

**COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
43500 MONTEREY AVE.
PALM DESERT, CA 92260
FRIDAY, APRIL 19, 2013
MINUTES**

- I. Chair O'Neill called the meeting to order at 9:30 a.m. and asked Trustee Sanchez-Fulton to lead the pledge of allegiance.

President Kinnamon called the roll:

Present: Becky Broughton
 Michael O'Neill
 Mary Jane Sanchez-Fulton
 Bonnie Stefan

Not-Present: Student Trustee Andrew Campbell (Mr. Campbell joined the meeting after Closed Session)

II. CONFIRMATION OF AGENDA:

Trustee Sanchez-Fulton asked if an update on Desert Hot Springs could be added to the agenda. Dr. Kinnamon commented he will be updating the members on all the Education Centers during his report section.

There were no additions, corrections or deletions and the agenda is confirmed.

III. CLOSED SESSION

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

IV. OPEN SESSION 10:15 a.m.

No reportable action taken in closed session.

V. PUBLIC COMMENTS

Ms. Patricia Keller addressed the board regarding the articles in the Desert Sun recently and had questions and concerns about the Bond. Dr. Kinnamon responded we would make sure Ms. Keller had a copy of the Annual Bond report when it was available.

VI. APPROVE THE MINUTES OF:

There were no corrections to the minutes of the regular meeting of March 15, 2013 and they stand approved.

There were no corrections to the minutes of the special meeting of April 2, 2013 and they stand approved.

VII. PROCLAMATIONS

Classified School Employees Week: Kelly Blair, Secretary EOPS

Asian/Pacific Islander Heritage Month: International Student June Trinh from Vietnam

Day of the Professor: Gary Bergstrom, Professor of Reading

National Nurses Week: There was no one available to read this proclamation.

Day of Silence: Gay Straight Alliance Club Members

Support Earth Day: Eleanor Campbell, student and ASCOD Communications Officer

VIII. REPORTS (all submitted reports will be included with the minutes)

- A. ASCOD - John Arroyo was not able to be present.
- B. COLLEGE OF THE DESERT ALUMNI ASSOCIATION - Gene Marchu was not able to be present but had submitted a written report.
- C. CSEA - Lauro Jimenez was present and gave a brief report.
- D. COLLEGE OF THE DESERT FOUNDATION - Jim Hummer was present and gave a brief report.
- E. ACADEMIC SENATE - Zerryl Becker was not present but had submitted a written report.
- F. FACULTY ASSOCIATION - Gary Bergstrom was present and gave a brief report.
- G. C.O.D.A.A. - David Bashore was present and gave a brief report
- H. GOVERNING BOARD

Becky Broughton had submitted a written report. She complimented our Student Trustee on all the hard work he's done this year. The Student Trustees add a lot to the Board and leave a legacy by speaking up and giving us a student perspective and putting in more hours than anyone knows. She thanked Trustee Sanchez for helping COD participate in the Coachella Valley High School event. It was well represented and she

thanked Counselors James Rose and Javier Madrigal for participating on such short notice. She thanked the Alumni for their support of this event.

She is very pleased with the progress of the Indio Education Center building and enjoys watching the changes week to week. The East Valley Friends and Alumni continue to pursue bus passes for students.

She congratulated the women's softball team on their conference win. This morning a group of our student athletes is picking fruit at Monterey Country Club. The fruit will be collected and shipped to F.I.N.D. (Food In Need of Distribution), where it will be given to persons in the community who have food security problems. She commented that while this is a very successful event it wouldn't be possible without our partner, PrimeTime. Mark Nickerson supplied the trucks that will take the fruit to F.I.N.D. She thanked Mr. Nickerson for his support and wished him a fast recovery.

Mary Jane Sanchez-Fulton reported she is happy and humbled in receiving the Woman of the Year in education. Adjunct faculty member Maggie Zapeda also received the award. She thanked Professor David George and Larry McLaughlin for attending and presenting to the Desert Hot Springs Economic Development Council. She attended the Green Council meeting and reported there will be a workshop coming up.

She was proud to serve on a panel with Congressman Raul Ruiz. They presented at the 4th Annual Latino Education Advocacy Days at CalState San Bernardino. It was an honor to present Investing in Education and honoring the social contract. There were over 113 countries that saw this event. She also made a report to the Desert Hot Springs City Council updating them on all the great things we are doing at the college.

This Saturday there is a Health and Wellness Festival in Desert Hot Springs and former Trustee John Marman will be representing College of the Desert.

She agrees the transportation issue is big and will continue to work on it. She attended the La Quinta Chamber of Commerce luncheon event. She asked everyone to support our students in COD's Got Talent. She has tickets for sale for the event. She thanked Adrian Gonzales for helping with materials for the various event. She also thanked Stephanie Paramore for all her hard work on the Upward Bound program on Saturday and the speakers at that event. She thanked Assembly member Brian Nestande for taking a couple of COD students to Sacramento for Hispanics Organized for Political Equality.

Bonnie Stefan: attended the Gay Straight Alliance fundraising breakfast at Applebee's. She said it was a great event. She has done a lot of reading this last month. She is optimistic that the passage of Proposition 30 will positively affect the May revise. She thanked the counseling department and student affairs for always being available at Amistad when needed. Recently the EOPS counselor was there and she encouraged her students to stop by and see them. She is looking forward to May being very busy with all of the end-of-year ceremonies.

Andrew Campbell: congratulated the women's softball team on their conference win. He attended the National Conference for Student Leadership in Boston. He expressed his condolences to those affected by the bombing, which happened after he left Boston. The conference was very motivating and had a number of team-building workshops. There is a talent show today and tickets are \$8.00 each. Thirty people tried out and ten were selected. Student elections are also this month.

Michael O'Neill: he reported that most of the last month was spent dealing with the appointment process for filling the vacant trustee seat and the change to the administrative procedure for the Board's code of ethics. Tomorrow night is the Alumni Hall of Fame Awards.

IX. ADMINISTRATIVE REPORTS

1. President

a. Foundation Report

Dr. Kinnamon reported he continues to work with Jim Hummer and the counsel representing the Foundation in looking at the MOU. He will be meeting with them next week to continue to clarify the roles and responsibilities between the college and Foundation.

b. Foundation Audit Report

Dr. Kinnamon said the Foundation auditors were here to answer any questions the Trustees may have. He assured the members the recommendations and findings are being worked on by staff and these items will be resolved before the audit next year.

Jim Hummer, Foundation Executive Director, introduced Wayne Carlsen of the accounting firm Brabo & Carlsen, LLP and Brian Harnick, Foundation attorney.

Trustee Sanchez-Fulton asked if the Board could receive copies of the Foundation Board meeting minutes. Mr. Hummer said he would make those available on the Foundation website.

Trustee Broughton asked for confirmation that the recommendations are being worked on. Mr. Hummer said the Foundation is putting together a centralized policy manual that can be viewed by anyone. The recommendation regarding the Alumni Association was a result of the Alumni Association requesting funds back from the Foundation and it was called to the attention of the auditors. Once the transfer takes place those funds are considered donations to the Foundation. Mr. Harnick is working with the Alumni Association on this.

