

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, JUNE 20, 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 June 20, 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 1:30 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, 664190021, 502190020, 50219003, 50219004, 50219008, 50219015

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. SWEARING IN OF STUDENT TRUSTEE: Andrew Campbell

VII. 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.

VIII. APPROVE THE MINUTES OF:

The Special meeting of May 10, 2013 *[Details on COD Website](#)

The regular meeting of May 17, 2013 *[Details on COD Website](#)

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

- a. Registration Update
- 3. Interim Executive Director Human Resources Stan Dupree
 - a. Human Resources Update

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. Volunteers
- 2. Employment Group C Appointments
- 3. Retirement/Resignation – Classified & Faculty
- 4. Approval of Tentative Agreements – DCCD/CTA
- 5. Approval of Tentative Agreements – DCCD/CSEA
- 6. Approval of Tentative Agreements – DCCD/CODAA
- 7. Termination – Classified

B. FISCAL SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Payroll #11
- 4. Out-of-State/Country Travel
- 5. Gifts/Donations to the District
- 6. Memorandum of Understanding
- 7. 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 – Second Reading/Approval
- 2. Revision to Administrative Procedure 2715: Code of Ethics Standards of Practice – Trustees – Second Reading/Approval
- 3. 2014 Board of Trustees Meeting Dates – First Reading
- 4. New Board Policy 7141: Pre-Retirement/Part-Time Employment – First Reading

C. HUMAN RESOURCES

- 1. Employment Group A Appointments – Classified

2. Leadership – New and/or Revised Job Descriptions
3. Leadership – Limited Term Interim Appointments
4. Unpaid Leave of Absence - Faculty
5. Reduced Teaching Load – Faculty
6. Revised Job Descriptions – Foundation
7. Renewal of Contract – Leadership
8. Agreement for Independent Contractor
9. Employment Group A Appointment - Leadership

D. FISCAL SERVICES

1. Budget Transfers
2. 2013-2014 Tentative Budget
3. 2014-2019 Five-Year Construction Plan
4. Designation of Off-Site Location
5. Resolution #062113-1 Intent to Exchange Real Property; EVC Mecca/Thermal Center
6. Resolution #062013-2 Authorized Signatures
7. Notice of Completion – Measure B Bond Projects
8. Notice of Intent to Award Contracts for the Athletic Facilities Project
9. Change Orders:
 - #2 – Monterey Entrance Project – Anderson Charnesky SS &
 - #3 – Math Science Technology Center Project – Arrowhead Mechanical

F. ACADEMIC AFFAIRS

1. Curriculum Modifications

G. STUDENT AFFAIRS

1. Approval of 2013-2014 Business Plan for the International Education Program (IEP)

XIII. ITEMS OF INFORMATION/DISCUSSION

1. Administrative Procedure 7141: Pre-Retirement/Part-Time Employment (Information)
2. Board Reports (Discussion)

XIV. SUGGESTIONS FOR FUTURE AGENDAS

XV. BOARD COMMENTS

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 1

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TITLE: VOLUNTEERS

BACKGROUND:

Following is a listing of approved volunteers:

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|-----------------------|--------------------------|
| Shenolene Perera | Child Development Center |
| Ana Soto | Office of Student Life |
| Frank Yturralde | Veteran's Office |
| Mayra Velez Gutierrez | Child Development Center |
| Martha Reyes | Library |

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteers as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

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 \$57,141.00. ([Details on COD website](#))

Faculty stipend in aggregate amount of \$42,346.00. ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$418,551.00. ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$29,920.00. ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$61,100.00. ([Details on COD website](#))

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.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 3

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TITLE: RETIREMENT/RESIGNATION – CLASSIFIED & FACULTY

BACKGROUND:

1. Ms. Lynn Sacher retired from her position of Lead Bursar Specialist, Fiscal Affairs, effective 6/14/13.
2. Ms. Lana Kroll resigned from her position of Part-Time Cal Works Assistant, EOPS, Student Affairs, effective 6/13/13.
3. Mr. Craig Hays retired from his position of Professor, Health, Physical Education & Recreation, effective 5/27/13.

