

**COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD MEETING  
43500 MONTEREY AVE.  
PALM DESERT, CA 92260  
FRIDAY, MAY 17, 2013  
MINUTES**

- I. Chair O'Neill called the meeting to order at 9:34 a.m. and asked Trustee Aurora Wilson to lead the pledge of allegiance.

President Kinnamon called the roll:

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

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

**II. CONFIRMATION OF AGENDA:**

Trustee Broughton asked that Trustee Aurora Wilson's name be added to Action Item, President, #1. Additional staff members will also be added to this item: Linda Valkenburg and Steve Renew.

The agenda is confirmed as amended.

**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 10:30 a.m.**

No reportable action taken in closed session.

**V. PUBLIC COMMENTS**

Chair O'Neill commented that the members' voices are not being projected well on the live-streaming. He asked the members not to hold or touch the microphone while speaking and keep the microphone close to but not against your mouth.

He also announced there is an event in this room later today and asked everyone to keep their comments brief as we need to vacate the room by 3:00.

Professor Alejandro Jazan brought some of his students to the meeting. Student Tanya Nunez sang "You Will Never Walk Alone" accompanied by student Christian Colin on the guitar.

Ms. Pat Keller spoke to the Board several months ago and reported she was pleased to hear from Steve Renew, Director of Facilities, who provided the additional information she requested. She now has a better understanding of the finances. She thanked Mr. Renew.

#### **VI. APPROVE THE MINUTES OF:**

There were no corrections to the minutes of the regular meeting of April 19, 2013 and they stand approved.

#### **VII. RECOGNITION**

Dr. Kinnamon presented COD highlights from 2012-2013. He also showed the new "Step Up" for COD video.

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

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

**Trustee Becky Broughton:** commented there are not enough days in May to celebrate all the great end-of-year events. We have come a long way this year and this is mostly due to Dr. Kinnamon. He changed the culture of the campus and put us on the right path.

This month was very busy. She attended the Alumni Hall of Fame Award Ceremony. This is a wonderful event and a great chance to reach out to the community. A Little Night Music was

filled with talented performers. She thanked all the candidates from last week and welcomed Trustee Wilson. There have been ongoing conversations about the Indio and Mecca/Thermal Campuses. Our Deans have looked at the offerings in the East Valley and are considering widening the selections available. Transportation is an important aspect of the East Valley. Robotics camp will take place again this year at PaCE in Palm Desert, at the Mecca/Thermal campus and also in the West Valley. She commented on the importance of continuing dialogue with SunLine. SunLine has been asked to consider offering our students the opportunity to ride the bus.

**Trustee Mary Jane Sanchez-Fulton** agreed that transportation is very important and reported there is a SunLine meeting on August 22 and encouraged everyone to attend. She congratulated all COD graduates and encouraged them to believe in themselves.

She congratulated Trustee Wilson and welcomed her. She attended the following events: TRIO event, Diversity Council meeting, Transfer Recognition event, Green Council Workshop, the Alumni Hall of Fame Awards, A Little Night Music, ABE Graduation and EOPS/CARE Ceremony. She also attended the Desert Hot Springs College Fair day. She reviewed applicants for the vacant trustee position. Along with former Trustee John Marman she attended the Desert Hot Springs Health and Wellness Day and she thanked our nursing department for being there. She congratulated the new ASCOD officers.

In conclusion she commented on how much the Desert Hot Springs educational center means to that community.

**Trustee Bonnie Stefan** had submitted a written report of her activities. She commented on what a happy time of year this is for educators. Everything she attended this past month speaks to student success and it's thanks to the faculty and staff. She attended the Alumni Hall of Fame Awards and the women's softball tournament. She congratulated the team on their win. One of our CSEA members attended the wounded warrior fundraising event and the COD color guard performed. She also attended the artist's reception at the Marks Art Center, a Cup of Happy/Open Mic night, the RUMI project, Friends of the Library book sale, the President's Forum, ABE Graduation, Alpha Mu Gamma Ceremony, COD's voice class recital, Emeriti/Retirement Ceremony, Transfer Recognition Ceremony, COD Symphonic Band performance, Phi Theta Kappa Ceremony, TRIO Recognition, the COD Jazz Band and a special board meeting. She also had a meeting with President Kinnamon, training with Human Resources for the new Trustee selection process and attended Brown Act training in Rancho Mirage.

As the Board of Trustees designated representative she attended the Foundation Board meeting. They presented and discussed their 2013-2014 operating budget.

**Trustee Aurora Wilson:** She commented how impressed she is with the commitment of our trustees. She is very pleased to be here and thanked the board for appointing her. She will work very hard and is very committed to College of the Desert. She attended the Symphonic Band performance and really enjoyed hearing the band. She also attended the TRIO/ACES event and it was a great honor to have Assembly Member Manuel Perez as a speaker. She met with Dr.

Kinnamon to review the agenda and attended the President's Forum. She thanked the staff for their help in getting her up to speed and thanked the Board's Executive Assistant, Lee Ann Weaver for all of her help. She is very impressed with the professionalism of this board and is looking forward to being a part of it. She attended an Indio City Council meeting in her role with CVAG. They were pleased and congratulated her on being appointed to the COD Board of Trustees.

**Student Trustee Andrew Campbell:** attended Club Olympics. The event was put on by ASCOD and was well organized by our student leaders. He thanked the ASCOD Vice President Jessica Espino who did a great job on a small budget. He attended the Transfer Recognition Ceremony and congratulated all the students transferring. He thanked Eleanor Campbell for giving of her time to serve as the student co-chair on the Green Council. He urged all campus committees to have students as co-chairs as it is a great way to create leaders. He thanked Steve Renew, Director of Facilities, for filling this position with a student. He congratulated Brenda Valdez for being the first student to sit on the Academic Senate. He attended the TRIO/ACES ceremony and commented on the great speakers they had. He thanked the students that served on ASCOD this past year and congratulated the new officers. He expressed concerns about the faculty member that spoke about loans at the President's Forum and students not being notified.

**Trustee Michael O'Neill** submitted a written report on his activities this last month. He welcomed Trustee Wilson and thanked her for serving. He congratulated Student Trustee Andrew Campbell on his second term victory. He thanked the campus for all the invitations to the end-of-year events. He thanked Dr. Kinnamon for his report on the highlights for the year.

He thanked Gary Bergstrom and Zerryl Becker for their service these past two years. He also thanked Dr. Kinnamon for his reorganization video as it was a great way for everyone to have access to the same message. He attended the Alumni Hall of Fame Awards. It is very rewarding to see our alumni and our faculty and staff being recognized. He thanked Lee Ann Weaver for putting together the Emeriti/Retirement Recognition. He said it was one of the nicest events we've had in a while and is a great way to honor staff.

He commented that each Board member has a binder in front of them with copies of all policies and procedures that directly relate to the Board.

## **IX. ADMINISTRATIVE REPORTS**

### **1. President**

#### **a. Financial Aid Issue**

Dr. Kinnamon said a question had been asked at the Forum regarding federal loans that students use. Community colleges have experienced increases in the amount of loans students are getting and increases in the default rates. Many community colleges have eliminated these federal loan programs as there are only a small number of students that take these loans. When the default rate gets above 30% it risks all federal financial aid to all students. We have approximately 500 students on this loan program and have gone from \$18,000 in student loans to over \$3M. Our

default rate is moving closer to that 30%. We have 7000 students that have other federal financial aid and those students would be at risk of losing that aid if we go above that threshold.

A letter is to be sent early next week informing students. Trustee Broughton asked that this information also be on the website. Student Trustee Campbell asked if these were being taken away forever or just this next semester. Dr. Kinnamon reported that it will be permanent, but can be revisited in the future. He said that Dr. Nery is looking at other options for the students that rely on these loans. Mr. Gonzales said that students are able to take out loans through private vendors and we have provided this information to our students. We also have student scholarships available and students that apply by March 2 are eligible for CalGrants. Student Trustee Campbell suggested holding a forum in the fall for students for those new students.

Dr. Kinnamon also commented that the TRiO/ACES recognition was last night. For those in the community that want to see what the mission of the community college is this is the recognition to see as it gives a glimpse of the soul of the community college and gives a better understanding of why some are called to teach at community colleges. He encouraged everyone to attend.

Dr. Kinnamon introduced Dr. Jim Buysse, who has been working with us in Business Affairs and has been a great help during our transition.

He expressed his appreciation to Adrian Gonzales for his assistance during his first 9 months. Mr. Gonzales has a lot of history with the college, has provided great counsel and is a true professional. Chair O'Neill also thanked Mr. Gonzales for his 3 month-going on 2 years interim position. Dr. Kinnamon also thanked Zerryl Becker and Gary Bergstrom.