Mr. Harnick reported the independent audit revealed there are no improprieties. There are a few things that have occurred that are proper but there is a lack of historical documentation and they are creating procedures to address these. Mr. Carlsen commented there were no control deficiencies, only some suggestions to make things better.

Trustee Sanchez-Fulton asked if the public was permitted to attend Foundation meetings. Mr. Harnick explained that the meetings are subject to the Brown Act and are posted and the public is welcome. There are certain items that are closed session and the public is not permitted to attend that portion. The next meeting is at Desert Willow with the Executive Session beginning at 2:00 and the regular meeting starts at 3:00. Ms. Sanchez asked if the meetings are live-streamed and they are not. Mr. Hummer reported the Foundation Board did review and approve the audit report. Mr. Harnick said that as legal counsel he recommended following the independent audit recommendations. He also pointed out that Dr. Kinnamon has been working with them on the issues of transparency and having procedures in place.

c. ACCJC Follow-Up Visit

Dr. Kinnamon reported that a 3-member team from ACCJC visited the college last Friday for a follow-up visit. The team was led by Dr. Henry Shannon, the Superintendent/President of Chaffey College. They conducted an all-day event to visit with various people and groups. Dr. Kinnamon thanked Dr. Jim Berg for being the Accreditation Liaison Officer (ALO) and completing the follow-up report. He also thanked Pam Hunter for filling in for Dr. Berg while the team was here. Next Dr. Shannon will be drafting a report for the ACCJC, which will first come to Dr. Kinnamon to review to correct any factual information. The team sat in on the College Planning Council meeting where faculty did a fantastic job of presenting their program reviews. These faculty exhibit a great deal of passion about their programs and were able to articulate the data and the data decision-making around SLO's and how they've improved their programs.

Trustee O'Neill asked if we are now done until the next self-study. Dr. Kinnamon said we have to wait for the report from Dr. Shannon and then the ACCJC. There will also be a team here on Tuesday reviewing the Special Report regarding the FTES.

Trustee Stefan asked if the program review information can be made available for the members. She had attended a Program Review showcase last year and was very impressed. These will be available on the portal.

Trustee Sanchez-Fulton thanked Dr. Kinnamon for keeping everyone up to date on these issues.

d. Update on Educational Centers

Dr. Kinnamon reported that construction is underway on the Indio Education Center and a beam-signing is being scheduled with the City of Indio leadership. He appreciates the 2+2 partners, Trustee Broughton and Trustee Stefan. There is also a user-group looking at the Mecca Thermal Campus and discussing the various options.

We have a draft of what the Desert Hot Springs facility will look like. He thanked Trustee Sanchez for her passion for this project.

The West Valley Campus has come back from the Division of State Architect (DSA) and is moving along as planned. There are some zoning issues being looked at in regard to the airport

and the water. There is a commission that oversees the airport and reviews how dense a population can be within the flight patterns. Student Trustee Campbell asked what the zoning issue is. Dr. Kinnamon explained the West Valley Campus did not go before that commission for approval and they want to evaluate it. Trustee O'Neill asked if this commission can limit what we can and cannot do there. Dr. Kinnamon said they can provide an opinion and if that opinion wasn't positive, we could go ahead but we would want to think about the possible ramifications.

2. Interim Vice President Student Affairs Adrian Gonzales

Mr. Gonzales reported that COD had its annual career fair with 53 employers represented. There was a lot of engagement between the students and the employers. He acknowledged Victoria Curry, Scarlet Worth and Gloria Viloria for putting this together, with thanks also going to Sharon Bentzen and Marcia Hale.

He reminded everyone about the Alumni Hall of Fame Awards and that Joanie Peters from Financial Aid is being recognized and he congratulated her. Juan Lujan is also receiving a lifetime achievement award and he acknowledged him as well.

He reported that student Amed Hendowi from Egypt approached Student Life about having a table tennis team (ping-pong). We did not have a club or a team and Amed took the initiative and put a club together in four days. The purpose was so he could participate in a regional tournament. He did well at the regionals and then went to the nationals. He placed 8th. Carlos Maldonado, Director of Student Life attended with him and was his "coach".

a. BSI Grant Activities – Master Educator

Mr. Gonzales reported there are faculty stipend contracts on the Master Educator program for Board approval today. This program comes out of the Basic Skills Initiative Committee and they have been working on this for about two years. It is a voluntary program for faculty members, who will go through ten modules that will focus on their professional experience, student interactions, peer relationships and leadership. They will have a group of support faculty that will guide them through this process. The stipends today are for the mentor faculty. Those that choose to go through this don't receive a stipend and they are beta testing it this year. Chris Nelson, Chair of the BSI Committee, commented that most of the work on this has been done by David George. Dr. George has led a taskforce and is chairing this support group. The five positions were open to anyone on campus and the members that applied represent a wide range of faculty across the curriculum. Their job is to make recommendations on how to improve the process. This process has been self-developed. We put together goals and strategies but the faculty look at their own work and their own professional development opportunities. There is no formal recognition built into this, it's about professional pride.

Trustee Broughton congratulated all of the people that worked on this – it's a marvelous program. She also commended Mr. Nelson on his ability to work with a group and break things into modules so everyone knows what their assignment is. Trustee Sanchez-Fulton thanked Mr. Nelson for bringing this to our college.

b. Student Success Score Card

Mr. Gonzales said we are required to bring the Score Card to the board but this is not that review. There will be discussions with the College Planning Council and Academic Senate and then to the Board in late fall. The new Score Card is built off the ARCC report. The Score Card is part of a 4-level accountability system for the community colleges. The first level is a state-wide look, which looks at the entire system of community colleges. The second level, which is actually the score card is looking at the colleges themselves. The third level is a drill-down into those data elements that are identified for each college. The fourth level is for the researchers around the state to get the database material and do some analysis on the raw numbers.

There are two new parts; the remedial progress rate and CTE specifically. He showed the members how to find this information on the Chancellor's Office website. He reviewed the various areas of the College of the Desert data.

Student Trustee Campbell asked the Chair for a recess.

Dr. Kinnamon announced we are fortunate and privileged to have Congressman Raul Ruiz as a keynote speaker for commencement.

The Chair called a short recess and then the members adjourned to closed session

X. CLOSED SESSION

- 1. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**
Section 54956.9 (d)(2/3/4) Specify number of potential cases: 3
- 2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** Superintendent/President

XI. OPEN SESSION

No reportable action taken in closed session.

- 3. Interim Executive Director Human Resources Stan Dupree**
 - a. Trustee Appointment update

Mr. Dupree reviewed the process for appointing a trustee to the vacant trustee seat. At the April 2 Special Board meeting the members chose to proceed with a provisional appointment. The CA Education Code mandates that the notice be published only once, we have published it four times and posted the notice in four places on campus. The deadline stated in that notice for those that wish to apply is today at 5:00 p.m. The Human Resources office has received twenty-three inquiries and supplied all of those applicants with the application materials. As of this morning we have fifteen completed applications. The Human Resources staff will review all of the packets to ensure they are complete and that the applicant is a resident, registered voter and 18 years or older.