FISCAL IMPLICATIONS:

1. Position is fully funded from unrestricted funds.
2. Position is fully funded from restricted funds.
3. Position is fully funded from unrestricted funds

RECOMMENDATION:

Board of Trustees ratifies the retirements/resignations as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 4

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**TITLE: APPROVAL OF TENTATIVE AGREEMENTS
BETWEEN THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD) & THE DESERT COMMUNITY COLLEGE FACULTY
ASSOCIATION (CCA/CTA/NEA)**

BACKGROUND:

To ratify the Tentative Agreements listed below between the Desert Community College District and the Desert Community College Faculty Association:

Appendix E: Sabbatical Leave Procedures
Appendix I: Load Banking
Appendix J: Reassigned Time
Article 8: Compensation
Article 12: Hours of Service
Article 19: Evaluation of Tenured Faculty Members
Article 27: Concerted Activities
Article 30: Agreement Conditions and Duration

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees ratifies the Tentative Agreements as presented.

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| Administrator Initiating Item: 6/11/2013 |
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| Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 5

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**TITLE: APPROVAL OF TENTATIVE AGREEMENTS
BETWEEN THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD) & THE CALIFORNIA SCHOOL EMPLOYEES'
ASSOCIATION (CSEA)**

BACKGROUND:

To ratify the Tentative Agreements listed below between the Desert Community College District and the California School Employees' Association:

Article III: Association Rights
Article VII: Compensation
Article IX: Health & Welfare Benefits
Article XVII: Evaluation Procedures
Appendix G: Evaluation Factors
Article XVIII: Layoff

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees ratifies the Tentative Agreements as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 6

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**TITLE: APPROVAL OF TENTATIVE AGREEMENT
BETWEEN THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD) & THE COLLEGE OF THE DESERT ADJUNCT
ASSOCIATION (CODAA)**

BACKGROUND:

To ratify the Tentative Agreements listed below between the Desert Community College District and the College of the Desert Adjunct Association:

Article VII: Compensation

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees ratifies the Tentative Agreement as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 7

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TITLE: TERMINATION - CLASSIFIED

BACKGROUND:

Employee #0514077 did not pass probationary period in new hire position. This was effective 5/23/13.

FISCAL IMPLICATIONS:

Position is fully funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies the termination as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

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 **May 31, 2013** as follows:

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

In the aggregated amount of \$450,038.55, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$1,125.00, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$4,226,225.00, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$5,298,633.88, 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.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

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 \$5,833,181.05 as presented.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 3

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TITLE: PAYROLL #11

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 #11 in the amount of \$2,809,883.56 as follows:

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|---------------|----------------------|
| Certificated: | \$1,814,312.75 |
| Classified: | <u>\$ 995,570.81</u> |
| | \$2,809,883.56 |

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 4

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

1. Academic Affairs – Dr. Pilar Agudelo, School of Communication and Humanities, to attend the American Association of Teachers of Spanish and Portuguese 95th Annual Conference, San Antonio, TX, July 8-11, 2013.

This conference will provide the opportunity for Dr. Agudelo to learn about other colleagues' teaching methodologies and strategies in literature and foreign language. It will refresh her methods of teaching.

Fiscal Implications: Costs estimated at \$1,873.61 and \$800.00 will be funded by a restricted source (Faculty Development Funds). The remaining expenses will be borne by Dr. Agudelo.

2. President's Office – Ms. Susan Kitagawa, Human Resources & Labor Relations, to attend the SHRM (Society for Human Resource Management) 2013 Annual Conference & Exposition in Chicago, IL, June 15-18, 2013.

The field of workplace diversity & inclusion is a challenging and exciting career path for those who seek to create positive changes in organizations. Competent diversity & inclusion practitioners must be more than "passionate believers"; they must be strong communicators who can effectively negotiate and influence people, humble leaders who can interact with and motivate individuals and groups, and savvy business professionals who are willing to initiate and steer organizational change. This one-day interactive workshop, led by dynamic expert facilitators with more than ten years of experience in the field, will introduce new and aspiring diversity & inclusion practitioners to broad range of necessary knowledge, tasks and competencies, based on cutting-edge research, best practices and real-life case studies.

Fiscal Implications: Costs estimated at \$4,564.10 and will be funded by a restricted source (Auxiliary Fund)

3. President's Office – Ms. Christina Delgado, Director, International Education Program, to attend the NAFSA (National Association of Foreign Student Advisors: Association of International Educators National Conference in St. Louis, MO, May 27-31, 2013.

The national NAFSA conference allows for a variety of training opportunities for international education professionals, including programming, recruitment and U.S. Department of Homeland Security updates. In addition, it allows for valuable recruitment opportunities via networking with overseas university representatives and educational agents.

Fiscal Implications: Costs estimated at \$2,442.43 and will be funded by a restricted source (International Education Program).