Dr. Kinnamon received a resignation from Wade Ellis. Mr. Ellis has a wonderful opportunity at another community college. They are very fortunate to be getting him but it will be difficult to see him go. He expressed his appreciation for all Mr. Ellis has done to keep us fiscally solvent. He congratulated him on his new position.

The transportation issue was addressed by both Trustees Broughton and Sanchez-Fulton and we will continue to push this.

#### b. Update on Education Centers

Dr. Kinnamon reported the month of June will have a lot of time devoted to all the educational centers. We will be recruiting for the director of those education centers. This position will report to the Executive Vice President and it will be important to develop those centers for those communities.

## **2. Interim Vice President Student Affairs Adrian Gonzales**

Mr. Gonzales thanked the board for attending all those end-of year events. This is why we do what we do to see the student success that happens. It is very exciting to see our students progressing.

We are expecting 350 students to participate in the commencement ceremony. We are awarding 729 degrees and 200 with certificates. There were several events this week and there was a very inspiring speech by Assembly Member Perez for the 3 TRiO support programs; DSPS, EVC and ACES. The International Program reports they anticipate 25 graduates, 5 students receiving certificates and 20 of those 25 students will be transferring. The ACES program reports they have 31 graduates, 30 of which will be transferring. In the fall the ACES program had 30 students on the Dean's list and 24 on the honor roll; TRiO/DSPS is a relatively new program and reports there are 10 graduates, 1 certificate earner and 7 transfers.

The Upward Bound Program is geared toward our high school students who are the first in their family to attend college. They report they will have 20 graduates, 6 of which received a \$5,000 scholarship from CVEP's Pathways program. The EOPS/CARE program reports 41 graduates, 2 certificates and in the fall they had 34 students on the Dean's list and 42 on the honor roll. The Financial Aid office has greatly increased their outreach and they report a 14% increase in applications submitted by March 2. They increased their outreach to include 58 events which touched approximately 6000 students, both potential and current students. He congratulated the Financial Aid office for all they are doing.

He congratulated the recently elected ASCOD students: President-elect is Eleanor Campbell, Vice President is Bryanna Czarny, Secretary is Jenny Asuncion, Officer of Fiscal Affairs is Charlene Beltran, Office of Communications is Corralyn Booth, Office of Academic Affairs is Wendell Inghram, Officer of External Affairs is Angelica Alcazar. The independent senators are Jose Rodriguez, Rubi Becerril, Thomas Hughes, and Chris Diaz and our Student Trustee for another year will be Andrew Campbell. He congratulated all the winners and thanked the Student Life advisor Carlos Maldonado.

Mr. Gonzales reports that with the reorganization Student Affairs is losing one of our esteemed leaders, Dr. Nery. She is taking on a new role, which will be an excellent thing for our institution. She will be leading our research, strategic planning and accreditation. Student Affairs will miss her greatly, as she is a respected and trusted colleague. He also welcomed Zerryl Becker as the interim over the admissions and records, financial aid, DSPS, Career Transfer Center, Counseling and the bursar's office.

### **3. Interim Executive Director Human Resources Stan Dupree**

Mr. Dupree congratulated the students that ran for elected office and those that won. One year ago today it was a very different tone and there has been a wonderful turn-around. He has enjoyed working with all three bargaining units. He will miss working with Gary Bergstrom as the full-time faculty union president. He was always fair and honest and never let Stan forget that he had constituents to represent. Gary has worked very hard for his unit and managed to be down to earth, friendly and professional.

## **X. CLOSED SESSION**

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

2. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 656-040-039, 669330015, 669330025, 669330029, 669330030  
Agency Negotiator or Designee: Dr. Joel Kinnamon
3. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**  
Superintendent/President

There was no reportable action taken in closed session.

**XI. 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. PRESIDENT**

1. Approval of Sabbatical Leave Requests

**B. HUMAN RESOURCES**

1. Volunteers
2. Employment Group C Appointments
3. Retirement/Resignation – Classified
4. Proposal from CSEA to DCCD – 2<sup>nd</sup> Reading
5. Proposal from DCCD to CSEA – 2<sup>nd</sup> Reading
6. Proposal from DCCD to CTA – 2<sup>nd</sup> Reading

**C. FISCAL SERVICES**

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #10
4. Out-of-State/Country Travel
5. Change Orders – Measure B Bond Projects

**Motion** by Trustee Broughton, second by Trustee Wilson, to approve the consent agenda as presented.

**Discussion:** Trustee Broughton thanked the community for volunteering to help our college. It makes a big difference, helps out staff do their job better and helps promotes our students needs and successes.

Trustee Stefan commented she was glad to see the sabbatical requests on the agenda again. These ensure our student success.

Student Trustee Campbell asked for clarification on the item regarding costs on new ticket machines. Mr. Ellis commented we are installing solar panels and need to relocate the ticket machines. It was decided to relocate those ticket machines and upgrade all of them and make some of them solar powered. The costs are not just for one machine, it is upgrading the whole system.

Trustee O'Neill agreed it is great to see sabbaticals back on the agenda.

Dr. Kinnamon reported there were four exceptional sabbatical applications. We are in a position to only do two but encouraged the others to reapply.

**Vote**

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

Motion carried unanimously.

**XII. ACTION AGENDA**

**A. BOARD OF TRUSTEES**

1. Revised Board Policies – first reading

**Motion** by Student Trustee Campbell, second by Trustee Broughton, to accept the policies for a first reading.

**Discussion:** Trustee Sanchez-Fulton asked for the process to be explained. Chair O'Neill said these will come back to the Board for a second reading next month. These revisions are based on changes recommended by the League. Trustee Broughton said the board now has one month to review the proposed changes. All policies are brought to the Board for approval. Only the 2000 series of procedures are approved by the Board. All other procedures are brought to the Board for information.

**Vote**

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

Motion carried unanimously.

2. Revision to Administrative Procedure 2715: Code of Ethics Standards of Practice – Trustees – Second Reading/Approval

**Motion** by Trustee Broughton, second by Student Trustee Campbell, to approve the revision as presented.

**Discussion:** Trustee Wilson asked the purpose of the procedure. Chair O’Neill distributed a handout from the attorney regarding language in this procedure and read the response: *Trustee O’Neill, you have requested a review as to the legality or illegality of the proposed modification if administrative procedure relating to 2715 currently before the Board of Trustees of the Desert Community College District. I have conducted a review of same and in that process have considered not only pertinent laws as well as cases, and the Community College League recommended policy. I have discussed the proposal with the consultant for the Community College League and find the proposed modifications completely in order and not violative of any law or regulation. In fact, the policy is a necessity for the accreditation of College of the Desert. Failure to have this in place will have an effect upon the ability of the college to be accredited. I recommend its approval by the Board of Trustees.*

Chair O’Neill also said that at the January League conference he attended this was a major issue and it was highly recommended that each district look at the policy and procedure to make sure we are in compliance. Dr. Kinnamon also had received feedback from the ACCJC that this was necessary. Several colleges over the last few years have been placed on warning because of trustees and their involvement with campus and operational matters.

Trustee Wilson had reviewed other college’s policies and procedure relating to this and thought this a little harsh and punitive. Chair O’Neill said it is intended to be levels of progressive discipline. It was based on the training he received from the League which recommended a really structured implementation policy.

Trustee Stefan said there was one incident when we consulted legal counsel in the past and we only slapped someone on the wrist. This policy mentions Ethics Training and all members are supposed to do that every two years. She also commented that it isn’t that we want to have this type of action taken but it needs to be there.

Trustees Wilson asked if the four recommended changes are based on other colleges. Chair O’Neill replied they are and that is why he asked our attorney to review them with the League and the League’s attorney.

Trustee Sanchez-Fulton had concerns on what was struck, specifically the 3+1. She would like to keep that part. Trustee Broughton explained that this now makes it a majority. She also commented that you don’t start at the bottom of the list.

Trustee Sanchez-Fulton is very concerned about the section “to the extent the misconduct involved violation of public meeting laws, including the confidentiality of closed session meetings, take action to protect the lawfulness of Board meetings, which may include initiating appropriate legal action against the Trustee to ensure compliance with public meeting laws

through the exclusion of the Trustee from closed session meetings.” She said the Board, as well as every City Council member, is elected by the people to express our right and not be excluded from any closed session. They are elected by the people, for the people.

Dr. Kinnamon said that at his previous district there were several trustees that had benefits from the district because they had been employees. In closed session they were discussing benefits for existing employees and retirees. That was a conflict of interest and they couldn't be involved with that discussion in closed session.

Trustee Stefan said this is a way to do more than slap someone on the wrist. Chair O'Neill said that at the last meeting all members were asked to submit their questions in writing and we would have the attorney review and answer. No one submitted any questions or concerns. Our attorney David Erwin reviewed this and did not deem it to be a violation.

