



# Agenda

## Desert Community College District Board of Trustees

43-500 Monterey Ave., Palm Desert, CA 92260

### REGULAR MEETING OF THE BOARD OF TRUSTEES

**DATE:** WEDNESDAY, NOVEMBER 15<sup>th</sup>, 2017

**TIME:** 9:30 A.M.

**LOCATION:** 43-500 MONTEREY AVENUE  
PALM DESERT, CALIFORNIA  
CRAVENS MULTI-PURPOSE ROOM

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

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

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

### **II. AGENDA:**

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

**B. CONFIRMATION OF AGENDA:** Approve the agenda of the Regular Meeting of November 15<sup>th</sup>, 2017 with any additions, corrections, or deletions.

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

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

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

## 2.PERSONNEL

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

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

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

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669-330-047, 502-190-003, 502-190-004, 502-190-008, 502-190-015, 502-190-020, 502-190-017, 502-190-018, 508-100-024, 611-211-013, 611-211-014, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 687-040-035, 759-060-024; Lease of 1300 East Baristo Road, Palm Springs, CA.

Agency Negotiator or Designee: Dr. Joel L. Kinnamon.

Negotiating Parties: Palm Springs Unified School District under negotiation: Lease Price and Terms of Payment

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

Closed session report (if any).

## V. **PUBLIC UPDATES**

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

## VII. **INTRODUCTION OF STAFF**

## VIII. **APPROVAL OF MINUTES** - Minutes from September 15<sup>th</sup> and October 20<sup>th</sup>, 2017.

## IX. **REPORTS**

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

## 8. SUPERINTENDENT/PRESIDENT

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

### **A. BOARD OF TRUSTEES**

1. Annual Organizational Meeting
2. Board Policy Review – 1<sup>st</sup> Reading
  - BP 2340 Agendas
  - BP 2345 Public Participation at Board Meetings
  - BP 2350 Speakers Addressing the Board

### **B. PRESIDENT**

1. Approval of 2018-2019 Academic Calendar

### **C. HUMAN RESOURCES**

1. Personnel Items
2. Approval of 2018-2019 Holiday Schedule

### **D. ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #4
5. Out-of-State Travel
6. Gift/Donations to the District
7. Amendment to Contracts – Measure B Bond Projects
8. 2017/2018 CCFS-311 / Quarterly Financial and Budget Report
9. Budget Transfers

### **E. STUDENT LEARNING**

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

## **XI. ACTION AGENDA**

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

### **B. BOARD OF TRUSTEES**

1. Board Policy Review – 2<sup>nd</sup> Reading
  - BP 5142 Educational Accommodations and Academic Adjustments
  - BP 5144 Substitution of a Course Requirement for Students with Disabilities
  - BP 5145 Suspension of Disabled Students Programs and Services (DSPS) Services
  - BP 5146 Educational Assistance Class Repeatability for Students with Disabilities
  - BP 5147 Standards for Electronic and Information Technology – Section 508
  - BP 5150 Extended Opportunity Programs and Services

**C. ADMINISTRATIVE SERVICES**

1. Resolution #111517-1 Desert Community College District Board of Trustees Adopting an Initial Study/Negative Declaration Pursuant to the California Environmental Quality Act and Approving the Temporary Palm Springs Campus Project
2. Approval of Lease Agreement with the Palm Springs Unified School District
3. Budget Revisions
4. Notice of Intent to Award Contracts
5. Resolution #111517-2 of the Board of Trustees of the Desert Community College District Regarding Appointment of Review Panel for Public Works Hearings and Appeals

**XII. INFORMATION AGENDA**

**A. PRESIDENT**

1. Administrative Procedure Review
  - AP 2340 Agendas
  - AP 2345 Public Participation at Board Meetings

**XIII. STUDY SESSION**

1. Student Success Scorecard – Dr. Daniel Martinez, Director of Institutional Research
2. EDGE/pLEDGE – Katie Chartier, Assistant Director of First-Year Experience

**XIV. FUTURE AGENDA ITEMS**

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

**XVI. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: ANNUAL ORGANIZATIONAL MEETING**

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**BACKGROUND:**

In accordance with the Education Code, the governing board of each school 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. Annual Organizational Meetings, 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 1 through December 15, 2017.

