



# 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, MARCH 17<sup>TH</sup>, 2017  
**TIME:** 9:30 A.M.  
**LOCATION:** 43500 MONTEREY AVENUE, PALM DESERT, CA  
CRAVENS MULTI-PURPOSE ROOM

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

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

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

**II. AGENDA:**

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

**B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of March 17<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 CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

## 2. PERSONNEL

- a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**  
(Government Code Section 54957)
- b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**
  - Superintendent/President

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

## 4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 669-330-047, 502-190-003, 502-190-004, 502-190-008, 502-190-015, 502-190-020, 502-190-017, 502-190-018, 611-211-013, 611-211-014, 611-211-019, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 759-060-024

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

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

Closed session report (if any)

## V. PUBLIC UPDATES

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

## VII. INTRODUCTION OF STAFF

## VIII. APPROVE THE MINUTES OF:

Minutes from January 19<sup>th</sup> and February 10<sup>th</sup>, 2017.

## IX. REPORTS

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

H. SUPERINTENDENT/PRESIDENT

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

A. **BOARD OF TRUSTEES**

1. Proclamation – National Library Week

B. **HUMAN RESOURCES**

1. Personnel Items
2. Job Descriptions
  - Art Gallery Assistant (Revised)
  - Instructional Support Specialist-Berger Faculty Innovation Center (New)

C. **ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #8
5. Gift/Donations to the District
6. Out-of-State/Country Travel
7. Budget Transfers
8. Amendment to Contracts – Measure B Bond Project
9. Change Order – Measure B Bond Project
10. Notice of Completion – Measure B Bond Project

D. **STUDENT LEARNING**

1. Approval of Courses and Programs Approved by Curriculum Committee

XI. **ACTION AGENDA**

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

B. **BOARD OF TRUSTEES**

1. Board Policy Review – 1<sup>st</sup> Reading
  - a. BP 1100.1 Desert Community College District Locations
  - b. BP 1200 District Mission, Vision, and Values
  - c. BP 2410 Board Policies and Administrative Procedures (Adoption, Revision, and Deletion)

- d. BP 5143 Service Animals (proposed for deactivation)

**C. HUMAN RESOURCES**

1. Initial Proposal, Public Hearing, and Approval of Proposal from the Desert Community College District to College of the Desert Faculty Association
2. Professional Advancement: Faculty

**D. ADMINISTRATIVE SERVICES**

1. Budget Revisions
2. Notice of Intent to Award Contract
3. Designation of Off-Site Locations
4. Resolution #031717-1 of the Board of Trustees of the Desert Community College District Authorizing the Sale and Issuance of not to exceed \$145,000,000 Aggregate Principal Amount of the Desert Community College District General Obligation Refunding Bonds, in one or more Series, Approving the Forms and Authorizing the Execution and Delivery of one or more Escrow Agreements, Bond Purchase Agreements and Continuing Disclosure Certificates, Approving the Form, and Authorizing a method for Review and Approval by Members of said Board, of one or more Official Statements, and Authorizing the Execution of Necessary Documents and Certificates and Related Actions in Connection Therewith

**XII. INFORMATION AGENDA**

**A. PRESIDENT**

1. Administrative Procedure Review
  - a. AP 3440 Service Animals
  - b. AP 5143 Service Animals (proposed for deactivation)

**XIII. STUDY SESSION**

1. Schematic Design Presentation for the Child Development Center – Playground Project by Quinn Landscape Architects
2. Board Self-Evaluation Instrument

**XIV. FUTURE AGENDA ITEMS**

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

**XVI. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
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: PROCLAMATION – NATIONAL LIBRARY WEEK**

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**BACKGROUND:**

National Library Week will be observed April 9<sup>th</sup>-15<sup>th</sup>, 2017 with the theme, “Libraries Transform.”

According to the 61<sup>st</sup> Edition of the Library and Book Trade Almanac, the College of the Desert is one of 1,139 community college libraries or one of 3,703 academic libraries in the United States which will be celebrating with many programs. Libraries are more than warehouses for books. Libraries are about connecting people with ideas, resources and technology. The College of the Desert librarians are proud to collaborate with faculty to provide instruction to students in information literacy and retrieval.

First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association and libraries across the country each April. The Board of Trustees at the College of the Desert celebrates libraries of all types in conjunction with the American Library Association. We salute staff that is dedicated in providing free access, information, and empowering our students with resources.

