

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, AUGUST 16, 2013
TIME: 9:30 A.M.
LOCATION: 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

II. ROLL CALL

III. 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.

CONFIRMATION OF AGENDA: Confirm the agenda of the Regular Meeting of August 16, 2013, with any additions, corrections, or deletions.

- IV. CLOSED SESSION** 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.

9:35 to 10:15 and 12:00 to 1:30 and/or following the open session if additional time is needed.

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

2. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

Section 54956.9 (d)(2/3/4) Specify number of potential cases: 5

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 656-040-039, 669330015, 669330025, 669330029, 669330030, 664190021, 717270007, 717270008, 717270011, 717270012, 717270013, 717270014

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

V. OPEN SESSION 10:30 a.m.

Closed session report (if any)

VI. PUBLIC COMMENTS (Agenda Items): 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 AGENDA 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. APPROVE THE MINUTES OF:

The regular meeting of July 18, 2013 *[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. FACULTY ASSOCIATION
- F. C.O.D.A.A.
- G. CSEA
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

IX. ADMINISTRATIVE REPORTS

- 1. President
- 2. Interim Executive Director Human Resources Stan Dupree

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. Volunteers
3. Professional Advancement – Faculty
4. Resignation – Classified
5. Reclassification – Leadership/Foundation/Classified
6. New Job Description – Classified
7. Change in Assignment – Faculty
8. Change in Assignment – Leadership
9. Pre-Retirement Reduced Load Revision – Faculty
10. Employment Group A Appointment – Interim Leadership
11. Extension of Assignment – Leadership
12. Sabbatical Leave – Faculty
13. Salary Adjustment - Leadership

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #1
4. Out-of-State Travel
5. Change Orders – Measure B Bond projects
 - a. Athletic Facilities Project
 - b. Communication Building Project
 - c. Monterey Avenue Entrance Project

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Revised Board Policies & Administrative Procedures – Second Reading
2. New Board Policy 2750: Board Member Absence From the State – Second Reading
3. Resolution 081613-1: Excuse Board Member Absence
4. Revised Board Policy 2100: Board Elections – Second Reading

C. PRESIDENT

1. Certificate of Signatures
2. Resolution 081613-2 Approving Amended and Restated Bylaws for the Independent Citizens’ Bond Oversight Committee

3. Renewal term for the Member-At-Large East Valley Representative and the Student Representative on the Citizens' Bond Oversight Committee

D. FISCAL SERVICES

1. To Provide Liability Insurance Coverage for the Seven Members of the Citizens' Bond Oversight Committee
2. Resolution #081613-3 Delegation of Authority to Work with the Affected Employee Groups to Implement and Establish the 403(b) Special Pay Plan through Envoy Plan Services, Inc. for Employer/Employee Savings
3. Change Order #1 – Monterey Entrance Project – Fischer, Inc.
4. Notice of Intent to Award Contract for Athletics Facilities Project – Bid Package #32 – Security
5. Notice of Intent to Award Contract for Signage & Wayfinding Project – Bid Package #1 – Signage
6. Notice of Intent to Award Contracts for Applied Sciences Building Project – Phase 2 – Bid Packages #1-21
7. Resolution #081613-4 Authorized Signatures
8. Memorandum of Understanding
9. To Award Contract for International Student Health Insurance Carrier

F. STUDENT SUCCESS AND STUDENT LEARNING

1. Approval of the 2013-14 College of the Desert Catalog Addendum

XII. ITEMS OF INFORMATION/DISCUSSION

1. Board Self-Evaluation

XIII. SUGGESTIONS FOR FUTURE AGENDAS

XIV. BOARD COMMENTS

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 1

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TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

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

Classified/Substitute/Temporary employees in an aggregate amount of \$52,272 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$22,000.00 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$1,659,235.00 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$211,120.00 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$26,000.00 ([Details on COD website](#))

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 2

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TITLE: VOLUNTEERS

BACKGROUND:

Following is a listing of approved volunteers:

David Enos – PaCE/Robotics Camp
Ashlee Leon – Child Development Center

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees ratifies volunteers as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 3

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TITLE: PROFESSIONAL ADVANCEMENT - FACULTY

BACKGROUND:

Mr. James Rose, Athletic Counselor, has advanced in obtaining additional units from the University of Southern California. Placement on Range IV of the Certificated Salary Schedule is at Step 6.