4. President's Office – Ms. Jessica Enders, Project Director for H S I Title V Grant, and Ms. Cynthia Vasquez, Counselor for H S I Title V Grant, and Tara McCarthy, Tutorial Coordinator for Title V H S I Grant, to attend the HACU's (Hispanic Association of Colleges and Universities) 27th Annual Conference in Chicago, IL, October 26-28, 2013. The HACU 27th Annual Conference will offer workshops and plenary sessions under the theme "Championing Hispanic High Education Success: Securing the American Dream".

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

5. President's Office – Ms. Marisol Reyes, Advisor for the Ballet Folklórico Club, and three students: Cynthia Saenz, Karla Flores and Esmeralda Rodriguez, to attend the ANGF (Asociación Nacional De Grupos Folklóricos) 2013 Ballet Folklórico Conference in Las Vegas, NV, June 28 - July 7, 2013.

ANGF is a 501(c) (3) non-profit organization dedicated to the research, preservation, presentation, and education of indigenous and mestizo culture as well as other related folklore with the realm of dance, music, and the visual arts. This conference will provide movement classes that are instructed by masters of the art of la Danza Folklórica Mexicana. Each maestro specializes in history and dance from their native regions of Mexico. In addition to the adult movement class, the Desarrollo class (specifically for teachers and youths) introduces and solidifies the basics of folklórico in a fun and creative method to increase retention value. Featured classes for 2013 will be from the Mexican regions of Durango, San Luis Potosi, Yucatan, Baja California Norte, Aguascalientes and Mexico D.F. Each year Group Directors and instructors are provided the time and opportunity to network and learn from each other in their best interest, add their input about ANGF programs and have the opportunity to join a Committee of ANGF and solidify the growth of ANGF's offerings as well as promote ANGF to states that are not currently represented at the Congreso.

Fiscal Implications: Costs estimated at \$4,126.58 and will be funded by restricted sources (Ballet Folklórico Club Funds, Grant by Alumni and Diversity Council allocation of \$500.00).

RECOMMENDATION:

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

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 5

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- One (1) 36" box Elm Tree donated to the School of Applied Sciences & Business by Vintage Associates of Bermuda Dunes, CA. Item planted by the landscape construction class at the new Math Science Technology Center Building.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees accepts donations to the District and a letter of appreciation will be sent to the donor(s) by the Office of the President.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 6

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TITLE: MEMORANDUM OF UNDERSTANDING

BACKGROUND:

One memorandum of understanding (MOU)* between College and the Desert and: 1) Riverside County Transportation Commission Commuter Benefits Program Employer Partnership.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the MOU as presented.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 7

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TITLE: CHANGE ORDERS – MEASURE B BOND PROJECTS

BACKGROUND:

1. Change Order #1 to the contract with Doug Nielsen Construction for the Communication Building Project is a credit in the amount of <\$92,072.33> for unused allowance. This change order amends the contract total from \$544,885.00 to \$452,812.67.
2. Change Order #1 to the contract with Cochran Interiors for the Communication Building Project is a credit in the amount of <\$3,793.56> for unused allowance. This change order amends the contract total from \$306,000.00 to \$302,206.44.
3. Change Order #1 to the contract with Audio Associates of San Diego for the Communication Building Project is a credit in the amount of <\$34,837.44> which includes a credit for a Document Camera specification change and for unused allowance. This change order amends the contract total from \$560,883.00 to \$526,045.56.
4. Change Order #1 to the contract with Sheward & Sons for the Communication Building Project is a credit in the amount of <\$1,094.85> for unused allowance. This change order amends the contract total from \$65,500.00 to \$64,405.15.
5. Change Order #1 to the contract with E.L. Hobbs, Inc. for the Communication Building Project is a credit in the amount of <\$10,547.22> for unused allowance. This change order amends the contract total from \$317,100.00 to \$306,552.78.
6. Change Order #1 to the contract with Inland Empire Architectural Specialties, Inc. for the Communication Building Project is a credit in the amount of <\$10,615.75> for unused allowance. This change order amends the contract total from \$209,986.00 to \$199,370.25.
7. Change Order #1 to the contract with Mitsubishi Electric & Electronics for the Communication Building Project is a credit in the amount of <\$4,010.72> for unused allowance. This change order amends the contract total from \$122,799.00 to \$118,788.28.
8. Change Order #1 to the contract with Pro Installations dba ProSpectra Contract Flooring for the Communication Building Project is a credit in the amount of <\$132,762.29> which includes a credit for Moisture Vapor Emission Control System and for unused allowance. This change order amends the contract total from \$271,500.00 to \$138,737.71.

9. Change Order #1 to the contract with Caston, Inc. for the Communication Building Project is in the amount of \$5,920.45 for the repair of water damage and return of unused allowance. This change order amends the contract total from \$1,258,585.00 to \$1,264,505.45 and remains within the 10% allowed for changes.

