

Agenda

Desert Community College District Board of Trustees
43-500 Monterey Ave., Palm Desert, CA 92260

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: THURSDAY, FEBRUARY 16, 2012
TIME: 9:30 A.M.
LOCATION: CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of February 16, 2012, with any additions, corrections, or deletions.

III. CLOSED SESSION 9:30 – 10:30 Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

2. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Edwin Deas

3. ANTICIPATED LITIGATION: Specify number of potential cases: 1

4. PUBLIC EMPLOYMENT, Pursuant to Government Code section 54957
Position to be filled: President

**5. PUBLIC EMPLOYEE QUARTERLY PERFORMANCE EVALUATION –
President**

IV. OPEN SESSION 10:45 a.m.

Closed session report (if any)

V. PUBLIC COMMENTS (Agenda Items): PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE “REQUEST TO ADDRESS THE BOARD” FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY AGENDA ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD.

VI. APPROVE THE MINUTES OF:

1. The Regular meetings of January 20, 2011. (Minutes on [COD Website](#))

VII. PRESIDENT

1. Faculty Acknowledgement: Craig Hays, Professor, Health, Physical Education, Recreation and Athletics
2. Women’s History Proclamation

VIII. ACTION AGENDA

A. HUMAN RESOURCES

1. Employment Group A – Granting of Tenure

IX. REPORTS

- A. GOVERNING BOARD
- B. ASCOD
- C. COLLEGE OF THE DESERT FOUNDATION
- D. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- E. ACADEMIC SENATE
- F. FACULTY ASSOCIATION
- G. C.O.D.A.A.
- H. CSEA

X. ADMINISTRATIVE REPORTS

1. Interim Vice President Student Affairs – Adrian Gonzales
 - a. Update on Student Success Taskforce
2. Vice President Business Affairs – Dr. Edwin Deas

- a. Assessment of the Status & Potential for Development of the Permanent Sewer to Serve EVC Mecca/Thermal
3. Vice President Academic Affairs – Farley Herzek
 - a. Contract and Community Education Update – John Jaramillo and Lorraine Dischinger

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. HUMAN RESOURCES

1. Resignation – Classified
2. Retirement – Faculty
3. Faculty – Tenure Review
4. Extensions of Assignment
5. Employment Group C Appointments
6. Volunteers
7. New Job Description – Classified
8. Resignation – Faculty
9. Leave of Absence

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Memorandums of Understanding
3. Warrants
4. Payroll #7
5. Out-of-State/Country Travel

XII. ACTION AGENDA – cont'd

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

B. BOARD OF TRUSTEES

1. 5-year review of Board Policies: 1000, 2000, 3000, 4000
2. Revision to Board Policy 3505: Emergency Response Plan – Second Reading
3. New Board Policy 3711: Conflict of Interest – Employees – Second Reading
4. Revised Board Policy 2010 Board Membership - Revised - First Reading
5. Revised Board Policy 2410 Board Policies and Administrative Procedures – First Reading
6. Revised Board Policy 3520: Local Law Enforcement – First Reading
7. Board Strategic Goals 2012-2013 – First Reading

8. Proclamation: Women's History Month

C. HUMAN RESOURCES

2. Employment Group A Appointments-Classified

D. FISCAL SERVICES

1. Budget Transfers
2. Notice of Intent to Award Contract – Campus Technology Infrastructure Project – Bid Package #1 – Campus Fiber Optic and Copper Cabling-Data Center Phase / Data Center Infrastructure Build-Out
3. Notice of Intent to Award Contract – Campus Technology Infrastructure Project – Bid Package #2 – Campus Fiber optic and Copper Cabling-Data Center Phase / Data Center Network Technology Equipment
4. Notice of Intent to Award Contract – Non-Potable Water Systems Project – Bid Package #41-281-7100NP – Cross-over of the Existing Irrigation System from Domestic Water to Non-Potable Well Water
5. International Education Contingent Self-Funding Agent Agreements

E. ACADEMIC AFFAIRS

1. Renewal of Articulation Agreements

XIII. ITEMS OF INFORMATION

1. Revised AP 2410 Board Policies and Administrative Procedures
2. Revised AP 3050 Code of Ethics Standards of Practice – Employees
3. New AP 3505 Emergency Response Plan
4. Revised AP 3560 Alcoholic Beverages
5. Revised AP 6300(a) Board Approval or Ratification of Purchase Orders Contracts and Warrants
6. New AP 7211 Faculty Service Areas, Minimum Qualifications and Equivalencies