There was discussion on postponing the item. Trustee Broughton suggested choosing a date the questions have to in by because the reason these things are presented a month ahead of time it gives the Board the entire month. We did nothing this month.

**Motion** by Trustee Stefan, second by Trustee Wilson, to postpone this to the regular meeting of June 20 and questions should be submitted to the Board's attorney David Erwin in writing by June 5.

**Discussion:** No additional discussion.

**Vote**

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

Motion carried unanimously.

**B. PRESIDENT**

1. Certification of Signatures \*The members were presented with an updated agenda item.

**Motion** by Student Trustee Campbell, second by Trustee Stefan, to approve the certification of signatures as presented.

**Discussion:** None.

**Vote**

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

Motion carried unanimously.

C. **HUMAN RESOURCES**

1. Working Out-of-Class - Leadership

**Motion** by Student Trustee Campbell, second by Trustee Stefan, to approve the working out-of-class as presented.

**Discussion:** None.

**Vote**

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

Motion carried unanimously.

D. **FISCAL SERVICES**

1. Budget Transfers

**Motion** by Trustee Sanchez-Fulton, second by Student Trustee Campbell, to approve the budget transfers as presented.

**Discussion:** None.

**Vote**

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

Motion carried unanimously.

2. 2012-2013 CCFS-311Q/Quarterly Financial Status Report

**Motion** by Student Trustee Campbell, second by Trustee Stefan, to approve the quarterly financial status report as presented.

**Discussion:** Wade Ellis, Director of Fiscal Services explained the report.

Mr. Ellis thanked the Board and the District for their support these many years. He commented that Lynn Sacher is retiring from the Bursar's Office and he also thanked his staff; Marlene Reynolds who does all the purchasing for the college, Aurora Perez who does all the financial accounting, Jeannette Grofoerer who does all the accounts payable, Patricia Reyes the staff assistant, Janet Assoff who does all the financial aid, Misty Santana and Diana Ortiz who do the payroll, Mary Lisi our operator and past president of CSEA, Linda Valkenberg who comes back every year and helps us through our audit process, Rosa Limon and Job Gonzalez in the Copy Center, Charles Flores in the Warehouse, Lorraine Hawking in the mailroom and special thanks to Linda Costagiola in the Vice President of Business Affairs office.

Chair O'Neill thanked Mr. Ellis for all his hard work. He has always been upfront and honest.

**Vote**

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

Motion carried unanimously.

3. Notice of Completion – Measure B Bond Projects

**Motion** by Student Trustee Campbell, second by Trustee Stefan, to approve the notices of completion as presented.

**Discussion:** Trustee Sanchez-Fulton asked when the next Bond meeting is. As this is not related to this motion it cannot be discussed. Trustee Broughton commented she glad to see there is only one old notice and she thanked those that are cleaning up these files.

**Vote**

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

Motion carried unanimously.

4. Notice of Intent to Award Contract for Applied Sciences Project Phase 1 – Site Preparation & Infrastructure for Future Buildings

**Motion** by Trustee Stefan, second by Student Trustee Campbell, to approve the notice of intent to award contract as presented.

**Discussion:** None.

**Vote**

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

Motion carried unanimously.

**F. ACADEMIC AFFAIRS**

1. Curriculum Modifications

**Motion** by Trustee Stefan, second by Trustee Wilson, to approve the curriculum modifications as presented.

**Discussion:** Trustee Broughton commented this is a lot of hard work and the curriculum committee has done a great job. These classes become more transferrable, more recognizable by other colleges and she thanked those involved.

Trustee Stefan was pleased to see Human Resources Management course.

**Vote**

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

Motion carried unanimously.

2. Approval of the 2013-2014 College of the Desert Catalog

**Motion** by Trustee Sanchez-Fulton, second by Trustee Broughton, to approve the catalog as presented.

**Discussion:** Trustee Wilson's information will be added in January with the mid-year revise as will the correct dates of Chair O'Neill's service.

**Vote**

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

Motion carried unanimously.

**XIII. ITEMS FOR INFORMATION**

1. Revised Administrative Procedures

Trustee Broughton commented we have an MOU with the local law enforcement for the Mecca-Thermal and Palm Desert Campus'. She asks if we will have a similar agreement with the Indio police department once our facility is built. Trustee Wilson said it does address that.

Trustee Wilson noted that the same procedure refers to the Riverside Sheriff's Department and it should say Riverside County. That correction will be made.

2. Engagement Letter for Auditing Services for Fiscal Year ending June 30, 2013

Trustee Sanchez-Fulton asked that when the auditors prepare their report to the Board that they use layman's language. Trustee Broughton commented she had asked for this item to be included under information as the letter was addressed to the Board of Trustees.

**XIV. SUGGESTIONS FOR FUTURE AGENDAS**

**Student Trustee Andrew Campbell:** None.

**Trustee Bonnie Stefan:** None.

**Trustee Becky Broughton:** None. Dr. Kinnamon had provided the Board with a list of items he plans on focusing on. Chair O'Neill asked that Dr. Kinnamon update that list and present it at the June meeting.

**Trustee Wilson:** She asks that the procedure on Local Law Enforcement be clarified as it says to call security on both emergency and non-emergency issues. She also mentioned the trail/pedestrian walkway and will ask the CVAG Executive Director to make a presentation to the Board at a future date.

**Trustee Mary Jane Sanchez-Fulton:** would like to see some timelines on the schedule.

**Trustee Michael O'Neill:** None.

**XV. BOARD COMMENTS**

**Trustee Mary Jane Sanchez-Fulton:** asked when is the next Citizens' Bond Oversight Committee meeting. Steve Renew said the committee meets quarterly and the next meeting is June 11 at 3:30. Meeting times, the agenda and minutes are on the website. She thought it would be nice to have the bond attorney to address the board.

**Trustee Wilson:** asked how she did for her first meeting. Chair O'Neill said she did a great job.

**Student Trustee Andrew Campbell:** one of our student leaders went to the Indio and Mecca Thermal campus and those campuses would like to see more financial aid workshops and events on those campuses. Chair O'Neill agreed we need to keep those education centers in our thoughts.

**Trustee Bonnie Stefan:** She would like a copy of the recognition items the President spoke about today. She also invited the public to the beam signing at the Indio campus on May 28 at 9:00.

**Trustee Becky Broughton:** Commented that Trustee Wilson did a very good job. She thanked Wade Ellis for the many hours he has put in and all of his hard work. We will miss him and wish him the best.

**Trustee Michael O'Neill:** When Trustee Stefan was Chair the board shifted from long verbal reports to written reports with a brief summary given at the meeting. He would like the Board to discuss this at the next meeting. He reminded everyone that Commencement and the Nursing Pinning are next Friday.

**XVI. ADJOURN**

The meeting adjourned at 2:40 p.m.

  
By: Bonnie Stefan, Clerk

# COD BOARD REPORT

5/17/2013

*4/20 - 2013 HALL OF FAME AWARDS*

*4/23 - COD WOMEN'S SOFTBALL AGAINST SOUTHWESTERN*

*4/24 - FOUNDATION BOARD MEETING*

*-ARTISTS RECEPTION AT THE MARKS*

*-CUP OF HAPPY OPEN MIC*

*4/25 - RUMI*

*4/26 - COD FRIENDS OF THE LIBRARY BOOK SALE*

*4/30 - MEETING WITH THE PRESIDENT*

*- HUMAN RESOURCE TRAINING*

*- BROWN ACT TRAINING IN RANCHO MIRAGE*

*5/3 - ADULT BASIC ED GRADUATION*

*5/8 - ALPHA MU GAMMA , NU CEREMONY*

*5/10 - SPECIAL BOARD MEETING*

*5/13 - COD VOICE CLASS RECITAL*

*5/14 - EMERITI RECOGNITION & RETIREMENT CELEBRATION*

*5/15 - TRANSFER RECOGNITION CEREMONY*

*- COD SYMPHONIC BAND*

*- PHI THETA KAPPA CEREMONY*

*- CUP OF HAPPY OPEN MIC*

*5/16 - PRESIDENTS FORUM*

*- TRIO RECOGNITION*

*- COD JAZZ BAND*

## **GOVERNING BOARD REPORT**

**MAY 17, 2013**

**MICHAEL O'NEILL**

Since the April Board Meeting much of my time was devoted to the appointment process to select a new Trustee for Trustee Area 4. I want to thank Stan Dupree the Interim Executive Director of Human Resources and his staff for all of the time and energy they devoted to bring the selection process to a successful conclusion. Without them and various legal assistance this process would not have been completed.