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 immediately prior to the first day of such 15-day period, and the board 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. If the board fails to select a day and time for the annual meeting, the County Superintendent of Schools shall designate, within the 15-day period, the day and time of the meeting. (E.C. Section 35143)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

The Board Chair recommends the Annual Organizational Meeting for the Board of Trustees of the Desert Community College District be set for Friday, December 15<sup>th</sup>, 2017 at College of the Desert, 43-500 Monterey Avenue, Palm Desert, Ca 92260, Cravens Student Services Center Multi-Purpose Room.

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| <b>Administrator Initiating Item:</b><br><b>Joel L. Kinnamon</b> | <b>Cabinet Review and Approval: 11/7/2017</b><br><b>Chair and Vice Chair Review: 11/9/2017</b> |
|--|--|

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 2**

**AREA:** Board of Trustees

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

**TITLE: BOARD POLICY REVIEW – 1<sup>st</sup> READING**

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**BACKGROUND:**

The following board policies have been reviewed and approved by the President’s Executive Cabinet and College Planning Council:

- BP 2340 Agendas
- BP 2345 Public Participation at Board Meetings
- BP 2350 Speakers Addressing the Board

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the board policies for a first reading.

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| <b>Administrator Initiating Item:<br/>Joel L. Kinnamon</b> | <b>Cabinet Review and Approval: 11/7/2017<br/>Chair and Vice Chair Review: 11/9/2017</b> |
|--|--|

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 1**

**AREA:** President

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

**TITLE: APPROVAL OF THE 2018-2019 ACADEMIC CALENDAR**

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**BACKGROUND:**

Board action is required to approve the Academic Calendar.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the district.

**RECOMMENDATION:**

Board of Trustees approve the 2018-2019 Academic Calendar.

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| <b>Administrator Initiating Item:<br/>Joel L. Kinnamon</b> | <b>Cabinet Review and Approval: 11/7/2017<br/>Chair and Vice Chair Review: 11/9/2017</b> |
|--|--|

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 1**

**AREA:** Human Resources

**TITLE:** PERSONNEL ITEMS

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**DEFINITIONS OF PERSONNEL ITEMS:**

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

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

| Name                    | Position   | Department                              | Effective       |
|-------------------------|--|---|-----------------|
| <b>Appointments</b>     |  |   |                 |
| <b>Additional Hours</b> |  |   |                 |
| Lynda Vent              | Secretary  | Applied Sciences and Business           | 11/17-12/15/17  |
| Jessica Van Beers       | Bilingual Secretary                              | TRiO – Educational Talent Search        | 11/1/17-6/28/18 |
| <b>Classified</b>       |  |   |                 |
| Angelica Diaz           | Instructional Support Assistant                  | Disabled Students Programs and Services | 7/1/17          |
| Arturo Galaviz          | Custodian  | Maintenance and Operations              | TBD             |
| Bianca Herrera          | Custodian  | Maintenance and Operations              | 10/23/17        |
| Elena Mijarez           | Child Development Center Senior Office Assistant | Child Development Center                | 11/6/17         |
| William Mero            | Senior Skilled Maintenance Worker                | Maintenance and Operations              | 11/17/17        |



