



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 20, 2015
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of March 20, 2015 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 a.m. to 10:30 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: 4

3. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

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

(Government Code Section 54957)

- Interim Vice President, Human Resources & Labor Relations
- Director of International Education
- Dean, Student Success/Student Learning
- Director of Maintenance & Operations
- Director of Security & Emergency Preparedness
- Faculty, English

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

- Superintendent/President

IV. **OPEN SESSION** (10:45 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 NEW FULL-TIME STAFF**

- Tim Nakamura, Director of Security & Emergency Preparedness

VIII. APPROVE THE MINUTES OF:

Regular meeting of February 11, 2015 ([Details on COD Website](#))

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

- Certificate of Appreciation to Brenda Valdez, former Student Representative on the Citizens' Bond Oversight Committee.

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. HUMAN RESOURCES

1. Employment Group C Appointments
2. Employment Group A Appointments
3. Volunteers
4. Faculty – Tenure Review
5. Resignations
6. New Job Description: Accounting Manager
7. Professional Advancement-Faculty
8. Rescind Approval of Job Descriptions
9. Approval of Tentative Agreements between the Desert Community College District and the California School Employees Association

B. 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. Out-of-State Travel
6. Change Orders – Measure B Bond Projects
7. Notice of Completion – Measure B Bond Projects
8. Amendment to a Contract – Measure B Bond Project
9. Budget Transfers
10. Declare Equipment as Surplus for Disposal

11. Declare Equipment as Surplus for Public Auction

C. STUDENT SUCCESS & STUDENT LEARNING

1. Approval of Curriculum Modifications for Fall 2015

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Board Policy 2210 – Officers of the Board

C. SUPERINTENDENT/PRESIDENT

1. Member-At-Large West Valley Representative on the Citizens’ Bond Oversight Committee

D. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Resolution #032015-1 Authorizing the Issuance of the Desert Community College District (Riverside and Imperial Counties, California) 2015 General Obligation Refunding Bonds

E. INFORMATION

1. Early Retirement Incentive Program

XII. STUDY SESSION

1. Student Services- Anna Davies, EVP Student Success/Student Learning
2. Strategic Planning Process – Dr. Annebelle Nery, Dean, Institutional Effectiveness, Educational Services and Planning

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 1**

AREA: Human Resources

TITLE: EMPLOYMENT GROUP C APPOINTMENTS

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<input type="checkbox"/> INFORMATION |
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BACKGROUND:

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

Classified/Substitute/Temporary/Extension of Assignment 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.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 2**

AREA: Human Resources

<input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
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TITLE: EMPLOYMENT GROUP A & B APPOINTMENTS

Classified

1. Ricardo Rocha has been appointed to a part-time position as Testing Services Technician in the Counseling Center effective 2/9/2015. Placement at Column 7, Step A(1) on the Classified Salary Schedule.
2. Virginia Ortega has been appointed to a full-time position as Accounting Specialist in the Fiscal Services Office effective 2/17/2015. Placement at Column 15, Step A(1) on the Classified Salary Schedule.
3. Paloma Gomez has been appointed to a part-time position as Outreach Specialist, Foster Youth with EOPS/CARE effective 3/2/2015. Placement at Column 9, Step B(2) on the Classified Salary Schedule.
4. Christine Briceno has been appointed to a full-time position as Lab Specialist in the Allied Health & Nursing Department effective 3/9/2015. Placement at Column 14, Step A(1) on the Classified Salary Schedule.

Faculty

5. Lisa Kinsey has been appointed to a temporary full-time faculty position in Nursing effective 1/22/2015 through 5/22/2015. Placement at Column VI, Step 2 on the Full-Time Faculty Salary Schedule.
6. Renee Martin-Thornton has been appointed to a full-time faculty position in Nursing effective 1/20/2015. Placement at Column VI, Step 2 on the Full-Time Faculty Salary Schedule.
7. Veronica Daut has been appointed to a temporary full-time faculty position as Counselor SSSP effective 1/26/2015 through Fall 2015. Placement at Column IV, Step 1 on the Full-Time Faculty Salary Schedule.