[Details on COD Website](#)

**FISCAL IMPLICATION:**

No cost to the District.

**RECOMMENDATION:**

The Board of Trustees proclaim the week of April 9<sup>th</sup>-15<sup>th</sup>, “National Library Week”.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 3/7/2017 Chair &amp; Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 1**

**AREA:** Human Resources

**TITLE:** PERSONNEL ITEMS

<input checked="" type="checkbox"/> <b>CONSENT</b> <input type="checkbox"/> <b>ACTION</b> <input type="checkbox"/> <b>INFORMATION</b>
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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>Classified</b>			
Jovanny Barron	Library Specialist-Indio/MTC (PT)	Library	2/13/2017
Oscar Haro	Groundkeeper	Maintenance & Operations	3/6/2017
Luisana Manjarrez Soto	Child Development Specialist	Child Development Center	2/23/2017
Tifannie Schnabel-Moreno	Child Development Specialist	Child Development Center	2/21/2017
<b>Leadership</b>			
Michelle Bleza	Manager, Career & College Access Pathways	Student Learning	3/6/2017
Jack Steptoe	Assistant Director, Football Operations/ Head Coach	Athletics	3/20/2017
<b>Separations</b>			
Brian Kephart	Security Officer (PT)	Public Safety	2/27/2017
Rosemary Perez	Child Development Specialist	Child Development Center	2/3/2017
Sandra Shaw	Child Development Specialist	Child Development Center	1/27/2017
Joseph Wachsmuth	Economic & Workforce Development Training Tech	Applied Science & Business	6/30/2017

## Temporary Assignment

Extension of Assignment				
Patricia Espinosa		Interim Director, TRiO Upward Bound	TRiO/Upward Bound	7/1/2017-12/31/2017
Parvathy Padmanabhan		Instructional Support Assistant-Math	Math	1/4/2017-1/25/2017
Irvin Trejo Pantoja		Instructional Support Assistant-Math	Math	1/4/2017-1/25/2017
Damaris Zatarain		Instructional Support Assistant-Math	Math	1/4/2017-1/25/2017
Increase in Hours				
Ruth Mijarez		Bilingual Secretary	EVC-Indio	2/21/2017-3/15/2017
Substitute				
Jill Arnold		Testing Services Technician	Partnership & Community Education	2/6/2017-5/16/2017
Leonardo Olmeda		Security Officer	Public Safety	1/5/2017-3/17/2017
Working Out of Class				
Paloma Gomez		Human Resources Specialist	Human Resources	2/27/2017-3/31/2017
Mark Quinto		Art Gallery Assistant	Arts & Sciences	2/15/2017
Temporary Employment Agreements (Current Employee Y/N)				
Mark Almy	Y	MUS 99 Private Lessons	Arts & Sciences	2/6/2017-5/12/2017
Daniel Benke	Y	Supervise Lab Equipment Upgrade	Applied Science & Business	2/14/2017-5/11/2017
Tim Bruneau	Y	MUS 99 Private Lessons	Arts & Sciences	2/6/2017-5/12/2017
Kelly Corbin	Y	MUS 99 Private Lessons	Arts & Sciences	2/6/2017-5/12/2017
Deborah Cox	Y	MUS 99 Private Lessons	Arts & Sciences	2/16/2017-5/12/2017
Chris Daniels	N	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Albert Davalos	N	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Chase Devlin	N	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Rachel Eldridge	Y	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Zsolt Felenyi	Y	Develop Online Plant Science Course	Applied Science & Business	3/18/2017-6/30/2017
Anthony Fesmire	Y	MUS 99 Private Lessons	Arts & Sciences	2/6/2017-5/12/2017

