



**COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
43500 MONTEREY AVE
PALM DESERT, CA 92260
FRIDAY, OCTOBER 17, 2014**

- I. Chair Broughton called the meeting to order at 9:33 am and asked Trustee Sanchez-Fulton to lead the pledge of allegiance.

Trustee Broughton stated that the College of the Desert has lost a loved colleague, Stan Dupree, and that this meeting will be adjourned in his memory. A moment silence was observed for Mr. Dupree.

Dr. Kinnamon – Dr. Kinnamon conducted the roll call:

Trustee Broughton
Trustee O’Neill
Trustee Stefan
Trustee Sanchez
Trustee Wilson
Student Trustee Campbell – absent

Parliamentarian – Carlos Maldonado
Recorder – Angela Walton

II. CONFIRMATION OF AGENDA

There was an addition to the agenda: Human Resources Consent Item 2, “Employment Group A Appointments”, addition to Leadership section - Brandon Toepfer, Supervisor of Maintenance and Grounds. Lisa Howell addressed the addition of Mr. Toepfer, stating that they have been without a supervisor of grounds and maintenance since Steve Renew retired in June and they wished to bring on a qualified applicant before mid-December which would have occurred after the next Board meeting, so they requested the addition to this meeting agenda.

Motion: Motion by Trustee Stefan, seconded by Trustee O’Neill to approve the addition to the agenda.

Discussion – none

Vote:

Yes: Becky Broughton, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson

No: None
Absent: Student Trustee Eleanor Campbell
Abstain: None

Motion carried unanimously. The agenda stands approved 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: Dr. Joel L. Kinnamon
2. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION: Section 54956.9 (d)(2/3/4) Specify number of potential cases: 6
3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020

IV. OPEN SESSION

Closed Session report – Trustee Broughton stated that no reportable action was taken in closed session.

V. PUBLIC COMMENTS

Jack Tapleshay – addressed the Board on faculty compensation. He asked the Board to be proactive and review the steps for faculty members. Mr. Tapleshay also shared memories of his relationship with Stan Dupree.

1. Reading of Proclamations

Trustee Broughton announced that the proclamations will be read at this time.

Proclamation: International Education Week – read by Laura Silva de Arruda

Proclamation: Phi Theta Kappa Week – read by Jeff Wolfe

Proclamation: National Native American Heritage Month – Dr. Joel Kinnamon

Proclamation: Upward Bound 50th Anniversary – Monica Cabrera

VI. INTRODUCTION OF NEW FULL-TIME STAFF – Dr. Kinnamon introduced new full-time staff members to the Board.

- Kristen Onofrio – Administrative Assistant, Kinesiology and Athletics
- Patricia Espinosa – Admissions and Records
- Frank Ramirez – Counselor
- Jairo Renoso – Senior Groundskeeper

VII. MINUTES

Regular meeting of September 19, 2014

There were no corrections to the minutes of September 19, 2014, and they stand approved.

VIII. REPORTS

- A. ASCOD – John Zepeda, ASCOD President, was present and gave a brief report.
- B. College of the Desert Foundation – Jim Hummer was present and gave a brief report.
- C. College of the Desert Alumni Association – Amber Fleming was present and gave a brief report.
- D. Academic Senate – Douglas Redmond was present and gave a brief report.
- E. CODFA – Denise Diamond was present and gave a brief report.
- F. CODAA – David Bashore was present and gave a brief report.
- G. CSEA – Kelly Blair, first Vice President, was present and gave a brief report.
- H. Governing Board

Trustee O’Neill – shared memories of his friendship with Stan Dupree. He recommended honoring Mr. Dupree by everyone incorporating some of his qualities into behaviors and interactions with each other. He thanked Denise Diamond and Dr. Kinnamon for the recent ALS Fundraiser honoring Ken Lamont. Trustee O’Neill reported that he, along with Dr. Kinnamon, met with Desert Hot Springs city manager, attorney, and a city council member and a city program development director to discuss how COD can expand their presence in Desert Hot Springs and the meeting was productive. Mr. O’Neill reported that short-term plans and long-term plans are in progress that will eventually expand COD’s presence in West Valley and in Desert Hot

Springs, and the Board will be updated as information becomes available. Trustee O'Neill congratulated Dean John Jaramillo and his staff for the \$1.4 million grant they were awarded, and he hopes to hear more about their plans for the grant as it progresses. Trustee O'Neill informed the audience that in a recent article the Desert Sun, there were old pictures of the COD campus; he encouraged all to look at the pictures to see how far the college has come and informed everyone that there will be an article in the Sunday edition of the paper on the history of COD.

