



# Agenda

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE:** WEDNESDAY, JULY 20, 2016  
**TIME:** 9:30 A.M.  
**LOCATION:** 43500 MONTEREY AVENUE, PALM DESERT, CA  
CRAVENS MULTIPURPOSE 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](http://www.collegeofthedesert.edu). This is a non-interactive format allowing viewers to hear the discussion and view the Board of Trustees during the meeting. Archived video of some prior meetings is also available. The minutes of the meetings of the Board of Trustees are the official record of the actions of the Board.*

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

**II. AGENDA:**

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

**B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of July 20, 2016 with any additions, corrections, or deletions.**

**III. CLOSED SESSION: 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, and/or following the open session if additional time is needed.**

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

1. **CONFERENCE WITH LABOR NEGOTIATOR**, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

2. **PERSONNEL**

a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**  
(Government Code Section 54957)

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**  
• Superintendent/President

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

4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 020, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034, 641 261 020 0, 687 199 001, 687 199 002, 687 212 009, 687 212 010, 687 212 011, 687 212 022, 687 212 023, 687 212 024, 687 212 027, 611 211 013, 611 211 014, 611 211 019, 663 290 003-5, 664 190 015

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

IV. **OPEN SESSION** (10:30 a.m.)

Closed session report (if any)

V. **PUBLIC UPDATES**

VI. **PUBLIC COMMENTS:** 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 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. **INTRODUCTION OF STAFF**

VIII. **APPROVE THE MINUTES OF:**

Regular meeting of June 16, 2016 ([Details on COD Website](#))

**IX. REPORTS**

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

- X. 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. Personnel Items

**B. ADMINISTRATIVE SERVICES**

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #12
- 5. Out-of-State Travel
- 6. Gifts/Donations to the District
- 7. Amendments to Contracts – Measure B Bond Projects
- 8. Budget Transfers

**XI. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

- 1. Board Policy Review – 2nd Reading
  - a. BP 1100 Desert Community College District
  - b. BP 2010 Board Membership
  - c. BP 3520 Local Law Enforcement
  - d. BP 2710 Conflict of Interest
- 2. Board Meeting Dates – 2nd Reading

**C. SUPERINTENDENT/PRESIDENT**

1. College Support Organization Representative on the Citizens' Bond Oversight Committee

**D. ADMINISTRATIVE SERVICES**

1. [Public Hearing at 1:30 pm] Consideration of a Resolution of Necessity of the Board of Trustees of the Desert Community College District for the Acquisition of a Fee Interest in Certain Real Property Located at 2365-2475 East Tahquitz Canyon Way, and Identified as Assessor Parcel Nos. 502-190-003, 502-190-004, 502-190-008, 502-190-015 and 502-190-020, in Palm Springs, California, by Eminent Domain, is Necessary for the College of the Desert West Valley Campus Project in the City of Palm Springs, Riverside County, California
2. Public Hearing Concerning the Intent to Enter Into a Lease Agreement and a License Agreement
3. Authorization to Enter into a Lease Agreement and License Agreement with Desert Mist Farms
4. Resolution #072016-2 Resolution of the Board of Trustees of the Desert Community College District Ordering a Bond Election, and Authorizing Necessary Actions in Connection Therewith
5. Budget Revision
6. Declare Property as Surplus
7. Designation of Off-Site Location
8. Resolution #072016-3 Budget Revisions, Adjustments and Transfers
9. Resolution #0782016-4 Substantiating Application to the California Community College Chancellor's Office for the East Valley Campus
10. Resolution #072016-5 A Resolution of the Desert Community College District Board of Trustees Approving Grant Application – State of California / Coachella Valley Mountains Conservancy – Proposition 1 Grant and Directing and Authorizing Vice President, Administrative Services or designee as the Official Representative of the Applicant

**E. STUDENT SUCCESS AND STUDENT LEARNING**

1. Approval of the 2016-17 College of the Desert Catalog

**F. INFORMATION ITEMS**

1. Fall 2016 Flex Schedule

**XII. STUDY SESSION**

- Integrated Institutional Planning Update – Joel L. Kinnamon,  
Superintendent/President

**XIII. FUTURE AGENDA ITEMS**

**XIV. CLOSED SESSION (CONT'D if needed)**

**XV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 1**

**AREA:** Human Resources

**TITLE:** PERSONNEL ITEMS

<input checked="" type="checkbox"/> <b>CONSENT</b> <input type="checkbox"/> <b>ACTION</b> <input type="checkbox"/> <b>INFORMATION</b>
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A recommendation is made that the Board of Trustees approves/ratifies the following list of Personnel Items:

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Effective</b>
<b>Appointments: Classified</b>			
Keith Prouty	Lab Tech – position changed to 12 months	ASBU	7/1/2016
Christee Raya	PT A & R Tech	A & R	7/25/2016
<b>Appointments: Faculty</b>			
Jeffrey Azer	Temp FT Culinary Arts	ASBU	8/22/2016-12/16/2016
Karen Bartels	Temp FT Math	Math & Sciences	Extended to 12/16/16
Steinar Johansen	Temp FT Math	Math & Sciences	8/22/2016-12/16/2016
Sally Kalpakoff	Temp FT Math (Fall Only)	Math & Sciences	8/22/2016-12/16/2016
Matthew Neves	Instructor, Theater	Arts & Sciences	8/22/2016
Thomas O’Grady	Instructor, ASL	Communications & Humanities	8/22/2016
Jose Pablo Romero	Instructor CIS	ASBU	8/22/2016
Eduardo Vaca	Instructor, Horticulture	ASBU	8/22/2016
<b>Appointments: Leadership</b>			
Patricia Espinosa	Interim Director, Upward Bound	TRiO/Upward Bound	7/11/2016-12/31/2016
<b>Continuation/Extension of Assignment: Classified</b>			
Eveleen Barssom	ISA Math	Math & Sciences	5/31/2016-7/28/2016
Roger Bell	Library Specialist	Library	7/1/2016
John Bratton	ISA Math	Math & Sciences	5/31/2016-7/28/2016
Eduardo Duran	ISA Math	Math & Sciences	5/31/2016-7/28/2016
German Musch	Lab Specialist	Math & Sciences	6/8/2016-6/10/2016
Sousan Najafi	ISA Math	Math & Sciences	5/31/2016-7/28/2016
Parvathy Padmanabhan	ISA Math	Math & Sciences	5/31/2016-7/28/2016
Annette Patino	Library Specialist	Library	7/1/2016
Irvin Trejo Pantoja	ISA Math	Math & Sciences	5/31/2016-7/28/2016
Damaris Zatarain	ISA Math	Math & Sciences	5/31/2016-7/28/2016
<b>Professional Advancement: Faculty</b>			
Vida Rossi-Dean	English/Reading	Communications	7/1/2016
<b>Reclassification: Leadership</b>			
Cody McCabe	Director, Int’l Student Program	Student Success	7/1/2016
<b>Sabbatical: Faculty</b>			

Edwin Reed	Communications & Humanities	Communications	2016-2017 Academic Year
<b>Separations</b>			
Stephen Beno	Professor, Culinary Arts	ASBU	6/22/2016
Monica Cabrera-Lucero	UB Support Assistant	Upward Bound	7/28/2016
Gene Durand	Director, Human Resources	Human Resources	7/1/2016
Sasha Kiselstein	ISA-Math	Math & Sciences	6/1/2015
Renee Martin-Thornton	Instructor, Nursing	Nursing	7/8/2016
Angel Meraz	Director, Upward Bound	SS/SL	6/30/2016
Bruce Perry	Sr. HVAC&R Mechanic	M & O	6/23/2016
Racquel Schoenfeld	Coordinator/Counselor	CalWORKS	6/30/2016
Eduardo Vaca	Lab Tech-Ag & Adjunct	ASBU	8/22/2016
Angela Walton	Exec. Asst. President & BOT	President's Office	7/14/2016
Diane Wirth	Interim Vice President, HR	Human Resources	6/24/2016
<b>Temporary/Substitute: Classified</b>			
Laura Alvarez Herrera	Sr. Office Asst. Bilingual	PaCE	7/11/2016-10/31/2016
Maria Magana	A&R Technician	Admissions & Records	??
Mauricio Ruiz	Financial Aid Specialist	Financial Aid	6/13/2016-6/30/2016
Kimberly Sanchez	Call in Security	Security	6/24/2016
Ricardo Vazquez	Call in Security	Security	5/23/2016
Mamta Verma	Library Specialist	Library	5/26/2016
Cecilia Woodward	Admin. Svcs Assist.	Fiscal Services	7/18/2016-8/4/2016
<b>Temporary Employment Agreements</b>			
Juan Aleman, Jr.	Assistant Men's Soccer Coach	Athletics	7/1/2016-6/30/2017
Roger Barajas	Supplemental Instr. Leader	EDGE	6/13/2016-8/10/2016
Daniel Benke	Supervise Lab Equip Upgrade	ASBU	6/13/2016-7/28/2016
Carlos Calixto	Assistant Men's Soccer Coach	Athletics	7/1/2016-6/30/2017
Jose Pipo Castillo	Head Men's Soccer Coach	Athletics	7/1/2016-6/30/2017
Marion Champion	Co-Head Volleyball Coach	Athletics	7/1/2016-6/30/2017
Chris Daniels	Supplemental Instr. Leader	EDGE	5/31/2016-8/10/2016
Rachael Eldridge	1 <sup>st</sup> Yr Experience Taskforce	Student Services	6/8/2016-6/30/2016
Garrett Estrin	Head Women's Soccer Coach	Athletics	7/1/2016-6/30/2017
Garrett Estrin	Head Softball Coach	Athletics	7/1/2016-6/30/2017
Ben Fitzpatrick	Head Men's Cross Country Coach	Athletics	7/1/2016-6/30/2017
Nellie Garcia	Head Women's CC Coach	Athletics	7/1/2016-6/30/2017
Emily Gillean	Supplemental Instr. Leader	EDGE	5/30/2016-8/10/2016
Dana Graham	Assistant Volleyball Coach	Athletics	7/1/2016-6/30/2017
Matthew Harding	Assistant Football Coach	Athletics	7/1/2016-6/30/2017
Madelyn Johnson	Upward Bound Instructor (sub)	Upward Bound	6/13/2016-7/14/2016
Sterling Johnson	Supplemental Instr. Leader	EDGE	6/27/2016-8/10/2016
Ben Knapp	Assistant Head Football Coach	Athletics	7/1/2016-6/30/2017
Michael Knapp	Assistant Football Coach	Athletics	7/1/2016-6/30/2017