Mr. Daniel Kleinfelter, Associate Professor, Math, has obtained additional units from the University of La Verne. Placement on Range IV of the Certificated Salary Schedule is at Step 11.

FISCAL IMPLICATIONS:

Positions are funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the advancements.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 4

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TITLE: RESIGNATION - CLASSIFIED

BACKGROUND:

Ms. Lorraine Hawking, Mail Technician, Fiscal Services, will resign her position effective 9/2/13.

FISCAL IMPLICATIONS:

Position is funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the resignation.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 5

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TITLE: RECLASSIFICATION – LEADERSHIP/FOUNDATION/CLASSIFIED

RECLASSIFICATION – LEADERSHIP:

BACKGROUND:

To provide a reclassification for the position of Director, Admissions & Records, Range VI to IX on the Leadership Salary Schedule. There is increased duties and scope of responsibility. Proposed placement is consistent with the Director of Financial Aid and Director of Counseling and Advising Services. Salary is also consistent with single college districts in the CCCD system according to the ACCA salary survey.

FISCAL IMPLICATIONS:

Position is funded by unrestricted funds (General Funds).

RECLASSIFICATION – FOUNDATION:

BACKGROUND:

To provide a reclassification of the position of Administrative Specialist, Range II to Range III on the Leadership Salary Schedule. Job description is attached with changes to reflect additional responsibilities associated in support of the administrative functions of the Foundation.

FISCAL IMPLICATIONS:

Position is funded by restricted funds (Foundation Funds).

RECLASSIFICATIONS - CLASSIFIED

BACKGROUND:

All of the following reclassifications have been approved by the Reclassification Committee and the CSEA Bargaining Unit:

To provide a reclassification for the position of Veterans Resource Specialist, Range 11 to Range 13 on the Classified Salary Schedule. Job description is attached with changes to reflect increase in contacts, scope and effect and scope of responsibility to warrant a reclassification.

To provide a reclassification for the position of EOPS/CARE Specialist, Range 7 to Range 9 on the Classified Salary Schedule. Job description is attached with changes to reflect significant increase in duties impacting scope and effect and scope of responsibility to warrant a reclassification.

To provide a reclassification for the position of Non-Credit Programs Bursar Technician-Bilingual, (Secretary-Range 7) to Range 9 on the Classified Salary Schedule. Job description is attached. The position has been reassigned to the Bursar's Office from Non-Credit Programs. She will continue to perform the duties associated with non-credit in addition to the bursar functions and serve as a Bilingual Bursar Tech. This increase in duties warrant a reclassification.

To provide a reclassification for the position of Arts Technical Specialist, Range 13 to Range 15 on the Classified Salary Schedule. Job description title has been changed from Arts Technician to Arts Technical Specialist. Changes to the job description, including representative duties and minimum qualifications, reflect the current institutional needs.

[*See COD website for revised job descriptions.](#)

FISCAL IMPLICATIONS:

- Position is funded by unrestricted funds.
- Position is funded by restricted funds.
- Position is funded by unrestricted and restricted funds.
- Position is funded by restricted funds.

RECOMMENDATION:

Board of Trustees approves the reclassifications as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 6

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TITLE: NEW JOB DESCRIPTION - CLASSIFIED

BACKGROUND:

To provide a new job description for the position of Art Gallery Assistant.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

The position will be fully funded by restricted funds.

RECOMMENDATION:

Board of Trustees approves the new job description as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 7

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TITLE: CHANGE IN ASSIGNMENT - FACULTY

BACKGROUND:

Ms. Courtney Doussett is presently an adjunct instructor/physical education and has been appointed to a Temporary Full Time Faculty Kinesiology Instructor for the School of Health Sciences & Education effective fall 2013 until the position is filled. Placement on Range V of the Certificated Salary Schedule is at Step 1.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

Position is funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the appointment.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 8

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TITLE: CHANGE IN ASSIGNMENT - LEADERSHIP

BACKGROUND:

Mr. Larry McLaughlin, Director, School of Applied Sciences & Business/ATTE, has been appointed to Deputy Sector Navigator/AT&R, School of Applied Sciences & Business, effective 7/6/13. Placement on Range VII of the Leadership Salary Schedule is at Step 9.