|   |  |   |  |
|---|--|---|--|
| Jorge Villalta  | Instructional Support Specialist                 | TRiO Veterans                                       | 11/20/17   |
| <b>Extension of Assignment</b>                                |  |   |  |
| Carlos Perez  | Instructional Lab Technician                     | Applied Sciences and Business/Public Safety Academy | 7/29/17-8/14/17                                  |
| <b>Leadership</b>   |  |   |  |
| Jon Caffery   | Director   | TAACCCT and Proposition 39 Grants                   | 11/1/17 – 2/28/19                                |
| <b>Professional Advancement</b>                               |  |   |  |
| Alejandro Jazan   | Instructor                                       | Communications                                      | 8/21/17  |
| <b>Resignation</b>  |  |   |  |
| Kyle Ghirardi   | Security Officer                                 | Public Safety                                       | 4/20/17  |
| Michael Maloney   | Purchasing Services Specialist                   | Fiscal Services                                     | 10/20/17   |
| Margarita Marin   | EOPS/CARE Technician                             | EOPS/CARE   | 11/2/2017  |
| Evelyn Trejo  | EDGE Outreach Specialist                         | EDGE  | 11/10/17   |
| <b>Working Out of Class</b>                                   |  |   |  |
| Imelda Tafoya   | Administrative Assistant                         | Indio Campus Education Center                       | 7/1/16   |
| <b>Temporary Assignment</b>                                   |  |   |  |
| <b>Substitute</b>   |  |   |  |
| Karla Beltran Rios  | Custodian  | Maintenance and Operations                          | 10/4/17-10/31/17                                 |
| Racquel Crisp   | Financial Aid Specialist                         | Financial Aid                                       | 11/13/17 – 11/15/17                              |
| Antonio De La Rosa  | Custodian  | Maintenance and Operations                          | 10/9/17 - 10/27/17                               |
| Eric Duran  | Custodian  | Maintenance and Operations                          | 10/8/17 - 10/27/17                               |
| Maria Magana  | Admissions and Records Technician                | Admissions and Records                              | 11/30/17-1/5/18                                  |
| Luisiana Martinez   | Admissions and Records Technician                | Admissions and Records                              | 10/24/17 – 1/5/18                                |
| Elena Mijarez   | Child Development Center Senior Office Assistant | Child Development Center                            | 10/10/17 – 11/3/17                               |
| Christee Raya   | Admissions and Records Technician                | Admissions and Records                              | 10/24/17 – 1/5/18                                |
| <b>Temporary Employment Agreements (Current Employee Y/N)</b> |  |   |  |
| Daniel Benke  | Y  | Supervision of Lab Equipment Upgrade Work           | Applied Sciences and Business<br>9/5/17-12/14/17 |

|                   |   |  |   |                    |
|-------------------|---|--|---|--------------------|
| Joana Ciurash     | Y | Mentoring two NSF S-STEM Scholarship Grant Recipients            | Mathematics and Science                       | 11/1/17-5/27/18    |
| Ahmed ElShafie    | Y | Mentoring two NSF S-STEM Scholarship Grant Recipients            | Mathematics and Science                       | 11/1/17-5/27/18    |
| Steve Faris       | Y | 3 Day Training Course in Building Controls                       | Applied Sciences and Business – Prop 39 Grant | 11/30/17-12/2/17   |
| Henry Friedman    | Y | Work Experience  | Applied Sciences and Business                 | 8/25/17-12/15/17   |
| Sarah Fry         | Y | CMAP Writing for Nursing   | Nursing                                       | 11/1/17-6/30/18    |
| Donna Greene      | Y | Distance Education/Sabbatical Coverage                           | Student Learning                              | 6/5/17-8/30/17     |
| Brian Harradine   | Y | CMAP Writing for Nursing   | Nursing                                       | 11/1/17-6/30/18    |
| Amy Hetherington  | Y | CMAP Writing for Nursing   | Nursing                                       | 11/1/17-6/30/18    |
| Maria Jasso       | Y | Department Chair   | Counseling Services                           | 8/21/17-5/25/18    |
| Gabriella Kay     | Y | Fall 2017 ESLN Level IV Lead                                     | Communications and Humanities                 | 10/10/17-12/15/17  |
| Lisa Kinsey       | Y | CMAP Writing for Nursing   | Nursing                                       | 11/1/17-6/30/18    |
| Malissa Nielsen   | N | Assistant Softball Coach   | Kinesiology and Athletics                     | 10/25/17 – 6/30/18 |
| Sheryl O'Donnell  | Y | Fall 2017 ESLN Level III Lead                                    | Communications and Humanities                 | 10/10/17-12/15/17  |
| Jorge Perez       | Y | Mentoring two NSF S-STEM Scholarship Grant Recipients            | Mathematics and Science                       | 11/1/17-5/27/18    |
| Anna Reber-Frantz | Y | CMAP Writing for Nursing   | Nursing                                       | 11/1/17-6/30/18    |
| Robert Rosteck    | Y | Mentoring two NSF S-STEM Scholarship Grant Recipients            | Mathematics and Science                       | 11/1/17-5/27/18    |
| Ken Thomas        | Y | Head Men's Tennis Coach  | Kinesiology and Athletics                     | 9/25/17-6/30/18    |
| Evelyn Trejo      | Y | Professional Photographic Services During COD Student Exhibition | Social Sciences and Arts                      | 11/16/17-11/16/17  |
| Danielle Walker   | Y | Assistant Women's Basketball Coach                               | Kinesiology and Athletics                     | 8/18/17-6/30/18    |
| <b>Volunteers</b> |   |  |   |                    |
| Isela Gichev      | N | ESLN Level II  | Communications                                | 10/18/17           |