Robert Pellenbarg	Evaluate & Service Telescopes	Math & Science	7/27/2016-8/18/2016
Jorge Polanco	Assistant Women's Soccer Coach	Athletics	7/1/2016-6/30/2017
Rory Pratt	Train the Trainer	ASBU	6/6/2016-7/28/2016
Sedrick Reagor	Assistant Football Coach	Athletics	7/1/2016-6/30/2017
Michelle Richards	Work Experience Summer Class	ASBU	7/18/2016-7/28/2016
Detlev Rothe	Co-Head Volleyball Coach	Athletics	7/1/2016-6/30/2017
Ilene Rubenstein	Upward Bound-Summer Facilitator	Upward Bound	6/15/2016
Gary Sabella	Head Women's Golf Coach	Athletics	7/1/2016-6/30/2017
Christine Schaefer	DE Support	IT	8/26/2016-12/16/2016
Darren Seymour	Assistant Football Coach	Athletics	7/1/2016-6/30/2017
Jon Skramstad	Assistant Volleyball Coach	Athletics	7/1/2016-6/30/2017
Danyel Snelson	Upward Bound-Summer Instr	Upward Bound	6/13/2016-7/14/2016
Mark Speer	Community Education-Smog	PaCE	7/1/2016-6/30/2017
Samantha Stephens	Chaperone for UB trip	Upward Bound	7/18/2016-7/21/2016
Jack Steptoe	Head Football Coach	Athletics	7/1/2016-6/30/2017
Adrian Torres	Upward Bound-Summer Instr	Upward Bound	6/13/2016-7/14/2016
Adrian Torres	Chaperone for UB trip	Upward Bound	7/18/2016-7/21/2016
Steve Valpy	Curriculum Development-ZNE	ASBU	6/27/2016-7/30/2016
Cecilia Woodward	Admin Srvc. Asst.	Fiscal Services	7/18/2016-8/4/2016
<b>Volunteers</b>			
Matthew Harding	Football	Athletics	6/21/2016
Darren Seymour	Football	Athletics	6/20/2016
<b>Working out of Class: Classified</b>			
Mayra Juarez	CDC Assistant	CDC	7/1/2016
TeDreanna Spears	Sr. Financial Aid Specialist	Financial Aid	6/7/2016-6/21/2016

<b>Administrator Initiating Item:</b> Mary Ann Gularte	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 1**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **June 30, 2016** as follows:

A. Purchase Orders/Open Purchase Order in excess of \$25,000

In the aggregated amount of \$1,603,831.90, as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$408,950.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$3,882,062.48, as presented. **Note that the report includes all purchase orders and contracts including those reported above.** [Details on COD Website](#)

**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.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair and Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: WARRANTS**

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies the warrants in the amount of \$3,361,358.64, as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair and Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016**

**ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS**

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**BACKGROUND:**

Each month the Fiscal Services Office submits contracts/agreements and/or amendments for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an agreement.

In the case of contracting with professional firms, the District often goes through a process of prequalification based on status, work history, suitability for the work required, and fees. Contracts are subsequently awarded from within the prequalified group of firms. Such is the case with the listed contracts that are part of the Bond Program.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The contracts are put through an approval process which includes verification of funds available in the budget.

**RECOMMENDATION:**

Board of Trustees approves and/or ratifies the contracts/agreements and amendments as presented.

<b>Administrator Initiating Item:</b> Lisa Howell
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<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair and Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #12**

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**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 #12 in the amount of \$4,136,683.78, as follows:

Certificated:	\$2,771,141.57
Classified:	<u>\$1,365,542.21</u>
	\$4,136,683.78

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair and Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 5**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: OUT-OF-STATE TRAVEL**

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**BACKGROUND:**

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state/country travel expenses; and according to the California Education Code Section 87032, the Board of Trustees must formally approve out-of-state travel.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Travel expenses will be paid from Restricted and Unrestricted budget accounts.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair and Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 6**

**AREA:** Administrative Services

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

**TITLE: GIFTS/DONATIONS TO THE DISTRICT**

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**BACKGROUND:**

- An evaporator coil gravity style donated to the School of Applied Sciences and Business by Allied Refrigeration, Cathedral City, CA. This item will be utilized by students in the Heating, Ventilating and Air Conditioning program.
- A Dell Alienware Aurora Computer Tower donated to the School of Applied Sciences and Business by Mr. Leonard E. Lyon, Indio, CA. This item will be utilized by students in the Computer Information Systems program.
- Seventeen inch Corrected Dall-Kirkham Astrograph (CDK) optical telescope with a Charged Couple Device (CCD) camera donated to the School of Math and Science by Ivoj Kudrnac, Palm Desert, CA. The telescope will allow the School of Math and Science to offer new courses, certificates and degree programs in Engineering, Physics, Astroimaging and Observatory Operations. Students will have the opportunity to collaborate with four year colleges and NASA on research projects. The School of Math and Science will be able to do community and K-123 outreach projects.

**FISCAL IMPLICATIONS:**

Any related costs would be paid from the school's program budget.