During the month I attended the following:

Alumni Hall of Fame Awards. This is always a very special event. I thank the Alumni Association and Gene Marchu the Executive Director for sponsoring this event. It is very important to recognize the outstanding COD alumni who have gone on to outstanding successes. It is also critical that the faculty and staff who devote themselves to assisting the students of the Valley to achieve their goals be recognized for their efforts. Congratulations to all of the Hall of Fame recipients.

Board Agenda Review meeting to develop the agenda for the May 17, 2013 regular Board Meeting.

Special Board Meeting of May 10, 2013. The number of extremely qualified applicants made for a difficult process. The Board is very fortunate to have selected Ms. Aurora Wilson to fill the Trustee Area vacancy. I welcome Ms. Wilson and look forward to working closely with her on the Board.

Emeriti and Retirement Recognition Event. I had the privilege to speak about Mr. Chuck Hayden and officially recognize his being granted Emeriti Trustee status. Chuck was a COD Trustee for 29 years and as such is the longest serving Trustee in the history of COD. During his time on the Board Chuck accomplished much for the students of COD. He is recognized state wide for his work with the California Community College League and for his co-founding of the Inland Valley Trustee and CEO Organization. He was and always will be a strong supporter and voice for COD. Thank you Chuck for all you have done during your years as a COD Trustee.

I also attended various meetings with Dr. Kinnamon during the month.

Respectfully Submitted  
Michael O'Neill

May 17<sup>th</sup>, 2013

**To: Board of Trustees**

**Re: College of the Desert Foundation: 2013/14 Proposed Operating Budget**

Before I begin the discussion of the proposed FY 2013/14 budget, here are some interesting facts about fundraising in the Coachella Valley.

- In 2011, over **\$138 million** was donated to 1020 charities in the Coachella Valley.
- Of the \$138 million donated in 2011, **over \$84 million were by donors located in Palm Desert, La Quinta, Rancho Mirage and Indian Wells. (64% of total donations in the Valley)**
- Major charities who were the beneficiaries of the philanthropy: EMC \$36 million, Museum \$15 million, McCallum Theatre \$5.4 million, Living Desert \$3.8 million, and Boys and Girls Club \$2.3 million. (accounting for 62.5 million or 45% of all donations in 2011)
- Nationwide, overall donations to educational institutions rose 8.2%, confirming that education is one of the most popular destinations for charity.
- The best performing sector for online fundraising was in education with non-profits experiencing a 17.9% increase in revenues using this medium.
- The College of the Desert received approximately \$2.1 million (1.4%) of the total \$138 million in donations.
- The College of the Desert Foundation has an opportunity to increasing donations by capturing a share of the growing philanthropic market, and also competing for a larger share of the existing \$138 million presently being donated in the Valley.

To begin our discussion of the coming year and proposed budget, I think a quick review of the Foundation's work program will provide some insight into the needed staff capacity.

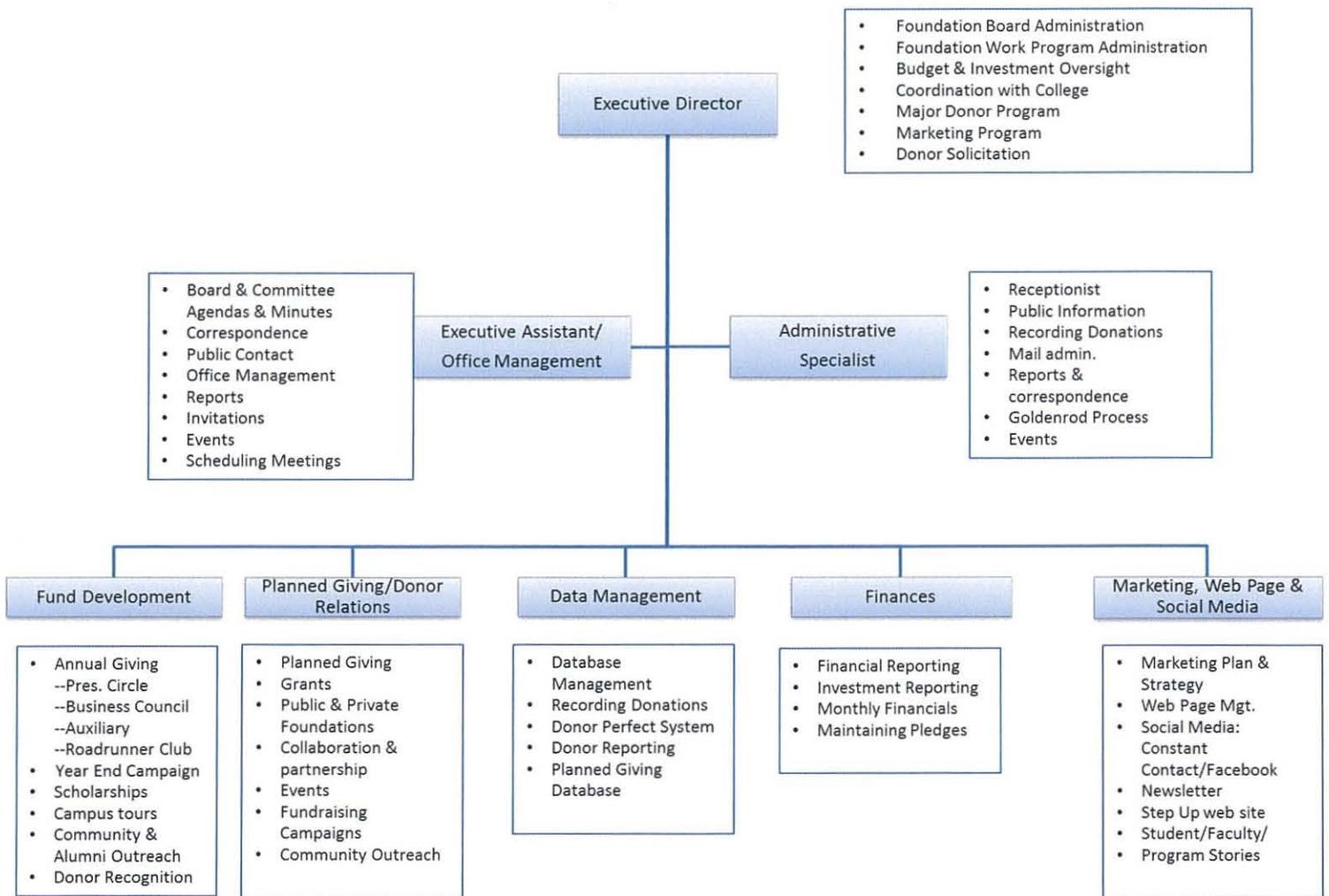
Summary of What we do at the Foundation:

- 1: Annual Giving—Memberships in Pres. Circle, Auxiliary & Roadrunner club
- 2: Major Donors—developing engagement, cultivations and solicitation program
- 3: Planned Giving—Established Planned Giving Advisory Committee
- 4: Events—Chili Cook Off, McCallum Event, Scholarship-Donor recognition, and other events.
- 5: Grants---Including Foundations (family, private, corporate and public)
- 6: Campaigns—to be determined for next year
- 7: Scholarships—New dollars
- 8: Community and Alumni Outreach---Campus Tours/Presentations to Organizations
- 9: Marketing Program—to be determined by the Board

What are the ongoing duties of the Foundation staff:

- 1: Staffing the Board of Directors and Committees
- 2: Staffing the Auxiliary---and events
- 3: Management and oversight of investments and Investment Advisors
- 4: Management and oversight of Operating Budget
- 5: Stewardship of assets
- 6: Recognition of and maintaining contact with donors
- 7: Oversight of independent Audit—providing financial information to auditor
- 8: Maintenance, updating and expansion of data base
- 9: Management of Endowments
- 10: Management of Scholarships
- 11: Coordination with College administration and staff

To perform the above work program items, please refer to the organization chart which outlines the functions of the above work program and identifies proposed staff positions. As of June 1<sup>st</sup>, the Foundation will have three full time staff: Executive Director, Executive



Assistant, and Administrative Specialist. As you will note on the organization chart, there are two fundraising

positions required to fulfill the work program: 1— Director of Development—Fund Development, and 2— Director of Development—Planned Giving/Grants & Donor Relations. Each of these positions fulfills important aspects of the work program.

**1: Director of Development—Fund Development Position:** The first position would coordinate the Annual Giving Program (memberships in President’s Circle, Business Council, Auxiliary, & Roadrunner Club), the scholarship program, Year End fundraising campaign, Donor Recognition, Community and Alumni Outreach, and general solicitation of donors.

**2: Director of Development—Planned Giving/ Grants and Donor Relations Position:** The second position is dedicated to an ongoing Planned Giving Program, coordinating with the Planned Giving Advisory Committee, Grants, research and contact with Foundations (family, public, private and corporate), Major Events, Major Donors, Fundraising campaigns and Community Outreach.

