

Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: FRIDAY, MAY 17, 2013
TIME: 9:30 A.M.
LOCATION: CRAVENS MULTI-PURPOSE ROOM

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

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

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. AGENDA:

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

CONFIRMATION OF AGENDA: Confirm the agenda of the Regular Meeting of April 19, 2013, with any additions, corrections, or deletions.

- IV. CLOSED SESSION** Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

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

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

2. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

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

3. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel

Numbers: 656-040-039, 669330015, 669330025, 669330029, 669330030

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

V. OPEN SESSION 10:30 a.m.

Closed session report (if any)

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

VII. APPROVE THE MINUTES OF:

The regular meeting of April 19, 2013 *[Details on COD Website](#)

VIII. RECOGNITION

IX. REPORTS

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

X. ADMINISTRATIVE REPORTS

- 1. President
 - a. Transportation
 - b. Update on Education Centers
- 2. Interim Vice President Student Affairs: Adrian Gonzales

3. Interim Executive Director Human Resources Stan Dupree
 - a. Introduction of new employees

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 – 2nd Reading
5. Proposal from DCCD to CSEA – 2nd Reading
6. Proposal from DCCD to CTA – 2nd 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

XII. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Revised Board Policies – First Reading
2. Revision to Administrative Procedure 2715: Code of Ethics Standards of Practice – Trustees – Second Reading

C. PRESIDENT

1. Certification of Signatures

D. HUMAN RESOURCES

1. Working Out-of-Class – Leadership

E. FISCAL SERVICES

1. Budget Transfers
2. 2012-2013 CCFS-311Q / Quarterly Financial Status Report
3. Notice of Completion – Measure B Bond Projects
4. Notice of Intent to Award Contract for Applied Sciences Project Phase 1 – Site Preparation & Infrastructure for Future Buildings

E. ACADEMIC AFFAIRS

1. Curriculum Modifications
2. Approval of the 2013-2014 College of the Desert Catalog

XIII. ITEMS FOR INFORMATION/DISCUSSION

1. Revised Administrative Procedures
2. Engagement Letter for Auditing Services for Fiscal Year Ending June 30, 2013

XIV. SUGGESTIONS FOR FUTURE AGENDAS

XV. BOARD COMMENTS

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: President

ITEM #: 1

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TITLE: APPROVAL OF SABBATICAL LEAVE REQUESTS

BACKGROUND:

Ellen Hardy, Associate Professor of Anthropology: Professor Hardy has been travelling to Costa Rica for several years at her own expense to participate in a PAVO project. She brought COD students with her on occasion; those students have gone on to achieve honors degrees and acceptance into masters and PhD programs.

The purpose of her sabbatical is to: permitting research study, analysis, and interpretation of archaeology project to enhance professional growth and effectiveness through the creation, planning and installation of a creative archaeological gallery exhibit and exhibit catalog; comprehensive manuscript of archaeological project results; and feasibility study assessing the value of development a certificate in Cultural Resource Management at College of the Desert. An exhibit for the Marks Arts Center is planned for December. She will travel to Costa Rica three more times to complete the research, finalize her notes into a book; create a new certificate program. Dr. Hardy is an active Senator and actively participates in faculty activities.

Nancy Moll, Associate Professor of Geology: Professor Moll's sabbatical goal is to completely update and rewrite all of the labs for the geology program. The plan is to attend week long conferences on California geology that occur only during fall semester; use material from those conferences to update labs; try to update labs in spring semester; assess success; attend the same conference a second fall; create more labs; update the labs created the following year based on assessment of success. Dr. Moll has been a Department Chair; Chair of the Senate Professional Standards Committee; Chair of the Sabbatical Committee.

FISCAL IMPLICATIONS:

Positions are district funded and will be replaced with adjunct faculty using budgeted district funds.

RECOMMENDATION:

Approve the sabbatical leave requests as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Human Resources

ITEM #: 1

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TITLE: VOLUNTEERS

BACKGROUND:

Following is a listing of approved volunteers:

Shawn Nicholson	Vetarans Services (Work Study)
Richard Waltch	Auto Electric/HVAC
Karleene Garcia	Child Development Center

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteers as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Human Resources

ITEM #: 2

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TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

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

Classified/Substitute/Temporary employees in an aggregate amount of \$22,152.00. ([Details on COD website](#))

Faculty stipend in aggregate amount of \$8,500.00. ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$4,200.00. ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$6,390.00. ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$0.00.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Human Resources

ITEM #: 3

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TITLE: RETIREMENT/RESIGNATION - CLASSIFIED

BACKGROUND:

1. Mr. William Rodgers will retire from his position of Security Officer, Security/Business Affairs, effective 3/21/13.
2. Ms. Gerry Ann Majestic resigned from her position of Part-Time Sr. Office Assistant, Child Development Center, School of Health Sciences & Education, effective 5/2/13.