**RECOMMENDATION:**

Board of Trustees accepts donations to the District and a letter of appreciation will be sent to the donors by the Office of the President.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 7**

**AREA:** Administrative Services

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

**TITLE: AMENDMENTS TO CONTRACTS – MEASURE B  
BOND PROJECTS**

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**BACKGROUND:**

Each month the Bond Office submits amendments to Measure B Bond contracts for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an amendment.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Projects are funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves the amendments to the contracts listed on the attachment.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 8**

**AREA:** Administrative Services

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

**TITLE: BUDGET TRANSFERS**

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**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 COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair and Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: APPROVAL OF VARIOUS BOARD POLICIES  
2nd Reading**

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**BACKGROUND:**

The following policies have been reviewed and approved by the President’s Executive Cabinet, as well as College Planning Council.

Board Policies:

- [BP 1100 Desert Community College District](#)
- [BP 2010 Board Membership](#)
- [BP 3520 Local Law Enforcement](#)
- [BP 2710 Conflict of Interest](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the policies for a second and final reading.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 2**

**AREA:** Board of Trustees

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

**TITLE: BOARD OF TRUSTEES MEETING DATES  
SECOND READING**

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**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. The first reading of these dates was approved at the June 2016 Board of Trustees meeting.

Setting these dates early also ensures consistent meeting locations.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Receive the 2017 meeting dates for a second and final reading.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 1**

**AREA:** Superintendent/President

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

**TITLE: COLLEGE SUPPORT ORGANIZATION  
REPRESENTATIVE ON THE CITIZENS' BOND OVERSIGHT  
COMMITTEE**

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**BACKGROUND:**

The Desert Community College District was successful in passing its Measure B Bond Measure on March 2, 2004 for \$346.5 million. Pursuant to ECS 15278, and Proposition 39 restrictions, the District is required to appoint an Oversight Committee whose primary purpose is to inform the public at least annually in written report concerning the expenditure of bond proceeds.

The Oversight Committee must consist of at least seven members from specified groups or organizations. The memberships must have one member each from a business organization, a senior citizen organization, a community college support organization, a bona fide taxpayer organization, and one student from College of the Desert. Mr. Larry Spicer resigned as the College Support Organization Representative. The next College Support Organization Representative is recommended as follows:

Mr. Vernon Kozlen as the College Support Organization Representative for the vacant position on the Citizens' Bond Oversight Committee.

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees appoints Mr. Vernon Kozlen as the College Support Organization Representative for the vacant position on the Citizens' Bond Oversight Committee.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: D-1, 1:30 pm**

**AREA:** Administrative Services

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

**TITLE: CONSIDERATION OF A RESOLUTION OF  
NECESSITY FOR THE ACQUISITION OF REAL PROPERTY  
IDENTIFIED AS ASSESSOR PARCEL NOS. 502-190-003, 502-190-004,  
502-190-008, 502-190-015 AND 502-190-020**

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**BACKGROUND:**

That the Board of Trustees conducts a public hearing to:

- (A) Consider the adoption of a Resolution of Necessity for the acquisition of a fee interest in certain real property, by eminent domain, which is located at 2365-2475 East Tahquitz Canyon Way, in Palm Springs, California. The property is improved and occupied and, according to the title report issued by First American Title Company, is assigned Assessor Parcel Nos. 502-190-003, 502-190-004, 502-190-008, 502-190-015 and 502-190-020, and to provide all parties interested in the affected property, their attorneys or representatives, an opportunity to be heard on the issues relevant to the Resolution of Necessity;
- (B) Make the following findings as hereinafter described in this report:
  - (1) The public interest and necessity require the proposed project;
  - (2) The project is planned or located in a manner that will be most compatible with the greatest public good and the least private injury;
  - (3) The real property to be acquired is necessary for the project; and
  - (4) An offer to purchase the property was made pursuant to Section 7267.2 of the Government Code; and
- (C) Adopt Resolution of Necessity No. 072016-1 declaring that the acquisition of a fee interest in certain real property located at 2365-2475 East Tahquitz Canyon Way, in Palm Springs, Riverside County, California, by eminent domain, is necessary for public right-of-way for the College of the Desert West Valley Campus Project.

The Board is being asked to consider the adoption of a resolution of necessity for a fee interest in the parcel discussed below.

This interest is necessary for the College of the Desert West Valley Campus Project (“Project”). Pursuant to the Desert Community College District’s (the “District”) West Valley Campus Master Plan and Draft Environmental Impact Report, the Palm Springs Mall building would be

demolished to allow development of the proposed campus. The Project is expected to call for approximately 330,000 square feet to be constructed in phases and will include core campus, academic pillar/partnership space, ancillary campus buildings, a conference center and limited campus-oriented retail. The campus will be comprised of classrooms, lecture halls, labs, conference facilities, administrative offices and other support facility to accommodate enrollment of approximately 3,000 full-time equivalent students. The existing Camelot Theaters and Jack-in-the-Box restaurant will remain and will be integrated into the overall master plan.

An offer of just compensation was made on April 28, 2016 to the property owner pursuant to Government Code section 7267.2.

The eminent domain process begins with the adoption of a Resolution of Necessity declaring intent to acquire a specific interest in all, or a portion of, real property through eminent domain proceedings for public right-of-way and, in this instance, the Project.