XIV. SUGGESTIONS FOR FUTURE AGENDAS

XV. BOARD COMMENTS

XVI. STUDY SESSION

1. Brown Act Training – David Erwin, Best, Best, Krieger, LLP
2. Conflict of Interest Training - David Erwin, Best, Best, Krieger, LLP

XVII. CLOSED SESSION (Continuation if needed)

XVIII. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 1

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TITLE: EMPLOYMENT GROUP A – Granting of Tenure

BACKGROUND:

To formally grant tenure status to the following individuals on July 1, 2012:

Heather Benes – English
Anthony Fesmire – Music
Melissa Flora – Math
Donna Greene – Early Childhood Education
Kelly Hall – Business
Alejandro Jazan – Speech
Chris Jones – Psychology
Jackie Matthews – Adaptive Computer Specialist
Linda Murphy – Nursing
Vida Rossi Dean – Reading
Renate Senters – ESL (Non-Credit)
Nicole Tortoris – Sociology

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds. (General Funds)

RECOMMENDATION:

Board of Trustees approves granting tenure status as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 1

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TITLE: RESIGNATION - CLASSIFIED

BACKGROUND:

Ms. Sarah Lara-Toney has resigned from her position of Title V Project Development Coordinator, Title V/Foundation, effective 1/27/12.

FISCAL IMPLICATIONS:

Position is fully funded from restricted funds. (Title V)

RECOMMENDATION:

Board of Trustees ratifies the resignation as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 2

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TITLE: RETIREMENT - FACULTY

BACKGROUND:

Mr. Chuck Decker has announced his retirement from his position of Professor, Computer & Information Science, effective 5/31/12.

FISCAL IMPLICATIONS:

Position is fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the retirement as presented.

Administrator Initiating Item: Edwin Deas
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Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 3

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TITLE: FACULTY - TENURE REVIEW

BACKGROUND:

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

That the following faculty members be recognized as successfully completing their first year in the Tenure Review Process and be granted a second-year contract effective the 2012/2013 academic year:

- John Gerardi

That the following faculty members be recognized as successfully completing their second year in the Tenure Review Process and be granted a two-year contract effective the 2012/2013 academic year:

- Russell Dean
- James Rose

FISCAL IMPLICATIONS:

Position is fully funded from unrestricted funds. (General Fund)

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 4

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TITLE: EXTENSIONS OF ASSIGNMENT

BACKGROUND:

1. To provide an extension of assignment for Wanda De Hoyos, Instructional Support Assistant/DSPS, 9-month employee, from 1/5/12 – 1/27/12.
2. To provide an extension of assignment from 19.5 hours to 29 hours for Patricia Espinosa, TRIO Secretary, from 1/3/12 – 5/25/12.
3. To provide an extension of assignment from 10 months to 12 months for Robin Cotton, Public Relations Technician, Public Relations Office, effective 1/3/2012.

FISCAL IMPLICATIONS:

Positions 1 & 2 are fully funded by restricted funds. (DSPS & TRIO funding)
The position is fully funded by unrestricted funds (General Fund).

RECOMMENDATION:

Board of Trustees ratifies the extensions of assignment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 5

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TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

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

Temporary/Substitute employees in an aggregate amount of \$15,529.00.

*Details on [COD website](#)

Faculty stipend in aggregate amount of \$6,000.00 *Details on [COD website](#)

Adjunct in an aggregate amount of \$89,227.00. *Details on [COD website](#)

Contract/Non-affiliated in the aggregated amount of \$44,260.00. *Details on [COD website](#)

Student Workers/Tutors in the aggregate amount of \$54,896.00. *Details on [COD website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas
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Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 6

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TITLE: VOLUNTEERS

BACKGROUND:

Listing of approved volunteers as follows:

Raymond Bondad – VA Work Study
Christopher Fernandez – Work Experience-Kiosk
Ying Wang – Work Experience-Kiosk
Luo Buwan – Work Experience-Kiosk
Alfred Rendon – Work Experience-Kiosk

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteers as presented.

Administrator Initiating Item: Edwin Deas
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Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 7

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TITLE: NEW JOB DESCRIPTION - CLASSIFIED

BACKGROUND:

To provide a new job description for the position of Counselor Support Assistant-Student Affairs/HSI. See attached job description.

FISCAL IMPLICATIONS:

The position will be fully funded by restricted funds. (Title V)

RECOMMENDATIONS:

Board of Trustees approves the new job description as presented.