**Comparison with Our Competition:**

As we approach the decisions concerning future staffing of the Foundation, a comparison of the

Eisenhower Foundation	McCallum Theatre	Palm Springs Museum	COD Foundation
15 total staff--Development	8 total staff--Development	9 total staff--Development	3 total staff:
5 full-time fundraising staff	Asst. Dir.Develop. & Major Gifts	Dir. Of Fundraising and Development	Executive Director
	Senior Mgr. Planned Gifts/Grants	Associate Director of Development- Major Gifts and Planned Giving	Executive Assistant
	Special Events Coordinator	Associate Director of Development-Institutional Giving	Administrative Specialist
	Mgr. of Special Events	Events Manager Position 1	Contracts:
	Mgr. Annual Gifts and Member Services	Events Manager Position 2	P. Sturgeon --80 hours per month
	Annual Fund Coordinator	Membership Manager	
	Development Coordinator	Development Department Administrator	
		Development Department Assistant	
		Development Department Assistant-seasonal	

COD Foundation with other Non-profits provides some insight. The chart demonstrates that other non-profits, yielding large donations, have larger staffs to perform their fundraising tasks. Clearly the organizations have invested in staff resources to raise money---**“It takes money to make money.” “The more bodies that “ask” the greater the chance of getting donations.”**

**Projected Unrestricted Revenue FY 2013/14:**

The proposed FY 2013/14 operating budget projects total revenues of \$1,291,000. The components of the project include:

- Auxiliary membership fees: \$ 16,000
- President’s Circle membership fees: \$200,000
- Roadrunner memberships fees: \$ 15,000
- Grants/Foundations \$100,000
- Major gifts > \$5,000 \$ 80,000
- Individual gifts < \$1,000 \$ 30,000
- Planned gifts \$100,000
- Year End Campaign \$30,000
- Events (McCallum, Auxiliary others) \$340,000
- Interest \$100,000
- Management fees \$280,000

**Projected revenue: 1,291,000**

### **Projected Operating Expenses: FY 2013/14:**

The proposed FY 2013/14 operating expenses provide the Board two important decisions:

- 1: Increase the staff capacity to conduct fundraising ---2 fund development positions, and
- 2: Continuing the Marketing Program---"Step Up for COD"

The proposed 2013/14 FY Operating budget of \$1,291,000 contains a **\$161,500 increase** over the adopted budget for 2011/12 of \$1,129,900

### **What revenue is anticipated with the 2 additional staff:**

While there are no guarantees in anticipated revenues, the Magellan report (produced for Saddleback Community College), provides some insight into the relationship of staffing to total revenue raised by the staff. The report clearly concludes that the number of staff will increase revenues in a dramatic fashion after 3-4 years.

Further, the industry standard for fundraising professionals is that each fundraising professional should be raising \$1.0 million per year.

A very conservative estimate would be that in the first year, we should see an increase in at least \$500,000 in revenues, increasing over the next three years to where the revenues should increase by \$2,000,000 based upon the professional standard of \$1.0 million per fundraising staff position.

There are many variables in the equation: experience, fundraising talents, knowledge of the local community etc.

The key question for the Board is, "Is the Foundation willing to invest in additional staff for the potential return?"