FISCAL IMPLICATIONS:

Both positions are all fully funded from restricted funds.

RECOMMENDATION:

Board of Trustees ratifies/approves the retirement/resignation as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Human Resources

ITEM #: 4

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**TITLE: PROPOSAL FROM THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION (CSEA) TO THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD)—2nd Reading**

BACKGROUND:

Pursuant to the Educational Employment Relations Act (EERA) and Article 24: *Effect of Agreement* of the current collective bargaining agreement between the Desert Community College District and the California School Employees Association and its Chapter 407, we submit our initial proposal to reopen the following articles. CSEA proposes that all portions of the current Agreement remain in full force and effect, except for the following:

ARTICLE 7: COMPENSATION

CSEA proposes to negotiate salary increases for unit members commensurate with the District's ability to pay.

ARTICLE 9: HEALTH AND WELFARE BENEFITS

CSEA proposes to negotiate District Health and Welfare contribution increases for unit members commensurate with the District's ability to pay. To bring certain language into consistency with the Affordable Care Act.

CSEA also proposes to update language in Articles 3, 17, and 18 in order to comply with recent changes to state law, as previously sunshined on February 14, 2013.

RECOMMENDATION:

Board of Trustees conducts a second reading regarding these proposals.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Human Resources

ITEM #: 5

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**TITLE: PROPOSAL FROM THE COLLEGE OF THE
DESERT COMMUNITY COLLEGE DISTRICT (DCCD)
TO CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION (CSEA) – 2nd
READING**

BACKGROUND:

The Collective Bargaining Agreement proposals submitted herein by the COLLEGE OF THE DESERT are expressly pursuant to the Educational Employment Relations Act. It is the intention of DCCD to bargain in good faith over the proposals submitted by the respective parties to the CSEA Collective Bargaining Agreement.

ARTICLE XVII: EVALUATION PROCEDURES

In order to meet the Accreditation Standards, the District needs to develop and implement appropriate policies and procedures that incorporate effectiveness in using student learning outcomes in the evaluation process of faculty and others directly responsible for student progress toward achieving student learning outcomes. (III.A.1.c)

RECOMMENDATION:

Board of Trustees conducts a second reading regarding this proposal.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Human Resources

ITEM #: 6

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**TITLE: PROPOSAL FROM THE COLLEGE OF THE
DESERT COMMUNITY COLLEGE DISTRICT (DCCD)
TO THE COLLEGE OF THE DESERT FACULTY ASSOCIATION,
CCA/CTA/NEA –2nd READING**

BACKGROUND:

The Collective Bargaining Agreement proposals submitted herein by the COLLEGE OF THE DESERT are expressly pursuant to the Educational Employment Relations Act. It is the intention of DCCD to bargain in good faith over the proposals submitted by the respective parties to the CTA Collective Bargaining Agreement.

ARTICLE 19: EVALUATION OF TENURED FACULTY MEMBERS

In order to meet the Accreditation Standards, the District needs to develop and implement appropriate policies and procedures that incorporate effectiveness in using student learning outcomes in the evaluation process of faculty and others directly responsible for student progress toward achieving student learning outcomes. (III.A.1.c)

APPENDIX C: TENURE REVIEW AND EVALUATION FORMS

To possibly add an additional form for student learning outcome results.

RECOMMENDATION:

Board of Trustees conducts a second reading regarding this proposal.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 1

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **April 30, 2013** as follows:

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

In the aggregated amount of \$404,057.98, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$3,350.82, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$2,618,523.70, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$3,506,360.23, as presented. ([Details on COD Website](#))

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 2

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TITLE: WARRANTS

BACKGROUND:

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

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$4,611,073.96 as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 3

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TITLE: PAYROLL #10

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 #10 in the amount of \$2,850,198.87 as follows:

Certificated:	\$1,845,062.03
Classified:	<u>\$1,005,136.84</u>
	\$2,850,198.87

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 4

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

1. Academic Affairs – Mr. Kurt Leuschner, Professor, Natural Resources, School of Applied Sciences and Business, to attend the 38th Annual Conference of Western Field Ornithologists in Olympia, WA, August 21-26, 2013.

Attending these conferences allows Mr. Leuschner to keep current in his field and to improve his teaching skills in the classroom. Up to date science-based information will be shared with students and colleagues.