Typically the Chair will allow for the creation of an ad-hoc committee of two members total, one of which will be the Chair. That committee will review the applications and choose a workable number. He estimates it will take the members 20 hours to review the packets. This gives us 4-5 days for the members not on the committee to review the applications. At Trustee O'Neill's request Human Resources has created a grading sheet. By May 10 all members will have reviewed all applications. The process being used for this appointment will be the same process used for the last appointment. He will review the process when the members come to Human Resources to review the applicants.

Trustee Broughton volunteered and then Trustee Sanchez-Fulton volunteered as well. If all members are interested in serving on the ad-hoc committee the names will be put into a hat and the second person chosen. The student trustee will not be on the ad hoc committee but will have an advisory vote during the process. Trustee Stefan would also like to be involved.

Trustee Sanchez-Fulton asked this drawing to be in public. Trustee Sanchez-Fulton also asked to see the code on the ad-hoc committee. Trustee O'Neill stated that he, Mr. Dupree and the attorney have all reviewed the code and the stated process is legal.

Mr. Dupree wrote the 3 members names on a piece of paper. Trustee Sanchez-Fulton asked to see the names on paper and he complied. Carlos Maldonado was asked to pick a name and he picked Trustee Sanchez-Fulton. Mr. Dupree will contact Trustee Sanchez-Fulton and Trustee O'Neill to set up the review. Mr. Dupree also explained that all of the members could be on the committee if they came in separately. He will give the members an update on Monday. Trustee Broughton asked if they would see a complete list of who applied and Mr. Dupree confirmed they could.

Trustee Broughton asked for a consensus on using an ad-hoc committee but if the ad-hoc committee plan doesn't work out due to a member illness or the like the backup plan would be to have each member come in separately to review and grade the applications. There were no objections.

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

A. BOARD OF TRUSTEES

1. Officers of the Board

B. HUMAN RESOURCES

2. Volunteers
3. Employment Group C Appointments
4. Retirement/Resignation – Classified
5. Approval of a Tentative Agreement between DCCD & CSEA

6. Termination – Classified
7. ~~Authorization to Enter into Contract with PPL, Inc.~~ *Moved to Action*

C. **FISCAL SERVICES**

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #9
4. Gifts/Donations to the District
5. Out-of-State/Country Travel
6. Change Orders – Measure B Bond Projects

Trustee Sanchez-Fulton asked that Human Resources #6 be pulled for discussion under the action agenda.

Motion by Trustee Becky Broughton, second by Trustee Bonnie Stefan, to approve the consent agenda with the change noted.

Discussion: Trustee Broughton commented that under Fiscal Services we have gifts and donations to the college and she wants everyone to know how much the board and college appreciate these gifts. She also congratulated the table tennis champion and she thanked Mr. Maldonado for his work with student life.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan
No: None
Absent: None
Abstain: None

Motion carried unanimously.

XIII. ACTION AGENDA

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

Human Resources

6. Authorization to Enter into Contract with PPL, Inc.

Motion by Student Trustee Andrew Campbell, second by Trustee Bonnie Stefan, to approve the authorization to enter into contract with PPL, Inc. as presented.

Discussion: Trustee Sanchez asked who this individual is. Mr. Dupree responded this contract does not relate to any individual. The college needs interims and consultants from time to time and this allows us to enter into a contract with Professional Personnel Leasing, Inc. (PPL) in order to bring on consultants without coming back to the board for approval. Trustee Broughton

commented this is a "leasing" agency and because of our re-organization we don't want to hire someone for a position that is being eliminated.

Trustee Sanchez-Fulton asked if there is a monthly contract we pay these people? Mr. Dupree responded it is typically a percentage of the salary. These are usually short term contracts.

No further discussion.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

B. BOARD OF TRUSTEES

1. Student Trustee Privileges

Motion by Trustee Becky Broughton, second by Trustee Mary Jane Sanchez-Fulton, to approve the student trustee privileges as presented.

Discussion: Trustee Broughton commented that the student trustee has not always been given these privileges. Since she has been on the Board they have given these privileges to the student trustee and the Board is a richer place for having those engaged trustees. They have acted responsibly and have given invaluable input. She thanked the student trustee for his hard work.

Student Trustee Campbell commented that College of the Desert's student trustee has many privileges that other community colleges do not have. He thanked the members.

Trustee Sanchez-Fulton commented that she is very proud of Andrew coming from the City of Desert Hot Springs and all his hard work. She sees him up and down the state.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

2. Proclamations

Chair O'Neill read the background on each of the proclamations.

Motion by Student Trustee Andrew Campbell, second by Trustee Bonnie Stefan, to approve the proclamations as presented.

Discussion: Trustee Stefan commented every year when we honor the classified employees and professors we are honoring all the people that do the hard ground work and she finds it a privilege to approve these proclamations. She also thinks it is great we honor all the different groups and celebrate the diversity of our population,

Trustee Sanchez-Fulton agreed, as did Student Trustee Campbell. He thanked all those that came and read the various proclamations.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan
No: None
Absent: None
Abstain: None

Motion carried unanimously.

3. Revision to Administrative Procedure 2715: Code of Ethics Standards of Practice – Trustees – First Reading

Trustee Sanchez-Fulton asked if we had set up an ad-hoc committee to review this procedure as was agreed. Chair O'Neill responded there were two volunteers and he tried to set up an ad-hoc committee without violating the Brown Act. As Chair he had stated at that time that he would try to make it work for both Trustees Broughton and Sanchez-Fulton to be involved. He was not able to do so and chose to share the procedure electronically with the Vice Chair, as she is the incoming Chair. They never met face to face. Trustee Broughton explained that this is a first reading and gives all members an opportunity to give input. It will not be approved today.

Trustee Sanchez-Fulton has a concern on the process. Trustee O'Neill explained he had to make a choice since he couldn't find a way to do it without violating the Brown Act. He needed Trustee Broughton's experience as the incoming Chair. Much of this information came from another college's procedure. Trustee Sanchez-Fulton would like time to digest this and requests more time. She does not want to decide today.

Chair O'Neill reiterated this is a first reading and today is the opportunity to review it and make comments or recommendations. It will be brought back next month for the second reading and approval. Members were asked to send comments/changes to the Board's Executive Assistant.

Trustee Sanchez-Fulton asked what the process is for a first reading. She has asked for something to be on the agenda and it's not there. It was explained that agenda items requests should be sent to Board's Executive Assistant.

Trustee Broughton further explained that procedures are suggested by the Community College League and they have crafted Ed Code into it. Chair O'Neill asked Mr. Maldonado if this would have been better as a discussion item. Mr. Maldonado responded this procedure will work in terms of the discussion.