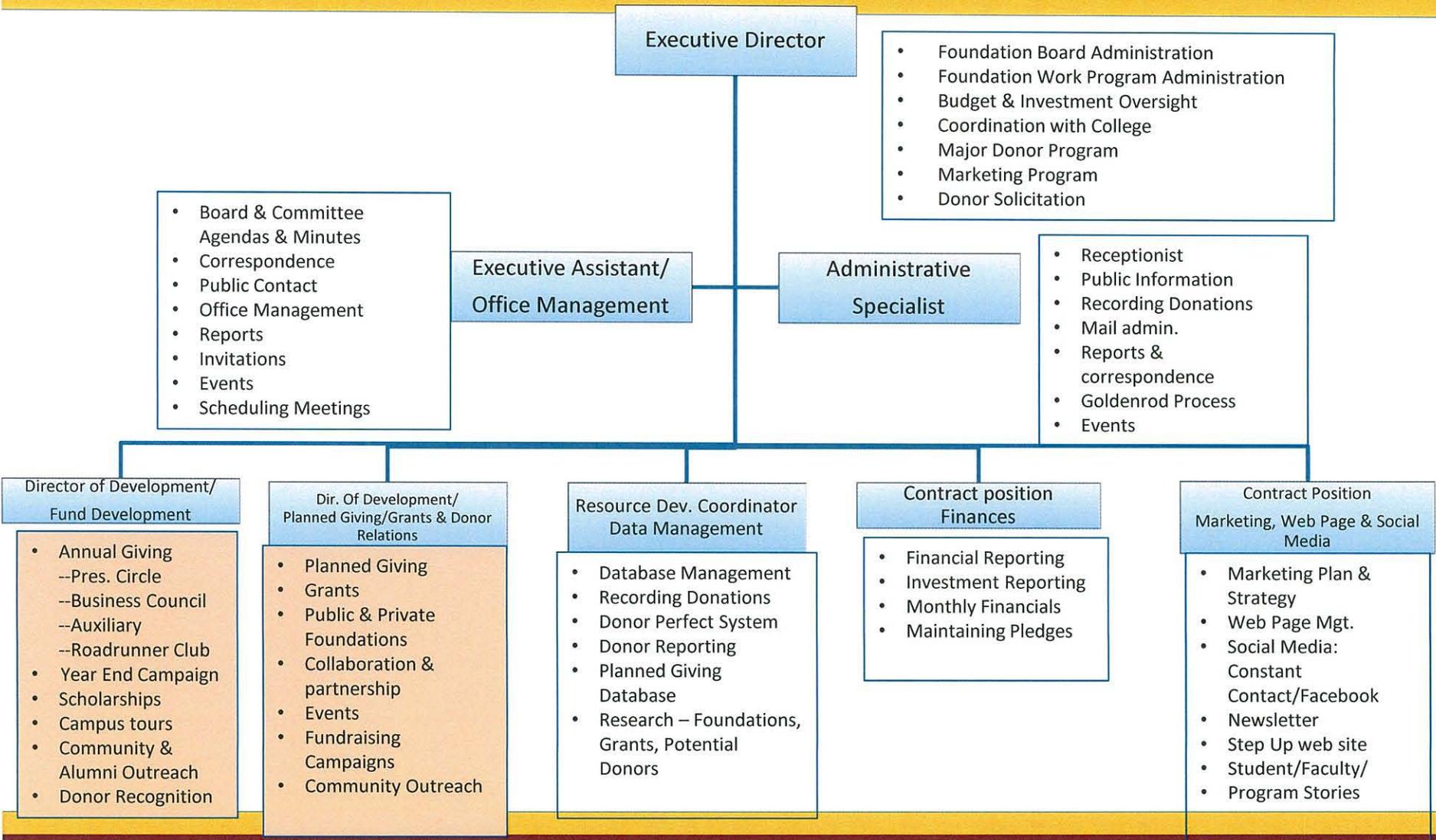
COLLEGE OF THE DESERT FOUNDATION

Operating Budget March 2013  
Expenses

Proposed 2013/14 Operating Budget

	YTD 02/28/2013 Actual Operating Expenses	Adopted 2012/2013 Budget	Variance from Budget		Proposed Budget 2013/2014	Comments
<b>Expenditures</b>						
Auxiliary/Membership	\$ 6,158	\$ 5,000	123%		\$ 5,000	Collateral materials
President's Circle	\$ 9,103	\$ 5,000	182%		\$ 5,000	In home events-lunches etc.
Campaigns						TBD
Grants						TBD
Major Gifts					\$ 20,000	Research & development
Planned Giving Program					\$ 10,000	Collateral materials
Roadrunner Club						materials for distribution
Year-End Campaign					\$ 20,000	material for marketing year end/mail/ads
Annual Report					\$ 10,000	production of annual report
Auditor	\$ 19,750	\$ 16,750	118%		\$ 20,000	Annual independent audit
Bank Charges	\$ 5,337	\$ 7,000	76%		\$ 5,000	
Board/Staff Training	\$ 1,766	\$ 1,000	177%		\$ 5,000	
Repairs & Maintenance	\$ 525	\$ 1,000	53%		\$ 2,000	
<b>Marketing</b>	<b>\$ 65,781</b>	<b>\$ 150,000</b>	<b>44%</b>		<b>\$ 150,000</b>	<b>Step Up campaign</b>
<b>Events</b>						
Campus Tours					\$ 5,000	Related costs---lunches
Auxiliary Event						
Donor /Scholarship Reception					\$ 8,000	Reception costs
Stepping Out for COD						
Other Events						
Donor Development & Recognition	\$ 55,881	\$ 10,000	559%		\$ 30,000	
Equipment Lease	\$ 3,744	\$ 7,500	50%		\$ 8,000	
Insurance D & O	\$ 5,219	\$ 5,500	95%		\$ 5,000	
Membership Dues	\$ 625	\$ 1,000	63%		\$ 2,000	
Office Supplies & Equipment	\$ 6,397	\$ 14,000	46%		\$ 10,000	
Other	\$ 1,500	\$ 1,000	150%			
Postage	\$ 87	\$ 2,000	4%		\$ 3,000	
President's Fund	\$ 2,900	\$ 60,000	5%		\$ 60,000	
Printing/Design/Graphics	\$ 12,479	\$ 10,000	125%		\$ 10,000	
Service Contracts	\$ 3,555	\$ 4,500	79%		\$ 4,500	
Staff Mileage Reimbursement		\$ 1,000	0%		\$ 3,000	
Subscriptions & Publications	\$ 4,896	\$ 1,000	490%		\$ 2,000	
Recognition	\$ 3,945	\$ 5,000	79%			
Telephone	\$ 814	\$ 1,200	68%		\$ 3,500	
Wages & Benefits	\$ 289,730	\$ 585,000	50%		\$ 390,000	Exec Dir/Exec Asst/Admin Specialist
<b>New Staff positions (2)</b>					\$ 275,000	2 New Dev Dir Positions
Legal/Financial/Professional	\$ 14,859	\$ 1,000	1486%			
Independent Contractors	\$ 136,426	\$ 229,000	60%			
<b>Brian Harnik-Legal</b>					\$ 10,000	legal services
<b>Creative Marketing Consultant</b>					\$ 30,000	Step Up Campaign--Creative
<b>Casey Strachan-Web Page &amp; Constant Contact</b>						Web page/Facebook/constant contact--
					\$ 48,000	administration/updates/Newsletters
<b>Kristine Gula-Data Magt.</b>					\$ 48,000	Donor Perfect Data system/donors
Maryanov Madsen Gordon & Campbell					\$ 80,000	Financial reporting/Accounting
Peter Sturgeon						Development Consultant
Web Page/Website	\$ 1,495	\$ 5,500	27%		\$ 4,000	Realted Web page expenses/licenses
Other						
<b>Adpoted Operating Expenditures 2012/13</b>	<b>\$ 652,972</b>	<b>\$ 1,129,950</b>	<b>58%</b>		<b>\$1,291,000</b>	<b>Additional \$161,000 over adopted 2012/13 Budget Expenditures</b>

(9)



# COD Faculty Association

## Board Report

5/17/13

### **Positives:**

- Douglas Redman was nominated by John Jaramillo and subsequently recognized with an “Excellence in Teaching Award” from the Desert Regional Consortium.
- Doug Kroll recently completed his 9<sup>th</sup> oral history of a U.S. Coast Guard World War II veteran. He transcribed it and sent it to the Office of the Historian of the Coast Guard in Washington, D.C. It has been posted on their website.
- Lisa Soccio submits the following:

Dr. Soccio has been notified by the Western Museum Association that her proposed panel has been accepted for their annual conference in the fall; entitled "Partnering with Community Colleges: Cultivating Diversity in Museums," she will be moderating the discussion, along with Renee Garcia, Professor of Anthropology, Saddleback College; Alessandra Moctezuma, Gallery Director/Professor, Fine Art, San Diego Mesa College; Diana Argabrite, Director of Arts & Schools Program, Euphrat Museum of Art, DeAnza College. This panel is intended to initiate dialogue among museum professionals and community college faculty to best serve the needs of both by acknowledging that community colleges are developing museum studies programs in order to introduce students to the field, while also providing museums opportunities for community engagement; partnerships between museums and community colleges can help museum professionals fulfill their institutional missions by cultivating new audiences and potential donors, while also recruiting young, diverse volunteers and interns to assist with daily operations.

College of the Desert students currently enrolled in Dr. Lisa Soccio's Art 26: “Gallery Display Management,” are proud of their collaborative exhibition, "Declarations: Our Messages to the World," April 29 – May 17, 2013, at the Coachella Valley Art Center (CVAC) in downtown Indio. Featured on KESQ's "Eye on the Desert" on May 8, "Declarations" is the extraordinary product of a unique opportunity in which students had to collaborate and work together in order to conceive, execute, and install an exhibit in a short period of time and with limited resources. From brainstorming about a concept to producing and installing the artwork, this creative exercise in cooperation and compromise unified a group of diverse individuals around a shared vision of expression. The proposition: if given one simple piece of cardboard to communicate a message to the world, what would that message be? Each answered the call in radically different ways: personal poetry, inspirational passages, reflections on aesthetics and history. Using recycled cardboard—a disposable material used for the roadside statements of the unemployed and disenfranchised—each student produced a personal visual message

that transforms this iconography of desperation into a declaration of values, some humorous, some serious, all meaningful. The cardboard sign may be the most accessible means of public expression, but is also vulnerable to the elements, physical and social, that render it fleeting. This ephemeral quality creates a provocative tension with the intentions of the artists here—these students want to make their voices heard and their messages last, through interaction with viewers who witness the powerful individual portraits in the exhibition and who are influenced by the written words. Carefully composed photographs capture each sign, held by its creator, declaring: here I am, this is my statement to the world. Visitors can study the messages individually or consider them as a whole, and respond in kind. An essential component of the exhibition is the opportunity for interaction—each visitor is invited to speak back, to add his/her own declaration to the display using supplies provided by the students. The class waits with anticipation for the call and response of community engagement and meaningful communication.

- Geoff Hagopian reports two graduates in the new Computer Science program: Michael Schmidt and Mark Schafer. He also reports that students in Computer Science I (CS7A) this semester wrote a computer game. Here is an example:

Your start word is GOGO and your end word is MATH  
Enter a new word that differs from GOGO by one letter: logo  
Enter a new word that differs from LOGO by one letter: loco  
Enter a new word that differs from LOCO by one letter: loch  
Enter a new word that differs from LOCH by one letter: lock  
Enter a new word that differs from LOCK by one letter: hock  
Enter a new word that differs from HOCK by one letter: hack  
Enter a new word that differs from HACK by one letter: tack  
Enter a new word that differs from TACK by one letter: task  
Enter a new word that differs from TASK by one letter: tusk  
Enter a new word that differs from TUSK by one letter: tush  
Enter a new word that differs from TUSH by one letter: hush  
Enter a new word that differs from HUSH by one letter: hash  
Enter a new word that differs from HASH by one letter: hath  
Enter a new word that differs from HATH by one letter: math

### **Elections:**

- Elections are over. You have a new Faculty Association President – Denise Diamond.

### **Contract Ratification:**

- The contract has been ratified with 81% of the total faculty voting yes. A 66% majority is required by the association by-laws. We feel that 81% is a strong endorsement.

### **A few final thoughts:**

- There is an old expression that it is better to give than to receive. How much happier people would be if they focused less on their own desires and more on fulfilling the goals and desires of others. When we are at the end of our lives, it won't matter how much money we made. It won't matter that we won an argument at an Academic Senate meeting. What will matter are the contributions we made to the lives of our fellow human beings. We work in an institution that is about changing lives. Let's remember that and focus less on ourselves.
- In relation to this, our adjuncts are a critical part of our system. Imagine the stress of never knowing *for sure* if you will be working the next semester. Cal State has a system that gives high-quality, long-term, loyal, *involved* adjuncts a guarantee of at least one class each quarter. I think this system could be done here without placing the district, FT faculty or deans in any kind of bind. I would like to suggest that the board consider such a system.
- Next, I would like to thank the board for an enjoyable two years. I very much appreciate all of you. I also would especially like to thank Dr. Kinnamon and Stan Dupree for embodying the spirit of Interest Based Bargaining. You are both true professionals and gentlemen. And Adrian Gonzales – despite all the grief – you always stayed positive, professional and friendly; I don't know how you do it.
- I would also like to thank my executive board: Geoff Hagopian, Kim Dozier, David Acquistapace and Scott Cooper for their ready availability and wise counsel. Finally, I would like to thank my bargaining team led by Steve Acree with the support of Douglas Redman and Maria Jasso. It is with the assistance of these outstanding individuals that I was able to accomplish my main goal as president. That is – changing the tone between union and administration.
- Finally, I thank the faculty who supported me the past two years.

Thank you all,

Gary Bergstrom  
CODFA President

COD Board of Trustees  
Alumni Association Report

May 10, 2013

The Street Fair is slowing down due to warm weather. Applications for the summer and fall Street Fair season have been given out to the merchants.