Administrator Initiating Item: Edwin Deas
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Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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DESERT COMMUNITY COLLEGE DISTRICT

COUNSELOR SUPPORT ASSISTANT-STUDENT AFFAIRS/HSI

BASIC FUNCTION

Under the direction of the HSI Title V Project Director, schedule and perform specialized duties related to counseling and advising of COD students serviced by Title V programs and activities, including the college application, admissions processes, orientation, registration, financial aid, and other counseling related workshops and activities. The Counselor Support Assistant (CSA) is a paraprofessional position which provides general information and guidance to students, staff, high school counselors and the general public regarding college policies and procedures; particularly in areas of academic advising and financial aid. The CSA will also collect and gather data, maintain databases, and prepare a variety of statistical records and reports related to assignment and will communicate information clearly and concisely, both orally and in writing. The CSA will also serve as a retention liaison working collaboratively with other student affairs departments.

REPRESENTATIVE DUTIES

1. Provide support to counselors to meet grant goals and objectives. **E**
2. Provide detailed information and make appropriate referrals to current and in-coming students regarding College regulations, admissions, matriculation procedures, financial aid, residency requirements, and student support services available on campus and in the community. **E**
3. Assist students in completing college applications, including admissions and financial aid. **E**
4. Provide general information to students and community members regarding college programs and services, academic majors, certificate programs, two- and four-year degree programs, and financial aid and scholarship opportunities. **E**
5. Assist counselors in advising students with regard to understanding degree and transfer requirements. **E**
6. Serve as a retention liaison and review student records to confirm progress toward degree completion and compliance of educational goals and degree requirements. Communicate with students as needed and directed by counselors. **E**
7. Represent the College and its related programs at various meetings, conferences, and community events as assigned. **E**
8. Assist in organizing, planning, scheduling, and the delivery of grant and matriculation related activities, orientation sessions, application and financial aid workshops, student development workshops, college readiness events, and campus tours. **E**
9. Collect and gather data, prepare and maintain a variety of files, records and databases related to services and activities; maintain records and documentation to ensure accurate tracking of student progress; assist in compiling and entering data and preparing comprehensive reports, including, but not limited to the grant's Annual Performance Report. **E**
10. Assist in designing, preparing, and distributing promotional materials; including using computer graphics software and maintaining Web pages and social networking sites. **E**
11. Update and maintain student records, notes and other pertinent information as directed by counselors. **E**
12. Establish and maintain cooperative working relationships and good customer service with students, staff, faculty, and the general public. **E**

13. Work with immediate supervisor, counselors, and high school counselors to identify areas of improving student success, persistence and retention rates as outlined in the grant goals and objectives. **E**
14. Perform general clerical work; prepare a variety of documents and forms; answer telephones; greet students, staff, faculty, and general public; and schedule appointments. **E**
15. Assign, train, supervise, and review the work of assigned student workers. **E**
16. Attend and participate in professional development activities as assigned by the Title V HSI Project Director. **E**
17. Performs other duties as assigned that support the overall objectives of the position and the Title V HSI grant goals and guidelines.

KNOWLEDGE AND ABILITIES

Knowledge of: Mission, goals, and objectives of the college and its programs; district policies and procedures regarding outreach, admissions, registration, financial aid and other program services; available institutional and community resources; public speaking and presentation techniques; applicable district, state and federal laws and regulations; confidentiality rules and procedures, especially with regard to FERPA; data collection and basic research principles and practices; record keeping techniques; telephone techniques and professional etiquette; diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students; modern office practices, procedures, and equipment including computers and applicable software applications such as word processing, spreadsheets, e-mail, and databases; interpersonal skills using tact, patience, and courtesy; principles and practices of providing training, work direction, and guidance to student workers; correct English, grammar, spelling, punctuation, and vocabulary.

Ability to:

Perform a wide variety of specialized duties related to the matriculation activities, admissions, registration, financial aid and other related program services; prepare and give oral presentations to current and in-coming students; understand, interpret, and follow direction related to administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances; respond to requests and inquiries from students, staff, or the general public and provide appropriate referrals; develop and maintain appropriate outreach materials; maintain current knowledge of related fields; compile and analyze data related to assigned functions and prepare related reports; maintain filing and record-keeping systems; compose and prepare correspondence and memoranda; plan and organize work to meet schedules and changing deadlines; operate a variety of office machines and equipment including computers, typewriters, calculators, copiers and fax machine and related software such as word processing, spreadsheet, and e-mail, and database applications; work under tight deadlines with frequent interruptions and a high degree of public contact by phone or in person; work independently and effectively in the absence of supervision; exhibit sensitivity and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students; communicate clearly and concisely, both orally and in writing in English; establish and maintain effective working relationships; bend at the waist, kneel or crouch to file materials; sit or stand for extended period of time; lift 25 pounds.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a bachelor degree in social sciences or related field and two (2) years of increasingly responsible work experience in a college setting and/or student service program.