FISCAL IMPLICATIONS:

1, 2, 3, & 7 are funded with restricted funds.
4, 5, 6 are funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies/approves appointments as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 3**

AREA: Human Resources

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TITLE: VOLUNTEERS

BACKGROUND:

1. Monique Lizette Vela Romero – Child Development Center
2. Kevin Masaky - Automotive

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees ratifies the volunteers as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 4**

AREA: Human Resources

TITLE: FACULTY - TENURE REVIEW

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

BACKGROUND:

To approve the recommendations from the Tenure Review process for faculty members:

That the following faculty member be recognized as successfully completing the first year in the Tenure Review Process and be granted a second-year contract effective the 2015/2016 academic year:

- Frank Ramirez

FISCAL IMPLICATIONS:

Position is fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the recommendations from the Tenure Review process as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 5**

AREA: Human Resources

TITLE: RESIGNATIONS

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

BACKGROUND:

Resignations:

1. Mr. Larry McLaughlin, Deputy Sector Navigator, effective March 4, 2015.

FISCAL IMPLICATIONS:

This position is funded with restricted funds.

RECOMMENDATION:

Board of Trustees ratifies the resignations presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 6**

AREA: Human Resources

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TITLE: NEW JOB DESCRIPTION - LEADERSHIP

BACKGROUND:

To approve the new job description for the position listed below:

- Accounting Manager

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the new job description as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 7**

AREA: Human Resources

TITLE: PROFESSIONAL ADVANCEMENT - FACULTY

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BACKGROUND:

Mr. Daniel Kleinfelter, Associate Professor, Math, has completed his Professional Advancement plan. Placement on Range V of the Certificated Salary Schedule is at Step 12.

FISCAL IMPLICATIONS:

Positions are funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the advancements.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 8**

AREA: Human Resources

TITLE: RESCIND ACTION TAKEN JUNE 19, 2014

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

BACKGROUND:

At the June 19, 2014 regular meeting of the Board of Trustees the Board took action to approve the following job descriptions:

- **Student Support Specialist – Bilingual**
- **Lead Administrative Assistant**

It is necessary to rescind that approval.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

The Board of Trustees approves the motion to rescind approval of the attached job descriptions.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 9**

AREA: Human Resources

<input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
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**TITLE: APPROVAL OF AGREEMENT BETWEEN THE
DESERT COMMUNITY COLLEGE DISTRICT (DCCD) AND THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA)**

BACKGROUND:

To approve the Tentative Agreements listed below between the Desert Community College District (DCCD) and the California School Employees Association (CSEA) contingent on ratification by CSEA:

Article VII: Compensation
Article VIII: Compensation in Addition to Salary
Article IX: Health & Welfare Benefits

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees ratifies the Tentative Agreements as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 1**

AREA: Administrative Services

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **February 28, 2015** as follows:

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

In the aggregated amount of \$25,230.00, as presented. [Details on COD Website](#)

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

No open purchase orders to report.

C. Contracts in excess of \$25,000

No contracts to report.

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

In the aggregated amount of \$438,136.12, 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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 2**

AREA: Administrative Services

TITLE: WARRANTS

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

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$2,190,413.65 as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 3**

AREA: Administrative Services

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

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

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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #8

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 \$3,150,915.43 as follows:

Certificated:	\$2,139,011.07
Classified:	<u>\$1,011,904.36</u>
	\$3,150,915.43

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 5**

AREA: Administrative Services

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

TITLE: OUT-OF-STATE TRAVEL

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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 6**

AREA: Administrative Services

**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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 7**

AREA: Administrative Services

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

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

BACKGROUND:

1. The contract with Digital Networks Group, Inc. for the Applied Sciences Project – Audio Visual System is complete as of February 6, 2015 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with A Good Sign & Graphics Co. for the Athletic Facilities Project – Signage is complete as of August 21, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
3. The contract with Borbon Incorporated for the Athletic Facilities Project – Painting is complete as of January 8, 2015 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
4. The contract with California Facility Specialties, Inc. for the Athletic Facilities Project – Athletic Equipment is complete as of December 29, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
5. The contract with Columbia Steel, Inc. for the Athletic Facilities Project – Miscellaneous Metals is complete as of August 21, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
6. The contract with Inland Building Construction Co., Inc. for the Athletic Facilities Project – General Trades Package is complete as of December 29, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
7. The contract with Inland Building Construction Co., Inc. for the Athletic Facilities Project – Doors, Frames & Hardware is complete as of December 29, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
8. The contract with Malibu Pacific Tennis Courts, Inc. for the Athletic Facilities Project – Tennis Courts is complete as of December 29, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

9. The contract with Marina Landscape for the Athletic Facilities Project – Landscape, Irrigation & Site Furnishings is complete as of December 29, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

10. The contract with Southern California West Coast Electric, Inc. for the Athletic Facilities Project – Electrical & Special Systems is complete as of January 5, 2015 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

11. The contract with Westcon Construction Group, Inc. for the Athletic Facilities Project – Site Concrete & AC Paving is complete as of December 1, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

12. The contract with Western Audio Visual, Inc. for the Athletic Facilities Project – Audio Visual System is complete as of December 1, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees accepts the Notices of Completion as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 8**

AREA: Administrative Services

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

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

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 amendment to the contract listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 9**

AREA: Administrative Services

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TITLE: BUDGET TRANSFERS

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 10**

AREA: Administrative Services

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

TITLE: DECLARE EQUIPMENT AS SURPLUS

BACKGROUND:

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. The list of items* are to be declared surplus and disposed of by way of donation to Desert ARC for recycling, and/or disposal in the local solid waste collection in accordance with Education Code Section 81450 and Administrative Procedure 6550/Disposal of Property.

*[Details on the COD Website](#)

FISCAL IMPLICATIONS:

RECOMMENDATION:

Board of Trustees declares the attached list of items as surplus to be disposed of by way of donation to Desert ARC for recycling, and/or disposal in the local solid waste collection in accordance with Education Code Section 81450 and Administrative Procedure 6550/Disposal of Property.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 11**

AREA: Administrative Services

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

**TITLE: DECLARE EQUIPMENT AS SURPLUS FOR
PUBLIC AUCTION**

BACKGROUND:

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. The list of items* are to be declared surplus and disposed of by way of a public auction in accordance with Education Code Section 81450 and Administrative Procedure 6550/Disposal of Property.

*[Details on the COD Website](#)

FISCAL IMPLICATIONS:

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 1**

AREA: Student Success & Student Learning

**TITLE: APPROVAL OF CURRICULUM
MODIFICATIONS FOR FALL 2015**

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

BACKGROUND:

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the curriculum modifications for Fall 2015.

Administrator Initiating Item: Anna Davies	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/15
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 1**

AREA: Board of Trustees

**TITLE: BOARD POLICY 2210-OFFICERS OF THE BOARD
REVISIONS, 1st READING**

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

BACKGROUND:

At their January 16, 2015 Board of Trustees meeting, Chair Bonnie Stefan requested Trustee Michael O’Neill and Trustee Becky Broughton to make revisions recommendations to Board Policy 2210 – Officers of the Board. At their February 11, 2015, the Board voted to send the policy back to Trustee O’Neill and Trustee Broughton for further revisions that included recommendations made by all Board members during the February 11, 2015 Board of Trustees meeting and to bring it back for a first reading at the March 20, 2015 Board meeting.