Fiscal Implications: Costs estimated at \$1,508.91 and will be funded by two restricted sources (\$800.00 from Faculty Development and \$708.91 from Perkins Funds)

2. Academic Affairs – Mr. Julius Varga, Adjunct Faculty, School of Applied Sciences and Business, to attend the Annual Mopar College Automotive Program in Auburn Hills, MI, June 3-6, 2013.

Attendance at this conference will provide training updates that Mr. Varga can include in his instruction.

Fiscal Implications: Costs estimated at \$1,499.63 and will be funded by a restricted source (Faculty Development Funds).

3. Student Services – Ms. Donni Prince, Veterans Specialist, to attend the Western Association of Veteran Education Specialists (WAVES) Conference in New Orleans, LA, July 28-31, 2013.

The conference provides VA sponsored training on their education programs, hands-on training on new computer applications, and recent changes in the laws and pending legislation. School representatives will also be meeting with their State Approving Agency representatives and VA's Education Liaison, for state specific issues.

Fiscal Implications: Costs estimated at \$2,300.00 and will be funded by a restricted source (Veteran's Categorical Travel Budget).

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 5

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TITLE: CHANGE ORDERS – MEASURE B BOND PROJECTS

BACKGROUND:

1. Change Order #1 to the contract with Marina Landscape for the Communication Building Project is a credit in the amount of <22,713.35> for unused allowance. This change order amends the contract total from \$147,000.00 to \$124,286.65.
2. Change Order #1 to the contract with Chambers, Inc. dba Roof Construction for the Communication Building Project is a credit in the amount of <\$25,000.00> for unused allowance. This change order amends the contract total from \$325,530.00 to \$300,530.00.
3. Change Order #1 to the contract with Risher Sutherland, Inc. dba United Contractors for the Communication Building Project is a credit in the amount of <16,939.56> for unused allowance. This change order amends the contract total from \$374,000.00 to \$357,060.44.
4. Change Order #1 to the contract with The Patterson Group for the Communication Building Project is a credit in the amount of <10,000.00> for unused allowance. This change order amends the contract total from \$115,000 to \$105,000.00.
5. Change Order #1 to the contract with Roy E. Whitehead for the Communication Building Project is a credit in the amount of <10,000.00> for unused allowance. This change order amends the contract total from \$97,000.00 to \$87,000.00.
6. Change Order #1 to the contract with Inland Pacific Tile for the Communication Building Project is a credit in the amount of <10,000.00> for unused allowance. This change order amends the contract total from \$94,800.00 to \$84,800.00.
7. Change Order #1 to the contract with First Responder Fire Protection for the Communication Building Project is a credit in the amount of <16,497.23> for unused allowance. This change order amends the contract total from \$104,000.00 to \$87,502.77.
8. Change Order #1 to the contract with Final Cleaning Solutions for the Communication Building Project is a credit in the amount of <13,944.00> for unused allowance. This change order amends the contract total from \$31,711.00 to \$17,767.00.

9. Change Order #1 to the contract with Doug Nielsen Construction for the Communication Building Project is a credit in the amount of <1,978.07> for unused allowance. This change order amends the contract total from \$84,433.00 to \$82,454.93.

10. Change Order #1 to the contract with Enterprise Electric for the East Valley Campus – Indio Educational Center Project is in the amount of \$17,000.00 for Bid Alternate #01 – Photovoltaic Infrastructure. This change order amends the contract total from \$1,551,195.00 to \$1,568,195.00 and remains within the 10% allowed for changes.

11. Change Order #2 to the contract with Team C Construction for the Athletics Facilities Project is in the amount of \$66,475.68 for new slab grade at the Fitness Building and a change of infill material to compacted soil. This change order amends the contract total from \$1,154,700.00 to \$1,221,175.68 and remains within the 10% allowed for changes.

12. Change Order #2 to the contract with Presidio Networked Solutions for the Campus Technology Infrastructure Project is a credit in the amount of <52,653.23> for unused allowance. This change order amends the contract total from \$512,322.39 to \$459,669.16.

13. Change Order #2 to the contract with Westcon Construction Group, Inc. for the Communication Building Project is in the amount of \$357.41 for the repair of concrete benches and the return of unused allowance. This change order amends the contract total from \$137,238.76 to \$137,596.17 and remains within the 10% allowed for changes.

14. Change Order #1 to the contract with Construction Electric, Inc. for the Monterey Avenue Entrance Project is in the amount of \$15,646.90 for the addition of concrete pull boxes and waterproof terminal blocks at each planter bench. This change order amends the contract total from \$713,500.00 to \$729,146.90 and remains within the 10% allowed for changes.