Ms. Avante Simmons, CTE Transition Specialist, School of Applied Sciences & Business, has been appointed to Deputy Sector Navigator/Health, School of Applied Sciences & Business, effective 7/6/13. Placement on Range VII of the Leadership Salary Schedule is at Step 3.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

Positions are funded from restricted funds. (Advanced Transportation & Renewables grant)

RECOMMENDATION:

Board of Trustees ratifies the assignments.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 9

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TITLE: PRE-RETIREMENT REDUCED LOAD REVISION - FACULTY

BACKGROUND:

Previously it was reported that Ms. Irene Larsen, Professor/Nursing, School of Health Sciences & Education, was to be on leave 100% for fall 2013 and teaching a full 15 SIU load in the spring. Ms. Larsen will now be teaching 3.11 SIUs in the fall and 11.89 SIUs in spring 2014 for her reduced load.

FISCAL IMPLICATIONS:

Position is funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the reduced load revision.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 10

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TITLE: EMPLOYMENT GROUP A APPOINTMENT – INTERIM LEADERSHIP

BACKGROUND:

Ms. Noemi Kanouse has been appointed as Interim Director, Fiscal Services, effective 7/29/13 – 8/31/13 until vacant position is filled.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

Position is funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies the interim appointment as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 11

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TITLE: EXTENSION OF ASSIGNMENT - LEADERSHIP

BACKGROUND:

To provide a temporary extension of assignment for Elizabeth Goold, Assistant Director, Clinical Services, Health Services, Student Success & Student Learning, from 10 month to 11 months for the 2013-2014 academic year to cover the needs of the students.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

Position is funded from restricted funds.

RECOMMENDATION:

Board of Trustees approves the temporary extension as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 12

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TITLE: SABBATICAL LEAVE- FACULTY

BACKGROUND:

Dr. David George has requested sabbatical leave for two semesters—fall 2013 and fall 2014. Dr. George will be addressing the components for the accreditation and full development of a Hospitality Administration and a Resort Management Certificate Program. Dr. George has completed the sabbatical application process which has been approved by the Sabbatical Leave Committee and President. This is in accordance with the CTA Bargaining Agreement, Appendix E, Sabbatical Leave Procedures.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

The Board of Trustees approves the leave request.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/6/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Human Resources

ITEM #: 13

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TITLE: SALARY ADJUSTMENT - LEADERSHIP

BACKGROUND:

A salary adjustment is being made for Adrian Gonzales to reflect the executive level duties he performed beginning 7/1/13 and ending with his separation from the District on 9/3/13.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the salary adjustment as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 1

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **July 31, 2013** as follows:

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

In the aggregated amount of \$300,373.72, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$372,174.84, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$283,504.00, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$1,535,046.61, as presented. ([Details on COD Website](#))

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 2

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TITLE: WARRANTS

BACKGROUND:

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

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$10,338,547.02 as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 3

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TITLE: PAYROLL #1

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 #1 in the amount of \$1,765,757.96 as follows:

Certificated:	\$ 859,111.48
Classified:	<u>\$ 906,646.48</u>
	\$1,765,757.96

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 4

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Student Success/Learning – Mr. Anthony DiSalvo, Dean, School of Communication and Humanities, to attend the HACU (Hispanic Association of Colleges and Universities) 27th Annual Conference in Chicago, IL, October 26-28, 2013.

This conference provides a unique forum for the sharing of information and ideas for the best and most promising practices in education. College of the Desert is a designated Hispanic Serving Institution.

Fiscal Implications: Costs estimated at \$2,600.00 and will be funded by an unrestricted source (Executive Vice President’s Travel Funds)

2. Institutional Effectiveness, Educational Services and Planning – Ms. Jessica Enders, Project Director for HSI Title V Grant, to attend the Brustein & Manasevit, PLLC’s 2013 Fall Forum in Las Vegas, NV, December 4-6, 2013.