Trustee Broughton asked what the impact would be regarding any changes or comments. Mr. Maldonado said the challenge will be to keep it as a discussion vs. a debate. The reason for an ad-hoc structure is to streamline the process. If the item is listed as a discussion item then it cannot be changed or voted on.

Trustee Broughton commented that the members have a month to review this and send in comments/changes.

Motion by Trustee Mary Jane Sanchez-Fulton, second by Student Trustee Andrew Campbell, to postpone this item.

Discussion: Trustee Broughton suggested that we don't want to postpone as we are only being asked to accept this for a first reading. Mr. Maldonado said that because this is a first reading the Board cannot adopt this procedure today. The members will have one month to review and suggest changes. Next month, in addition to the language that is currently there additional changes may be presented. At the second reading the changes will be discussed and voted on. Trustee Sanchez-Fulton wants more time to review this and investigate what other community colleges are doing. If this item is postponed today the procedure comes back as it is today for a first reading.

Trustee Sanchez-Fulton thought that policies are very important for the Board members and they need to see everything. She didn't think that hurrying up policy is not a good thing. Trustee Stefan disagreed and didn't think we were hurrying up policy. We have policies and procedures on our website that we should be familiar with as Board members.

Trustee Broughton suggested accepting this for a first reading today allows the members a month to review and do whatever research they wish and come back next week with changes or not.

Trustee Stefan called the question.

Vote

Yes:	Mary Jane Sanchez-Fulton
No:	Andrew Campbell, Becky Broughton, Michael O'Neill, Bonnie Stefan
Absent:	None
Abstain:	None

Motion failed.

Discussion continued: Trustee Broughton reiterated this opens the door for discussion and for the members to review and investigate what other colleges have done. Trustee Sanchez-Fulton

commented again that she is concerned because she sent an email to the Board's assistant and it wasn't brought to an agenda. Chair O'Neill asked her to clarify as he did not know what that had to do with this item. Trustee Sanchez-Fulton responded it had to do with the email Trustee O'Neill sent to Trustee Broughton and she didn't get it as he thought it would be in violation. Chair O'Neill said that would be an email meeting and is illegal. He drafted this based on two people volunteering and for the reasons he stated earlier he asked Trustee Broughton to review it. She did so, made some comments, and it is on the agenda for everyone to review.

There were no objections to accepting this for a first reading.

4. Change to December 2013 Board of Trustees meeting date

Motion by Trustee Becky Broughton, second by Trustee Bonnie Stefan, to change the December 2013 Board of Trustees meeting date as presented.

Discussion: It was thought the 20th of December was too close to the holiday break and holding the meeting earlier would be better for those taking a break around the holidays.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

C. HUMAN RESOURCES

1. Change in Assignment – Classified

Motion by Student Trustee Andrew Campbell, second by Trustee Bonnie Stefan, to approve the change in assignment as presented.

Discussion: None.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

2. Classified – 60-Day Layoff Notice

Motion by Student Trustee Andrew Campbell, second by Trustee Becky Broughton, to approve the 60 day layoff notice as presented.

Discussion: Trustee Broughton thanked Mr. Dupree for the clarification on this item. She questioned the item prior to the meeting. The response was sent to all the members. She appreciated knowing it is based on grants and not knowing if the grants will be renewed, so by law we must notify the staff there is a chance we will not get additional grant funding.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan
No: None
Absent: None
Abstain: None

Motion carried unanimously.

3. Agreement for Independent Contractor

Motion by Trustee Bonnie Stefan, second by Student Trustee Andrew Campbell, to approve the agreement as presented.

Discussion: Trustee Broughton appreciated having the list of the expectations of the job. Chair O’Neill asked if Dr. Buysse will be introduced to the Board. Dr. Kinnamon said he will.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan
No: None
Absent: None
Abstain: None

Motion carried unanimously.

D. FISCAL SERVICES

1. Budget Transfers

Motion by Student Trustee Andrew Campbell, second by Trustee Bonnie Stefan, to approve the budget transfers as presented.

Discussion: None.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan
No: None
Absent: None
Abstain: None

Motion carried unanimously.

2. Resolution #041913-1 for Budget Adjustments

Motion by Trustee Bonnie Stefan, second by Student Trustee Andrew Campbell, to approve the resolution as presented.

Discussion: None

Roll Call Vote:

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan
No: None
Absent: None
Abstain: None

Motion carried unanimously.

3. Notice of Intent to Award Contract for Child Development Center Project – General Construction

Motion by Trustee Bonnie Stefan, second by Student Trustee Andrew Campbell, to approve the notice of intent as presented.

Discussion: None.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan
No: None
Absent: None
Abstain: None

Motion carried unanimously.

4. Notice of Completion – Measure B Bond Projects

Motion by Trustee Bonnie Stefan, second by Trustee Becky Broughton, to approve the notices of completion as presented.

Discussion: Trustee Broughton had questioned these dates as some are quite old. It was explained that the work has been done and filed with the state and this is the last step.

Trustee O'Neill suggested that sometimes these things fall through the cracks. Trustee Broughton was glad we are cleaning these things up.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan
No: None
Absent: None
Abstain: None

Motion carried unanimously.

E. ACADEMIC AFFAIRS

1. Curriculum Modifications

Motion by Trustee Becky Broughton, second by Trustee Bonnie Stefan, to approve the curriculum modifications as presented.

Discussion: Several of the Trustees commented good job.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan
No: None
Absent: None
Abstain: None

Motion carried unanimously.

F. STUDENT AFFAIRS

1. Increase in Student Health Fee

Motion by Student Trustee Andrew Campbell, second by Trustee Becky Broughton, to approve the increase in student health fees as presented.

Discussion: Trustee Sanchez-Fulton commented that we have students who cannot afford this and asked if we have a waiver for those students. Mr. Gonzales explained that students can express the need to have the fee waived by submitting a petition. The Dean of Admissions and

Records will review and will look at whether they have done their financial aid package or the BOG waiver. The health fee is part of their bill but we would not drop a student for not paying this as it is below the \$50.00 threshold. This is a fee you can carry but the student is required to contact the Dean to discuss it. And if the student has a particular reason not to pay the fee, like religious practice, the fee will be waived. It is important for the student to contact the admissions office to explain. Trustee Sanchez-Fulton asked if it is easy for the student to click on that process. Mr. Gonzales explained again that if the fee is below the \$50.00 threshold we will not drop you from your classes but the student is expected to contact us to tell us what is going on. If the student does not make contact it is expected they will pay the fee. Mr. Gonzales showed the members where the petition was on the website.

Trustee Broughton asked if financial aid covers student fees. Mr. Gonzales said it does except the BOG waiver does not cover the health fee.

Student Trustee Campbell asked if the increase was necessary at this point. Mr. Gonzales responded this has been a multi-year discussion and came out of the think tanks. It was recommended by the think tanks that we increase the fee last year. He decided not to do so at that time as we were increasing the unit fee costs and hadn't raised the health fee in 6 years. Some of the cost drivers from the student health fee are student health insurance as well as increase in psych services. If we don't do this we will have to reduce services next year with our nurses and the doctor. Trustee O'Neill said it was important to note we cannot go above what the Chancellor's Office says.

