregated amount of \$404,896.84, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$89,180.03, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of 1,429,151.04, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$2,740,115.03, as presented. ([Details on COD Website](#))

Note that the report includes all purchase orders and contracts including those reported above.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 2

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TITLE: WARRANTS

BACKGROUND:

Board action is required to ratify District warrants under AP 6300(a). Details of all warrants are posted on the [COD Website](#).

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$6,264,018.86 as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 3

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TITLE: PAYROLL #4

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 #4 in the amount of \$3,109,810.36 as follows:

Certificated:	\$2,055,949.79
Classified:	<u>\$1,053,860.57</u>
	\$3,109,810.36

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 4

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Student Success & Student Learning – Mr. John Jaramillo, Dean, School of Applied Sciences & Business, to attend the Career Tech Vision and Expo (ACTE) 2013 in Las Vegas, NV, December 4-7, 2013.

ACTE’s Career Tech VISION 2013 is the premiere conference for career and technical education (CTE) professionals. This conference focuses on CTE-specific topics. It highlights best-practices and innovative programming such as integrating academics into CTE programs, the use of technologies to enhance learning, ways to help students plan their secondary careers, project-based learning, and demonstrations of the latest CTE classroom designs and equipment from the largest gathering of CTE related educational equipment exhibits in the world. John will learn more strategies for the integration of literacy and math standards into the CTE curriculum; the utilization of technologies such as Web 2.0 tools to positively impact student achievement; and many others. ACTE’s Career Tech Vision experts will give updates to keep educators informed about the legislative affairs that will have an impact on CTE funding. Attending the conference will also provide the John with an opportunity to network with CTE instructors and administrators from across the nation, as well as gather new teaching techniques, project ideas, and the latest resources that will help improve the institution and its classrooms.

Fiscal Implications: Costs estimated at \$1,200.00 and will be funded by a restricted source (Perkins Funds).

2. Student Success & Student Learning – Mr. Thomas Armstrong, Adjunct Faculty, School of Health Sciences and Education, to attend the 2013 National Fastpitch Coaches Association (NFCA) National Convention in San Antonio, TX, December 4-7, 2013.

Mr. Armstrong has been nominated and has accepted a role as representative for the California Community College Athletic Association (CCCAA) at the NFCA National Convention. The NFCA is the national association for all levels of collegiate softball; National Collegiate Athletic Association (NCAA) Division I, II, III, National Association of Intercollegiate Athletics (NAIA) and junior colleges. As a voting member of the board, it is necessary for him to be at the business meeting on Wednesday, December 4th, morning to represent the CCCAA. This is a tremendous honor as he will be representing California junior colleges at the national level.

Fiscal Implications: Costs estimated at \$1,300.00 and will be partially funded by a restricted source (\$800.00 from Faculty Development Funds) and Mr. Armstrong will pay the remaining costs of \$500.00.

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 5

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

BACKGROUND:

1. The contract with Consourse One Enterprises, Inc. dba US Coatings for the Communication Building – Painting is complete as of April 3, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with C.S. Legacy Construction, Inc. for the Monterey Avenue Entrance – Site Concrete and Asphalt Paving is complete as of August 20, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

FISCAL IMPLICATIONS:

These projects are funded by proceeds from the Measure B Bonds.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 6

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TITLE: MEMORANDUM OF UNDERSTANDING

BACKGROUND:

One Memorandum of Understanding (MOU) between College of the Desert (COD) and:

1. Eisenhower Medical Center – Services shall be for the 2013-2014 football season. Physicians shall provide the following services to the school athletics:
1) Consultations with COD’s athletic trainer about athletes by phone, email, or in person before, during and after home games; 2) On-site physician coverage at all home games; 3) Expedited care for athletes as deemed appropriate by the team physician after consultation with the athletic trainer; 4) Assistance to COD’s athletic director and athletic trainer during the season to maintain an up-to-date department to provide high-quality care for athletes; 5) Arrange appropriate coverage of the services if unavailable; and 6) Services under this MOU are for the student athletes only and do not include services to COD’s employees, visitors and/or game attendees.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the proposed MOU with Eisenhower Medical Center for the 2013-2014 football season. It is further recommended that the Board authorizes the Vice President, Administrative Services, to execute the agreement and any future augmentations or amendments to the agreement on behalf of the District.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 7

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TITLE: REVENUE GENERATING AGREEMENT

BACKGROUND:

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

1. Partnership and Community Education (PaCE) at College of the Desert (COD)
Coachella Valley Unified School District/Coachella Valley High School (CVHS) -
Public Safety Partnership Academy. Coachella Valley High School offers their
students enrolled with an interest in the field of Public Safety, through the California
State Department of Education Partnership Academy and Career Technical Education,
an opportunity to participate in the CVHS Public Service Partnership Academy.
CVHS desires to provide to its students, an exploratory work-experience program,
which includes short-term industry certified training and job-site learning experiences
through the application of knowledge and skills. COD will provide a schedule of non-
credit training activities that lead to industry certification at COD's Public Safety
Academy facility to those students identified by CVHS for such purposes.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

1. Total revenue of \$15,000.00 during the term December 5, 2013 through May 30, 2014.
Public Safety Partnership Academy Funded through the California State Department of
Education Partnership Academy and Career Technical Education.