10. Change Order #1 to the contract with Corona Aluminum Co. for the Communication Building Project is a credit in the amount of <\$48,884.74> for unused allowance. This change order amends the contract total from \$830,000.00 to \$781,115.26.

11. Change Order #1 to the contract with Blazing Industrial Steel, Inc. for the Communication Building Project is a credit in the amount of <\$19,007.24> for unused allowance. This change order amends the contract total from \$1,974,538.02 to \$1,949,832.79.

12. Change Order #2 to the contract with Brudvic, Inc. for the Communication Building Project is a credit in the amount of <\$24,705.23> for unused allowance. This change order amends the contract total from \$512,322.39 to \$459,669.16.

13. Change Order #1 to the contract with Southern California West Coast Electric, Inc. for the Athletic Facilities Project is in the amount of \$36,849.92 for the additional work to outlets, conduit and wiring as well as installation of power to the pedestals in the parking lot. This change order amends the contract total from \$1,196,900.00 to \$1,233,749.92 and remains within the 10% allowed for changes.

14. Change Order #1 to the contract with JPI Development Group, Inc. for the Athletic Facilities Project is in the amount of \$12,133.10 for the replacement of the existing sewer line in the fitness building. This change order amends the contract total from \$344,000.00 to \$356,133.10 and remains within the 10% allowed for changes.

15. Change Order #1 to the contract with Lippert Construction, Inc. for the Monterey Entrance Project is a credit in the amount of <\$1,560.62> for unused allowance. This change order amends the contract total from \$248,248.00 to \$246,687.38.

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.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Board of Trustees

ITEM #: 1

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

TITLE: REVISION TO VARIOUS BOARD POLICIES – 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.

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:

Approve the revised policies as presented.

Administrator Initiating Item:
Michael O'Neill

Cabinet Review & Approval: 6/11/2013
Chair & Vice Chair Review: 6/13/2013

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Board of Trustees

ITEM #: 2

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

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

BACKGROUND:

This administrative procedure has been revised.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the procedure as presented.

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| Administrator Initiating Item: Michael O'Neill | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Board of Trustees

ITEM #: 3

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

TITLE: 2014 BOARD OF TRUSTEES MEETING DATES - FIRST READING

BACKGROUND:

The Board of Trustee had previously agreed not to change meeting dates once they are posted unless an emergency arises. All members have had time to review these dates for potential conflicts.

Setting these dates early also ensures consistent meeting locations.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the 2014 meeting dates for a first reading.

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| Administrator Initiating Item: Michael O'Neill |
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| Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Board of Trustees

ITEM #: 4

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

**TITLE: NEW BOARD POLICY 7141: PRE-RETIREMENT/PART-TIME
EMPLOYMENT – FIRST READING**

BACKGROUND

The Board of Trustees has received the recommendation of the Superintendent of the College of the Desert Community College District and it is in the best interest of the District to allow certificated employees nearing retirement to work part-time without loss of retirement and other benefits.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the new board policy for a first reading.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 1

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

TITLE: EMPLOYMENT GROUP A APPOINTMENTS - CLASSIFIED

BACKGROUND:

1. Ms. Katie Chartier has been appointed to a new position of Counseling Support Assistant, Title V HIS, effective 5/29/13. Placement on Range 11 of the Classified Salary Schedule is at Step A. This position was previously approved by the Board of Trustees.
2. Mr. Augusto Garza has been appointed to a new position of Part-Time Security Officer, Security, effective 5/28/13. Placement on Range 9 of the Classified Salary Schedule is at Step A. This is a new position to cover the East Valley Campus (Museum).

[*Details on COD website](#)

FISCAL IMPLICATIONS:

The first position is fully funded by restricted funds (the Basic Skills Initiative). The second position is funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies the appointments as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 2

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

TITLE: LEADERSHIP – NEW AND/OR REVISED JOB DESCRIPTIONS

BACKGROUND:

To approve the new and/or revised Leadership job descriptions for the positions listed below:

Vice President, Administrative Services (new)
Executive Dean, Institutional Effectiveness, Educational Services & Planning (new)
Director, Fiscal Services (revised)
Associate Dean, Library, Learning Resources and Distance Education (revised)
Executive Director, Human Resources and Labor Relations (revised)
Dean, Student Access and School Relations (new)
Executive Vice President, Student Success and Student Learning (new)
Chief Technology Officer (revised)
Chief-of-Staff (new)

*[Details on COD website](#)

FISCAL IMPLICATIONS:

These positions are funded through unrestricted funding.