Brian Fotinakes	Y	Common Assessment Initiative	Student Success	2/1/2017-5/26/2017
Brian Fotinakes	Y	Student Equity Projects	Student Services	2/1/2017-6/30/2017
Matthew Garcia	N	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Jose Gonzalez	Y	Work Experience	Applied Science & Business	1/30/2017-5/26/2017
Geoff Hagopian	Y	Common Assessment Initiative	Student Success	2/1/2017-5/26/2017
Geoff Hagopian	Y	Develop Curriculum/Training for New Course Math 44	Basic Skills	2/27/2017-6/30/2017
Patrick Jacobs	N	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Mikael Jacobson	Y	MUS 99 Private Lessons	Arts & Sciences	2/6/2017-5/12/2017
Jesus Jimenez	N	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Cesar Leon	N	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Ivan Lopez	N	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Jorge Perez	Y	Develop Curriculum/Training for New Course Math 44	Basic Skills	2/27/2017-6/30/2017
Rick Rawnsley	Y	Common Assessment Initiative	Student Success	2/1/2017-5/26/2017
Pablo Romero	Y	Student Equity Projects	Student Services	2/23/2017-6/30/2017
Vida Rossidean	Y	Common Assessment Initiative	Student Success	2/1/2017-5/26/2017
Christen Smith	Y	Common Assessment Initiative	Student Success	2/1/2017-5/26/2017
Scott Smith	Y	MUS 99 Private Lessons	Arts & Sciences	2/6/2017-5/12/2017
Pamela Stegeman	Y	Effective Business Writing Workshop	Partnership & Community Education	3/1/2017-3/31/2017
Jack Tapleshay	Y	Common Assessment Initiative	Student Success	2/1/2017-5/26/2017
Brandon Teran	N	Supplemental Instruction Leader	EDGE Program	1/30/2017-7/28/2017
Corbin Voyu	Y	Student Equity Projects	Student Services	2/23/2017-6/30/2017
Dan Waddell	Y	Jazz in the Pollock	Socials Sciences/Arts	2/17/2017



Aubrey Weston	Y	Work Experience	Applied Science & Business	1/30/2017-5/26/2017
Craig Zeigler	N	Assistant Softball Coach	Athletics	1/18/2017

<b>Volunteers</b>	
Barbara Carey	Intensive English Academy
Erica Fausto	Theatre Makeup
Timothy Moden	Agriculture
Jeremy Nussbaum	Work Study
Luis Pimental Corona	Cross Country

<b>Adjunct Instructors</b>	
Jeffrey Acidera	Student Counselor
Brian Scott Campbell	Art 2D
Hortencia Cervantes	English as a Second Language
Ronald DeGenova	Lab-Radio/TV
Michael Gandy	Clinical Nursing
Ana Hernandez	Work Experience
Jackie Matthews	Disabled Student Programs & Services
Marion Mendez	Adult Basic Education
Taafe Vanita Miller	Clinical Nursing
Juan Jose Moreno-Ibarra	Counselor, Upward Bound
Augustine Panchoo	Psychology
Rosemary Perez	Early Childhood Education
Gary Sabella	Golf
Chun Wong	Health Science
Charity-Rae Wooley	Women's Varsity Softball

<b>Administrator Initiating Item:</b> Mary Anne Gularte	<b>Cabinet Review and Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
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: NEW AND REVISED JOB DESCRIPTIONS - CLASSIFIED**

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**BACKGROUND:**

The District met with California School Employees Association (CSEA) and signed a tentative agreement for the following job descriptions. The agreement is subject to the CSEA approval process. The job descriptions were created or revised to meet the staffing needs of the District.

The District is requesting the Board approve the revised job descriptions for the positions listed below:

- Art Gallery Assistant (revised)
- Instructional Support Specialist – Berger Faculty Innovation Center (ISS-BFIC) (new)

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These positions are budgeted.

**RECOMMENDATION:**

Board of Trustees approve the job descriptions as presented.

<b>Administrator Initiating Item:</b> Mary Anne Gularte	<b>Cabinet Review and Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
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 **January 26, 2017 – February 25, 2017** as follows:

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

In the aggregated amount of \$133,796.24, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

No items to report.

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

In the aggregated amount of \$819,310.49, as presented.

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 2**

**AREA:** Administrative Services

**TITLE:** WARRANTS

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

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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 \$2,479,243.30, as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review and Approval: 3/7/2017 Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017**

**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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #8**

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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 #8 in the amount of \$3,184,119.26, as follows:

Certificated:	\$1,847,514.67
Classified:	<u>\$1,336,604.59</u>
	\$3,184,119.26

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
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: GIFTS/DONATIONS TO THE DISTRICT**

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**BACKGROUND:**

A 36" x 60" Mayline drafting/light table with a parallel bar, four textbooks, and various drafting tools/supplies in an Artbin carrying case donated to the School of Applied Sciences & Business by Mr. William Schleicher of Morristown, New Jersey. The Mayline drafting/light table will be utilized in AS104 of the Applied Sciences building for students use in various courses offered. The textbooks will be placed in the library located in the Applied Sciences building for student use. The Artbin and various drafting tools/supplies will be used by the full-time faculty for demonstration purposes and in-class loans for students in need of tools/supplies during the class period.