Revision Draft – [Details on COD website](#) – REPORT NOT YET AVAILABLE

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Review Board Policy 2210 revisions and make recommended changes. If draft is approved and adopted, commence 1st reading of adopted draft.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/9/2015 Chair & Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 3/20/2015

ITEM #: 1

AREA: Superintendent/President

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

**TITLE: MEMBER-AT-LARGE WEST VALLEY
REPRESENTATIVE ON THE CITIZENS' BOND OVERSIGHT
COMMITTEE**

BACKGROUND:

The Desert Community College District was successful in passing its Measure B Bond Measure on March 2, 2004 for \$346.5 million. Pursuant to ECS 15278, and Proposition 39 restrictions, the District is required to appoint an Oversight Committee whose primary purpose is to inform the public at least annually in written report concerning the expenditure of bond proceeds.

The Oversight Committee must consist of at least seven members from specified groups or organizations. The memberships must have one member each from a business organization, a senior citizen organization, a community college support organization, a bona fide taxpayer organization, and one student from College of the Desert.

Mr. William Waldron has resigned as the Member-At-Large West Valley Representative. After reviewing the applications that were received for this vacancy, Dr. Fred Jandt has been selected as the Member-At-Large West Valley Representative for an initial two year term. According to the bylaws, no member may serve more than three consecutive terms.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees appoints Dr. Fred Jandt as the Member-At-Large West Valley Representative on the Citizens' Bond Oversight Committee.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 1**

AREA: Administrative Services

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

TITLE: BUDGET REVISIONS

BACKGROUND:

All budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Section 58307 and 58307, 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 #112014-2 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on November 20, 2014.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2014-2015 budget revisions as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 2**

AREA: Administrative Services

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

**TITLE: RESOLUTION #032015-1 AUTHORIZING THE
ISSUANCE OF THE DESERT COMMUNITY COLLEGE DISTRICT
(RIVERSIDE AND IMPERIAL COUNTIES, CALIFORNIA) 2015 GENERAL
OBLIGATION REFUNDING BONDS**

BACKGROUND

An Election was held in the Desert Community College District (the "District") on March 2, 2004 for the issuance and sale of general obligation bonds of the District for various purposes in the maximum principal amount of \$346,500,000 (the "2004 Authorization"). The District has previously caused the issuance of General Obligation Bonds, Election of 2004, Series 2004A under the Authorization, in the aggregate principal amount of \$65,000,000 (the "Series 2004A Bonds"). On June 7, 2005, the District issued \$55,771,886.25 of its 2005 General Obligation Refunding Bonds (the "Prior Bonds") to refund certain of the District's Series 2004A Bonds.

The District now desires to refinance a portion of the outstanding Prior Bonds (so refunded, the "Refunded Bonds") through the issuance of general obligation refunding bonds (the "Refunding Bonds") in an aggregate principal amount not-to-exceed \$47,000,000. All benefits from the refunding will be delivered to the property owners in the District. The final maturity of the Refunding Bonds will not be later than the maturity dates of the Refunded Bonds.

(a) Resolution. This Resolution authorizes the issuance of the Refunding Bonds, in one or more series of federally taxable or federally tax-exempt bonds. The Resolution authorizes the issuance of the Refunding Bonds, specifies the basic terms, parameters and forms of the Refunding Bonds, and approves the form of Purchase Contract, Continuing Disclosure Certificate, Escrow Agreement and Preliminary Official Statement described below. In particular, Section 1 of the Resolution establishes the maximum aggregate principal amount of the Refunding Bonds to be issued (\$47,000,000). Section 4 of the Resolution states the maximum underwriting discount (0.80%) with respect to the Refunding Bonds, and authorizes the Refunding Bonds to be sold at a negotiated sale to Piper Jaffray & Co. (the "Underwriter"). The Resolution authorizes the issuance of current interest bonds only.

(b) Form of Purchase Contract. Pursuant to the Purchase Contract, the Underwriter will agree to buy the Refunding Bonds from the District. All of the conditions of closing the transaction are set forth in this document, including the documentation to be provided at the closing by various parties. Upon the pricing of the Refunding Bonds, the final execution copy of the Purchase Contract will be prepared following this form.