RECOMMENDATION:

To approve the new and/or revised job descriptions for the above positions.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 3

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

TITLE: LEADERSHIP – LIMITED TERM INTERIM APPOINTMENTS

BACKGROUND:

To ratify the limited term interim Leadership appointments of the following individuals on the effective date indicated:

Ms. Zerryl Becker, Interim Dean of Student Access & School Relations, 1.0 FTE, effective June 1, 2013 – May 31, 2014, and is on Range XI on the Leadership Salary Schedule at Range 10. This is a new position.

Mr. Robert Holmes, Interim Director, PaCE, 1.0 FTE, effective June 1, 2013 – August 30, 2013, and is on Range VII on the Leadership Salary Schedule at Range 3. This is a vacated position.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

These positions are funded through unrestricted funding.

RECOMMENDATION:

To ratify the new appointments for the above positions.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 4

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

TITLE: UNPAID LEAVE OF ABSENCE– FACULTY

BACKGROUND:

Mr. Jim Matthews has requested an unpaid leave of absence for the 2013-2014 school year. This leave is in accordance with the Collective Bargaining Agreement between the District and CTA, Article 11.10-Unpaid Leaves. Mr. Matthews will return fall semester 2014.

FISCAL IMPLICATIONS:

This position is fully funded by unrestricted funds. (General Fund)

RECOMMENDATIONS:

Board of Trustees approves the requested unpaid leave of absence as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 5

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

TITLE: REDUCED TEACHING LOAD – FACULTY

BACKGROUND:

Ms. Irene Larsen, Professor/Nursing, and Ms. Kathleen Hudgins, Associate Professor/Nursing, Health Sciences & Education, have requested a reduced teaching load as defined by Article 24.10-Reduced Teaching Load with Full Retirement Credit, for the 2013-2014 school year.

FISCAL IMPLICATIONS:

This position is fully funded by unrestricted funds. (General Fund)

RECOMMENDATIONS:

Board of Trustees approves the requested reduced teaching load as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/10/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 6

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

TITLE: REVISED JOB DESCRIPTIONS - FOUNDATION

BACKGROUND:

To approve the attached revised Foundation job descriptions for the positions listed below:

Director of Development, Fund Development, Annual Giving & Memberships (revised)
Director of Development, Planned Giving and Donor (revised)

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

These positions are funded through restricted funding.

RECOMMENDATION:

To approve the revised job descriptions for the above positions.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 7

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

TITLE: RENEWAL OF CONTRACT - LEADERSHIP

BACKGROUND:

Mr. Adrian Gonzales has been reassigned to his previous position of Dean, Student Support Programs & Services, effective 7/1/13. Placement on Range XI of the Leadership Salary Schedule is at Step 10.

FISCAL IMPLICATIONS:

The position is fully funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the appointments as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 8

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

TITLE: AGREEMENT FOR INDEPENDENT CONTRACTOR

BACKGROUND:

On September 17, 2012, The Southern California Football Association (SCFA) issued its recommendations regarding improvements which should be made relating various procedures within the College's athletic department. In order to be in compliance with various California Community College Athletic Association (CCCCAA) Constitution and By Law, recommendations were made that the college address alleged eligibility violations by instituting a process to insure that all student athletes meet the appropriate requirements & eligibility standards for participating in the college's athletic programs.

On November 13, 2012, Superintendent/President Kinnamon issued his response and report regarding SCFA's recommendations indicating that the college would take corrective action which included, but was not limited to, requiring an additional eligibility review of all athletes and that the review would be made by a person independent of the athletic department and who reports directly to the Superintendent/President.

To implement the Superintendent/President's review, the college, after Board approval, will forthwith enter into an agreement retaining an independent contractor who will provide assistance as follows:

- Review all athletic department eligibility, compliance and related athletic issues (as defined solely by the Superintendent/President) concerning the college's athletic programs.
- Insure that each student athlete at College of the Desert meets all applicable eligibility requirements,
- Insure that the Athletic Department abides by all federal, state, local and District regulations and rules relating to California Community College athletics, assist
- Advise the Superintendent/President only on an as-needed and as requested basis on any matter related to athletic eligibility.
- Contractor will report directly to the Superintendent/President and will provide him with monthly reports regarding services performed.

*See Section 6 "Services to be rendered" attached for full details.

FISCAL IMPLICATIONS:

Costs are estimated at \$40,000.00 for the length of the contract and will be funded by General Funds.

