



# Agenda

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE:** THURSDAY, NOVEMBER 20, 2014  
**TIME:** 9:30 A.M.  
**LOCATION:** 43500 MONTEREY AVE., PALM DESERT, CA  
**PUBLIC SAFETY ACADEMY, ROOMS 19A & B**

*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 20, 2014, 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: Dr. Joel L. Kinnamon
2. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION: Section 54956.9 (d)(2/3/4)** Specify number of potential cases: 6
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

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

a. **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. **INTRODUCTION OF NEW FULL-TIME STAFF (10:30)**

VII. **APPROVE THE MINUTES OF:**

Regular meeting of October 17, 2014. ([Details on COD Website](#))

VIII. **REPORTS**

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- D. ACADEMIC SENATE
- E. C.O.D.F.A.
- F. C.O.D.A.A.
- G. C.S.E.A.
- H. GOVERNING BOARD

I. SUPERINTENDENT/PRESIDENT

- 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. **HUMAN RESOURCES**

1. Employment Group C Appointments
2. Employment Group A Appointments
3. Resignations
4. Working Out of Class
5. Approval of the 2015-2016 Holiday Schedule
6. MOU between DCCD & CSEA Chapter #407

B. **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/Country Travel
6. Amendments to Contracts – Measure B Bond Projects
7. Change Orders – Measure B Bond Projects
8. Budget Transfers

C. **STUDENT SUCCESS AND STUDENT LEARNING**

1. Approval of Curriculum Modifications for Fall 2015

X. **ACTION AGENDA**

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

B. **HUMAN RESOURCES**

1. Resolution 112014-1 Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self Insure Workers' Compensation Liabilities

C. **ADMINISTRATIVE SERVICES**

1. Resolution #112014-2 Budget Revisions, Adjustments and Transfers

**XI. STUDY SESSION**

1. Enrollment Growth – Anna Davies, EVP, Student Services/Student Learning

**XIII. CLOSED SESSION** (Continuation if needed)

**XIV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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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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**BACKGROUND:**

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

Classified/Substitute/Temporary employees - [Details on COD website](#)

Faculty salary/stipends – [Details on COD website](#)

Adjunct salary/stipends - [Details on COD website](#)

Student Workers/Tutors - [Details on COD website](#)

Contract/Non-affiliated - [Details on COD website](#)

**FISCAL IMPLICATIONS:**

All positions are fully funded as noted on details in the College of the Desert Website.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
ITEM #: 2**

**AREA:** Human Resources

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

**TITLE: EMPLOYMENT GROUP A APPOINTMENTS**

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**BACKGROUND:**

**Classified**

1. Brian Pottle has been appointed to a vacant position of Nursing Program Assistant effective 10/6/14. Placement at Range 10, Step A on the Classified Salary Schedule.
2. Mariana Macias has been appointed to a vacant position of Admissions and Records Technician effective 11/3/14. Placement at Range 8, Step C on the Classified Salary Schedule.
3. Keith Prouty has been appointed to a vacant position of Laboratory Technician effective 10/13/14. Placement at Range 10, Step A on the Classified Salary Schedule.
4. Kory Taylor has been appointed to a vacant position of Bursar Technician effective 10/6/14 effective 10/6/14. Placement at Range 8, Step 3 on the Classified Salary Schedule.
5. Julie Carlson has been appointed to a new position of Executive Administrative Assistant in the Office of the President, effective November 10, 2014. Placement at Range 14, Step 1 on the Classified Salary Schedule.

**Faculty**

6. Maria Herrera has been appointed to a vacant position of Counselor, HSI, effective 11/10/14. Placement at Range 1, Step III on the Faculty Salary Schedule.
7. Escarlet Wirth has been appointed to a vacant position of Counselor, HSI, effective 11/10/14. Placement at Range 3, Step III on the Faculty Salary Schedule.

**FISCAL IMPLICATIONS:**

- 1 This is a grant-funded position.
- 2 to 5 are funded by unrestricted funds.
- 6 & 7 are temporary, grant funded positions.

**RECOMMENDATION:**

Board of Trustees ratifies/approves appointments as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
ITEM #: 3**

**AREA:** Human Resources

**TITLE: RESIGNATIONS**

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

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**BACKGROUND:**

1. Mr. Enrique Rocha has resigned his position as Custodian effective 10/21/14.
2. Mr. Ken Lira has resigned his position as Director Financial Aid effective 10/31/14.
3. Ms. Christina Delgado has resigned her position as Director, International Education Program effective 11/12/14.

**FISCAL IMPLICATIONS:**

1. This position is funded with unrestricted funds.
2. This position is funded with unrestricted funds.
3. This position is funded with restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the resignations as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
ITEM #: 4**

**AREA:** Human Resources

**TITLE: WORKING OUT OF CLASS**

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

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**BACKGROUND:**

1. Ms. Marlene Reynolds has been working out-of-class with buyer responsibilities that includes working up RFP & bid specifications. Placement is 2 ranges over current placement, Range 15, Step I(9).
2. Mr. Luis Atilano has been working out-of-class starting 9/8/14. He has been assigned additional duties to cover a staff member on leave. Placement is 1 step over current placement, Range 15, Step D(4).