Various makeup and implements donated to the School of Social Sciences & Arts by Ms. Olga Morales of Indio, CA. These items will be utilized by students in support of theatrical makeup.

Stand-alone system running V8 pro-tools with Mac tower computer, Digi 003 console, two 25" monitors and various software and audio plug-ins donated to the School of Social Sciences & Arts by Mr. Toby Browning of La Quinta, CA 92253. These items will be utilized by students enrolled in Radio-Television (RTV) 007 and KCOD.

**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 donors by the Office of the President.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 3/7/2017</b> <b>Chair &amp; Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
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: OUT-OF-STATE/COUNTRY 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/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 requests for the individuals listed on the attachment.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 7**

**AREA:** Administrative Services

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

**TITLE: BUDGET TRANSFERS**

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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:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 3/7/2017</b> <b>Chair &amp; Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
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: AMENDMENT TO CONTRACTS – MEASURE B BOND PROJECT**

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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:**

Projects are funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 3/7/2017</b> <b>Chair &amp; Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
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: CHANGE ORDER – MEASURE B BOND PROJECT**

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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 Order listed on the attachment.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 10**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

1. The contract with American Modular Systems, Inc. for the Mecca/Thermal Campus Expansion Project is complete as of February 16, 2017 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

**FISCAL IMPLICATIONS:**

This project is funded by Measure B Bond Funds and remain within budget.

**RECOMMENDATION:**

Board of Trustees accepts the Notice of Completion as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 1**

**AREA:** Student Learning

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

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

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**BACKGROUND:**

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

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

The Board of Trustees approve the new courses and programs for Fall 2017.

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 3/7/2017 Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017**

**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 – 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 1100.1 Desert Community College District Locations
- BP 1200 District Mission, Vision, and Values
- BP 2410 Board Policies and Administrative Procedures (Adoption, Revision, and Deletion)

Additionally, BP 5143 Service Animals is proposed for deactivation as it has been superseded by BP 3440 Service Animals which was approved by the board at its May 20, 2016, meeting. The deactivation of BP 5143 Service Animals has been reviewed and approved by the President’s Executive Cabinet and College Planning Council.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the actions noted above for a first reading.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 3/7/2017 Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017**

**ITEM #: 1**

**AREA:** Human Resources

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

**TITLE: INITIAL PROPOSAL, PUBLIC HEARING, AND APPROVAL OF  
PROPOSAL FROM THE DESERT COMMUNITY COLLEGE DISTRICT TO  
COLLEGE OF THE DESERT FACULTY ASSOCIATION**

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**BACKGROUND:**

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The Desert Community College District’s initial proposal to the College of the Desert Faculty Association is agendized as a public document. At the Board of Trustee’s meeting on March 17, 2017, there will be a public hearing on the District’s proposal to the College of the Desert Faculty Association and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following acceptance of the Desert Community College District’s proposal, representatives from the District and the College of the Desert Faculty Association will meet and negotiate regarding these proposals.

Article 8: Compensation

Article 12: Hours of Service

Article 13: Released/Reassigned Time and Stipends

Article 14: Distance Learning

Article 15: Course Size

Article 16: Cooperative Work Experience Program

Article 18: Reassignments

Article 19: Evaluation of Tenured Faculty Members

Article 20: Tenure Review Process

Appendix C: Tenure Review and Evaluation Forms

**FISCAL IMPLICATIONS:**

Budgetary implications are unknown at this time.

**RECOMMENDATION:**

**Hold Public Hearing:** Board of Trustees conducts a public hearing on the Desert Community College District's Initial Proposal to the College of the Desert Faculty Association.

**Approval of Proposal:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to approve the District's proposal and that the parties commence negotiations.

<b>Administrator Initiating Item: Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 3/7/2017 Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 2**

**AREA:** Human Resources

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

**TITLE: PROFESSIONAL ADVANCEMENT - FACULTY**

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**BACKGROUND:**

Mr. Ed Reed, Associate Professor, Speech, has advanced in obtaining additional units. Effective January 1, 2017, placement shall be placed on column V (same step placement) on the Certificated Salary Schedule.