The Alumni Association joined in with Palm Desert Rotary and Palms to Pines Rotary to sponsor Student Awards of Excellence at COD. 56 students received a certificate and a \$100.00 check for their outstanding work.

The Alumni staff will hold its annual lunch of appreciation for the ground keepers, maintenance workers, and housekeepers on Friday, May 31.

The Alumni/Pathways Student Scholarship Club will be holding a bowling party on May 31 from 5 – 8 P.M.

The Alumni Association will hold its annual COD Commencement Reception following the ceremony on Friday, May 24.

The Alumni Association is a sponsor or co-sponsor to many events currently being held on campus.

Tenure, Emeriti, Retirement Recognition

PSA Graduation Ceremony

Nurses Pinning Ceremony

GED Graduation

Phi Theta Kappa Graduation Recognition

Student Honor Cords for Graduation

Water for Commencement Ceremony

ESLN Graduation Ceremony

Alumni Annual Commencement Reception

Annual Alumni Maintenance BBQ

Alumni/Rotary Student Awards of Excellence

Student Life Student Olympics

Alumni/Pathways Scholarship Ceremony

Alumni/Pathways Student Scholarship Club Activities

**Academic Senate President**  
**Report to the Board of Trustees**

**May 17, 2013**

At end of my term as Academic Senate President, I want to thank my Executive team and all the great faculty at College of the Desert for their accomplishments and support.

In the past two years:

***Equivalency and Discipline Minimum Qualifications***

In November, 2011, The Academic Senate established the equivalency subcommittee and approved administrative regulations for assuring faculty responsibility for determining minimum qualifications, as specified by Title 5. Kudos to Christen Smith for her months of research and leadership.

This subcommittee, under the direction of Dr. Kelly Hall, has been successfully evaluating equivalency requests for the past 18 months.

And I am very happy to report that Human Resources has completed their review of all full time faculty discipline assignments and is close to completing adjunct! My thanks to Sam Stearnman for his efforts in this area.

AP 7120, hiring procedures, still needs to be updated to match the equivalency procedures – we are assured by HR that this update is in progress.

***College Hour***

After many years of discussion, College Hour was finally implemented last year on a pilot basis. Although there are some issues – specifically for Health Sciences and those with long afternoon labs – the pilot was successful and will continue next year.

Thursdays are dedicated to Academic Senate meetings; Tuesdays are reserved for student clubs and activities.

***Distance Education Regulations***

Felix Marhuenda-Donate, as Distance Education Department Chair and Chair of the Senate Ed Tech committee, has researched and implemented several important distance education regulations and administrative procedures.

Included are:

- Determining a “no show” in the online environment
- Determining regular effective contact
- Creation of a distance education shell review committee ( in progress)
- Distance Education training options

***Meet the Faculty***

With enormous assistance from the Office of Student Life, Meet the Faculty kicked off last September with an ice cream social. More than a hundred students mixed informally with 45 faculty, discussion both academic and personal interest issues.

As we move forward with the mandates of the Student Success Task Force, we expect Meet The Faculty to play an important role in enhancing communication between faculty and students.

My thanks to Diane Taras for assuming responsibility for this event and to Kelly Hall for her enormously successful marketing efforts.

### ***Think Tanks***

Beginning summer 2011, faculty participated in a number of Summer Study Groups and Think Tanks to research the operations of the college.

Although most of the recommendations from these groups were never implemented, the exercise was an excellent learning experience.

### ***Enrollment Management***

The Enrollment Management Task Force approved the Enrollment Management plan; provided suggestions for implementation and some great ideas on scheduling classes when students are not working – summer – and on offering more short term classes which seem better able to retain students.

My thanks to Don Berz and to my co-chair, Tony DiSalvo and to all the Department Chairs who participated.

### ***Sabbaticals***

The Senate is very pleased to see two sabbaticals recommended to the Board of Trustees. Both proposed projects will be of great benefit to the college as well as the individual faculty.

A big thank you to Jon Fernald for chairing this subcommittee on very short notice.

### ***Faculty Student Drops***

Dr. Annebelle Nery and Dr. Darlene Romano as Chair of the Educational Policies Committee worked together to propose and implement automated student drops by faculty. A very successful pilot was followed by complete implementation allowing more accurate and timely drops of no shows and census non-participating students.

### ***Early Advantage Pilot***

Faculty are participating in an Early Advantage Pilot that allows them to electronically direct students who are not performing well in class to campus services that might help.

### ***Repeatability***

In January, the state issued the “final” Title 5 language on repeatability. Curriculum Committee acted quickly to implement these changes across our courses.

### ***ESLN***

In response to an urgent request from administration, Curriculum Committee and the Academic Senate approved reinstatement of the ESLN courses in record time – approximately one week.

It appears that this action will result in considerable financial “good news” for the college.

### ***TMC Degrees***

COD was recognized two years ago as the leader in developing TMC degrees and the first community college to have one approved by the Chancellor's office.

Today we have fallen behind; faculty and the curriculum committee need to emphasize moving forward more quickly next year on both TMC degrees and C-ID course approvals.

### ***Senate Secretary***

We finally – after two years – hired a secretary for the Academic Senate. Cheryl Contopulos joined our team in May and is actively cleaning up the Senate portal, managing the Galaxy budget, and adding a degree of professionalism to Senate agendas, minutes, and publications.

### ***Academic Calendar***

Anecdotally, Faculty believe that when spring break is close to the end of the semester, students do not return or do not return ready to participate. They recommend that Spring Break be scheduled close to the middle of the semester as opposed to floating with Easter Sunday.

This year, the Academic Calendar committee agreed and for 2013/2014 Spring break will be in the middle of the semester; with a recommendation for the collection of actual data to support the change.

### ***Outcomes and the Senate Constitution***

In 2012, the Academic Senate changed its Constitution to create a new Committee for Outcomes and Assessment replacing the previous Professional Standards Committee. Sabbaticals and Professional Development were moved to Faculty Development; other responsibilities of Professional Standards were moved to Education Policies.

Thanks to Bert Bitanga for making this first year of the Outcomes Committee an excellent one!

### ***Planning Council***

During a Flex presentation, the Academic Senate identified several issues with Planning Council. Some have been addressed, others will be on the agenda of a newly formed CPC Task Force looking at responsibilities of the group and best practices for meeting those responsibilities.

### ***Blackboard vs. Moodle***

Educational Technologies set up a one year pilot for looking at Moodle as a replacement for Blackboard as our online course management system.

Although many faculty favored Moodle, the final vote was to retain Blackboard unless there are financial reasons to consider the much less expensive Moodle option.

Thanks to Felix Marhuenda-Donate for his efforts on the pilot.

### ***CurricuNet***

Although faculty are not totally in favor of the CurricuNet curriculum management system, the curriculum committee agreed to move to the next version of the system, primarily because there do not seem to be any good alternatives.

My thanks to Douglas Redman for his work on this and all the other curriculum issues this year.

### ***Faculty Development and Flex***

Ed Reed led us through four successful Flex events with modifications to the schedule that stretch events over four days rather than two and use of a new catering firm to provide variety.

Ed also “found” faculty funds that were misplaced.

### ***And for next year.....***

Douglas Redman has been ratified by the Academic Senate as the next Academic Senate President; Kelly Hall has been ratified as Chair of the Curriculum Committee; Lisa Soccio was elected as Chair of Faculty Development; Felix Marhuenda-Donate continues as Chair of Ed Tech; Darlene Romano continue as Chair of Ed Policies; Bert Bitanga continues as Chair of Outcomes and Assessment.

### ***My thanks to the Board of Trustees for their support.***

Thank you,

Zerryl Becker,  
Academic Senate President

**As part of my President's Report today I'd like to take a few minutes to present some of College of the Desert's Highlights for the 2012/2013 academic year. Actually, I'd like to take a few minutes to brag about our students, faculty and staff.**

### **Student Access and Success**

- A new procedure was created by the Nursing faculty for student admissions into the RN program.
- We implemented a new Priority Registration system.
- The EDGE program was implemented to assist students in the Assessment/Placement process. This was an outcome of the student services Title V grant.
- An Automated Wait List system was implemented by Admissions & Records staff.
- The COD Foundation Stepped Up with \$100,000 donation that supported 30 additional spring class sections with almost 800 students enrolled in the high demand classes.
- We have 729 graduates for 2012/13, a steady increase over the past ten years (from 447 in 2003)

- We have 221 Certificate Earners walking for the first time at Commencement. Dr. Kelly Hall, Revae Reynolds, Dr. Annabelle Nery, Avante Simmons, and Peter Sturgeon served on the planning committee to implement this change.
- The number of COD students completing the FAFSA increased over 10% from last year.
  - The college won \$1000 prize from Pathways To Success
  - This was accomplished through the combined efforts of the Title V HSI Grant and Financial Aid Office staff.