Trustee O'Neill stated that he asked Jim Hummer for copies of the August financials of the Foundation, so they should be forthcoming if not already received.

Trustee Wilson – offered her condolences to Stan Dupree's family and thanked him for his assistance when she was appointed to the Board.

Trustee Wilson reported that she attended the grand opening of Whole Foods in Palm Desert on September 22, and they are a great new employer to the city of Palm Desert. On September 23 she also attended Cal-State San Bernardino's Welcome Back with Dean Sharon Brown-Welty. She attended the COD Foundation meeting. On September 25 the Marks Gallery had their local art exhibition and she attended, and she shared that she could one piece to support local artists. On October 6, she served as emcee for Palm Desert Council Member Jean Benson's celebration of 30 years of public service. October 9, attending the Classified Staff breakfast sponsored by the Alumni Association and helped serve. On October 15 attend the Association of Funding Professionals National Philanthropy Day Nominees reception in Palm Springs; one of the nominees was Donna Jean Darby of the Foundation as "Outstanding Fund Raising Volunteer." The awards event will be held on November 12. Congratulation to John Jaramillo on the grant.

Trustee Sanchez-Fulton – addressed Mr. Dupree's devotion to the college, and read an email sent to her from a COD student, Bryanna Czarny, who is also captain of soccer team. In her email, Ms. Czarny shared her interactions with Stan Dupree and praised his level of caring for COD students. She shared an award she received and dedicated the award to Stan's memory.

Trustee Sanchez-Fulton shared events she has participated in throughout the month, including:

- Energy Summit on October 9 & 10
- Coachella Valley High School Career Day on October 11
- Desert Hot Springs High School Career Day on October 14
- Riverside County Board of Education Summit on October 15

Trustee Sanchez-Fulton reported that COD is the winner of Vice-President Joe Biden's Trade Adjustment Assistance Community College and Career

Training (TAACCCT) Grant Program, which is co-administered by the Department of Labor and Department of Education. COD's portion totals approximately \$1.4 million distributed over four years. The COD project involves the HVAC faculty and K12 partners in the Coachella Valley.

Trustee Sanchez-Fulton stated that she was proud of the student exhibitors at Desert Hot Springs High School Real Academy during a recent exhibition called "Kid Wind." She reported that these academy students will have the opportunity to take college-level classes through COD offering ESY Introduction to Solar.

Trustee Sanchez-Fulton also attended the University Fair at COD. She stated that some of the representatives were impressed by COD staff escorting them back to their cars in golf carts. She also attending the Mecca Family Resource Fair at the Mecca Boys and Girls Club where COD had a team made up of TRIO staff and financial aid staff members. She also will attend an event on Saturday, October 22, at the Desert Hot Springs Family Resource Center.

Trustee Stefan – offered condolences to Stan Dupree's family and shared stories of her experiences with Mr. Dupree. Trustee Stefan reported that she attended Mark's Gallery exhibit where student art work was displayed. Trustee Stefan reported she has had several meetings with community members and phone banking for some issues for some local candidates. Trustee Stefan reported she is the CTA building representative and recently attended training at a one-day CTA conference. She reported that some of her students attended College VOC/Tec h fair in Indio and received a great deal of information on COD.

Trustee Broughton - thanked all who participated in sharing memories of Stan Dupree and expressed her condolences to his family, friends and college. Trustee Broughton attended College VOC/Tech night, and thanked Trustee Sanchez-Fulton for attending the agricultural event as well. She thanked all for the wonderful representation of COD and stated that October 14, 2015 is the date scheduled for next year's event. There was great representation from the college with alumni, faculty, and she thanked alumni for sponsoring the event.

Trustee Broughton addressed the chief complaint from the community that the students cannot get through COD due to the bottleneck, and expects the community will respond with excitement at the way the college is addressing the problem. She stated that she finds the input from the community helpful. The plan of new faculty is effective for handling the issue, and thanked all for the plan.

- I. **Superintendent/President** – Dr. Kinnamon addressed the issue of the student bottleneck and looks forward seeing results from hiring additional faculty to meet this need. Dr. Kinnamon also stated he is looking forward to receiving the faculty prioritization list from faculty and investigating ways of generating additional revenue to sustain the current faculty.

