

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, JULY 19, 2012

TIME: 9:00 A.M.

LOCATION: CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of July 19, 2012, with any additions, corrections, or deletions.

III. CLOSED SESSION 9:00 – 9:30 Closed session may 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: Stan Dupree

2. CONFERENCE WITH LEGAL ANTICIPATED LITIGATION: Section 54956.9 (b)(c) Specify number of potential cases: 1

IV. OPEN SESSION 9:45 a.m.

Closed session report (if any)

- V. **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.

VI. **APPROVE THE MINUTES OF:**

Regular meeting of June 21 (Details on [COD Website](#)) and the Special meeting of June 26, 2012. (Details on [COD Website](#))

VII. **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

- VIII. **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. Extensions of Assignment – Classified
- 2. Volunteers
- 3. Employment Group C Appointments
- 4. Extensions of Assignment – Faculty
- 5. Employment Group B Appointment – Faculty

B. **FISCAL SERVICES**

- 1. Purchase Orders and Contracts for Supplies, Services & Construction
- 2. Memorandums of Understanding
- 3. Agreement for Specific Legal Services with Zampi, Determan & Erickson LLP
- 4. Warrants
- 5. Payroll #12
- 6. Out-of-State Travel

7. Change Order #1 – Campus Technology Infrastructure Project – Falcon Builders, Inc.

IX. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Review of Board Policy 2310 Regular meetings of the Board
2. Approval of 2013 Board of Trustees Meeting Dates
3. Revised Board Policy 3570 Smoking on Campus

C. PRESIDENT

1. Approval of Accreditation Follow-up Report
2. Approval of 2012-2013 Business Plan for the International Education Program
3. Approval of an Independent Investigator for Football Program

D. HUMAN RESOURCES

1. 45-Day Layoff Notice – Classified
2. Revised Job Description – Leadership/Foundation
3. Employment Group A Appointment - Classified

E. FISCAL SERVICES

1. Resolution #071912-1 For a Temporary Loan
2. 2014-2018 Five-year Construction Plan
3. Notice of Intent to Award Contracts for Monterey Entrance Project
4. Designation of Off-Site Location
5. Financing the Palm Desert Solar Project

F. ACADEMIC AFFAIRS

1. Approval of the 2012-13 College of the Desert Catalog Addendum

X. INFORMATION

1. Revised Administrative Procedure 3570: Smoking on Campus

XI. SUGGESTIONS FOR FUTURE AGENDAS

XII. BOARD COMMENTS

XIII. STUDY SESSION

- A. Superintendent/President
 - b. Public Safety Academy Update
- 2. Vice President Business Affairs: Dr. Edwin Deas
 - a. West Valley Campus – Design Development – by HGA & o2 Architects
 - b. Stagecraft – Schematic Design & Design Development – by PMSM
 - c. Report on the Satellite Campuses – by Edwin Deas

XIV. CLOSED SESSION (Continuation if needed)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Human Resources

ITEM #: 1

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

TITLE: EXTENSIONS OF ASSIGNMENT - CLASSIFIED

BACKGROUND:

1. To provide an extension of assignment for Hector Olmedo, ISA, Adult Basic Education, Non-Credit, from 6/11/12 to 8/2/12.
2. To provide an extension of assignment for Rachael Goldberg, Senior Program Specialist, Office of Student Life, from 6/25/12 to 6/28/12.
3. To provide an extension of assignment for Bonnie Sutherland, ISA, DSPS, from 7/2/12 to 7/17/12.
4. To provide an extension of assignment for Elizabeth Goold, Assistant Director, Clinical Services, Student Affairs, from 6/14/12 to 8/2/12.
5. To provide an extension of assignment for Sunita Dhaimade, CDC Specialist, CDC, from 7/1/12 to 8/20/12.
6. To provide an extension of assignment for Diane Gagnon, CDC Specialist, CDC, from 7/1/12 to 8/20/12.
7. To provide an extension of assignment for Rosemary Garcia, CDC Specialist, CDC, from 7/1/12 to 8/20/12.
8. To provide an extension of assignment for Mayra Juarez, CDC Assistant, CDC, from 7/5/12 to 8/20/12.
9. To provide an extension of assignment for Rena Maddox, CDC Specialist, CDC, from 7/1/12 to 8/20/12.
10. To provide an extension of assignment for Tiffany Mukes, CDC Food Technician, from 7/1/12 to 8/20/12.