FISCAL IMPLICATIONS:

These projects are funded by proceeds from Measure B Bonds and remain within budget.

RECOMMENDATION:

Board of Trustees approves the Change Orders listed above.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Board of Trustees

ITEM #: 1

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TITLE: REVISION TO VARIOUS BOARD POLICIES – FIRST READING

BACKGROUND:

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

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

The following policies have been reviewed and/or revised. Both President's Executive Cabinet and College Planning Council have approved them.

[\(Details on COD Website\)](#)

- BP 3431 Complaints Regarding Unprofessional Behavior
- BP 3501 Campus Security and Access
- BP 3600 Auxiliary Organizations
- BP 5510 Off-Campus Student Organizations
- BP 6800 Safety
- BP 7110 Delegation
- BP 7130 Compensation
- BP 7342 Holidays
- BP 7600 College Security

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Accept the revised policies for a first reading.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Board of Trustees

ITEM #: 2

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**TITLE: REVISION OF ADMINISTRATIVE PROCEDURE 2715: CODE OF ETHICS
STANDARDS OF PRACTICE – TRUSTEES – SECOND READING**

BACKGROUND:

This administrative procedure has been revised.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the procedure as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: President

ITEM #: 1

Updated at Board Meeting

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TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

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

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

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; Wade W. Ellis – sign warrant orders, orders for salary payment and sign notices of employment; **Linda Valkenburg** – sign warrant orders, orders for salary payment and sign notices of employment; **Stephen F. Renew** – sign warrant orders, orders for salary payment and sign notices of employment; and Stan Dupree – sign notices of employment.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Human Resources

ITEM #: 1

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TITLE: WORKING OUT-OF-CLASS - LEADERSHIP

BACKGROUND:

Mr. Wade Ellis, Director, Fiscal Services, Business Affairs, is on the Leadership salary schedule at Range VII, Step 10. Since December 31, 2012, Mr. Ellis has taken on substantially more responsibility and additional assignments. ([Details on COD Website](#))

FISCAL IMPLICATIONS:

This position is fully funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies working out-of-class as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 1

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

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: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 2

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

**TITLE: 2012-2013 CCFS-311Q / QUARTERLY FINANCIAL
STATUS REPORT**

BACKGROUND:

The 2012-2013 CCFS-311Q / Quarterly Financial Status Report* for the 2nd quarter ending March 31, 2013 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the District's third Quarterly Financial Status Report for 2012-2013.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 3

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

**TITLE: NOTICE OF COMPLETION – MEASURE B BOND
PROJECTS**

BACKGROUND:

1. The contract with Inland Pacific, Inc. for the Communication Building Project – Ceramic Tile is complete as of January 6, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with Inland Empire Architectural Specialties, Inc. for the Communication Building Project – Specialties is complete as of March 4, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
3. The contract with E. L. Hobbs, Inc. for the Communication Building Project – Lath & Plaster is complete as of February 1, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
4. The contract with Caston Plastering, Inc. for the Communication Building Project – Drywall, Metal Studs & Insulation is complete as of March 5, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
5. The contract with Blazing Industrial Steel, Inc. for the Communication Building Project – Miscellaneous Steel, Stairs & Railings is complete as of February 5, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
6. The contract with Best Contracting Services for the Communication Building Project - Waterproofing is complete as of March 7, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
7. The contract with Arrowhead Mechanical, Inc. for the Classroom Building Project – HVAC is complete as of April 12, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
8. The contract with SDR Construction, Inc. for the Communication Building Project – Cast-in-Place Concrete & Reinforcing is complete as of January 21, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

9. The contract with Roy E. Whitehead, Inc. for the Communication Building Project – Cabinets & Finish Carpentry is complete as of February 28, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

10. The contract with MJS Construction, Inc. for the Softball Stadium & Golf Ball Screening Project – Install Golf Ball Netting is complete as of April 30, 2010 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

11. The contract with Los Angeles Air Conditioning Co., Inc. for the Central Plant MBCx Project – Energy Conservation Measures is complete as of March 31, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

12. The contract with ISEC, Incorporated for the Classroom Building Project – General Construction is complete as of April 9, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

13. The contract with Westcon Construction Group, Inc. for the Communication Building Project – Site Concrete & Asphalt Paving is complete as of March 22, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

14. The contract with Risher Sutherland, Inc. dba United Contractors for the Communication Building Project – Flashing, Sheet Metal & Metal is complete as of March 5, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

15. The contract with The Patterson Company, Inc. for the Communication Building Project – Masonry – Stone Veneer is complete as of March 7, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees accepts the contracts that are listed above for a specific Measure B Bond Project as complete.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 4