Mr. Frank Ramirez, Counselor, Career Center, has advanced in obtaining additional units. Effective January 1, 2017, placement shall be placed on column V (same step placement) on the Certificated Salary Schedule.

**FISCAL IMPLICATIONS:**

Positions are funded from unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves the advancements.

<b>Administrator Initiating Item:</b> Mary Anne Gularte	<b>Cabinet Review and Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017**

**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: 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 2015-2016 budget revisions as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 3/7/2017</b> <b>Chair &amp; Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 2**

**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 CONTRACT**

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**BACKGROUND:**

Pursuant to Public Contract Code 20118, college districts may participate in outside purchasing agreements if it is determined to be in the best interest of the District. The Savannah School District has stipulated the use of this bid by other school districts by virtue of its “piggy-back” clause.

Savannah School District advertised for purchase of High Performance Modular structures. At its January 17, 2017 Board of Trustees meeting, approval was granted to award Elite Modular Leasing & Sales Inc. as the lowest responsive bidder.

The proposed Purchase Order in the amount of \$913,380.00 includes the construction and installation of twelve (12) new modular structures for the College of the Desert Palm Springs Modular Campus Project. These modular structures include eight (8) standard classrooms, three (3) computer labs and one (1) restroom unit. The contractor for the purchase order is Elite Modular Leasing and Sales. All further onsite scopes of work will follow the normal public bid process.

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bond Funds.

**RECOMMENDATION:**

Board of Trustees approves proposed Purchase Order to Elite Modular Leasing & Sales for the College of the Desert Palm Springs Modular Campus Project in the amount of \$913,380.00.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 3/7/2017</b> <b>Chair &amp; Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: DESIGNATION OF OFF-SITE LOCATIONS**

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**BACKGROUND:**

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations. The following off-site designations will be effective upon approval:

- Hemet Adult School, 831 E. Devonshire Avenue, Hemet, CA 92543  
Desert Community College District will offer College of the Desert HVAC courses ACR 60 and ACR 78 on the Hemet Adult School premises within the Hemet Unified School District. These courses are not offered currently in the Mt. San Jacinto Community College District.
- College of the Desert – Palm Springs Modular Campus – 2550 E. Baristo Road, Palm Springs, CA 92262.

**FISCAL IMPLICATIONS:**

- There will be no direct costs to the District for the Hemet Adult School.
- The total estimated budget for the Palm Springs Modular Campus is \$5,000,000.00.

**RECOMMENDATION:**

Board of Trustees approves the Hemet Adult School and College of the Desert – Palm Springs Modular Campus as off-site designations.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #031717-1 OF THE BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE DISTRICT AUTHORIZING THE SALE AND ISSUANCE OF NOT TO EXCEED \$145,000,000 AGGREGATE PRINCIPAL AMOUNT OF THE DESERT COMMUNITY COLLEGE DISTRICT GENERAL OBLIGATION REFUNDING BONDS, IN ONE OR MORE SERIES, APPROVING THE FORMS AND AUTHORIZING THE EXECUTION AND DELIVERY OF ONE OR MORE ESCROW AGREEMENTS, BOND PURCHASE AGREEMENTS AND CONTINUING DISCLOSURE CERTIFICATES, APPROVING THE FORM, AND AUTHORIZING A METHOD FOR REVIEW AND APPROVAL BY MEMBERS OF SAID BOARD, OF ONE OR MORE OFFICIAL STATEMENTS, AND AUTHORIZING THE EXECUTION OF NECESSARY DOCUMENTS AND CERTIFICATES AND RELATED ACTIONS IN CONNECTION THEREWITH**

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**BACKGROUND:**

The Board of Trustees is requested to approve the above-referenced resolution authorizing the issuance of not to exceed \$145,000,000 of refunding bonds to potentially refinance portions of the District's outstanding Desert Community College District (Riverside and Imperial Counties, California) General Obligation Bonds, Election of 2004, Series 2007C (the "Series 2007C Bonds").

This refunding is expected to generate savings for the District's taxpayers, taking advantage of current historically low interest rates and restructuring the Series 2007C Bonds issued as capital appreciation bonds ("CABs"). The restricting of the CABs will result in an increase in tax rates for the years identified in the next paragraph but will be offset by not using that a similar portion of Measure CC for those years.