Student Trustee Campbell asked what services are provided. Mr. Gonzales responded they get an initial assessment of what their health concern is and then give them a referral. They get basic preventative care regarding high blood pressure, stress relief, psych services. Psych services was added a couple of years ago and prior to 3-4 years ago we did not have a full time psychologist on campus.

Student Trustee Campbell asked if we will try to find other resources. Mr. Gonzales said we have looked at grants and partnerships with the community.

Trustee Sanchez-Fulton asked if we partner with Borrego Health District or others. Mr. Gonzales responded we partner with every mental health agency in the area, especially those that have sliding scales or free services. Our psychologist maintains a resource book and we will send students out into the community.

Student Trustee Campbell thought it important for the students to understand why this is increasing. Trustee O'Neill suggested that when the Chancellor's Office recommends a fee increase that we implement it right away. That way the increase is not so large.

Vote

Yes: Andrew Campbell, Becky Broughton, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

XIV. ITEMS FOR INFORMATION/DISCUSSION

1. Future Reports & Presentations

Dr. Kinnamon distributed a draft calendar to the members. This calendar incorporates the topics brought up by the Trustees for future agenda items. We will incorporate other topics as they come up.

It was suggested the COD audit report be added for December.

Trustee Sanchez-Fulton would like to be sure we are working on the transportation issue on a regular basis. Dr. Kinnamon will add this to his report section. She asked if the credit/non-credit includes workforce development and Dr. Kinnamon confirmed it does.

Trustee Sanchez-Fulton would like to see an update on the FCMAT report all the time. Trustee O'Neill commented this would be a one-time report. The implementation will be ongoing.

The members should provide input to the Board's assistant if they have anything to add.

2. CCCT Elections

The members had received the ballot information for electing Trustees to the California Community College Trustees Association. The members are to vote for seven candidates. Ballots are to be returned to the assistant.

3. 2011-2012 College of the Desert Foundation Audit Report

Dr. Kinnamon had no additional comments about this item as it was discussed earlier. Chair O'Neill asked if the MOU between the college and the foundation would be brought forward at a later date. Dr. Kinnamon replied that it was being reviewed now and they are looking at any substantive changes or recommendations and it will be brought back to the Board. It is important for the Foundation Board and the college's Board of Trustees to understand the relationship between the two.

Chair O'Neill asked if either Board overrules the other. The Board of Trustees has ultimate responsibility.

XV. SUGGESTIONS FOR FUTURE AGENDAS

Student Trustee Andrew Campbell had no suggestions.

Trustee Mary Jane Sanchez-Fulton requested the following:

- D. a thorough update on the Desert Hot Springs campus
- E. transportation update

Trustee Sanchez-Fulton asked again how to put something on the agenda. She had asked for the Desert Hot Springs update to be on the agenda. Dr. Kinnamon responded he included that in his update of all Education Centers and a comprehensive facilities update is scheduled June 20th. Trustee O'Neill advised that if it is something ongoing that she should indicate that in her communication to the Board's assistant. If it is a new item she would request it be agendaized. Agenda requests such as this need to be submitted 3 weeks prior to the meeting date. There is an in-house process of agenda review.

She also requested a travel item for the CCLC conference in early May. She will have to submit the information to the assistant. Trustee Sanchez-Fulton has used her travel allotment for the year and would have to request funds from another trustee. Chair O'Neill advised her she might have to cover her own costs since the agenda item would come after the travel happened. Trustee Broughton pointed out that all travel arrangements are made through the Board's assistant. Trustee Sanchez-Fulton said she understood.

Trustee Becky Broughton appreciates that Dr. Kinnamon has added updates on the education centers. She encouraged the student trustee to think about what will be helpful to the next student trustee and Trustee Sanchez-Fulton suggested possibly providing a binder of that information.

Trustee Bonnie Stefan asked for a report at the next meeting on the May revise. She also requested updates on CalPERS rates going up. Mr. Dupree will provide an update.

Trustee Michael O'Neill requested a follow up report on the 5 to 6 week semester issue. He would also like an update on the possibility of armed security.

XVI. BOARD COMMENTS

Trustee Bonnie Stefan: She would like to see the board continue the 2 + 2 with the various school districts. She'd also like to see some of the Board members and administrators schedule a meeting with community members and leaders of the community.

Trustee Becky Broughton had no additional comments.

Trustee Mary Jane Sanchez-Fulton agreed with Trustee Stefan and is planning on having coffee in her area with various groups and she updates the City of Desert Hot Springs on what is happening with College of the Desert. She would also like to see a retreat scheduled for the new board members.

Student Trustee Andrew Campbell would like to see more of the board members names and pictures around campus so students know who they are.

Trustee **Michael O'Neill** commented that we have many new buildings but have not had any groundbreaking. He thinks it's important for the community to be involved with these. He also thinks we should do a ribbon cutting for the Communications building. Dr. Kinnamon said there have been many discussions about this and they are discussing the possibility of having a one-day community event instead of a lot of little events.

Chair O'Neill also commented that it is critical for the Board to study the agenda prior to the meeting. Questions about agenda items are to be forwarded to the Board's assistant and she will gather the answers and distribute those answers to all members.

The Chair called a short recess and then the members adjourned to closed session

XVII. CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

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

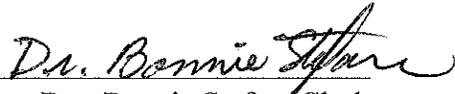
2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

XVIII. OPEN SESSION

No reportable action taken in closed session.

XIX. ADJOURN

The meeting adjourned at 4:41 p.m.


By: Bonnie Stefan, Clerk

Governing Board Report

April 19, 2013

Michael O'Neill

On April 2, 2013 I attended the Special Board Meeting. The only agenda item was to determine the process; appointment or special election, to fill the vacant Trustee position created by the resignation of John Marman.

Since that meeting I have spent much of my time meeting and working with the Interim Executive Director of Human Resources and the Board of Trustee's attorney to establish the appointment procedures and processes to fill the vacant Trustee position as per the decision of the Board.

I also attended the Board Agenda Meeting on April 9, 2013.

In the last month I have had two meetings with the Superintendent/President.

Respectfully submitted,

Michael O'Neill
Chair of the Board

Trustee Report – April 2013

Becky Broughton

The time between Board of Trustees meetings seems to fly by but perhaps that was enhanced by having a Special Meeting in between the regular ones.

I'd like to thank James Rose and Javier Madrigal for the trip down to Coachella Valley High School on the Saturday morning of March 23rd to represent COD at "The Power of Knowing" higher education conference. Their time was well spent as they gave College of the Desert a front and center location - both at the event and in the participants' minds. The informational handouts were attractive and the information was just what future Roadrunners will need. The "pictures" of the campuses made us "real" to the students. Having two dynamic counselors, right there to interact with made the day for many students. How could anyone choose any college other than ours? The Alumni Association had a booth as well AND supplied some pens and pennants for the future college attendees. Congressman Dr. Raul Ruiz was one of the speakers. Also thank you to Trustee Sanchez for getting this great event on our radar.