The power of eminent domain is used by the District only as a last resort to obtain interests necessary for public projects after 1) negotiations have stalled; or 2) the owner has requested the District proceed directly to eminent domain for tax or other advantages; or 3) the eminent domain process is necessary to clear the title to the property. In this case, an offer of just compensation has been made to the owner for the full Fair Market Value as determined by an independent appraisal. District staff attempted to negotiate amicable settlements in good faith, and will continue to do so throughout the process. Fair Market Value is defined by the State of California and is one of the most inclusive definitions in the United States. It requires the highest and best use of the property be considered. The District's appraisal must meet the California definition of Fair Market Value.

One of the requirements for acquiring property for public projects is that an offer of just compensation be made to the owners of the property. The amount of compensation is determined by appraisals prepared by independent appraisal firms licensed by the Bureau of Real Estate Appraisers. The content of these appraisals, what elements are considered in them, and the methodologies used in the preparation are all proscribed by various laws and the Uniform Standards of Appraisal Practice (USPAP), published by the Appraisal Foundation. The Federal Government recognizes the USPAP as generally accepted appraisal standards and requires USPAP compliance for appraisers in federally related transactions. Every appraisal calculates the market value of the acquisition as defined by the California Code of Civil Procedure, based on the highest and best use, as defined in USPAP, and includes consideration of severance damages and project benefits (also defined in the California Code of Civil Procedure). In every case, the owner is invited to accompany the appraiser during the site visit so that as much information as possible is considered in the appraisal. In some instances, a review appraisal prepared by a different certified appraiser is then conducted to ensure all proper procedures have been followed. Additionally, in accordance with state law, every owner is offered up to \$5,000 to reimburse them for the cost to have their own appraisal prepared.

The timing of this resolution will balance the need to give the owner as much time as possible to reach an agreement, while at the same time allowing enough time for the District to go through

the process to obtain possession in time to avoid delays to project. The legal process from adoption of a resolution of necessity to receiving legal possession of the occupied property takes approximately 150 days.

***RESOLUTION OF NECESSITY HEARINGS AND REQUIRED FINDINGS:*** The recommended actions of the Board of Trustees pertain to the acquisition of a fee interest in real property from the property owners listed below. The appraised value of the probable just compensation will be deposited in the State of California Condemnation Deposits Fund, where it shall remain until such time as the funds may be properly disbursed.

California eminent domain law provides that a public entity may not commence an eminent domain proceeding until its governing body has adopted a Resolution of Necessity, which resolution may only be adopted after the governing body has given each party with an interest in the affected property or their representatives a reasonable opportunity to appear and be heard on the following matters:

1. The public interest and necessity require the proposed project.
2. The project is planned or located in the manner that will be most compatible with the greatest public good and the least private injury.
3. The real property to be acquired is necessary for the project.
4. An offer of just compensation has been made to the property owner.

Since an agreement has not been reached with the owner, it may be necessary to acquire the necessary interest by eminent domain. The initiation of the eminent domain process is accomplished by the Board's adoption of a resolution of necessity for the affected property.

The record owner must be afforded an opportunity to appear at the hearing and lodge objections. A notice of this hearing was sent by first class mail to the owner, and stated the Board's intent to consider the adoption of resolutions, the right of the property owner to appear and be heard on these issues, and that failure to file a written request to appear would result in a waiver of the right to appear and be heard. The Board scheduled this hearing at which all persons who filed a written request in compliance with applicable law may appear and be heard.

### **Finding 1: Public Interest and Necessity Require the Project**

The West Valley Campus Master Plan sets for the vision and mission of the College of the Desert as a center of collaboration and innovation for educational achievement, economic development and quality of life in the Coachella Valley and surrounding communities. This includes a commitment to responsible and highly sustainable practices in all aspects of college activity. The Master Plan describes the process by which the College considers and approves implementation of this Campus Master Plan. The Master Plan also discusses the *College of the Desert Strategic Education Master Plan* the purpose of which is to provide a blueprint for the academic future of the Desert Community College District, and to serve as the foundation of subsequent planning efforts.

As growth has continued within the service area of the Desert Community College District, the College has continued to develop and evolve plans that assure that all the communities have access to the educational programs that College of the Desert has to offer. The District has already expanded into facilities in the eastern areas of the Coachella Valley, including the Mecca-Thermal campus and the Indio Educational Center. Many of the community college services to be provided by the West Valley Campus will also be augmented by main campus facilities and services in Palm Desert. The West Valley Campus is a direct outgrowth of the District's assessment of need for the geographic area this campus will serve.

The emerging demographic and economic circumstances of the western Coachella Valley communities, and the broader valley and region in general, help define the need for educational and vocational programs offered by the West Valley Campus. As demonstrated by the local and regional demographic profile in Section 3.2 of the Master Plan, the area consists of a growing population which, in the case of Desert Hot Springs, has exceeded the County's and State's growth rates over the past decade. With the exception of Palm Springs (which has historically attracted an older population of retirees and seniors), the West Valley Campus service area consists of a young adult population. Although the graduation rates achieved by the Palm Springs Unified School District that serves the area are comparable to or higher than those of other valley school districts, Desert Hot Springs and Palm Springs continue to rank lowest or among the lowest in the valley in college enrollment.