**Administrator Initiating Item:**  
Mary Anne Gularte

**Cabinet Review & Approval: 11/7/2017**  
**Chair & Vice Chair Review: 11/9/2017**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 2**

**AREA:** Human Resources

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

**TITLE: APPROVAL OF 2018-2019 HOLIDAY SCHEDULE**

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**BACKGROUND:**

College of the Desert 2018-2019 Holiday Schedule.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustees approve the 2018-2019 Holiday Schedule.

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| <b>Administrator Initiating Item:<br/>Mary Anne Gularte</b> | <b>Cabinet Review and Approval: 11/7/2017<br/>Chair and Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 1**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period September 29, 2017 – October 26, 2017 as follows:

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

In the aggregated amount of \$1,660,818.00, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$827,569.77, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$3,410,396.50, 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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| <b>Administrator Initiating Item:</b><br>Lisa Howell | <b>Cabinet Review and Approval: 11/7/2017</b><br><b>Chair and Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: WARRANTS**

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies the warrants in the amount of \$2,509,421.69 as presented.

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| <b>Administrator Initiating Item:</b><br>Lisa Howell |
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| <b>Cabinet Review and Approval: 11/7/2017</b><br><b>Chair and Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 3**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

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

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

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| <b>Administrator Initiating Item:</b><br>Lisa Howell | <b>Cabinet Review and Approval: 11/7/2017</b><br><b>Chair and Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #4**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies Payroll #4 in the amount of \$4,367,203.38, as follows:

|               |                       |
|---------------|-----------------------|
| Certificated: | \$2,834,084.52        |
| Classified:   | <u>\$1,533,118.86</u> |
|               | \$4,367,203.38        |

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| <b>Administrator Initiating Item:</b><br>Lisa Howell | <b>Cabinet Review and Approval: 11/7/2017</b><br><b>Chair and Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 5**

**AREA:** Administrative Services

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

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

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**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 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 request for the individuals listed on the attachment.

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| <b>Administrator Initiating Item:</b><br>Lisa Howell | <b>Cabinet Review and Approval: 11/7/2017</b><br><b>Chair and Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 6**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

Fifty assorted frames donated to the School of Social Sciences & Arts by Ms. Eva Fischer, Palm Desert, CA. These items will be utilized by students in the Art 2D program.

Canon AE1 50mm 1.8 Camera, two lenses, carrying case, flash, four manuals and a 8mm projector donated to the School of Social Sciences & Arts by Ms. Mary Jane Greenberg, Palm Desert, CA. These items will be utilized by students in the photography program.