I have had the pleasure of participating in the ongoing community conversation about the future look of the Indio and the MTC. I've done this through daily interactions, by attending the California Women for Agriculture's annual "Farm to Fork" dinner and scholarship awards, and with exchanges with COD administration and staff. As you can see the Indio site is almost close enough to touch while Mecca-Thermal expansion remains a vision.



East Valley Friends and Alumni committee continues to work on collecting data and community input to encourage SunLine to provide more ridership opportunities for our COD students. We believe that students having bus passes would increase student access to College of the Desert programs and classes.

Working with the Chair, Trustee O'Neill, I acted as part of a virtual subcommittee to review and revise Administrative Procedure 2715: Code of Ethics Standards of Practice – Trustees. This was time sensitive as all board Chairs were encouraged at the January CCCL conference to be sure those policies, in fact that all policies and procedures, were current.

Last Friday I met with the Accreditation Team as the representative of the Trustees. They asked thoughtful questions while encouraging our board to remain “interested” but not “interfering” in the day-to-day operations of the college.

Normally John Marman would keep us up on what’s happening in Roadrunner athletics but since he’s no longer on the Board I must say:

- Congratulations to the Women’s Softball team for their big conference win! (and thanks to Mary Lou for



keeping us apprised).

- This morning (Friday, April 19th), starting at 8:30 a.m. eighty to ninety student athletes from College of the Desert will be volunteering at Monterey Country Club. The Roadrunner athletes will be picking all of the remaining fruit from the trees. The fruit will be donated to F.I.N.D. (Food In Need of Distribution) who then distributes the fruit to local residents and the community through several community partners including food pantries, soup kitchens, after school programs and more. PrimeTime Produce helps with the transportation of the fruit from the Country Club to F.I.N.D.



(thanks Robin for this press release)

Mark Nickerson of PrimeTime, a great friend to this college, recently experienced some health problems so he won’t be as active as he sometimes is. This is a good opportunity to do a “shout out” to Mark – we want you to get well soon!

Tomorrow night is the Alumni Association’s annual Hall of Fame. Three former students who have attained local, state, or national recognition, an outstanding adjunct faculty member, two outstanding support staff, an outstanding community leader and a very special, lifetime achievement award will be presented. Congratulations to Juan Lujan for his “Lifetime Achievement Award.” It is a great honor for him to be recognized but his “real” award is the number of students that his hard work affected. So many valley residents owe much of their success to his dedication!

I’m looking forward to seeing you all there.

COD Faculty Association

Board Report

4/19/13

Positives:

- Kelly Hall reports that with the current budget constraints and the student success initiatives, the process for getting new programs approved by the state chancellor is more rigorous than ever. Therefore she is especially pleased to let you know that 3 new career certificates that have been approved by the state and will appear in this coming fall's catalog.
1. Office Assistant
 2. Office Administrator
Zerryl Becker - initiator
 3. Human Resource Generalist
Kelly Hall - initiator

These certificates had tremendous support from the business community. Input was collected from advisory committee members and the hundreds of businesses throughout the valley that responded to an electronic survey.

- Kelly Hall also reports that the business administration associates degree has been updated with the chancellor's office and is now officially an Associates of Science, Business Administration, Transfer Model Curriculum.
- Kelly Hall also reports that the certificate earners in various CTE programs will be participating in commencement this year for the first time ever and that there will be a reception for certificate earners (sponsored by the COD foundation) on the Friday before graduation. The board will be receiving invitations to this event shortly.
- Gary Bergstrom and Vida Rossi wish to remind the board that it was the reading department at COD that pioneered acceleration. We are happy that acceleration is now being taken up in English as well. There are also hints that math is considering it. But how is acceleration working out? As you know, it takes a few years to be able to do any follow up research. Bergstrom and Rossi are pleased to report that research starting fall 2011 comparing success and persistency of students who went from Accelerated Reading into English 1A vs. students who went from reading 50 to 51 to English 1A shows a difference as follows:
 - Accelerated Reading to 1A: Persistence to 1A— 42%. Success in 1A — 33%
 - Traditional Route (50 >51>1A): Persistence to 1A — 17%. Success in 1A - 12.8%
 - Please note the rather substantial difference. This translates not only in a better deal for students but it saves the college's resources for other programs.

- Leif Jordon reports exciting news regarding faculty making it to Open Call finals at the McCallum as follows:
 - Joanna Ciurash - opera
 - Leif Jordan (Leif, Oceana, and Mike are all in a band.)
 - Oceana Collins
 - Mike Hadley
 - Also, Cliff Horn and Chris Koenig (COD Students) made the finals!

What is especially impressive about this is that out of the 20 finalists chosen, COD represents 30% of them. Pretty impressive!

- Gary Bergstrom reports that the COD Faculty Association Student Emergency Fund is picking up steam having awarded four students help in the form of cash, Wal Mart gift cards or by buying books for the student book loan program. The neat thing about buying books is that the money we donate gets to do good over and over again.
- Lisa Soccio reports The Walter N. Marks Center for the Arts at College of the Desert (COD) is once again presenting its annual student scholarship exhibition. This year includes scholarships made possible by the Dumont Foundation as well as the Nancy H. Bacon, Lila Dare, Joyce Norton, and the Champions Volunteer Art Scholarships. In addition to work by COD students, the Marks Art Center is also hosting a printmaking exhibition entitled "Loose Continuities," showcasing prints made by students from Palm Springs High School and Ramon Alternative Center, created in a cross-age collaborative partnership with artist-in-residence Charlie Ciali.

The exhibition opens on Monday, April 15, with an artists' reception that is free and open to the public on Wednesday, April 24 from 5 to 7 p.m. Musical entertainment will be provided by DJ Alf Alpha, who has recently played the Coachella Festival, and there will be a free do-it-yourself craft table provided by The Coachella Valley Art Scene. The reception will be followed by our monthly Cup of Happy Open Mic event, sponsored by SafeHouse of the Desert, which is always free and open the public, thus nicely rounding out an evening of diverse cultural and community interaction and collaboration.

The reception, which is in honor of the COD and PSUSD student artists, will also serve as a closing reception for Desertscaapes, a month-long collaboration of major arts and community organizations celebrating artwork inspired by the Coachella Valley landscape, including the Cities of Palm Desert and Palm Springs, Coachella Valley Art Center, Palm Springs Art Museum, Hidden Harvest, S.C.R.A.P. Gallery, Historical Society of Palm Desert, Desert Art Center, and Venus Studios Art Supply. Local artists from the Coachella Valley Watercolor Society and the Palm Springs Chapter of the California Art Club will demonstrate plein-air painting techniques on the lawn in front of the Marks Art Center, and will display works created throughout Desertscaapes in the courtyard, many of which will be for sale by the artists. Much of the students' artwork is also for sale, thus providing an excellent opportunity to support students while acquiring affordable, original art.