## **Student Engagement**

- 50 students participated in the March in March
- John Arroyo and Jessica Espino served on the College Planning Council
- Andrew Campbell served on the Board of Trustees
- ASCOD ensured that the student perspective was included in the Follow-Up Process for Accreditation
- The Green Council is co-chaired by Eleanor Campbell. Jun **(June)** Trinh **(Trin)**, Brenda Valdez, Bryanna **(BrEanna)** Czarny **(Zarnee)**, and Timothy Duran also served on the Green Council

- The Student Senator position was created to serve on the Academic Senate, Brenda Valdez holds that position

### **Student Awards/Honors**

- KCOD's DJ Mike Mozingo won 1st place for *Most Innovative Show* and was in the top 5 category (nationwide) for *Best On-Air Personality* and *Best Specialty Music Show*. He received a total of 3 trophies at the conference. Laurilie Jackson is the faculty advisor for KCOD.
- The Softball Team led by head coach Thomas Armstrong, assistants Priscilla Velasquez/Harold Hicks won the conference and the Regionals. They were only one game away from winning the Super Regionals.
  - Student Athlete, Karina Romero is the first COD softball player to win a Division 1 full ride scholarship. She will be continuing her education at the University of California, Riverside where she will be a pre-med student.
- For the 26<sup>th</sup> consecutive year the Golf Team won the Foothill Conference. Tony Manzoni is the long-time head coach, and the assistant coach is Lee Woodard.
- A team of MESA students came in first overall in the program's annual statewide Math Challenge. Almost 190 MESA students in teams of five or more participated from 21 MESA community college campuses. Dr. Carl Farmer is the MESA faculty advisor

- In football, one of our student athletes, Brandon Vandenberg, a Pathways to Success student at COD received a full ride scholarship to Vanderbilt University. The football team is coached by Dean Dowty
- In more sports news, College of the Desert had our first Ping Pong Player, Ahmed Hendawi (**Hen DAH we**). Ahmed made it to the final 8 in Men's singles. He lost his final match to the athlete that ended up winning the tournament. He was “coached” by Carlos Maldonado, Director of Student Life.
- Our student newspaper, The Chaparral, received a First Place Award from the nationwide Scholastic Newspaper Awards from the American Scholastic Press Association. Ted Grofer is the faculty advisor for the Chaparral.
- Phi Theta Kappa students Octavio Garcia and Thomas Lopez were selected to the PTK All-California Academic Team. The faculty advisor for PTK is Alex Jazan.

*Steve Acree*

## Staff

- Monica Lopez and Barbara Garza were selected as scholarship recipients for the California Association of Community College Registrars and Admissions Officers

- The Admissions and Records staff, led by Dr. Annabelle Nery received statewide recognition for the process used to complete the college's 320 Report. That's a long way from front page headlines about inaccurate FTE reporting.
- Valorie Stiff received the Judith Mandell Award in recognition of her contributions to COD adjunct faculty.

## **Faculty**

- Heather Benes was recognized as an Honored Member of the Covington Who's Who of Executives and Professionals
- Douglas Kroll published his 4<sup>th</sup> book, "The Perfect Flood" about a dramatic helicopter rescue during the Christmas Eve 1955 flooding in Yuba City, CA. Doug was also awarded the Coast Guard Auxiliary Meritorious Service Medal by the US Coast Guard for his work with the Coast Guard Historian's Office in Washington, DC.
- This year during the Adjunct Service Awards ceremony we honored:
  - 10 adjunct with 5 years
  - 3 adjunct with 10 years
  - 4 adjunct with 15 years; and
  - 2 adjunct with 25 years

- Our Nursing program was selected for the Hearst Foundations Award from National League for Nursing. This award is given for demonstrating exceptional integration of the innovative Advancing Care Excellence for Seniors curriculum and resources and innovations in Geriatric Nursing Education. Lead Faculty for this project were Betty Baluski and Linda Murphy.
- The Registered Nursing Program received re-accreditation from the Board of Registered Nursing just a few days ago. Wayne Boyer, the Director of Nursing was in attendance at the Committee meeting in Los Angeles to receive the notification.

### **Faculty Involvement**

- The Academic Senate, led by President Zerryl Becker implemented the “Meet the Faculty” series. The first event was held on September 11<sup>th</sup> – 50 faculty and more than 20 students attended the Ice Cream Social.
- A task Force was created to create the college’s first Enrollment Management Plan
  - Co-chairs were Tony DiSalvo, Dean of Communications and Humanities and Zerryl Becker, Academic Senate president;
  - Faculty Members serving on the committee included:
  - Basil Augustine, Counseling Department Chair;
  - David Bashore, Adjunct Association President;
  - Gary Bergstrom, Faculty Association President;
  - Kim Dozier, Communication and Humanities Department Chair;
  - Geoff Hagopian, Math Department Chair;

- Linda Emerson, Social Science Department Chair;
  - Kelly Hall, Business Department Chair;
  - Nancy Moll, Science Department Chair;
  - Wendy Sanders, Early Childhood Department Chair Staff;
  - Bina Isaac, Dean of ITIR;
  - Lauro Jimenez, Classified Association President;
  - Annebelle Nery, Dean of Enrollment Services; and
  - Carl Phillips, Dean of Library and Learning Resources
- A group of students led by Jay Lewenstein, created the COD Friends of the Earth. Most of the events were held at the Mecca/Thermal campus.
  - Denise Diamond organized the Rumi Project, a show of student art, poetry and music held at the Marks Arts Center.

I can not say thank you enough to all of the students, faculty and staff who are dedicated to our college. Whenever you create a list like this you know you leave out probably more people than you include. Of course, everyone contributes and I could not possibly list or even know all of the wonderful things we have accomplished this year. But I do know that this Highlights List is MUCH longer than the “list” of negative things we encountered this past year.

Of course the list also illustrates why we are all so tired at the end of the year!

I'd also like to thank students, faculty and staff – as well as the Board of Trustees – for allowing me to be a small part of these great accomplishments. Get some rest over the summer, because next year's list is going to be even more exciting.

ADDRESSING THE BOARD OF TRUSTEES

1. Complete a "Request to Address the Board of Trustees" form (see below) and present it to the Board Executive Assistant prior to the beginning of the meeting at which you wish to address the Board.
2. You will be called to speak at the section set aside for PUBLIC COMMENTS. Each speaker will be allowed a maximum of three (3) minutes per topic. Fifteen (15) minutes shall be the maximum time allotment for public speakers on any one subject regardless of the number of speakers at any one Board meeting. *(per Board Policy 2350)*
3. You will be asked to state your name and appropriate affiliation for the record before your statements to the Board.
4. The Board Chair may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive. *(per Board Policy 2350)*

*\*For the complete text of Board Policy 2350 [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) – "Community", "Board of Trustees", "Board Policies and Procedures".*

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(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

**REQUEST TO ADDRESS THE BOARD OF TRUSTEES**

BOARD MEETING DATE: 5/17/13

NAME: PASTORA KELLER  
*(Please print legibly)*

AFFILIATION: PUBLIC  STAFF \_\_\_\_\_  
FACULTY \_\_\_\_\_ STUDENT \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESSING THE BOARD OF TRUSTEES

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REQUEST TO ADDRESS THE BOARD OF TRUSTEES

BOARD MEETING DATE: May 17, 2013

NAME: <sup>P.O.H.</sup> Alex Jazan <sup>Hazrah</sup>  
*(Please print legibly)*

AFFILIATION: PUBLIC \_\_\_\_\_ STAFF \_\_\_\_\_  
FACULTY X STUDENT \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. \_\_\_\_\_

TITLE \_\_\_\_\_

**David Erwin [David.Erwin@bbklaw.com]**

**Sent:** Wednesday, May 08, 2013 11:06 AM

**To:** Michael O'Neill

Trustee O'Neill

You have requested a review as to the legality or illegality of the proposed modification of Administrative Procedure relating to #2715 currently before the Board of Trustees of the Desert Community College District. I have conducted a review of the same and in that process have considered not only pertinent laws as well as cases and the Community College League recommended policy. I have discussed the proposal with the Consultant for the Community College League. I find the proposed modifications completely in order and not violative of any law or regulation. In fact the policy is a necessity for the Accreditation for College of the Desert. Failure to have this in place will have an effect upon the ability of COD to be accredited. I recommend its approval by the Board of Trustees.

Dave Erwin

**David J. Erwin**

**of Best Best & Krieger LLP**

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Indian Wells, CA 92210

Tel: (760) 568-2611

Fax: (760) 340-6698

Email: david.erwin@bbklaw.com

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