Beseler 23CII enlarger, lens, trays, Galab 450 timer and easel donated to the School of Social Sciences & Arts by The Reverend Vernon L. Suter, Cathedral City, CA. These items will be utilized by students in the Art 030A program.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

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| <b>Administrator Initiating Item:</b><br>Lisa Howell | <b>Cabinet Review &amp; Approval: 11/7/2017</b><br><b>Chair &amp; Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 7**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Projects are funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

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

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| <b>Administrator Initiating Item:<br/>Lisa Howell</b> | <b>Cabinet Review &amp; Approval: 11/7/2017<br/>Chair and Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 8**

**AREA:** Administrative Services

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

**TITLE: 2017-2018 CCFS-311 / QUARTERLY FINANCIAL STATUS REPORT**

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**BACKGROUND:**

The 2017-2018 CCFS-311 / Quarterly Financial Status Report for the first quarter ending September 30, 2017 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 first Quarterly Financial Status Report for 2017-2018.

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| <b>Administrator Initiating Item:</b><br>Lisa Howell | <b>Cabinet Review &amp; Approval: 11/7/2017</b><br><b>Chair &amp; Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 9**

**AREA:** Administrative Services

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

**TITLE: BUDGET TRANSFERS**

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**BACKGROUND:**

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

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

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

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| <b>Administrator Initiating Item:</b><br>Lisa Howell |
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| <b>Cabinet Review &amp; Approval: 11/7/2017</b><br><b>Chair &amp; Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 1**

**AREA:** Student Learning

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

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

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**BACKGROUND:**

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

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

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

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| <b>Administrator Initiating Item:<br/>Pamela Ralston</b> | <b>Cabinet Review and Approval: 11/7/2017<br/>Chair and Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: BOARD POLICY REVIEW – 2<sup>nd</sup> READING**

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**BACKGROUND:**

The following board policies have been reviewed and approved by the President’s Executive Cabinet and College Planning Council:

- BP 5142 Educational Accommodations and Academic Adjustments
- BP 5144 Substitution of a Course Requirement for Students with Disabilities
- BP 5145 Suspension of Disabled Students Programs and Services (DSPS) Services
- BP 5146 Educational Assistance Class Repeatability for Students with Disabilities
- BP 5147 Standards for Electronic and Information Technology – Section 508
- BP 5150 Extended Opportunity Programs and Services

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the board policies for a second and final reading.

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| <b>Administrator Initiating Item:<br/>Joel L. Kinnamon</b> | <b>Cabinet Review and Approval: 11/7/2017<br/>Chair and Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION NO. 111517-1 DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES ADOPTING AN INITIAL STUDY/NEGATIVE  
DECLARATION PURSUANT TO THE CALIFORNIA ENVIRONMENTAL  
QUALITY ACT AND APPROVING THE TEMPORARY PALM SPRINGS  
CAMPUS PROJECT**

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**BACKGROUND:**

The Board of Trustees directed the College of the Desert to proceed with planning required to construct a temporary campus in the City of Palm Springs. This effort has included negotiations with the Palm Springs Unified School District (PSUSD) regarding the potential lease of PSUSD property for the project, preliminary development plans, and the preparation of a CEQA Initial Study leading to a Negative Declaration for the project and associated lease.

The proposed temporary campus project would involve the operation of temporary classrooms and associated facilities at the site previously known as the Plaza Tennis Center, an 8.48± acre parcel located at the northeast corner of Baristo Road and Hermosa Drive in Palm Springs. This temporary campus would be operated until such time as the permanent Phase I buildings of the WVC are constructed. The potential lease makes provision for a portion but potentially the entire 8.48 acre parcel and makes clear that the scope of the Temporary Palm Springs Campus will involve only the already disturbed and developed portion of the site.

The proposed Temporary Palm Springs Campus site is currently a mix of paved tennis courts and parking, a previously used but now vacant continuing education site, and vacant desert lands. The proposed temporary campus structures will be located on the paved tennis court portion of the subject property, will rely upon existing on-site parking facilities, and will be the sole use during the life of the temporary campus.