Elections:

- Elections for President and vice-president for CODFA are being held on April 25th. Running for president are (in alphabetical order): Gary Bergstrom, Denise Diamond, and Geoff Hagopian. Running a hard fought campaign for vice-president is Jon Fernald. 😊

Working Conditions:

- The faculty association gently suggests that the administration review all faculty employment situations to make sure that the law is being followed in regards to hours, days off, etc.

Money, money, money:

As you all know, the chancellor's office is somewhat behind schedule in making a decision regarding our FTES woes. CODFA believes Dr. Kinnamon is doing a good job of negotiating with them. We also support his "moving forward" approach in the meantime.

Because we need to move forward, CODFA believes it is imperative, to consider what we have suggested in previous board reports – that is the state economy is picking up. Recently, we sent you a news release detailing how far ahead the state is in tax revenue collections. I urge the board to consider this news – plus the large reserve COD has – and realize that we can afford to take care of our employees.

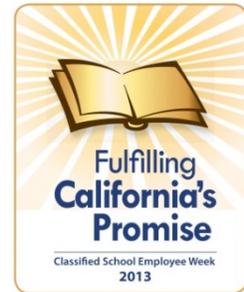
Some might say, "How can you even think of suggesting an increase in compensation when classes are being cut and students are suffering? After all, are we not here to serve students?" My reply would be this: YES! Students are our customers and deserve the best we can give them! But consider this: There is a reason why – in an airplane - if the oxygen masks come down, the instructions are, "Put your own mask on first BEFORE you take care of your children." They know – that if you are passed out and/or dead from lack of oxygen, you *can't* take care of your children properly. In any situation where there is the giver and receiver of services – if you wear out and burn out the giver, the receiver will not get the excellent service she deserves.

It has been eight years since most people at COD received any adjustments in compensation. Your employees have stayed the course without complaint. Indeed, your employees have responded in ways to save the college money. (Accelerated classes come to mind.) CODFA is bringing to the table a compensation proposal which is a win-win for the college and for its employees. Please consider it and approve it. It is the right thing to do.

Thank you,

Gary Bergstrom

 **Chapter News** – This year’s theme for Classified School Employees Week is “Fulfilling California’s Promise”. Thank you Dr. Kinnamon for including in today’s agenda a proclamation celebrating the contributions of classified staff to student success. Thank you also to Kelly Blair for reading the proclamation. Kelly works assisting EOPS/CARE students and is also our Chapter Secretary. The classified staff hopes that Dr. Kinnamon and our trustees will join CSEA chapter members as we celebrate with good food and conversation. Lunch will be from 11:30 am to 1:00 pm on Tuesday May 21st in the CSSC Multipurpose Room.



 **Security and Safety** – CSEA appreciates the Board’s willingness to postpone action on the personnel action forms for the two 10 month security positions in the previous meeting. We have worked with Ray Griffith and Stan Dupree to correct the forms in this month’s agenda to extend the two 10 month security officers to 11 months. The hours are now correctly listed with a minimum of 23 hours per week. This extension will facilitate scheduling to ensure the efficient and effective utilization of resources of trained security officers. This will not limit temporary extensions of these security officers.

 **Ratification of Tentative Agreement** – Thank you also for agreeing to approve the new job description of the Employee Benefits position pending the ratification by NCSEA. The addition of a new confidential position required ratification because of a settlement agreement from 2009 in which the district agreed that additional positions or additional staff added as confidential had to be negotiated with CSEA. As requested by HR, we successfully expedited the process of approval by our field director and successfully ratified the negotiated Tentative Agreement after the required 5 workday written notice to classified bargaining unit members. The position has been already advertised this week.

 **Public Employment Relations Board** – Representatives from the district and CSEA are scheduled to appear for an informal conference before PERB on April 30th. We are to be prepared to reach a settlement agreement or reduce the number of outstanding issues as relates to the Complaint issued by PERB on the matter unfair labor practices in the Office of Financial Aid. We hope that the resolution of this issue will most benefit students and the Financial Aid services that they need to achieve success at College of the Desert.



Lauro Jiménez

President, CSEA Chapter 407



May 19-25

Classified School Employee Week



California School
Employees Association

Adjunct Parity Issues

Adjunct professional employees (including faculty, counselors and librarians) at College of the Desert have worked under unfair conditions for many years. Past efforts to remedy the lack of parity have gone mostly ignored. Even though adjuncts make up the overwhelming majority of the professional staff, their pay, representation, and recognition have never been on a par with full-time faculty, counselors and librarians. Following is a summary of the many issues of unfairness that adjuncts have to tolerate.

1. Pay.
 - a. Adjunct pay should be at 79% of Column V, Step 1 of full-time rates. This level has never been achieved, yet it remains in our collective bargaining agreement. Based on current pay schedules, adjuncts earn only **39%** of full-time pay. *
 - b. Not only are the pay rates higher for full-timers, but also their raises are more frequent, and they are eligible for longevity stipends.
 - c. Pay schedules allow for greater compensation for educational qualifications by providing seven pay columns compared to only five for adjuncts.
 - d. Full-time employees have first priority for many of the release-time opportunities, regardless of the qualifications of adjunct applicants.
 - e. Pay rates for adjuncts are among the lowest in California, while full-time pay is among the highest (NEA Salary Survey, March, 2013). All this in spite of the fact that compared to full-time faculty, the adjunct faculty have a much higher percentage of terminal degrees, and more years of professional experience (both in and out of the classroom).
 - f. Full-time faculty receive pay by instructional units, but adjunct faculty are paid by contact hours resulting in lower pay for the same amount of instruction. For example, full-time pay is not impacted by holidays, whereas adjuncts receive no pay for classes not taught on holidays. A 3-hour class is to have 54 billable contact hours but if the class meets on Monday and Wednesday, the SIU's payable to the adjuncts are under 50 hours. All of which result in less pay for adjuncts.
2. Assignment of Classes.
 - a. The full-time faculty have first right of refusal for overloads, which would otherwise be assigned to adjuncts.
 - b. They have first right of refusal for summer and intersession classes. Granting these benefits to full-timers is unfair treatment and adversely disadvantages adjuncts.
3. Benefits. The college provides full-time faculty with medical, dental, prescription, vision, employee assistance, long-term care, and accidental death and dismemberment insurance, at a cost of \$15,000 per person, paid by the college. None of these are available to adjuncts.
4. Seniority.
 - a. While the full-timers are granted tenure, adjuncts enjoy no job security, whatsoever. Many other community colleges have a tiered, or vesting system to give priority to more senior, but qualified, adjuncts when making class