The Brustein & Manasevit Conference will offer workshops and plenary sessions under the theme “Understanding the Ten Risks of Federal Education Grants Management”.

Fiscal Implications: Costs estimated at \$2,000.00 and will be funded by a restricted source (Title V HSI Grant)

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 5

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TITLE: CHANGE ORDERS – MEASURE B BOND PROJECTS

BACKGROUND:

1. Change Order #2 to the contract with Team C Construction for the Athletic Facilities Project is in the amount of \$15,749.94 for the installation of a cast-in-place concrete bond beam. This change order amends the contract total from \$1,221,175.68 to \$1,236,925.62 and remains within the 10% allowed for changes.
2. Change Order #2 to the contract with Southern California West Coast Electric, Inc. for the Athletic Facilities Project is a credit in the amount of <\$25,157.98> for work associated with bulletin item number 1. This change order amends the contract total from \$1,196,900.00 to \$1,171,742.02.
3. Change Order #1 to the contract with Consourse One Enterprises, Inc., dba US Coatings for the Communication Building Project is in the amount of \$5,603.23 for repairs due to damage from furniture incurred at the time of move-in and the painting of the electrical shaft. This change order amends the contract total from \$57,000.00 to \$62,603.23 and remains within the 10% allowed for changes.
4. Change Order #1 to the contract with Nexus IS, Inc. for the Communication Building Project is a credit in the amount of <\$45,000.00> for unused allowance. This change order amends the contract total from \$259,986.48 to \$214,986.48.
5. Change Order #1 to the contract with ProCraft Construction for the Communication Building Project (Plumbing) is a credit in the amount of <\$35,456.47> for unused allowance. This change order amends the contract total from \$289,430.00 to \$253,973.53.
6. Change Order #1 to the contract with Inland Building Construction Companies, Inc. for the Communication Building Project is a credit in the amount of <\$7,500.00> for unused allowance. This change order amends the contract total from \$29,700.00 to \$22,200.00.
7. Change Order #2 to the contract with ProCraft Construction for the Communication Building Project (Site Utilities) is a credit in the amount of <\$19,501.39> for unused allowance. This change order amends the contract total from \$200,531.34 to \$181,029.95.

8. Change Order #2 to the contract with Marina Landscape for the Communication Building Project is in the amount of \$4,403.53 for the work to adjust storm drain grates to grade and the final grading around the site at the west end. This change order amends the contract total from \$121,286.65 to \$128,690.18 and remains within the 10% allowed for changes.

9. Change Order #1 to the contract with Doug Nielsen Construction, Inc. for the Monterey Avenue Entrance Project is a credit in the amount of <\$318.43> for unused allowance. This change order amends the contract total from \$144,444.00 to \$144,125.57.

10. Change Order #2 to the contract with USA Shade & Fabric Structures, Inc. for the Monterey Avenue Entrance Project is in the amount of \$0.00 for the extension of contact time at no additional cost to the District.

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 above.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Board of Trustees

ITEM #: 1

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TITLE: REVISION TO VARIOUS BOARD POLICIES – SECOND READING

BACKGROUND:

As a subscriber to the Community College League of California’s Policy and Procedure Service we receive updates on suggested revisions to various policies and procedures.

In the subsequent recommendation (8) from the college’s most recent accreditation visit in March 2011 Board Policy 2410 and Administration Procedure 2410 were revised to adopt a timely review of all college policies and procedures. And as a member of the Community College League’s Policy and Procedure Service we receive recommended revisions to various Board Policies and Administrative Procedures twice a year.

The following policies have been revised. President’s Executive Cabinet has approved them.

*[Details on COD Website](#)

- BP 2015 Student Member
- BP & AP 2105 Election of Student Board Members
- BP 2350 Public Speakers at Board Meetings
- BP 2355 Decorum
- BP 2365 Recording Board Meetings
- BP 2716 Political Activity
- BP 2730 Board Member Health Benefits

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the revised policies as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Board of Trustees

ITEM #: 2

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

**TITLE: NEW BOARD POLICY 2750: BOARD MEMBER
ABSENCE FROM THE STATE - FIRST READING**

BACKGROUND:

As a subscriber to the Community College League of California's Policy and Procedure Service we receive recommendations on new policies and procedures.