The temporary classrooms are designed to accommodate up to 198 FTES. The proposed site plan (see attached) provides 109± spaces currently on site located immediately east of the planned modular site. The campus will consist of 12,480± square feet of single-story (11 feet in height) modular building space in multiple buildings. The modular units are as follows:

- Eight (8) modular classrooms (classrooms) at 960 square feet each,
- Three (3) modular classrooms (computer labs) at 1,440 square feet each, and
- One (1) modular restroom building at 480 square feet

A new wooden walkway will be placed over the existing tennis court pavement to facilitate internal access between classrooms, and will also compensate for any grade differential between

the parking lot and the modular buildings. The site will not require grading or removal of the existing pavement; however, some trenching will be required for utilities. Parking spaces for the proposed temporary campus are already striped on the existing parking lot surfaces, and no new paving is proposed.

### **CEQA REVIEW PROCESS**

The proposed Temporary Palm Springs Campus is a "project" as defined by the California Environmental Quality Act (CEQA). The District, acting in its capacity as the Lead Agency for this project under CEQA, evaluated the potential environmental impacts of the project. It has been determined through the preparation of an Initial Study that although the project has the potential to result in environmental effects, the impacts will not be significant, as described in the attached Initial Study.

The CEQA IS 20-day comment period ended on November 8, 2017. Any comments received after distribution of the staff report will be provided to the Board at the meeting. As of the preparation of this staff report there are no comments that affect the environmental analysis, necessitate recirculation of the environmental document or the preparation of an Environmental Impact Report. One comment letter was received from the Sunline Transit Agency limited to providing generic recommendations regarding design elements of internal transit-friendly access. The Initial Study and associated Negative Declaration meet the requirements of CEQA and the State CEQA Guidelines. A Notice of Determination should be prepared.

[Details on COD Website](#)

### **FISCAL IMPLICATIONS:**

Total costs estimated at \$6 Million to be funded through Measure B Bond funds.

### **RECOMMENDATION:**

That the Board: (i) find that the Initial Study/Negative Declaration contains a complete and accurate reporting of the environmental impacts associated with the Project, reflects the Board's independent judgment, and that all impacts are less than significant; (ii) find that the proposed Project is consistent and in conformity with the District's plans and policies specifically relating to the development of campus facilities; and (iii) adopt Resolution No. 111517-1 adopting Initial Study/Negative Declaration No. 2017-02 and approving the Temporary Palm Springs Campus Project.

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| <b>Administrator Initiating Item:</b><br><b>Lisa Howell</b> | <b>Cabinet Review &amp; Approval: 11/7/2017</b><br><b>Chair &amp; Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: APPROVE LEASE WITH PALM SPRINGS UNIFIED SCHOOL DISTRICT  
FOR COLLEGE OF THE DESERT’S TEMPORARY PALM SPRINGS  
CAMPUS**

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**BACKGROUND:**

The Desert Community College District desires to lease property from the Palm Springs Unified School District (PSUSD) at 1300 East Baristo Road in Palm Springs, California, to construct a Temporary Palm Springs Campus.

(Lease will be made public once PSUSD approves it.)

**FISCAL IMPLICATIONS:**

Base rent will be \$15,758.25 per month with an annual CPI (Consumer Price Index) increase and will be paid from Redevelopment Funds.

**RECOMMENDATION:**

Board of Trustees approves lease with Palm Springs Unified School District for the College of the Desert – Temporary Palm Springs Campus.

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| <b>Administrator Initiating Item:<br/>Lisa Howell</b> | <b>Cabinet Review &amp; Approval: 11/7/2017<br/>Chair &amp; Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: BUDGET REVISIONS**

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**BACKGROUND:**

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

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

Budget revisions as presented.

**RECOMMENDATION:**

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

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| <b>Administrator Initiating Item:</b><br>Lisa Howell | <b>Cabinet Review &amp; Approval: 11/7/2017</b><br><b>Chair &amp; Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS**

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**BACKGROUND:**

Bid Package #41-98P-6500-0000-CDCPLAY – General Contracting Services for the Child Development Center – Outdoor Lab Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #43-98W-6000-004-PSMODSITE – Contractor for Door and Window Hardware Services for the COD – Temporary Palm Springs Campus Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #43-98W-6000-004-PSMODSITE – Contractor for Site Improvements and Utilities for the COD – Temporary Palm Springs Campus Project has been out to bid and the bid results indicate the lowest qualified bid.