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
APPLIED SCIENCES PROJECT PHASE 1 – SITE PREPARATION &
INFRASTRUCTURE FOR FUTURE BUILDINGS**

BACKGROUND:

Bid Package #41-244-0510-0600-Ph1 – Site Preparation & Infrastructure for Future Buildings for the Applied Sciences Project – Phase 1 has been out to bid and the bid results* indicate the lowest qualified bid.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract for Bid Package #41-244-0510-0600-Ph 1 – Site Preparation & Infrastructure for Future Buildings for the Applied Sciences Project – Phase 1 to aTEN Construction in the amount of \$231,000.00.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Academic Affairs

ITEM #: 1

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

**TITLE: APPROVAL OF CURRICULUM MODIFICATIONS
FOR SPRING 2014**

BACKGROUND:

The Curriculum Committee approved modifications to the College curriculum to be effective for Spring 2014.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

The Board of Trustees approves the curriculum modifications for Spring 2014.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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ACADEMIC SENATE
CURRICULUM COMMITTEE
Courses Approved by Curriculum Committee
(April 11, 2013 Meeting)

A. NEW COURSES:

1. HS-072 Intro to Health and Society Units: 3

This course will explore the issues in individual and community health through the study of the practices and health behaviors of groups and populations. Major health issues are examined to contribute to the student's understanding of his or her role in personnel responsibility and the development of public policies relating to the environment, the community, and personal health status.

Advisory: LIS-001

Lecture Hours: **54** Lab Hours: **0**

Repeatable: **No**

Grading: **Letter Grade**

Transfer Status: **CSU**

Degree Applicable: **AA/AS**

COD GE: C5

CSU GE: None

IGETC: None

2. HS-073 Intro to Community Health Units: 3

This course is an introduction to health issues and wellness essentials in diverse communities. It introduces fundamental concepts in public health and examines the influence of public, private and voluntary organizations.

Advisory: LIS-001 and ENG-051

Lecture Hours: **54** Lab Hours: **0**

Repeatable: **No**

Grading: **Letter Grade**

Transfer Status: **CSU**

Degree Applicable: **AA/AS**

COD GE: None

CSU GE: None

IGETC: None

B. COURSE MODIFICATIONS:

1. ECON-001 Principles of Macroeconomics (C-ID: ECON 202)

2. ECON-002 Principles of Microeconomics (C-ID: ECON 201)

C-ID Alignment: change math prerequisite from MATH-060 to MATH-054, complete content review.

3. BUMA-064 Human Resource Management

Add distance education modalities, update COR.

4. HIST-017 U.S. History through Reconstruction

5. HIST-018 U.S. History from Reconstruction to Present

Change textbook.

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Academic Affairs

ITEM #: 2

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

TITLE: APPROVAL OF THE 2013-2014 COLLEGE OF THE DESERT CATALOG

BACKGROUND:

Board action is required to approve the Catalog.

FISCAL IMPLICATIONS:

This expenditure, approximately \$8,609, is from an unrestricted source (general fund).

RECOMMENDATION:

The Board of Trustees approves the 2013-2014 College of the Desert catalog.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Board of Trustees

ITEM #: 1

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

TITLE: REVISION TO ADMINISTRATIVE PROCEDURES

BACKGROUND:

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

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

The following procedures have been reviewed and/or revised. Both President's Executive Cabinet and College Planning Council have approved them.

- AP 3520 Local Law Enforcement
- AP 6750 Parking
- AP 7130 Compensation
- AP 7140 Collective Bargaining
- AP 7212 Temporary Faculty

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

For information only.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 5/17/2013

AREA: Fiscal Services

ITEM #: 2

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

**TITLE: ENGAGEMENT LETTER FOR THE DISTRICT'S
AUDITS FOR FISCAL YEAR ENDING JUNE 30, 2013**

BACKGROUND:

The District's auditors, Vavrinek, Trine, Day & Co., LLP, provided the District with a confirmation of understanding for the auditing services they will be providing to the District. The audits shall consist of an annual financial audit, a Proposition 39 General Obligation Bonds Financial and Performance audits and an Auxiliary Services audit for the fiscal year ending June 30, 2013. Vavrinek, Trine, Day & Co., LLP contract was approved at the April 19, 2012 Board Meeting to perform audits for the District for fiscal years ending June 30, 2012, June 30, 2013, and June 30, 2014.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the confirmation of understanding for the auditing services that Vavrinek, Trine, Day & Co., LLP will be providing the District for the fiscal year ending June 30, 2013.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/6/2013 Chair & Vice Chair Review: 5/9/2013
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