Dr. Kinnamon stated that the college has lost several promising students over the past year, and has now also lost a cherished and esteemed colleague in Stan Dupree. President Kinnamon shared remarks about the loss of Stan Dupree and read a statement written from a former student about Mr. Dupree.

IX. CONSENT AGENDA

A. Board of Trustees

1. Proclamation: International Education Week – Laura Silva de Arruda
2. Proclamation: Phi Theta Kappa Week – Jeff Wolfe
3. Proclamation: National Native American Heritage Month – Dr. Joel Kinnamon
4. Proclamation: Upward Bound 50th Anniversary – Monica Cabrera

B. Human Resources

1. Employment Group C Appointments
2. Employment Group A Appointments
3. Volunteers
4. Extension of Assignment
5. Resignations
6. Working Out of Class

C. Administrative Services

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll
5. Out-of-State/Country Travel
6. Amendments to Contracts – Measure B Bond Projects
7. Change Orders – Measure B Bond Projects
8. 2014-2015 CCFS-311Q / Quarterly Financial Status Report
9. Budget Transfers

Trustee Broughton reminded the Board that there was an addition to HR Consent Item #2, Brandon Toepfer.

Motion: Motion by Trustee Stefan, seconded by Trustee Wilson to approve the consent agenda.

Discussion – none

Vote:

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

No: none

Absent: Student Trustee Eleanor Campbell

Abstain: none

Motion carried unanimously. The consent agenda stands approved as amended.

X. CLOSED SESSION (Cont'd)

4. PERSONNEL

a. Public Employee Appointment (Government Code Section 54957)

i. Title: 1. Executive Director, Foundation – Contract Renewal

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

- Superintendent/President

XI. OPEN SESSION (1:40 pm)

Closed Session Report:

In closed session, a motion was made by Trustee O'Neill and seconded by Trustee Wilson to authorize President Kinnamon to enter into an employment agreement extending the contract of Mr. Jim Hummer as Executive Director of the College of the Desert Foundation, effective October 17, 2014 through June 30, 2017.

Discussion: None.

Vote:

Yes: Becky Broughton, Michael O'Neill, Bonnie Stefan, Aurora Wilson

No: None

Absent: Student Trustee Eleanor Campbell

Abstain: Mary Jane Sanchez-Fulton

Motion carried.

XII. ACTION AGENDA

A. Items Pulled from Consent Agenda for Separate Discussion and Consideration - None.

Trustee Broughton asked the Board for their consensus in allowing the Foundation Audit Report to move to the first item under Action.

Motion: Motion by Trustee O’Neill, seconded by Trustee Stefan to approve the additions and changes to the agenda.

2013-2014 College of the Desert Foundation Audit Report

Wayne Carlson of Brabo & Carlsen, LLP, presented the audit report for the College of the Desert Foundation for the year ending June 30, 2014, stating that the audit process went efficiently.

Discussion – Trustee O’Neill stated that he appreciates receiving this report at a different time than the COD audit as it allows more time for review.

Vote:

Yes: Becky Broughton, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson
No: none
Absent: Student Trustee Eleanor Campbell
Abstain: none

Motion carried unanimously. The item stands approved as presented.

B. President

1. Renewal Term for the Senior Citizens Organization, College Support Organization, Taxpayers’ Association and Business Representatives and Appointment for the Student Representative on the Citizen’s Bond Oversight Committee

Motion: Motion by Trustee Sanchez -Fulton, seconded by Trustee O’Neill to approve the Renewal Term for the Senior Citizens Organization, College Support Organization, Taxpayers’ Association and Business Representatives and Appointment for the Student Representative on the Citizen’s Bond Oversight Committee.

Discussion – Trustee O’Neill thanked the individuals for continuing their service to the bond oversight committee. Also Wilson.

Vote:

Yes: Becky Broughton, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson
No: none
Absent: Student Trustee Eleanor Campbell
Abstain: none

Motion carried unanimously. The item stands approved.

2. Master Agreement By and Between College of the Desert Foundation and Desert Community College District

Motion: Motion by Trustee Wilson, seconded by Trustee O'Neill to approve the Master Agreement By and Between College of the Desert Foundation and Desert Community College District.