RECOMMENDATION:

Board of Trustees approves the agreement for independent contractor services as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**Desert Community College District
43-500 Monterey Avenue
Palm Desert, California 92260**

CONSULTING AGREEMENT (Independent Contractor)

This consulting agreement (independent contractor) is made and entered into this 1st day of July, 2013, by and between the DESERT COMMUNITY COLLEGE DISTRICT, Riverside County, California, hereinafter referred to as the "DISTRICT" and John Marman, hereinafter referred to as the "Contractor".

CONTRACTOR agrees to provide the DISTRICT the services enumerated in Section 6 of this Agreement under the following terms and conditions:

1. Services shall begin on the 1st day of July, 2013 and continue for a period of six (06) months. Contractor shall be compensated in the amount of \$40,000.00, payable in six equal installments, on or about the first day of each month, in the amount of \$6666.66. Contractor's title shall be Athletic Eligibility and Compliance Consultant. Contractor will work a minimum of 26 hours per week. Hours beyond 26 hours per week, if any, will not entitle contractor to additional payment beyond the amount set forth above. District may terminate this agreement for cause at any time. If this agreement is terminated for any reason, District will not be entitled to any further services of Contractor and Contractor will not be entitled to compensation not yet earned. ("Not yet earned" shall be determined by dividing Contractor's monthly payment by 22 work days per month, and Contractor, after termination, will only be entitled to compensation for days of work already completed)
2. CONTRACTOR shall obtain prior written approval by the DISTRICT for any reimbursement of expenses and shall be paid within thirty days of receipt of invoice and supporting documents. If travel is pre-approved, reimbursements for miles driven will be paid at the approved IRS mileage rate, and Contractor will be reimbursed for reasonable hotel accommodations and meal per diem in accordance with current DISTRICT policy.
3. CONTRACTOR understands and agrees that he is not an employee of the DISTRICT and is not entitled to benefits of any kind or nature normally provided to employees of the DISTRICT, including, but not limited to, State Unemployment Compensation or Workers' Compensation. CONTRACTOR shall assume full responsibility for payment of all federal, state and local taxes or contributions including Unemployment Insurance, Social Security and Income Taxes with respect to CONTRACTOR'S employees. Contractor is solely responsible for determining whether or how entering into this agreement affects his current or future retirement benefits.
4. In the performance of the work herein contemplated, CONTRACTOR is an independent contractor, with the authority to control and direct the performance of the details of the work, DISTRICT being interested only in the results obtained.
5. CONTRACTOR agrees to defend, indemnify and hold harmless the DISTRICT, its Board of Trustees, employees and agents from any and all liability or loss arising in any way out of CONTRACTOR'S performance of this Agreement, including, but not limited to any claim due to injury and/or damage sustained by CONTRACTOR.. DISTRICT agrees to

defend, indemnify and hold harmless the CONTRACTOR, its employees and agents from any and all liability or loss arising in any way out of the negligence of the DISTRICT, its employees or agents, including, but not limited to any claim due to injury and/or damage sustained by DISTRICT, and/or DISTRICT'S employees or agents.

6. Services to be rendered to the DISTRICT by the CONTRACTOR include, but may not be limited to:

All athletic department eligibility, compliance and related athletic issues (as defined solely by the Superintendent/President) concerning the college's athletic programs, including insuring that each student athlete at College of the Desert meets all applicable eligibility requirements, insuring that the Athletic Department abides by all federal, state, local and District regulations and rules relating to California Community College athletics, assist & advise the District's Athletic Director, and assist & advise the Superintendent/President on an as-needed basis on any matter related to athletics. Contractor will report directly to the Superintendent/President (or his designee) and will provide him (or his designee) with monthly reports regarding services performed.

7. Neither party shall assign or delegate any part of this Agreement without the written consent of the other party.
8. The work completed herein must meet the approval of the DISTRICT and shall be subject to the DISTRICT'S general right of inspection and supervision to secure the satisfactory completion thereof. CONTRACTOR agrees to comply with all Federal, State, Municipal and District laws, rules and regulations that are now, or may in the future become applicable to CONTRACTOR, CONTRACTOR'S assignment. Further, this agreement shall not take effect until approved by the District's Board of Trustees at a regularly scheduled meeting.

Dated: _____, 2013

Joel Kinnamon, PhD
Superintendent/President
For the District

John Marman
Contractor

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Human Resources

ITEM #: 9

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

TITLE: EMPLOYMENT GROUP A APPOINTMENT - LEADERSHIP

BACKGROUND:

Ms. Annebelle Nery has been appointed to a new position of Executive Dean, Institutional Effectiveness, Educational Services & Planning, effective 6/1/13 through 5/31/15. Placement on Range XIII of the Leadership Salary Schedule is at Step 9. This is a new position.