WORKING CONDITIONS

Environment:

Office, lab and classroom environments; frequent workshops and activities; constant interruptions; some outdoor activities; travel to all campus locations (Eastern Valley Center, Western Valley Center, Palm Desert Campus) and within the region. Evening and weekend hours may be required.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license and must have an acceptable driving record and qualify for insurability by the District's insurance carrier to drive District or personal vehicle to various locations.

EMPLOYMENT STATUS

Classified Bargaining Unit Position

E: Essential Functions

Range 11

Approved 2/16/12

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 8

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TITLE: RESIGNATION - FACULTY

BACKGROUND:

Ms. Linda Murphy has announced her resignation from her position of Associate Professor, Nursing, effective 5/25/12.

FISCAL IMPLICATIONS:

Position is fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the resignation as presented.

Administrator Initiating Item: Edwin Deas
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Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 9

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TITLE: LEAVE OF ABSENCE

BACKGROUND:

Ms. Kristen Bossi had requested an unpaid leave of absence from 1/26/12 through 3/2/12 from her position of CDC Specialist, Child Development Center. Ms. Bossi will be studying for her teaching credentials within her job scope.

FISCAL IMPLICATIONS:

Position is fully funded from restricted funds. (California Dept. of Education)

RECOMMENDATION:

Board of Trustees ratifies the leave of absence as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 1

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period January 1-31, 2012 as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$571,195.98 as presented. *Details on [COD Website](#)

Contracts in excess of \$25,000

In the aggregated amount of \$101,300.00 as presented. *Details on [COD Website](#)

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

In the aggregated amount of \$1,164,092.09 as presented. *Details on [COD Website](#)

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012
	Chair & Vice Chair Review: 2/9/2012

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 2

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TITLE: MEMORANDUMS OF UNDERSTANDING

BACKGROUND:

Four memorandums of understanding (MOUs)* between College of the Desert and: 1) Community College League of California; 2) University of Redlands; 3) New Mexico Highlands University; and 4) Center for Community College Student Engagement that does not entail any financial obligation by either parties as presented for approval.

*Details on [COD Website](#).

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the MOUs as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 3

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TITLE: WARRANTS

BACKGROUND:

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

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$4,765,058.02 as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 4

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TITLE: PAYROLL #7

BACKGROUND:

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

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies Payroll #7 in the amount of \$2,716,019.80 as follows:

Certificated:	\$1,816,210.25
Classified:	<u>\$ 899,809.55</u>
	\$2,716,019.80

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 5

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

1. Academic Affairs – Ms. Betty Baluski, Instructor in the Nursing Department under the School of Health Sciences and Education, to attend the 11th Annual International Nursing Simulation/Learning Resource Centers Conference in San Antonio, TX, June 20-23, 2012.

This conference, a leading forum for nurse educators, researchers, nurse managers, and staff development professionals, provides the ideal environment to disseminate and gain current knowledge in the area of skills/simulation lab management and simulation enhanced education. Healthcare professionals will have the opportunity to network with colleagues and exhibitors; discuss best practice research, safety-related outcomes, competencies, and challenges.

Fiscal Implications: Costs estimated at \$1,782.90. \$800.00 will be funded by a restricted source (Faculty Development Funds) and the balance will be funded by a restricted source (COD Foundation Simulation Fund #2675).

2. Academic Affairs – Mr. John Jaramillo, Dean, School of Applied Sciences and Business, to attend the Innovations 2012 Conference in Philadelphia, PA, March 3-8, 2012.

Dean Jaramillo is leading a discussion on how College of the Desert incubated a new certificate for Energy Systems Technicians from a not-for-credit workforce training program and linked it to K12.

Fiscal Implications: Costs estimated at \$2,175.24. \$1,157.00 will be funded by a restricted source (Alternative Energy Grant) and the balance will be funded by a restricted source (Perkins Grant).

3. Academic Affairs – Mr. George Koedel, Instructor in the HVAC program under School of Applied Sciences and Business, to attend the 2012 HVAC Excellence National HVACR Educators and Trainers Conference in Las Vegas, NV, March 18-21, 2012.