Discussion – Dr. Kinnamon stated that there are also bylaws the Foundation has that outline the different committee structures as well as other operational matters, and the bylaws specify that there is an executive committee that requires a Board of Trustee representative (Trustee O'Neill) is also a part of that committee. Trustee O'Neill stated that this is a good way for them to exchange information between the entities and to meet different people. Trustee Wilson stated that she has attended several of their meetings, and the exchange is valuable.

Vote:

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

No: none

Absent: Student Trustee Eleanor Campbell

Abstain: none

Motion carried unanimously. The item stands approved.

C. Human Resources

1. Delayed Paperwork – Over 60 Days

Motion: Motion by Trustee Stefan, seconded by Trustee O'Neill to approve the additions and changes to the agenda.

Discussion – Lisa Howell explained that this employee was on a temporary employment contract for a specific term, and the term increased but paperwork was not amended to reflect the term increase, and invoice was received over the summer. The delayed paperwork in this case may be attributed to the HR staff being limited.

Vote:

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

No: none

Absent: Student Trustee Eleanor Campbell

Abstain: none

Motion carried unanimously. The item stands approved.

D. Administrative Services

1. Certification of Signatures

Motion: Motion by Trustee Stefan, seconded by Trustee O'Neill to approve the certification of signatures.

Discussion – None

Vote:

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

No: none

Absent: Student Trustee Eleanor Campbell

Abstain: none

Motion carried unanimously. The item stands approved.

2. 2013-2014 CCFS-311 / Annual Financial and Budget Report

Motion: Motion by Trustee Stefan, seconded by Trustee O'Neill to approve the additions and changes to the agenda.

Discussion – Mr. O'Neill asked if this report was the same report given last month. Lisa Howell explained the report has gone through the required audit review to ensure the report is certified and submitted on time, and the information presented last month and this report are the same report.

Vote:

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

No: none

Absent: Student Trustee Eleanor Campbell

Abstain: none

Motion carried unanimously. The item stands approved as amended/presented.

XIII. INFORMATION

1. Revised Administrative Procedures 6100 Delegation of Authority and 6150 Designation of Authorized Signatures

Trustee Broughton informed the Board that this is an information item and requires no action. President Kinnamon stated that these are in compliance with state regulations.

Lisa Howell stated that this will go before the College Planning Council, but brought it to the Board because the CPC meets infrequently.

XIV. STUDY SESSION: FACILITIES UPDATE

Anna Davies introduced Dr. Annebelle Nery and Dr. Daniel Martinez, Director of Institutional Research, who shared a presentation on Student Population Student Access and Facility Needs.

Coachella Valley population information was shared with regard to student graduation rates, COD student capture rate, education attainment and where students live in an effort to determine immediate needs with regard to student access. Facility needs were also addressed with timelines and funding. The data sources used to collect this information were EMSI, California Department of Education, Maptitude, American Community Survey and COD MIS files.

Lisa Howell stated that the bond program was reviewed to determine what was left to complete major projects, which was determined to be \$82.5 million after completing projects that are currently underway.

Ms. Howell discussed the immediate needs and staff recommendations:

1. Palm Desert campus – relocating HR and Fiscal Services from portables to the Administration Building and repurpose the portables to serve as general education classrooms for the Intensive English Academy of the International Education Program.
2. Hilb Building – move forward with Hilb and Building C renovations that will give the campus a new library space as well as additional large conference/meeting space.
3. East Valley campus – move forward with phase 2 of Mecca/Thermal campus by providing a location for a middle college high school, increase services to adults needing ESL and ABE and accommodating students from north Indio. This will accommodate the large population of adults without a high school diploma and collaborate with Riverside County of Education in creating a middle college high school.
4. West Valley area – continue with the process to secure the mall location for a West Valley Campus. Validate the need for programming in Desert Hot Springs and explore the feasibility of occupying and educational center currently in use by the Palm Springs Unified School District.

Lisa Howell stated that they will be utilizing bond funds for these projects. These will be brought forward as items for consideration at a future Board meeting.

XV. CLOSED SESSION (Cont'd)

XVI. OPEN SESSION

Trustee Broughton stated there was no reportable action taken in closed session.

XVII. ADJOURN – 4:53 pm

There were no objections to adjourning the meeting. Meeting adjourned at 4:53 in the memory of Mr. Stan Dupree.


By: Mary Jane Sanchez-Fulton, Clerk