RECOMMENDATION:

Board of Trustee approves the revenue generating agreement as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Board of Trustees

ITEM #: 1

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TITLE: RESOLUTION 111513-1: EXCUSE BOARD MEMBER ABSENCE

BACKGROUND:

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

The Student Trustee, Andrew Campbell, was not present at the October 18, 2013 Board of Trustees meeting as he was attending the Fall 2013 Student Leadership Conference from October 18-20. The conference consisted of workshops such as connecting with your advisor and how to have positive student/advisor relationships.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

It would be appropriate for the Board to adopt the attached resolution recognizing that Student Trustee Campbell's absence at the October 18, 2013 meeting and instructing the District to not withhold his pro rata share of compensation related to these meetings, pursuant to Education Code section 72024(d).

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Human Resources

ITEM #: 1

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**TITLE: RESOLUTION #111513-2 – CLASSIFIED – 60-DAY NOTICE OF POSITION
ELIMINATION**

BACKGROUND:

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

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

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

1 Lead Bursar

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

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

FISCAL IMPLICATIONS:

This position is fully funded through unrestricted funds and the position has been eliminated with a new job description/position established.

RECOMMENDATION:

Board of Trustees approves the resolution as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Human Resources

ITEM #: 2

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TITLE: EMPLOYMENT GROUP A – EDUCATIONAL ADMINISTRATOR – NON-RENEWAL OF CONTRACT

BACKGROUND:

To approve the non-renewal of contract for the following employee listed by employee number, effective June 30, 2014:

#0490768

FISCAL IMPLICATIONS:

This position is fully funded through unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the ending of the contract as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Human Resources

ITEM #: 3

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TITLE: APPROVAL OF THE 2014-2015 HOLIDAY SCHEDULE

BACKGROUND:

To provide a 2014-2015 College of the Desert list of holidays for the College Calendar for the 2014-2015 fiscal years as indicated on next page.

FISCAL IMPLICATIONS:

All legal holidays are designated in accordance with Education Code Sections 88205 and 79020.

RECOMMENDATION:

Board of Trustees approves the 2014-2015 Holiday Schedule as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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2014 – 2015 Holiday Schedule

			<u>Legal</u>	<u>Local</u>
July 3, 2014	Thursday	Independence Day (observed)	1	
September 1, 2014	Monday	Labor Day	1	
November 11, 2014	Tuesday	Veteran’s Day	1	
November 27, 2014	Thursday	Thanksgiving	1	
November 28, 2014	Friday	Local Holiday		1
December 24, 2014	Wednesday	Winter Break Holiday		1
December 25, 2014	Thursday	Christmas Day	1	
December 26, 2014	Friday	Mandatory Vacation Day		
December 29, 2014	Monday	In Lieu of Admission Day	1	
December 30, 2014	Tuesday	Native American Day		1
December 31, 2014	Wednesday	Mandatory Vacation Day		
January 1, 2015	Thursday	New Year’s Day	1	
January 19, 2015	Monday	Martin Luther King Day	1	
February 13, 2015	Friday	Lincoln Day (Observed)	1	
February 16, 2015	Monday	Washington Day (Observed)	1	
April 3, 2015	Friday	Spring Holiday		1
May 25, 2015	Monday	Memorial Day	1	

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 1

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**TITLE: 2012-2013 COLLEGE OF THE DESERT
FOUNDATION AUDIT REPORT**

BACKGROUND:

In accordance with State regulations, the College of the Desert Foundation has undergone the required annual audit*. The report is the result of the auditor's review of finances, financial procedures, accounting controls and compliance with applicable State and Federal requirements. The report is also filed with the required State agencies.

*[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the 2012-2013 audit report from Brabo & Carlsen, LLP for the College of the Desert Foundation.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 2

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS
FOR THE CHILD DEVELOPMENT CENTER PROJECT**

BACKGROUND:

Bid Package #2 – Audio Visual (AV) has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #2 – Network Transmission Systems (NTS) has been out to bid and the bid results* indicate the lowest qualified bid.