This annual event offers high impact sessions covering new and changing technologies, changes in federal legislation, energy efficiency, green and sustainable technologies, best practices, training techniques that work and more, and allows instructors and trainers the opportunity to network with industry leaders and peers.

Fiscal Implications: Costs estimated at \$1,070.00. \$800.00 will be funded by a restricted source (Faculty Development Funds) and the balance will be funded by a restricted source (Perkins Grant).

4. Academic Affairs – Ms. Laurilie Jackson, Instructor in the Arts and Media Department under the School of Arts and Sciences, to attend the IBS (intercollegiate Broadcasting System) College Radio and Webcasting Conference in New York City, NY, March 2-4, 2012.

Ms. Jackson will attend this conference with her two (2) College of the Desert Radio Station KCOD students, Ryan Davis and Brendon Helliwel, to gain valuable job and internship information as well as network with top broadcasting professionals. In addition, there will be seminars, panels and workshops on webcasting/streaming, writing and announcing. The conference will provide a forum for student radio and webcasters to meet other radio and webcasters from all over the world to exchange ideas and innovations.

Fiscal Implications: Costs estimated at \$3,483.00 will be funded from two restricted sources (Foundation Pollock Funds and Alumni Grant Funds).

5. Academic Affairs – Mr. Thomas Armstrong, Head Softball Coach, and the entire softball coaching staff, medical staff, statisticians and the players, to compete in the Tucson Invitational Games, an intercollegiate softball tournament, in Tucson, AZ, March 9-10, 2012.

Mr. Armstrong will attend this competition to provide intercollegiate experience and enhancement of the abilities of College of the Desert's students athletes. It allows the athletes an opportunity to speak with coaches of four year schools regarding transfer and scholarship opportunities. In the past College of the Desert athletes were awarded scholarships as a result of participation in this event.

Fiscal Implications: Costs estimated at \$2,208.28 and will be funded from an unrestricted source (Women's Sports Travel Funds).

6. Business Affairs – Mr. Ray Griffith, Executive Director of Security and Emergency Preparedness, to attend the International Association of Campus Law Enforcement Administrators (IACLEA) Annual Conference and Exposition in Reno, NV, June 14-19, 2012.

IACLEA's Annual Conference and Exposition offers members unparalleled opportunities to keep pace with current trends and developments in campus public safety, network with their peers, and visit exhibitor booths to learn about products and services for the campus law enforcement community. The annual conference features a variety of workshops and general sessions on cutting-edge issues for campus law enforcement administrators, a general session and awards presentation, recognition of Executive Development Institute graduates, the IACLEA Annual Business Meeting, regional meetings, installation of the new Officers and Directors, and special events.

Fiscal Implications: Cost estimated at \$3,157.00 and will be funded by a restricted source (Auxiliary Fund).

7. President Office – Dr. Annebelle Nery, Dean of Enrollment Services, to attend the 2012 17th Annual HACU (Hispanic Association of Colleges and Universities) National Capitol Forum, Washington D.C., March 26-27, 2012.

The HACU Conference will cover, but is not limited to the following workshops: Funding Opportunities at the Federal Level, The Budget’s Impact on HSI’s, and Key Legislative Proposals in the 112th Congress.

Fiscal Implications: Costs estimated at \$2,500.00 and will be funded by a restricted source (Title V HSI Grant).

8. Student Affairs – Ms. Sally Rodriguez, Director of Admissions & Records, to attend the Datatel Users’ Group Conference and Expo in National Harbor, MD, April 1-4, 2012.

The 2012 Datatel Users’ Group Conference & Expo will be covering more than 200 unique sessions. From the Executive Forum East within the conference, some of the topics will be solutions concerning cuts with a vision and a roadmap planning, retention strategies that work, creating and maintaining a compelling website, manage recruitment, reduce costs and boost efficiency.

Fiscal Implications: Costs estimated at \$3,000.00 and will be funded by a restricted source (Title V HSI Grant).

9. Student Affairs – Mr. Carlos Maldonado, Director of Student Life, and four (4) COD student leaders to attend the American Student Association of Community Colleges (ASACC) National Student Advocacy Conference in Washington, D.C., March 17-20, 2012.