President's Executive Cabinet has reviewed and approved this policy.

- BP 2750 Board Member Absence From the State

A concern was raised at the July 18, 2013 meeting as the policy was not clear as to whether the 60 days was consecutive. The Community College League of California's Policy and Procedure Service was contacted and they advised adding the word "consecutive".

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the new policy for a first reading as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Board of Trustees

ITEM #: 3

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TITLE: RESOLUTION 081613-1: EXCUSE BOARD MEMBER ABSENCE

BACKGROUND:

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

The Student Trustee, Andrew Campbell, was ill and unable to attend the July 18, 2013 meeting. He also is not present for today's meeting as he is attending the Community College League's Student Trustee Conference.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

It would be appropriate for the Board to adopt the attached resolution recognizing that Student Trustee Campbell's absence at the July 18, 2013 and August 16, 2013 meetings and instructing the District to not withhold his pro rata share of compensation related to these meetings, pursuant to Education Code section 72024(d).

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Board of Trustees

ITEM #: 4

<input type="checkbox"/> CONSENT
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**TITLE: REVISION TO BOARD POLICY 2100: BOARD ELECTIONS – SECOND
READING**

BACKGROUND:

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested revisions to various policies and procedures.

The following revision was presented for a first reading at the July 18, 2013 Board of Trustees meeting. President's Executive Cabinet has reviewed and approved it.

*[Details on COD Website](#)

- BP 2100 Board Elections

A concern was raised at the July 18, 2013 meeting regarding the statement in the policy: *"The Superintendent/President shall submit recommendations to the Board regarding adjustments to be made to the boundaries of each trustee area, if any adjustment is necessary, after each decennial federal census. The Superintendent/President shall submit the recommendation in time for the Board to act as required by law."* as this language is not included in Ed Code. It was suggested this paragraph be removed.

This is Community College League of California Policy and Procedure Service recommended language.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the revised policy as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: President

ITEM #: 1

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TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

At December 14, 2012 Board Meeting, in accordance with the provisions of Education Code Sections 42633 and 85233 and following the annual organization meeting of the Board of Trustees, a certification of signatures form was completed and approved by the Board of Trustees. Due to recent changes in personnel, the attached certification of signatures form* has been updated. The certification of signatures form verifies the signatures of members of governing board and persons authorized to sign orders drawn on the funds of the District and new employee authorization transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. The individuals are as follows:

Michael O'Neill – Governing Board Member
Rebecca Broughton – Governing Board Member
Bonnie Stefan – Governing Board Member
Mary Jane Sanchez-Fulton – Governing Board Member
Aurora Tenorio-Wilson – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; Linda Valkenburg – sign warrant orders, orders for salary payment and sign notices of employment; Stephen F. Renew – sign warrant orders, orders for salary payment and sign notices of employment; Donald B. Berz – sign warrant orders, orders for salary payment and sign notices of employment; James L. Buysse – sign warrant orders, orders for salary payment and sign notices of employment; Noemi Kanouse – sign warrant orders, orders for salary payment and sign notices of employment; and Stan Dupree – sign notices of employment.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves these individuals to provide authorized signatures for the purposes of warrant orders, orders for salary payments and notices of employment.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: President

ITEM #: 2

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**TITLE: RESOLUTION #081613-2 APPROVING AMENDED AND
RESTATED BYLAWS FOR THE INDEPENDENT CITIZENS' BOND
OVERSIGHT COMMITTEE**

BACKGROUND:

The Board of Trustees of the Desert Community College District previously adopted a resolution requesting Riverside County and Imperial County to call an election for general obligation bonds to be held on March 2, 2004. Notice of the Bond Election was duly given. On March 2, 2004, the Bond Election was duly held and conducted for the purpose of voting a measure for the issuance of bonds of the District in the amount of \$345,500,000. Based on the Canvass and Statement of Results for the County, more than fifty-five percent of the votes cast on the Measure B were in favor of issuing the aforementioned bonds. The Board of Trustees of the District has established an Independent Citizens' Bond Oversight Committee in connection with issuance of bonds under Measure B. The Board of Trustees has previously approved Bylaws governing such Committee but now desires to amend and restate such Bylaws*, in whole, to make them applicable to Measure B.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves Resolution #081613-2 Amended and Restated Bylaws for the Citizens' Bond Oversight Committee as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: President