FISCAL IMPLICATIONS:

This position is fully funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies the agreement as presented.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 1

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| <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.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 2

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

TITLE: 2013-2014 TENTATIVE BUDGET

BACKGROUND:

Regulations require the Board of Trustees adopts a Tentative Budget* not later than July 1st of each year. The Unrestricted General Fund (UGF) Tentative Budget has gone through the collaborative process. The figures will change as the State budget process develops and the strategies for dealing with the projected deficit are developed.

To allow for necessary expenditures after July 1st and before the Final Budget is adopted, the Restricted Funds Tentative Budget is something of a “carry forward” of the 2012-2013 Budget.

The Unrestricted General Fund Tentative Budget is predicated on the following assumptions:

- State Funding has passed on June 14, 2013 for the California State Budget for 2013-14.
- Revenue and expenditure budgets have only been adjusted for the known items at time of preparation and do not reflect any organizational changes.
 - 1) Reduction in utilities cost
 - 2) Salaries reflect 3% raise
 - 3) Reduction in property and liability insurance premiums
 - 4) Set aside for Trustee election
 - 5) Increase in capital outlay
 - 6) Instructional supplies were added to Unrestricted General Fund
- The Tentative Budget contains revenue provisions for COLA at 1.57% and Restoration of 1.63% as indicated in the proposed State Budget.

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

FISCAL IMPLICATIONS:

The Tentative Budget represents a working budget that permits the District to operate on a sound fiscal basis from July 1, the beginning of the fiscal year. The Final Budget is normally approved by the Board of Trustees in September by the 15th of the month.

RECOMMENDATION:

Board of Trustees adopts the 2013-2014 Tentative Budget as presented.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 3

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

TITLE: 2014-2019 FIVE-YEAR CONSTRUCTION PLAN

BACKGROUND:

Any major construction project submitted by the District to the California Community Colleges Chancellor's Office must appear on this *Five-Year Construction Plan. The District has completed the Facilities Master Plan. The Five-Year Construction Plan includes all of the District's prioritized projects from the Facilities Master Plan.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the revised 2014-2019 Five-Year Construction Plan.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 4

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

TITLE: DESIGNATION OF OFF-SITE LOCATION

BACKGROUND:

During the fall 2013 semester and the spring 2014 semester, College of the Desert will continue to use the *Indio Municipal Golf Course, 83-040 Avenue 42, Indio, CA 92203, as an off-site location to hold College of the Desert's Physical Education Golf classes.

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

Total cost for the use of the facility is \$1,500.00; \$750.00 for the fall semester and \$750.00 for the spring semester, funded by an unrestricted source (Athletics).

RECOMMENDATION:

Board of Trustees approves the Indio Municipal Golf Course, 83-040 Avenue 42, Indio, CA 92203 as an off-site location.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 5

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

**TITLE: RESOLUTION #062013-1 INTENT TO EXCHANGE
REAL PROPERTY/ADJUST BOUNDARIES: EVC MECCA/THERMAL
CAMPUS**

BACKGROUND:

The District's EVC Mecca/Thermal Center is situated on real property commonly described as 61-120 Buchanan Street, Mecca, CA, 92254. The westerly boundary of the District property is irregularly shaped with a boundary in diagonal to Buchanan Street in an easterly direction; the eastern boundary of the District Property includes an irregular "panhandle" shape. The triangular shaped parcel of real property adjacent to the westerly boundary of the District Property along Buchanan Street is owned by private party. A portion of the District Property along the southerly boundary of the District Property is presently unimproved and not used for District purposes; this portion of the District Property is identified in Attachment A*.

The District is authorized by Education Code §81470 et seq. to exchange with any private or public owner real property owned by the District, provided that any such exchange of real property comply with the requirements and processes established in Education Code §81470 et seq. The District intends to exchange the District Parcel for the Adjacent Parcel.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

The terms and conditions for exchange of the District Parcel for the Adjacent Parcel shall be fair, reasonable and in the best interests of the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #062013-1 Intent to Exchange real Property:
Mecca/Thermal Center

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 6

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

TITLE: RESOLUTION #062013-2 AUTHORIZED SIGNATURES

BACKGROUND:

The District receives requests from time to time for an actual resolution designating authorized signatures for the signing of contracts and agreements. The resolution* should satisfy the requirement.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees adopts Resolution #062013-2 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 7