(c) Form of Preliminary Official Statement. The Preliminary Official Statement (“POS”) is the offering document describing the Refunding Bonds which may be distributed to prospective purchasers of the Refunding Bonds. The POS discloses information with respect to, among other things, (i) the proposed uses of proceeds of the Refunding Bonds, (ii) the terms of the Refunding Bonds (interest rate, transfer terms, etc.), (iii) the bond insurance policy for the Refunding Bonds, if any, (iv) the security for repayment of the Refunding Bonds (the *ad valorem* property tax levy), (v) information with respect to the District’s tax base (upon which such *ad valorem* property taxes may be levied), (vi) District financial and operating data, (vii) continuing disclosure with respect to the Refunding Bonds and the District, and (viii) absence of litigation and other miscellaneous matters expected to be of interest to prospective purchasers of the Refunding Bonds. Following the pricing of the Refunding Bonds, a final Official Statement for the Refunding Bonds will be prepared, substantially in the form of the POS.

(d) Form of the Continuing Disclosure Certificate. The form of the Continuing Disclosure Certificate can be found in APPENDIX C to the POS. Effective July 3, 1995, all underwriters of municipal bonds, are obligated to procure from a bond issuer a covenant that such public agency will annually file “material financial information and operating data with respect to the District” through the web-based Electronic Municipal Market Access (“EMMA”) system maintained by the Municipal Securities Rulemaking Board (which is the federal agency that regulates “broker-dealers,” including investment bank firms that underwrite municipal obligation issuance). This requirement is expected to be satisfied by the filing of the District’s audited financial statements and other operating information about the District, in the same manner the District has filed in connection with prior bond issuances. The purpose of the law is to provide investors in the Refunding Bonds with current information regarding the District. Similar laws have governed the corporate debt market for many years.

(e) Escrow Agreement. Pursuant to the Escrow Agreement, proceeds from the sale of the Refunding Bonds in an amount sufficient to redeem the Refunded Bonds will be deposited in an escrow fund (the “Escrow Fund”) held by U.S. Bank National Association (acting as “Escrow Agent”). The monies in the Escrow Fund will be used by the Escrow Agent to refund all or a portion of the Prior Bonds on the first available optional redemption date following the closing of the Refunding Bonds. As a result of the deposit and application of funds so provided in the Escrow Agreement, the Refunded Bonds will be defeased and the obligation of Riverside and Imperial Counties to levy *ad valorem* property taxes for payment of the Refunded Bonds will cease.

a. [Details on COD Website – Resolution](#)

b. [Details on COD Website – Purchase Contract](#)

c. [Details on COD Website – Preliminary Official Statement](#)

e. [Details on COD Website – Escrow Agreement](#)

FISCAL IMPACT

There is no fiscal impact to the General Fund resulting from the issuance of the Refunding Bonds.

RECOMMENDATION

Board of Trustees adopts Resolution #032015-1 Authorizing the Issuance of the Desert Community College District (Riverside and Imperial Counties, California) 2015 General Obligation Refunding Bonds.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 3/20/2015
ITEM #: 1**

AREA: Human Resources

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

TITLE: EARLY RETIREMENT INCENTIVE PROGRAM

BACKGROUND:

At the regularly scheduled meeting of the Desert Community College District on December 19, 2014, the Board authorized the District to move forward with its exploration of the viability of offering the plan, dependent in part on the financial consequences of implementation of the plan.

The District has received a final analysis, which included the names, positions, titles and salaries of those employees who would wish to participate in the plan, and report from PARS, the company administering the plan.

FISCAL IMPLICATIONS:

There is no cost savings to the District.

RECOMMENDATION:

Board of Trustees discusses the final analysis of the supplemental employee retirement plan.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 3/9/2015 Chair and Vice Chair Review: 3/11/2015
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