**FISCAL IMPLICATIONS:**

This position is fully funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the working out-of-class as presented.

<b>Administrator Initiating Item:</b> Diane Wirth
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<b>Cabinet Review &amp; Approval: 11/10/2014</b> <b>Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014**

**AREA:** Human Resources

**ITEM #: 5**

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

**TITLE: APPROVAL OF THE 2015-2016 HOLIDAY SCHEDULE**

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**BACKGROUND:**

To provide a 2015-2016 College of the Desert list of holidays for the College Calendar for the 2015-2016 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 2015-2016 Holiday Schedule as presented.

[Details on COD Website](#)

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 11/4/2013 Chair &amp; Vice Chair Review: 11/7/2013</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014**

**AREA:** Human Resources

**ITEM #: 6**

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

**TITLE: MEMORANDUM OF UNDERSTANDING BETWEEN DESERT  
COMMUNITY COLLEGE DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES'  
ASSOCIATION AND ITS CHAPTER #407**

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**BACKGROUND:**

California School Employees Association and its Chapter #407 (CSEA) and Desert Community College District have met and negotiated revisions to the job description for the Laboratory Specialist – Allied Health and Nursing. The parties agree to the revised job description.\*

[\\*Job description on COD Website](#)

**FISCAL IMPLICATIONS:**

Compensation for this position could be both restricted and unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves MOU as presented, pending ratification by CSEA.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
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 **October 31, 2014** as follows:

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

In the aggregated amount of \$588,769.20, as presented. [Details on COD Website](#)

B. Open Purchase Orders in excess of \$25,000

In the aggregated amount of \$50,000.00, as presented. [Details on COD Website](#)

C. Contracts in excess of \$25,000

In the aggregated amount of \$318,590.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$1,647,947.93 as presented. **Note that the report includes all purchase orders and contracts including those reported above.** [Details on COD website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
ITEM #: 2**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: WARRANTS**

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**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 \$3,643,748.62 as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
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 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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 11/10/2014</b> <b>Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
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 \$3,083,980.13 as follows:

Certificated:	\$1,953,659.13
Classified:	<u>\$1,130,321.00</u>
	\$3,083,980.13

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 11/10/2014</b> <b>Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
ITEM #: 5**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: OUT-OF-STATE TRAVEL**

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**BACKGROUND:**

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

[Details on 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 travel request for the individuals listed on the attachment.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 11/10/2014</b> <b>Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
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: AMENDMENTS 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 the COD Website](#)

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bonds and remains within budget.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
ITEM #: 7**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: CHANGE ORDERS – MEASURE B BOND  
PROJECTS**

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustees approves the Change Orders listed on the attachment.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
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: BUDGET TRANSFERS**

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**BACKGROUND:**

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

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014**

**Item #: 1**

**AREA:** Student Success & 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: APPROVAL OF CURRICULUM  
MODIFICATIONS FOR FALL 2015**

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**BACKGROUND:**

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2015. ([Details on COD website](#))

**FISCAL IMPLICATIONS:**

There is no cost to the District

**RECOMMENDATION:**

The Board of Trustees approves the curriculum modifications for Spring 2015.

<b>Administrator Initiating Item:</b> Anna Davies	<b>Cabinet Review &amp; Approval: 11/10/2014</b> <b>Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014**

**ITEM #: 1**

**AREA:** Human Resources

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

**TITLE: RESOLUTION #112014-1: AUTHORIZING  
APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF  
CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF INSURE WORKERS'  
COMPENSATION LIABILITIES**

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**BACKGROUND:**

Desert Community College District joined the Riverside Schools Risk Management Authority (RSRMA) on July 1, 2011 to receive additional services at the same or slightly lower rate. The Board passed a resolution to join RSRMA at that time. Paperwork was sent to the Office of Self Insurance Plans advising of the change in the status of our certificate to self-insure. Due to the electronic filing of the annual report to the Office of Self Insurance Plans, all certificates of self-insurance are being audited by the State. A board resolution is required by the Office of Self Insurance Plans to authorize the execution of their documents regarding the change of Desert Community College's certificate being moved to RSRMA.

The Resolution authorizes the signed to transfer the certificate.

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

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the resolution as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 11/20/2014  
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 #112014-2 BUDGET REVISIONS,  
ADJUSTMENTS AND TRANSFERS**

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**BACKGROUND:**

Budget adjustments and transfers must be made in accordance with the provisions of California Code of Regulations Title 5 Section 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. In an effort to expedite this process, Resolution #112014-2 would allow budget revisions, adjustments and transfers to occur as a part of regular operations. The District is required to report these transactions to the Board for adoption/ratification and is requesting that these reports be done quarterly along with the 311Q/Quarterly Financial Status Report.

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #112014-2 Budget Revisions, Adjustments and Transfers.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 11/10/2014 Chair &amp; Vice Chair Review: 11/12/2014</b>
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