ITEM #: 3

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**TITLE: RENEWAL TERM FOR THE MEMBER-AT-LARGE
EAST VALLEY REPRESENTATIVE AND THE STUDENT
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 consists 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, Member-At-Large East Valley, Member-At-Large West Valley, and one student from College of the Desert. Mr. Geoffrey Kiehl (Member-At-Large East Valley Representative appointed to the committee on August 20, 2009 and July 21, 2011) two-year term ends September 2013 and Ms. Brenda Valdez (Student Representative appointed to the committee on August 17, 2012) one-year term ends September 2013. According to the committee's updated bylaws, a member may serve a total of six years; three two-year consecutive terms. The committee has approved the renewal of Mr. Kiehl and Ms. Valdez term.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees accepts the renewal of Mr. Geoffrey Kiehl's term for two more years as the Member-At-Large East Valley Representative and Ms. Brenda Valdez's term for one year as the Student Representative on the Citizens' Bond Oversight Committee.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 1

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**TITLE: TO PROVIDE LIABILITY INSURANCE COVERAGE FOR
THE SEVEN MEMBERS OF THE CITIZENS' BOND OVERSIGHT
COMMITTEE**

BACKGROUND:

Desert Community College District has an Independent Citizens' Bond Oversight Committee (Committee) that oversees the construction of Measure B Bonds to make sure that the bond proceeds for College of the Desert are appropriately applied to the construction projects for the District outlined in the full text ballot from the March 2, 2004 Bond Measure Election. The Committee has no authority to make decisions for the District. The Committee is interested in obtaining liability coverage for their exposure and is requesting to be endorsed onto the Memorandum of Coverage for liability.

FISCAL IMPLICATIONS:

There are no additional costs for this change to the District's insurance policy.

RECOMMENDATION:

Board of Trustees approves the District to provide liability insurance coverage for the members of the Independent Citizens' Bond Oversight Committee.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 2

<input type="checkbox"/> CONSENT
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**TITLE: ADOPT RESOLUTION #081613-3 DELEGATION OF
AUTHORITY TO WORK WITH THE AFFECTED EMPLOYEE GROUPS TO
IMPLEMENT AND ESTABLISH THE 403(B) SPECIAL PAY PLAN
THROUGH ENVOY PLAN SERVICES, INC. FOR EMPLOYER/EMPLOYEE
SAVINGS**

BACKGROUND:

This resolution is to establish the 403(b) Special Pay Plan through Envoy Plan Services for payment of Retirement Incentive and unused Vacation Time to create Employer and Employee Tax Savings.

The Desert Community College District currently utilizes Envoy Plan Services for its 403(b) Plan and as an additional service for cost savings to both the employer and employee recommends adding the "Special Pay Plan".

The 403(b) Special Pay Plan is offered through Envoy Plan Services, Inc. with plan administration provided by MidAmerica Administrative and Retirement Plan Solutions, Inc. is designed to handle special forms of compensation in a tax-advantaged manner. This Special Pay Plan is specific to retirement incentive and unused accrued vacation payable to employees upon separation from service.

Rather than paying the retirement incentive and/or vacation time to employees through the payroll system, payments paid through accounts payable and are deposited into an IRC Section 403(b) plan known as the Special Pay Plan as an employer contribution with no payroll or income taxes applied.

Employees that separate from service and are age of 55 or older in the year of separation may withdraw these funds from the Special Pay Plan immediately without incurring IRS early withdrawal excise tax penalties, or transfer their funds to another retirement plan.