- assignments. Such a system has been proposed repeatedly at COD and rejected every time, without consideration, compromise, or explanation.
- b. Adjuncts serve at the whim of their Deans and have no recourse if passed over for available course assignments.
 - c. Adjuncts have no recourse when wrongful actions are taken against them. Filing a grievance against one's Dean, for example, could cause resentment and retaliation, in the form of not being given work in the future (for which there is also no recourse).
5. Participation in College Governance.
- a. Adjunct committee membership is mostly limited to one person per committee, with a couple of exceptions that allow for two. This is a grossly disproportionate to the number of adjuncts employed, and the number of sections taught by adjuncts.
 - b. Committee chairs are not available to adjuncts, while full-timers not only have that opportunity, they receive release-time to serve.
6. Participation in Departmental Decision-making. Adjuncts are not given equal, or any, representation in departmental decisions such as textbook selection, preference of course assignments, program review preparation or updates, etc., a violation of California Education Code, Section 87482.8. Nor are adjuncts eligible to serve as department chairs.
7. Recognition. Adjuncts, by nature of their years of service with no job security, have demonstrated their loyalty to the college. While full-timers are recognized for their years of service during a Flex presentation and are given awards by the college president, adjuncts must plan, organize, host and present service awards at their own event in order to receive this recognition.
8. Facilities and Support. Adjuncts are generally not given office space, clerical support by staff assistants, business cards, or ID cards; another violation of California Education Code, Section 87482.8.

While it is recognized that some of these issues are not subject to negotiation, all of them represent the overall unfair treatment of the largest employee group at the college.

* Based on \$47.56 per hour in Step 1 of Column 3 of 4 for adjuncts compared to \$120.96 per hour in Step 1 of Column 5 of 7 for full-time (\$61,934, divided by 32 weeks a year [16 weeks per semester] divided by 15 units per week).

COD Board of Trustees
Alumni Association Report
April 17, 2013

The Street Fair season is beginning to wind down. Normally customers leave with the arrival of Easter or hot weather.

The Alumni Association completed its \$150,000 scholarship payment to Pathways to Success. Since our association with Pathways to success, together we have provided \$1,520,000 in student scholarships and support.

On Friday, April 5, a group of Alumni/Pathways to Success students went for a fun evening at the Ice Castle and had pizza afterwards.

The Alumni Association annual Hall of Fame Gala will be held this Saturday, April 20, starting at 5:00 pm at the Rancho Las Palmas Resort and Spa.

The Alumni Association had a booth out at "The Power of Knowing" higher education conference at Coachella Valley High School. Congressman Dr. Raul Ruiz was one of the speakers.

Academic Senate President

Report to the Board of Trustees

April 19, 2013

Senate Executive Committee for 2013/2014

Congratulations to our newly elected Senate Executive Committee members: Lisa Soccio, Chair of Faculty Development; Felix Marhuenda-Donate, Chair of Educational Technologies; Robert Pellenbarg, Junior Adjunct Representative; Zerryl Becker, Academic Senate President.

They will join returning Exec members: Douglas Redman, Chair Curriculum Committee; Darlene Romano, Chair of Educational Policies, Bert Bitanga, Chair of Outcomes and Assessment; Julius Varga, Senior Adjunct Representative.

Academic Calendar for 2014/2015

The Academic Calendar committee considered five options for the 2014/2015 year; two of the options included an earlier start in January in response to a request from the Board of Trustees that we consider reducing the December/January break.

Unfortunately neither of these two options really work well because of the Martin Luther King holiday in January; one requires that the semester end on a Monday in order to achieve the minimum 15 Mondays and 16 weeks; the other requires that the semester end on a Tuesday for the same reason. Both would move graduation only one week earlier unless we schedule graduation on the Friday before the semester ends.

Perhaps more importantly, reducing the December/January break eliminates the possibility of a Winter Intersession; something we may want to bring back by 2014/2015.

Program Review Showcase

My thanks to the faculty who presented their five year Program Reviews at the Showcase last Friday: Gary Bergstrom and Vida Rossi for Reading; Tony Manzoni for Golf; Linda Emerson and Chris Jones-Cage for HSAD; Douglas Redman for Auto; and Anthony Tesch and Alexa Sawa, Biology. Thanks also to Bert Bitanga, Chair of Outcomes and Assessment for arranging the Showcase and providing refreshments.

I was impressed with not only the scope of the programs but the continual emphasis on student success: the rationale behind offering a compressed reading course; the auto repair shops who call our Auto department when they have job openings to fill; the internships in the HSAD program; the goal for the Biology program to create courses without labs that can be offered at Eastern Valley; and the strong relationship between our golf professional and the golf courses we have in the valley.

CurricuNet for Curriculum

We will probably be staying with the CurricuNet system and moving forward with purchase of the new release; not because we are happy with the software but because we don't seem to have any other viable choices.

Sabbaticals

Four sabbatical projects have been approved by the Senate sabbatical subcommittee and the Senate Faculty Development Committee and forwarded to the President.

The proposals include:

- Completion of an ongoing anthropology research project to include a display at the Marks Art Gallery, a book, and a new certificate program. The project will involve three additional trips to Costa Rica to complete research. Five COD students have accompanied the professor to Costa Rica in past year; all 5 have gone on to advanced degrees and careers in the field.
- Update of all geology lab assignments to reflect current changes in the field. The professor plans to attend a week long conference in the fall, use information from that conference to modify several labs, offer the labs in the spring to assess success, repeat the project the following fall to improve on the original assignments and complete remaining labs.
- Teaching abroad in Uganda to broaden cultural understanding. Experiences will be documented in an iBook that will be offered free to students in the Early Childhood program at COD.
- Externships in business in the Coachella Valley to renew currency in the field; specifically in the areas of Small Business and Hospitality.

Faculty Discipline Assignments

Disciplines assignments were e-mailed to full time faculty last week for the second and final time. Comments and corrections from faculty were e-mailed back to HR, checked and updated immediately, and I am confident that we now have a complete and accurate listing.

Congratulations to Sam Sternman for finally completing this phase of the project!

Adjunct discipline assignments are also started; the proposed timeline is to review all the adjunct by program, beginning with the programs that are due for Program Review next year.

Curriculum discipline assignments

To match the faculty discipline assignments, each course must also have a discipline assignment. This is not a daunting task; more than 90% of the courses have a course code that corresponds to a state discipline. For example, math is math. However some areas need to be reviewed and it is important for the Curriculum Committee to address and hopefully complete this assignment this semester.

Student e-mail addresses

The myCOD e-mail addresses assigned to students continue to be a problem; students simply do not check those addresses on a regular basis and do not complete the process for forwarding that e-mail to whatever e-mail they do check regularly.

This has been an ongoing problem for online classes since the myCOD addresses replaced student “preferred” e-mail addresses in Blackboard. There is an option for students to forward the myCOD e-mail to their “preferred” address – the Senate would like to see us revisit this issue and find a way to make our contact with students more efficient.

Distance Education

Several additional proposals are making their way through the Academic Senate process:

- Specific training requirements for online instructors
- Review of course shells to guarantee compliance with both DSPS issues and Regular Effective Contact requirements

Student Success

More explanation of requirements and timelines has come from the state; there is clearly some urgency to moving the process forward at COD.

Thank you,

Zerryl Becker,
Academic Senate President