This refinancing will reduce aggregate property taxes and will not increase the term of the outstanding prior bonds. For FYs 2018 to 2037 the tax rates will be increased by approximately \$3.50 per \$100,000. Beginning in FY 2038 the tax rates will decrease by approximately \$12.50 per FY. For the FYs that have a tax rate increase the College will reduce the amount it issues from the 2016 Measure CC. The outstanding prior bonds would be refinanced only if debt service savings could be achieved.

The refunding bonds will be sold and issued by the District. Fieldman, Rolapp & Associates will serve as the financial advisor for the transaction, and Orrick, Herrington & Sutcliffe will

serve as bond counsel and disclosure counsel. The Underwriter for the refunding bonds will be RBC Capital Markets, LLC.

A resolution approving these refunding bonds is now presented for the Board's consideration. The Board of Trustees is asked to approve the above-referenced resolution to effect the issuance of the refunding bonds and the refinancing of the outstanding prior bonds and approve various documents and actions, as follows:

1. Resolution. The resolution authorizes the issuance of the refunding bonds and establishes parameters for the terms thereof, approves the forms of and authorize the execution and delivery of the financing documents (including the Bond Purchase Agreement and the Continuing Disclosure Certificate), approves the form of and authorize the distribution of the official statement (in preliminary and final form), and sets forth the security provisions for the refunding bonds and the covenants of the District to bond owners.
2. Bond Purchase Agreement. The Bond Purchase Agreement will specify the purchase price of the refunding bonds to be paid by the underwriter, the interest rates, maturity dates and principal amounts of each maturity of the refunding bonds, the date, time and place of the closing of the refunding bond issue, the allocation of the expenses incurred in connection with the refunding bond issue, the parties' representations to and agreements with each other and the conditions which the college district must satisfy before the underwriter becomes obligated to purchase the refunding bonds.
3. Escrow Agreement. The Escrow Agreement sets forth the terms for the early redemption of the outstanding prior bonds to be refinanced, including the deposit and investment of moneys to be held by the escrow bank and the terms for paying bonds prior to the redemption date and redeeming the bonds on the redemption date.
4. Continuing Disclosure Certificate. Federal securities laws indirectly require college districts to disclose and annually update certain financial and operating information relevant to the security and repayment of bonds. The Continuing Disclosure Certificate contains the undertakings of the District to provide the ongoing disclosure in the form of annual reports and event notices.
5. Official Statement. The Official Statement (in its preliminary and final form) is used to provide information to investors and prospective investors about the District and the refunding bonds. The refunding bonds constitute securities for purposes of state and federal securities laws and, therefore, the offering and sale of the refunding bonds through the Official Statement is subject to certain provisions of such laws, including, importantly, the anti-fraud laws. The Official Statement sets forth information about the terms of the refunding bonds, the security for the refunding bonds, the sources and uses of the proceeds of the refunding bonds, the college district and the tax base of the college district, the documents under which the refunding bonds are issued, and the tax-exemption of interest on the refunding bonds.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The refunding bonds will be paid from *ad valorem* property taxes approved by the voters of the District and levied on property within the District by the County of Riverside and the County of Imperial. There are no budget implications.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #031717-1 of the Board of Trustees of the Desert Community College District Authorizing the Sale and Issuance of not to exceed \$145,000,000 Aggregate Principal Amount of Desert Community College District General Obligation Refunding Bonds, in one or more Series, Approving the Forms of and Authorizing the Execution and Delivery of one or more Escrow Agreements, Bond Purchase Agreements and Continuing Disclosure Certificates, Approving the Form, and Authorizing a method for review and approval by members of said Board, of one or more Official Statements, and Authorizing the Execution of necessary documents and certificates and related actions in connection therewith.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 3/7/2017</b> <b>Chair &amp; Vice Chair Review: 3/8/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 3/17/2017**

**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 procedure has been reviewed and approved by the President's Executive Cabinet and College Planning Council:

- AP 3440 Service Animals

Additionally, AP 5143 Service Animals is proposed for deactivation as it will be superseded by AP 3440 Service Animals. The deactivation of AP 5143 Service Animals has been reviewed and approved by the President's Executive Cabinet and College Planning Council.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees receives the new procedure and deactivation of the superseded procedure as presented.

<b>Administrator Initiating Item:</b> <b>Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 3/7/2017</b> <b>Chair and Vice Chair Review: 3/8/2017</b>
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