Eligibility:

Employees automatically become a participant in the Plan when all the following eligibility conditions are satisfied:

- Employees that are age 55 or older in the calendar year of separation of service from the Employer; and

- Employees that have unused accumulated vacation time on the date of separation of service from the Employer; and/or Employees that retire meeting the eligibility criteria established by the Employer for the Employer’s Retirement Incentive Benefit Payment.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

Benefits to Employer:

The Employer obtains the intangible benefits of providing a valuable new tax-deferral program to Employees. The cost savings to the District would be based on the Payroll tax savings. The District would not be required to pay applicable Social Security (6.2% subject to annual limits), Medicare (1.45%), Unemployment Insurance (1.61%) and Workers Comp Insurance (1.24%).

Benefits to the Employee:

The Employee’s contributions are made on a pre-tax basis. Employees’ save applicable 7.65% FICA taxes (Social Security and Medicare). IRS limits on Section 403(b) or Section 457 contributions are typically not affected. A retiring employee (or surviving spouse) can either roll their funds into an IRA or another Employer’s qualified plan or take a partial or lump sum distribution. There is no IRS 10% premature distribution penalty if the Employee is at least age 55 in the year they separate from service. The employee may choose to leave the funds in the Special Pay Plan fixed interest annuity with American United Life Insurance Company.

RECOMMENDATION:

Board of Trustees adopts Resolution #081613-4 Delegation of Authority to Work with the Affected Employee Groups to Implement and Establish the 403(b) Special Pay Plan through Envoy Plan Services, Inc. for Employer/Employee Savings.

<p>Administrator Initiating Item: Joel L. Kinnamon</p>	<p>Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013</p>
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 3

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**TITLE: CHANGE ORDER #1 – MONTEREY ENTRANCE
PROJECT – FISCHER, INC.**

BACKGROUND:

Change Order #1 is in the amount of \$40,412.05 for work on the existing fountain drain and drainage at the amphitheater. This change order amends the contract total from \$301,800.00 to \$342,212.05.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds. This Change Order can be accommodated within the overall project budget.

RECOMMENDATION:

Board of Trustees approves Change Order #1 to the contract with Fischer, Inc. for the Monterey Entrance Project amending the contract to \$342,212.05.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 4

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
ATHLETICS FACILITIES PROJECT – BID PACKAGE #32 - SECURITY**

BACKGROUND:

Bid Package #32 – Security was advertised for bid along with all other bid packages for Bid Release Two for the Athletics Facilities Project. No bids were received. Since no bids were received, the District exercised Article 22038 (c) of the Public Contract Code, whereby the Bid Package was negotiated. Three priced proposals were solicited for the work, at the convenience of the District. The lowest proposal provider, Kratos Public Safety & Security Solutions, Inc., was selected to provide the products and services to accomplish the work.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract for the Athletics Facilities Project Bid Package #32 – Security to Kratos Public Safety & Security in the amount of \$96,736.21.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 5

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
SIGNAGE & WAYFINDING PROJECT – BID PACKAGE #1 – SIGNAGE**

BACKGROUND:

Bid Package #1 – Signage for the Signage & Wayfinding Project has been out to bid and the bid results* indicate the lowest qualified bid.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract for the Signage & Wayfinding Project – Bid Package #1 – Signage to Sign Excellence in the amount of \$268,080.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 6

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<input type="checkbox"/> INFORMATION

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS FOR
APPLIED SCIENCES BUILDING PROJECT – PHASE 2**

BACKGROUND:

Bid Package #1 – Site Demolition was advertised for bid along with all other bid packages for Applied Sciences Building – Phase 2. No bids were received. Since no bids were received, the District exercised Article 22038(c) of the Public Contract Code, whereby the Bid Package was negotiated. Proposals were solicited for the work, at the convenience of the District. The lowest proposal provider, Inland Building Construction Companies, Inc., was selected to provide the products and services to accomplish the work.