*[Details on the COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 3

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TITLE: DECLARE EQUIPMENT 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. The list of items* are to be declared surplus and disposed of by way of an auction to students at College of the Desert and to the public in accordance with Education Code Section 81450 and Administrative Procedure 6550/Disposal of Property. These items have been replaced with newer models.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

The money from the auction shall be credited to the fund from which the items were purchased.

RECOMMENDATION:

Board of Trustees declares the attached list of items as surplus to be disposed of by way of an auction to students at College of the Desert in accordance with Education Code Section 81450 and Administrative Procedure 6550/Disposal of Property.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

AREA: Administrative Services

ITEM #: 4

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

**TITLE: CONSIDERATION AND APPROVAL OF APPRAISAL
REPORT AND EXCHANGE OF REAL PROPERTY AT DISTRICT'S
MECCA-THERMAL CENTER**

BACKGROUND:

The District's Mecca-Thermal Center ("District Center") is situated on real property with irregularly shaped eastern and western boundaries. The real property surrounding the District Center is privately owned by Mica LLC. The District is authorized by Education Code §81470 et seq. to exchange any of its real property for real property privately owned so long as the exchange is in conformity with Education Code §81470 et seq. On June 20, 2013, the District's Board of Trustees adopted Resolution No. 062013-1 authorizing District staff to, among other things, meet and confer with Mica LLC to discuss the terms and conditions of a real property exchange, select and appoint a board of appraisers in conformity with Education Code §81472, obtain a report from the board of appraisers determining the cash values of any property proposed to be exchanged between the District and Mica LLC ("Appraisal Report") and have obtained the approved Appraisal Report from the Superintendent of the Riverside County Office of Education (RCOE). A copy of RCOE's executed Resolution No. 07-14, the District's Resolution No. 062013-1 and the Appraisal Report are attached*. In order to move forward with the real property exchange in conformity with Education Code §81470 et seq., the Board must consider the Appraisal Report and order the exchange of real property pursuant to the terms and conditions set forth in the Resolution and the Appraisal Report.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

The areas of real property to be exchanged by the District and Mica LLC are of equal size and equal cash value and therefore, the exchange will not have any fiscal implications.

RECOMMENDATION:

It is recommended that the Board order the exchange of real property pursuant to the terms and conditions set forth in the Resolution and the Appraisal Report and that the Board further order District staff to prepare and execute an Exchange Agreement in accordance with those terms and conditions subject to subsequent ratification by the Board.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

**AREA: STUDENT SUCCESS &
STUDENT LEARNING**

ITEM #: 1

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

**TITLE: APPROVAL OF THE 2014-15 COLLEGE OF THE DESERT ACADEMIC
CALENDAR**

BACKGROUND:

Board action is required to approve the Academic Calendar

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the 2014-15 Academic Calendar.

Administrator Initiating Item: Don Berz	Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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ACADEMIC CALENDAR 2014-2015

Fall 2014

Flex days	Thursday - Friday, August 28, 29
Labor Day - HOLIDAY	Monday, September 1
First day of classes	Tuesday, September 2
Veteran's Day – HOLIDAY	Tuesday, November 11
Thanksgiving - HOLIDAY	Thursday - Friday, November 27, 28
Final Exams	Saturday -Friday, December 13 - 19
Fall semester ends	Friday, December 19

Semester Break - December 20, 2014 – January 25, 2015
 Christmas Day - HOLIDAY – December 25, 2014
 New Year's Day - HOLIDAY – January 1, 2015

Spring 2015

Flex days	Thursday - Friday, January 22, 23
First day of classes	Monday, January 26
Lincoln's Birthday – HOLIDAY, Observed	Friday, February 13
Washington's Birthday - HOLIDAY, Observed	Monday, February 16
Spring Break	Monday - Friday, March 30 – April 3
Spring Holiday	Friday, April 3
Final Exams	Saturday-Friday, May 16 - 22
Graduation Ceremonies, Spring Semester Ends	Friday, May 22

Fall	90	Instructional days
	2	Flex days
	92	

Spring	92	Instructional days
	2	Flex days
	94	

186 days

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 11/15/2013

**AREA: STUDENT SUCCESS &
STUDENT LEARNING**

ITEM #: 2

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

TITLE: ANNUAL REVIEW OF THE 2013 ARCC SCORECARD

BACKGROUND:

In accordance with Education Code, Section 84754.5(d), as a condition of receiving specified funds in the annual Budget Act, each community college district board of trustees shall annually review its portion of the Systems-wide annual scorecard report.

Dr. Annebelle Nery will present the DCCD scorecard report per the Chancellor's Office guidelines.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts the 2013 ARCC Scorecard.

Administrator Initiating Item: Don Berz
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Cabinet Review & Approval: 11/4/2013 Chair & Vice Chair Review: 11/7/2013
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