Income and housing characteristics also indicate that the western valley communities are lagging behind other Coachella Valley cities and Riverside County. Desert Hot Springs has the lowest median household income in the valley, and Cathedral City has the third lowest, both of which are notably less than the County and State median household incomes. Cathedral City and Palm Springs are third and fourth lowest regionally.

Approximately 27% of Desert Hot Springs' families are living below the poverty level, having the second highest rate in the valley. Among families with children, the number reaches 37.5%, highest in the valley and more than twice that of Riverside County and the State. Existing and new home values in Desert Hot Springs are the lowest of the valley, and those in Cathedral City are close behind. Palm Springs, Cathedral City, and Desert Hot Springs have the lowest percentages of owner-occupied housing in the valley, which are substantially lower than the County and State.

Although unemployment rates have dropped throughout the Coachella Valley since 2009, that of Desert Hot Springs remains second highest in the valley and well above that of Riverside County. Unemployment rates of Palm Springs and Cathedral City have remained moderate. US Labor Department data demonstrate that unemployment rates fall with a rise in educational level, and American Community Survey data indicate that incomes rise with educational attainment. Nonetheless, median earnings for nearly all educational levels in Palm Springs, Cathedral City, and Desert Hot Springs remain lower than those of Riverside County and the State.

**Finding 2: The Project is Planned or Located in a Manner Most Compatible with Greatest Public Good and Least Private Injury**

A thorough analysis was conducted to find the single best location for the College of the Desert West Valley Campus Project. Environmental analyses and findings indicate the chosen site uniquely satisfies engineering, public health, and environmental issues and is the most compatible with the greatest public good and least private injury.

To minimize private injury, a thorough analysis regarding the need for the property and the interest sought was conducted. Efforts during the process included public and private meetings where individuals and business could obtain information about the proposed project and offer feedback about the project and potential impacts and the District could assess the best possible location for the Project. The District also attempted to make direct contact with YTC Investments LLC specifically to meet with the property owner to discuss the project design and any other issues concerning the project and its potential impacts, to ensure the chosen site achieved the greatest public good with the least private injury.

The District provided numerous opportunities for public review and comment on the Project and engaged in extensive outreach regarding the Project's potential impacts by way of public review and comment, as well as noticed and agendized public meetings.

As part of the acquisition process, unless settlement was reached within the first 30 days after an offer was made, the property owner was provided an opportunity to participate in meetings with project staff. The goal of these meetings was to minimize private injury not only on the basis of information staff obtained through the planning process, but also on the information provided by the owner.

Compliance with the California Environmental Quality Act has been satisfied. Specifically, the District served as the lead agency for purposes of completing and publicly circulating an Environmental Impact Report, which comprehensively analyzed the Project's potential environmental impacts. The EIR confirmed that, with mitigation, no significant and unavoidable environmental impacts would result from the Project and, as to many resources, the Project may have beneficial environmental effects. The District's Board held an agendized and noticed public meeting to consider the CEQA document and the Project, and the Board's subsequent adoption of the certified EIR in its role as a responsible lead agency on May 20, 2016.

### **Finding 3: The Real Property to be Acquired is Necessary for the Project**

The property interest sought below has been analyzed to determine if a feasible design alternative that exists would alleviate the need for the interest. As indicated above, the owner of the interest was invited to meet with project staff and provide input to address any concerns the owners may have with the Project in the manner proposed and the necessity of the acquisition. To the extent the owners raised such concerns, staff took those concerns into consideration and attempted to make design modifications as feasible as possible. In the end, staff recommends the following interests in real property are necessary for the project.

***RON No. 072016-5 – Owner: YTC Investments, LLC; APN 502-190-003, 502-190-004, 502-***



## **190-008, 502-190-015 and 502-190-020**

The affected property is located at 2365-2475 East Tahquitz Canyon Way, in Palm Springs, California, and identified as Assessor Parcel Nos. 502-190-003, 502-190-004, 502-190-008, 502-190-015 and 502-190-020. The subject property consists of five assessor parcels identified as two larger parcels, generally bounded by Farrell Drive, Tahquitz Canyon Way and Baristo Road.

**Parcel A** consists of the Palm Springs Mall and contains a gross building area of 358,700 square feet and a rentable building area of 317,000 square feet, situated on a 25.87 acre (or 1,126,897 square foot) site. The mall has both interior and exterior accessed retail space.

**Parcel B** consists of a fast food restaurant occupied by Jack in the Box. This parcel is not being considered for acquisition by the District.

The intended purpose for the property is for the College of the Desert West Valley Campus Project. The property is described in the attached Exhibit A.

The District seeks to acquire a fee interest in the subject property. An offer of just compensation for the property interest sought to be acquired was made to the record owner on April 28, 2016. The District has retained the services of Overland, Pacific & Cutler, Inc., a right of way acquisition and relocation firm, to provide relocation assistance as needed.

The District now seeks a resolution of necessity for the purpose of acquiring the property interest necessary for the project.

The legal descriptions and plat map of the property sought to be acquired are attached as an exhibit to Resolution of Necessity No. 072016-1.

The Notice of Hearing to YTC Investments, LLC was mailed on April 28, 2016.