Bid Package #43-98W-6000-004-PSMODSITE – Contractor for Electrical and Low Voltage Services for the COD – Temporary Palm Springs Campus Project has been out to bid and the bid results indicate the lowest qualified bid.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These projects are funded by proceeds from Measure B Funds.

**RECOMMENDATION:**

Board of Trustees approves the notice of intent to award contracts to lowest qualified bid for the Child Development Center – Outdoor Lab Project and the COD – Temporary Palm Springs Campus Project.

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| <b>Administrator Initiating Item:</b><br><b>Lisa Howell</b> | <b>Cabinet Review &amp; Approval: 11/7/2017</b><br><b>Chair &amp; Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 5**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION NO. 111517-2 OF THE BOARD OF TRUSTEES OF THE  
DESERT COMMUNITY COLLEGE DISTRICT REGARDING  
APPOINTMENT OF REVIEW PANEL FOR PUBLIC WORKS HEARINGS  
AND APPEALS**

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**BACKGROUND:**

From time to time, the District is required to conduct public works hearings and appeals in connection with its contracts for the construction, alteration, or repair of District facilities. For instance, under Public Contract Code § 4107(a), a Contractor may request the District's consent to substitute a subcontractor listed in its original bid with another subcontractor based upon the statutorily enumerated reasons; prior to approving the contractor's request for substitution, the District is required to give notice to the listed subcontractor of the reasons for the request who then has five (5) working days to submit written objections. If the listed subcontractor timely submits its written objection to the requested subcontractor substitution, the District is required to conduct a hearing on the contractor's request for substitution and the subcontractor's objections thereto. Hearings are also required under Public Contract Code § 20651.5 if an applicant applying for Bidder Prequalification for a public works contract timely submits a written appeal challenging a non-qualifying determination by the District.

District Staff hereby recommends that the Board of Trustees issue a Resolution establishing a Review Panel for Public Works Hearings and Appeals ("Review Panel") and pursuant to Public Contract Code § 70901, subd. (d), the Review Panel, as a whole, be delegated authority to conduct hearings and issue rulings on behalf of the District arising out of the District's contracts for the construction, alteration, or repair of District facilities.

It is further recommended that the Board authorize the District's Vice President, Administrative Services, without further action of the Board of Trustees, from time to time, to modify the membership of the Review Panel, so long as: (i) the membership of the Review Panel consists of at least three (3) members, and (b) the Vice President, Administrative Services, notifies the Board of Trustees of changes in the membership of the Review Panel through an information item presented to the Board of Trustees at a public meeting of the Board of Trustees within sixty (60) days of his/her modification of the Review Panel membership.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Legal costs will be paid from the Capital Projects Fund.

**RECOMMENDATION:**

Board of Trustees adopts Resolution No. 111517-2 of the Board of Trustees of the Desert Community College District Regarding Appointment of Review Panel for Public Works Hearings and Appeals.

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| <b>Administrator Initiating Item:</b><br><b>Lisa Howell</b> | <b>Cabinet Review &amp; Approval: 11/7/2017</b><br><b>Chair &amp; Vice Chair Review: 11/9/2017</b> |
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/15/2017  
ITEM #: 1**

**AREA:** President

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

**TITLE: ADMINISTRATIVE PROCEDURE REVIEW**

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**BACKGROUND:**

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

- AP 2340 Agendas
- AP 2345 Public Participation at Board Meetings

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees receives the administrative procedures as presented.

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| <b>Administrator Initiating Item:<br/>Joel L. Kinnamon</b> | <b>Cabinet Review and Approval: 11/7/2017<br/>Chair and Vice Chair Review: 11/9/2017</b> |
|--|--|