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| <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 Communication Wiring Specialists, Inc. for the Communication Building Project – Structured Cabling is complete as of December 21, 2012 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 Corona Aluminum Co. for the Communication Building Project – Glass, Aluminum & Skylights is complete as of February 17, 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 Final Cleaning Solutions, Inc. for the Communication Building Project – Final Cleaning is complete as of March 25, 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 Pro Installations, Inc. dba ProSpectra Contract Flooring for the Communication Building Project – Floor Covering is complete as of March 6, 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 Queen City Glass Co. for the Math Science Technology Center Building Project – Aluminum Storefront & Glazing is complete as of May 3, 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 Inland Building Construction Companies for the Communication Building Project - Signage is complete as of February 6, 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 Doug Nielsen Construction, Inc. for the Communication Building Project – Rough Carpentry is complete as of November 2, 2012 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 Cochran Interiors, Inc. for the Communication Building Project – Acoustical Ceiling is complete as of January 16, 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 Sheward & Son & Sons for the Communication Building Project – Window Coverings 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.

10. The contract with Chambers, Inc. dba Roof Construction for the Communication Project – Roofing & Insulation is complete as of February 11, 2013 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 Nexus IS, Inc. for the Communication Building Project – Information Technology Systems is complete as of March 3, 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.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 8

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS FOR
THE ATHLETIC FACILITIES PROJECT**

BACKGROUND:

Bid Package #30 – HVAC for the Athletic Facilities Project has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #33 – Structured Cabling for the Athletic Facilities Project 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 contracts as presented.

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| Administrator Initiating Item: Joel L. Kinnamon |
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| Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Fiscal Services

ITEM #: 9

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

TITLE: CHANGE ORDERS

BACKGROUND:

1. Change Order #2 – Monterey Entrance Project – Anderson Charnesky SS is in the amount of \$8,335.26 for changes made to the recognition wall as well as the return of unused allowance. This change order amends the contract total from \$242,257.65 to \$250,592.91.
2. Change Order #3 – Math Science Technology Center Project – Arrowhead Mechanical is in the amount of \$9,407.00 includes approved and directed overtime premium costs. This change order amends the contract total from \$1,474,014.16 to \$1,483,421.16.

FISCAL IMPLICATIONS:

1. This project is funded by proceeds from Measure B Bond. This Change Order, together with an earlier Change Order for \$15,257.65, can be accommodated within the overall project budget.
2. This project is funded by proceeds from Measure B Bond. This Change Order, together with earlier Change Orders for \$131,014.16, can be accommodated within the overall project budget.

RECOMMENDATION:

Board of Trustees approves the change orders as presented.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

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.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Student Affairs

ITEM #: 1

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

**TITLE: APPROVAL OF 2013-2014 BUSINESS PLAN FOR THE
INTERNATIONAL EDUCATION PROGRAM (IEP)**

BACKGROUND:

In an effort to maintain or increase our international student numbers, increase diversity on campus and generate revenue for the district, the IEP conducts overseas recruitment. Overseas recruitment activities include participation in university fairs, school visits, visits with educational agencies and participation in educational agent fairs in various countries. Locations are determined based on a review of current numbers within the IEP and Intensive English Academy programs as well as industry statistical information. Overseas recruitment is an important element of College of the Desert recruitment and is important in an increasingly competitive market.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

All expenses will be covered from revenues included in the Business Plan for the International Education Program.

RECOMMENDATION:

Board of Trustees approves the 2013-2014 Business Plan for the International Education Program as presented including the year's planned travel for recruitment purposes noted within.

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| Administrator Initiating Item: Adrian Gonzales | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Board of Trustees

ITEM #: 1

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

TITLE: NEW ADMINISTRATIVE PROCEDURE 7141: PRE-RETIREMENT/PART-TIME EMPLOYMENT

BACKGROUND:

The Board of Trustees has received the recommendation of the Superintendent of the College of the Desert Community College District and it is in the best interest of the District to allow certificated employees nearing retirement to work part-time without loss of retirement and other benefits.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

This item is provided as information to the Board of Trustees.

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| Administrator Initiating Item: Stan Dupree | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 6/20/2013

AREA: Board of Trustees

ITEM #: 2

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

TITLE: BOARD REPORTS: BOARD POLICY 2311

BACKGROUND:

The Board of Trustees had been submitting written reports prior to the meetings and summarizing these reports at the meeting. The Board Chair would like to discuss Board reports relative to Board Policy 2311.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

This item is for discussion by the Board of Trustees.

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| Administrator Initiating Item: Michael O'Neill | Cabinet Review & Approval: 6/11/2013 Chair & Vice Chair Review: 6/13/2013 |
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