### **Finding 4: Offers of Just Compensation Have Been Made to the Property Owners**

A litigation guarantee was obtained from First American Title Insurance Company to confirm and identify the parties with an interest in the affected property. The District then served the affected property owner and other interested parties as appropriate, with a notice of the District's decision to appraise the property.

The District had the real property interests appraised by the real estate appraisal firm of Mason & Mason to establish the fair market value of the property interest the District is seeking to acquire from the property identified herein.

An offer of just compensation was made to the property owner to purchase the property interest and, based on the approved appraisal, as required by Section 7267.2 of the California

Government Code. However, the District will acquire the fee interest from the property owners and/or tenants through eminent domain, to ensure the property will be available to meet the time frames associated with the Project.

***ENVIRONMENTAL ANALYSIS:*** To consider the potential environmental impacts of the Project, the District prepared and publicly circulated a Draft Environmental Impact Report. Following the receipt of and response to comments on that Draft EIR, a Final EIR was completed and certified, and all appropriate environmental findings were made by the District on May 20, 2016. Therefore, the Project is in compliance with the California Environmental Quality Act.

Details on COD Website:

[Exhibit A](#)  
[Resolution #072016-1](#)

**FISCAL IMPLICATIONS:**

There are no federal funds attributed to this project. The fiscal impact will be absorbed by general funds.

**RECOMMENDATION:**

Therefore, it is recommended that the Board of Trustees find that the Project is in compliance with the California Environmental Quality Act and adopt Resolution No. 072016-1

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: PUBLIC HEARING CONCERNING THE INTENT TO  
ENTER INTO A LEASE AND A LICENSE AGREEMENT**

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**BACKGROUND:**

As per California Code of Regulations Section 81378.1, the Desert Community College District is holding a Public Hearing in connection with its intent to enter into a lease and a license agreement with Desert Mist Farms. The Lease and License Agreements are for the purpose of sowing, planting, and harvesting crops and planting, growing and harvesting of date palm trees on the northeast corner of the District's property located at 61120 Buchanan Street, Thermal, CA. All interested parties may appear and comment on the proposed Lease and License Agreements.

**FISCAL IMPLICATIONS:**

Identified in Administrative Services action item #10.

**RECOMMENDATION:**

Board of Trustees holds a public hearing prior to entering into a Lease and a License Agreement.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016**

**ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: AUTHORIZATION TO ENTER INTO A LEASE  
AGREEMENT AND A LICENSE AGREEMENT**

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**BACKGROUND:**

The District has a Lease Agreement with Prime Time International for the purpose of planting, growing, and harvesting all crops on a portion of the District's property located at 61120 Buchanan Street, Thermal, CA and a License Agreement for the northeast corner of the property at 61120 Buchanan Street, Thermal, CA, to sow, plant and harvest date palm trees through July 20, 2016. In the past, Prime Time International sub-leased the ground to Desert Mist Farms who has farmed the ground. Desert Mist Farms would like to continue leasing the portion of the property located at 61120 Buchanan Street, Thermal, CA, at a lease rate of fair market value.

This agreement would update both the lease and licensing agreement to reflect Desert Mist Farms who currently farms the ground.

**FISCAL IMPLICATIONS:**

Revenues of approximately \$28,680.00 would be received on an annual basis.

**RECOMMENDATION:**

Board of Trustees approves and authorizes the Vice President, Administrative Services to enter into a Lease Agreement and License Agreement with Desert Mist Farms.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #072016-2 | RESOLUTION OF THE  
BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE  
DISTRICT ORDERING A BOND ELECTION, AND AUTHORIZING  
NECESSARY ACTIONS IN CONNECTION THEREWITH**

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**BACKGROUND:**

State law requires the Board of Trustees to order community college district elections. The Registrar of Voters of Riverside County will bear the primary responsibility of conducting the election on behalf of the District, including publishing all required notices, though the Registrar of Voters of Imperial County will also be involved in conducting the election. This resolution must contain the exact language of the bond proposition in the “specifications of the election order.” Under Proposition 39, which permits passage of the measure upon a 55% “yes” vote, certain additional matters must be addressed in the bond measure, including a specific project list to be funded from the bonds. A 75-word summary of the measure, to appear on the ballots, is included in the resolution.

The resolution also contains a form of “tax rate statement,” which must be included in the voter pamphlet, describing the anticipated rates of tax throughout the life of the bond issue and the estimated total debt service if all of the proposed bonds are issued. The resolution also authorizes, but does not commit, the Board and individual members of the Board to prepare and sponsor a ballot argument in support of the bond measure. No more than 5 persons may sign the ballot argument.

Following adoption, the resolution must be delivered to the Registrar of Voters of each County. The election will be consolidated with the statewide general election to be held on November 8, 2016.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

If the bond is approved, it will be repaid by levying a property tax authorized by the voters. The District will pay all costs of the election approved by the Board of Supervisors of each of the Counties pursuant to Education Code Section 5421.

**RECOMMENDATION:**

Board of Trustees adopts Resolution 072016-2 | Resolution of the Board of Trustees of the Desert Community College District Ordering a Bond Election, and Authorizing Necessary Actions in Connection Therewith.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 5**

**AREA:** Administrative Services

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| <input type="checkbox"/> CONSENT<br><input checked="" type="checkbox"/> ACTION<br><input type="checkbox"/> INFORMATION |
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**TITLE: BUDGET REVISIONS**

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**BACKGROUND:**

All Budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Sections 58307 and 58308, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #071615-4 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 16, 2015.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Budget revisions as presented.