This conference will have a national focus and empower our student leaders to advocate for the national issues that impact their education. Such as, Pell Grants, Student Loan Interest Rates and Availability, and other federal programs that assist students in securing education and training. The conference will also feature speakers from the U.S. Department of Education, the American Association of Community Colleges, the Association of Community College Trustees, and the Student Aid Alliance. These experts will share with students the top issues facing community colleges and students during 2012.

Fiscal Implications: Costs estimated at \$12,000.00 and will be funded by a restricted source (Student Development and Student Representation fee funds).

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 1/9/2012 Chair & Vice Chair Review: 1/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 1

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

TITLE: 5-YEAR REVIEW OF BOARD POLICIES

BACKGROUND:

In the subsequent recommendation (8) from the college's most recent accreditation visit in March 2011 Board Policy 2410 and Administration Procedure 2410 were revised to adopt a timely review of all college policies and procedures.

In accordance with this new policy and procedure the following have been reviewed by the President and emailed to the members prior to the meeting for review and comment.

BP 1300 Legal Authority:
BP 2610 Presentation of Initial Collective Bargaining
BP 2717 Personal Use of Public Resources
BP 2720 Communication Among Board Members
BP 2735 Board Member Travel
BP 2740 Board Member Education
BP 3280 Grants
BP 3300 Public Records
BP 3420 Equal Employment Opportunity
BP 3510 Workplace Violence Plan
BP 3515 Reporting of Crimes
BP 3550 Drug Free Environment and Drug Prevention Program
BP 4010 Academic Calendar
BP 4031 Textbook Adoption
BP 4060 Delineation of Functions Agreement
BP 4110 Honorary Degrees
BP 4310 Not for Credit Class Offerings

AP 1100 Title

Each of these is available for viewing on the college website:
<http://beta.collegeofthedesert.edu/community/bot/Pages/bpap.aspx>.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Review and approve the listed policies and procedures.

Administrator Initiating Item: Jerry Patton	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 2

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**TITLE: REVISION TO BOARD POLICY 3505: EMERGENCY RESPONSE PLAN
– SECOND READING**

BACKGROUND:

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested revisions to various policies and procedures. The League's legal counsel is recommending an addition to this Board Policy. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve revised Board Policy 3505: Emergency Response Plan.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 3

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**TITLE: NEW BOARD POLICY 3711: CONFLICT OF INTEREST-EMPLOYEES
– SECOND READING**

BACKGROUND:

This new Board Policy regarding Conflict of Interest has been suggested as good practice by the Community College League of California. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve Board Policy 3711.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 4

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**TITLE: REVISED BOARD POLICY 2010: BOARD MEMBERSHIP
– FIRST READING**

BACKGROUND:

This revised Board Policy reflects the change from an “at-large” voting system to a “by area” system. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Accept revised Board Policy 2010 for a first reading.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 5

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TITLE: REVISED BOARD POLICY 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES – FIRST READING

BACKGROUND:

This revised Board Policy reflects the Accrediting Commission for Community and Junior College's recommendation that the board regularly evaluates its policies and practices and revises them as necessary. The College of the Desert team working on the responses to the Accreditation recommendations has recommended this revision. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Accept revised Board Policy 2410 for a first reading.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 6

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**TITLE: REVISED BOARD POLICY 3520: LOCAL LAW ENFORCEMENT
– FIRST READING**

BACKGROUND:

This revised Board Policy reflects changes recommended by the League’s Policy and Procedure Service. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Accept revised Board Policy 3520 for a first reading.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 7

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TITLE: BOARD STRATEGIC GOALS – FIRST READING

BACKGROUND:

Annually, the Board of Trustees sets goals. The Board Strategic Goals are utilized by College Planning Council and the entire institution to develop the College Goals, all administrative goals and objectives, which serve as the basis of the evaluation of administrators.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

The cost will be determined as the budget development process is completed utilizing the current governance process..

RECOMMENDATION:

Accept the Board strategic goals for a first reading.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 8

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TITLE: PROCLAMATION: WOMEN'S HISTORY MONTH

BACKGROUND:

The College of the Desert Diversity Council has suggested the campus community become more aware by recognizing nationally celebrated months in an effort to promote this cultural diversity.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

To approve the proclamation.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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PROCLAMATION

WOMEN'S HISTORY MONTH – MARCH, 2012

WHEREAS, American Women of every race, class, and ethnic background have made, and continue to make, historic contributions to the growth and strength of our nation in countless recorded and unrecorded ways; and

WHEREAS, American women have played and continue to play a critical political, economic, cultural, and social role in everyday sphere of the life of the nation by contributing to a significant portion of the labor force working inside and outside the home; and