Bid Package #2 – Earthwork & Exterior Improvements has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #3 – Cast-In-Place Concrete (Structural) has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #4 – Cast-In-Place Concrete (Site Concrete) has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #5 – Masonry has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #6 – Structural Steel & Misc. Metals has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #7 – Casework & Millwork has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #8 – Roofing has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #9 – Sheet Metal & Metal Panel Wall System has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #10 – Glazing has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #11 – Metal Studs, DW, Insulation & ACT Ceiling has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #12 – Door, Frames & Hardware has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #13 – Cement Plaster has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #14 – Flooring & Tile has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #15 – Painting has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #16 – General Trades & Specialties has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #17 – Fire Sprinklers has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #18 – Plumbing & Site Utilities has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #19 – HVAC & Controls has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #20 – Electrical, Fire Alarm & Site Electrical – Pending

Bid Package #21 – Communications has been out to bid and the bid results* indicate the lowest qualified bid.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 7

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TITLE: RESOLUTION #081613-4 AUTHORIZED SIGNATURES

BACKGROUND:

The District receives requests from time to time for an actual resolution designating authorized signatures for the signing of contracts and agreements. The resolutions* should satisfy the requirement.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees adopts Resolution #081613-4 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 8

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TITLE: MEMORANDUM OF UNDERSTANDING

BACKGROUND:

The District had a contract with Credentials for several years and were very satisfied with their software and service. They provide SENDER electronic transcript services.

Last year, the Title 5 grant purchased RECEIVER electronic transcript processing from a company called Parchment. Parchment offers both RECEIVER and SENDER electronic transcript processing. Admissions and Records agreed to change from Credentials to Parchment because the college receives money from the SENDER processing and pays for the RECEIVER processing. So the funds received from SENDER would be used to offset the ongoing cost of RECEIVER. Parchment provides excellent RECEIVER software and services and we are retaining our contract with them for this service. They are the standard in electronically receiving transcripts from high schools and transferring them to colleges, in this case COD. Parchment SENDER software was a huge disappointment. It was not nearly as automated as Credentials and required a huge amount of staff time. Therefore, we decided to end the SENDER contract with Parchment and return to Credentials.

SENDER electronic transcript processing allows the student to request a COD transcript online and pay online. The request is then sent to COD. The transcript is automatically generated and placed in a holding file for review. Admissions and Records staff reviews it and releases it to the student. The student pays for the transcript. Some of that payment goes to Credentials; the remainder of the payment goes to COD to cover the costs of processing the transcript. We have always charge for transcripts. There is no additional cost to the student over what they paid in the past. The payment is now processed by Credentials rather than COD. We receive quarterly reports on the number of transcripts processed. We can compare that number against the transcript we processed.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the MOU as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Fiscal Services

ITEM #: 9

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**TITLE: TO AWARD CONTRACT FOR INTERNATIONAL
STUDENT HEALTH INSURANCE CARRIER**

BACKGROUND:

Per Board Policy 5021, all international students on the F-1 visa who are enrolled at College of the Desert or the Intensive English Academy must purchase the college approved health insurance plan. The District requested proposals from insurance providers who offer international student health insurance plans. The proposal results indicated the lowest qualified proposal along with the best health insurance coverage with more providers for our F-1 visa students.

FISCAL IMPLICATIONS:

There are no costs to the District. International students will pay for health insurance enrollment fees out-of-pocket; \$1,260.00 annually, which is a savings of \$174.00 annually with this carrier.

RECOMMENDATION:

Board of Trustees approves the award of contract to provide health insurance coverage for F-1 international students to Ascension Student Health, Los Angeles, CA.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Student Success & Student Learning

ITEM #: 1

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**TITLE: APPROVAL OF THE 2013-14 COLLEGE OF THE DESERT CATALOG
ADDENDUM**

BACKGROUND:

Board action is required to approve the addendum to the Catalog. ([details on COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve 2013-14 College of the Desert Catalog Addendum.

Administrator Initiating Item: Don Berz	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 8/16/2013

AREA: Board of Trustees

ITEM #: 1

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| <input checked="" type="checkbox"/> DISCUSSION |

TITLE: BOARD SELF-EVALUATION

BACKGROUND:

The Board of Trustees of the Desert Community College District is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

An evaluation instrument was distributed at the July 18, 2013 Board of Trustees meeting. The members were asked to review it and make suggestions on its efficiency.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

It is recommended the Board review the evaluation instrument and decide, by consensus, on any changes to be made.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 8/5/2013 Chair & Vice Chair Review: 8/8/2013
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