**RECOMMENDATION:**

Board of Trustees approves the 2015-2016 budget revisions as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 6**

**AREA:** Administrative Services

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

**TITLE: DECLARE PROPERTY AS SURPLUS**

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**BACKGROUND:**

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. After a thorough inspection of the list of items, it's been concluded that the items are valued less than \$5,000.00 and are either nonoperational, have been replaced or the item is no longer suitable for District use. The list of items are to be declared surplus and disposed of by way of a private sale, or a donation or at a metal recycling center in accordance with Education Code Section 81452 (a) and Administrative Procedure 6550/Disposal of Property.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District. Revenue received from private sale or recycling center will go back into the program's budget.

**RECOMMENDATION:**

Board of Trustees declares items surplus and disposed of by way of a private sale, or a donation or at a metal recycling center.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 7**

**AREA:** Administrative Services

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

**TITLE: DESIGNATION OF OFF-SITE LOCATION**

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**BACKGROUND:**

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations. Starting in the Fall Semester 2016, College of the Desert will begin using the following off-site location for some of its classes in Desert Hot Springs and continue to do so for following years:

- Edward Wenzlaff Education Center at 11625 West Drive, Desert Hot Springs, CA 92250

**FISCAL IMPLICATIONS:**

Annual rent will be \$1.00 and will be funded by the District's general fund and property improvements of \$620,000.00 will be funded by redevelopment funds.

**RECOMMENDATION:**

Board of Trustees approves the Edward Wenzlaff Education Center as an off-site location.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 8**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #072016-3 BUDGET REVISIONS,  
ADJUSTMENTS AND TRANSFERS**

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**BACKGROUND:**

Budget adjustments and transfers must be made in accordance with the provisions of California Code of Regulations Title 5 Section 58307 and 58308, and processed using the documentation as provided to the Riverside County Office of Education, and in compliance with applicable district policies and guidelines. In an effort to expedite this process, Resolution #072016-3 would allow budget revisions, adjustments and transfers to occur as a part of regular operations. The District will report these transactions to the Board for adoption/ratification.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #072016-3 Budget Revisions, Adjustments and Transfers.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 7/11/2016</b> <b>Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 9**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #072016-4 SUBSTANTIATING  
APPLICATION TO THE CALIFORNIA COMMUNITY COLLEGE  
CHANCELLOR'S OFFICE FOR THE EAST VALLEY CAMPUS**

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**BACKGROUND:**

The District has determined that the center status application will include the Indio campus and has completed its due diligence in determining this educational center to be necessary to serve the students with the District.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

While the campus project is funded by proceeds from Measure B Bonds, the application for center status has no direct budget implications and may result in future state funding associated with such status.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #072016-4 Substantiating Application to the California Community College Chancellor's Office for the East Valley Campus.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 10**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #072016-5 A RESOLUTION OF THE  
DESERT COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES  
APPROVING GRANT APPLICATION – STATE OF CALIFORNIA /  
COACHELLA VALLEY MOUNTAINS CONSERVANCY – PROPOSITION 1  
GRANT AND DIRECTING AND AUTHORIZING VICE PRESIDENT,  
ADMINISTRATIVE SERVICES OR DESIGNEE AS THE OFFICIAL  
REPRESENTATIVE OF THE APPLICANT**

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**BACKGROUND:**

The District has applied for one Local Assistance Grant (Proposition 1) grant from the State of California - Coachella Valley Mountains Conservancy for the turf replacement project; specifically, the removal of turf at two entrances at the Palm Desert Campus to be replaced with decomposed granite and drought tolerant trees. The approval of this grant will provide necessary financing for the District's turf replacement project. In order to move forward with the application process, Coachella Valley Mountains Conservancy is requesting a resolution from the Board to approve the application and direct and authorize an official to act as the grant applicant.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The amount of grant requested for the District is \$129,030.00.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #072016-5 A Resolution of the Desert Community College District Board of Trustees Approving Grant Application – State of California / Coachella Valley Mountains Conservancy – Proposition 1 Grant and Directing and Authorizing Vice President, Administrative Services or designee as the official Representative of the Applicant.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 1**

**AREA:** Student Success & Student Learning

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

**TITLE: APPROVAL OF THE 2016-2017 COLLEGE  
OF THE DESERT CATALOG**

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**BACKGROUND:**

Board action is required to approve the Catalog.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve the 2016-2017 College of the Desert Catalog.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair &amp; Vice Chair Review: 7/12/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 7/20/2016  
ITEM #: 1**

**AREA:** Information

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

**TITLE: FALL 2016 FLEX SCHEDULE**

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**BACKGROUND:**

The Fall 2016 Flex will begin on Monday, August 22, 2016 and will conclude on Thursday, August 25, 2016.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

A draft of the 2016 Flex Schedule is included for information.

Details on COD Website – [2016 Flex At-a-Glance Schedule](#)  
[2016 Flex Full Schedule](#)

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 7/11/2016 Chair and Vice Chair Review: 7/12/2016</b>
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