WHEREAS, American women have played and continue to play a unique role throughout the history of the nation by providing the majority of the volunteer labor force of the nation; and

WHEREAS, American women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the Abolitionist Movement, the Emancipation Movement, the Industrial Labor Movement, the Civil Rights Movement, and other Movements, especially the Peace Movement, which created a more fair and just society for all; and

WHEREAS, despite these contributions, the role of American Women in history has been consistently overlooked and undervalued, in the literature, teaching, and study of American History;

NOW, THEREFORE, BE IT PROCLAIMED that the Board of Trustees of the Desert Community College District designate March as "Women's History Month";

BE IT FURTHER PROCLAIMED that the Board of Trustees encourages observance of Women's History Month with appropriate programs, ceremonies, and activities.

Board of Trustees

Ms. Becky Broughton

Mr. Charles Hayden

Mr. John Marman

Mr. Michael O'Neill

Dr. Bonnie Stefan

President

Jerry R. Patton

Student Trustee

Aaron Bonner

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Human Resources

ITEM #: 2

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

TITLE: EMPLOYMENT GROUP A APPOINTMENTS - Classified

BACKGROUND:

1. Ms. Julie Bryan has been appointed to a vacated position of Secretary/TRIO/DSPS, Student Affairs. The appointment, effective January 9, 2012, is funded for 4 years. Placement on Range 7 of the Classified salary schedule is at Step A.
2. Ignacio Meza has been appointed to a vacated position of Maintenance Assistant, Maintenance & Operations, Business Affairs. The appointment, effective February 1, 2012, is ongoing. Placement on Range 8 of the Classified salary schedule is at Step D.

*Details on [COD website](#)

FISCAL IMPLICATIONS:

1. Position is fully funded from restricted funds. (Student Support Services TRIO/DSPS)
2. Position is fully funded from unrestricted funds.(General Fund)

RECOMMENDATION:

Board of Trustees ratifies the appointments as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 1

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| <input type="checkbox"/> CONSENT |
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TITLE: BUDGET TRANSFERS

BACKGROUND:

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

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 2

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| <input type="checkbox"/> CONSENT |
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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT -
CAMPUS TECHNOLOGY INFRASTRUCTURE
PROJECT – BID PACKAGE #1 – CAMPUS FIBER OPTIC AND COPPER
CABLING-DATA CENTER PHASE / DATA CENTER INFRASTRUCTURE
BUILD-OUT**

BACKGROUND:

This project includes provision and installation of technology components consisting of fiber and copper cabling to every building on the Palm Desert Campus for the completion of the Campus Technology Infrastructure Project. Bids* were solicited and opened on January 26, 2012. It is desired to award a contract resulting from the bid opening. A total of four (4) bids were received. The lowest responsive bid was submitted by Dynalectric Service & Systems Group in the amount of \$1,293,995.00.

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

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves the Notice of Intent to award a contract for the Campus Technology Infrastructure Project – Bid Package #1 – Campus Fiber Optic and Copper Cabling-Data Center Phase – Data Center Infrastructure Build-Out to the lowest bidder, Dynalectric Service & Systems Group for \$1,293,995.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 3

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| <input type="checkbox"/> CONSENT |
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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT -
CAMPUS TECHNOLOGY INFRASTRUCTURE
PROJECT – BID PACKAGE #2 – CAMPUS FIBER OPTIC AND COPPER
CABLING-DATA CENTER PHASE / DATA CENTER NETWORK
TECHNOLOGY EQUIPMENT**

BACKGROUND:

This project includes provision and installation of technology components for the new District Data Center for the Campus Technology Infrastructure Project. Bids* were solicited and opened on January 26, 2012. It is desired to award a contract resulting from the bid opening. A total of one (1) bid was received. The lowest responsive bid was submitted by Presidio Networked Solutions, Inc. in the amount of \$498,822.39.

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

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves the Notice of Intent to award a contract for the Campus Technology Infrastructure Project – Bid Package #2 – Campus Fiber Optic and Copper Cabling-Data Center Phase / Data Center Infrastructure Build-Out to the lowest bidder, Presidio Networked Solutions, Inc. in the amount of \$498,822.39.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 4

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT -
NON-POTABLE WATER SYSTEMS PROJECT
BID PACKAGE #41-281-7100NP – CROSS-OVER OF THE EXISTING
IRRIGATION SYSTEM FROM DOMESTIC WATER TO NON-POTABLE
WELL WATER**

BACKGROUND:

This project includes the cross-over of the existing campus irrigation system from domestic water to non-potable well water. Approximately 40 connections will be made by the contractor between an existing newly installed non-potable irrigation supply line and the existing irrigation backflows. Bids* were solicited and opened on January 24, 2012. It is desired to award a contract resulting from the bid opening. A total of six (6) bids were received. The lowest responsive bid was submitted by Kincaid Industries, Inc. in the amount of \$491,650.00.

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

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves the Notice of Intent to award a contract for the Non-Potable Water Systems Project – Bid Package #41-281-7100NP – Cross-Over of the Existing Irrigation System from Domestic Water to Non-Potable Well Water to the lowest bidder, Kincaid Industries, Inc. in the amount of \$491,650.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Fiscal Services

ITEM #: 5

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**TITLE: INTERNATIONAL EDUCATION CONTINGENT
SELF-FUNDING AGENT AGREEMENTS**

BACKGROUND:

The International Education contingent self-funding agent agreements* are entered into for the recruiting of students from foreign countries in to the College of the Desert Intensive English Academy.

*Details on [COD Website](#).

FISCAL IMPLICATIONS:

The costs ramifications for the International agreements have been incorporated into the International Education Program Business Plan for the year.

Fees payable are: One-time marketing fee of \$700.00 for each student recruited; \$600.00 for each student who enrolls in the Intensive English Academy 16 week program; \$300.00 for each student who enrolls in the Intensive English Academy 8 week program; \$700.00 for each student who enrolls in the Intensive English Academy who then enrolls in College of the Desert.

Referral and Enrollment of 3 – 5 Students	\$1,000.00
Referral and Enrollment of 6 – 9 Students	\$2,000.00
Referral and Enrollment of 10 or more	\$3,000.00

RECOMMENDATION:

Board of Trustees approves the International Education Contingent Self-Funding Agent Agreements subject to execution by the other parties.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Academic Affairs

ITEM #: 1

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

TITLE: RENEWAL OF ARTICULATION AGREEMENTS

BACKGROUND:

1. Articulation Agreement with Palm Springs Unified School District – AutoCAD Level 1 – Cathedral City High School – (COD Architecture, DRA-008, AUTOCAD LEVEL I)
2. Articulation Agreement with Palm Springs Unified School District – Mechanical Drafting I – Cathedral City High School – (COD Architecture, DRA-001, TECHNICAL DRAFTING I)

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

The Board of Trustees approves the attached Renewal of Articulation Agreements.

Administrator Initiating Item: Farley Herzek	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 1

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

**TITLE: REVISED AP 2410 BOARD POLICIES AND ADMINISTRATIVE
PROCEDURES**

BACKGROUND:

This revised Administrative Procedure reflects the Accrediting Commission for Community and Junior College's recommendation that the board regularly evaluates its policies and practices and revises them as necessary. The College of the Desert team working on the responses to the Accreditation recommendations has recommended this revision. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Information item only.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 2

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

**TITLE: NEW AP 3050 CODE OF ETHICS STANDARDS OF PRACTICE-
EMPLOYEES**

BACKGROUND:

This is a new Administrative Procedure and is legally required. Executive Cabinet approved it on November 22, 2011 and College Planning Council approved it on December 2, 2011.
(Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Information item only.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 3

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**TITLE: NEW ADMINISTRATIVE PROCEDURE 3505: EMERGENCY
RESPONSE PLAN**

BACKGROUND:

This new administrative procedure is legally required. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Information item only.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 4

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TITLE: NEW ADMINISTRATIVE PROCEDURE 3560: ALCOHOLIC BEVERAGES

BACKGROUND:

This revised administrative procedure reflects language recommended by the League's Policy and Procedure Service. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Information item only.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 5

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**TITLE: REVISED ADMINISTRATIVE PROCEDURE 6300(a): BOARD APPROVAL
OR RATIFICATION OF PURCHASE ORDERS, CONTRACTS, AND WARRANTS**

BACKGROUND:

This revised administrative procedure reflects changes to the location where information is posted. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Information item only.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/16/2012

AREA: Board of Trustees

ITEM #: 6

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**TITLE: NEW AP 7211: FACULTY SERVICE AREAS,
MINIMUM QUALIFICATIONS AND EQUIVALENCIES**

BACKGROUND:

This new administrative procedure is legally required. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Information item only.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 2/6/2012 Chair & Vice Chair Review: 2/9/2012
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