FISCAL IMPLICATIONS:

1. Position is fully funded from unrestricted funds.
- 2-10. Positions 2 – 10 are fully funded by restricted funds.

RECOMMENDATION:

Board of Trustees ratifies the extensions of assignment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Human Resources

ITEM #: 2

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TITLE: VOLUNTEERS

BACKGROUND:

Listing of approved volunteers as follows:

Christian Bello – Work Experience
Christine Chehovin – Child Development Center
Israel Montes de Oca – Basic Fire Fighter Academy (PSA)
Maria Garcia – Child Development Center

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteers as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Human Resources

ITEM #: 3

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TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

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

Temporary/substitute employees in an aggregate amount of \$2,523.00 (details on [COD website](#)).

Faculty stipend in aggregate amount of \$6,949.00 (details on [COD website](#)).

Adjunct salary/stipend in aggregate amount of \$13,000.00. (details on [COD website](#))

Contract/Non-affiliated in the aggregated amount of \$198,696.00 (details on [COD website](#)).

Student Workers/Tutors in the aggregate amount of \$551,590.00 (details on [COD website](#)).

FISCAL IMPLICATIONS:

All positions fully funded as noted on details on the website.

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Human Resources

ITEM #: 4

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TITLE: EXTENSIONS OF ASSIGNMENT - FACULTY

BACKGROUND:

1. To provide an extension of assignment for Don O’Loughlin, Counselor, DSPS-WorkAbility III, from 192 days to 200 days for the 2012-2013 academic year.
2. To provide an extension of assignment for Scott Cooper, Coordinator/Counselor, TRIO-EVC, from 192 days to 205 days for the 2012-2013 academic year.

FISCAL IMPLICATIONS:

All positions are fully funded by restricted funds.

RECOMMENDATION:

Board of Trustees approves the extensions of assignment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Human Resources

ITEM #: 5

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TITLE: EMPLOYMENT GROUP B APPOINTMENT - FACULTY

BACKGROUND:

Under AP 6300 (a), the undernoted appointment included in Group B have been made as noted:

Temporary Faculty

<u>Position</u>	<u>Appointee</u>	<u>Term</u>	<u>Salary Placement</u>	<u>Funding Source</u>
Temp Full-Time Counselor/TRIO-DSPS Student Affairs	Ms. Amanda Phillips	7/1/12–12/31/12	Range III/3	Restricted funds

(Details on [COD website](#))

FISCAL IMPLICATIONS:

Position is fully funded from restricted funds.

RECOMMENDATION:

Board of Trustees ratifies the appointment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 1

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

BACKGROUND:

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

Purchase Orders in excess of \$25,000

In the aggregated amount of \$403,513.85 as presented. (Details on [COD Website](#))

Contracts in excess of \$25,000

In the aggregated amount of \$4,184,289.00 as presented. (Details on [COD Website](#))

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

In the aggregated amount of \$5,154,039.62 as presented. (Details on [COD Website](#))

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 2

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TITLE: MEMORANDUMS OF UNDERSTANDING

BACKGROUND:

Three memorandums of understanding (MOUs)* between College and the Desert and: 1) National Student Clearinghouse Degree Verify Agreement for Educational Institutions; 2) Google Inc. and 3) California Student Aid Commission that does not entail any financial obligation by either parties as presented for approval.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the MOUs as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 3

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**TITLE: AGREEMENT FOR SPECIFIC LEGAL SERVICES
WITH ZAMPI, DETERMAN & ERICKSON LLP**

BACKGROUND:

The District wishes to engage the services of *Zampi, Determan & Erickson LLP to provide legal and consultant services in connection with the investigation of a complaint filed by a student.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

Expenditures met from General Fund Budget.

RECOMMENDATION:

Board of Trustees approves the attached agreement for specific legal services Zampi, Determan & Erickson LLP

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 4

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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 7,428,804.16 as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 5

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TITLE: PAYROLL #12

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 \$1,935,987.43 as follows:

Certificated:	\$ 988,589.08
Classified:	<u>\$ 947,398.35</u>
	\$1,935,987.43

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 6

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Academic Affairs – Ms. Margaret Rose, instructor in the Nursing Department, to attend the 2012 NCLEX (National Council Licensure Examination) Conference in Boston, MA, September 20-25, 2012.

This conference provides the most current information on the RN licensing exam. The exam is changed on an ongoing basis. This will help Ms. Rose to better adapt her teaching to ensure student success and improve pass rates on the licensing exam.

Fiscal Implications: Costs estimated at \$1,368.00 and \$600.00 will be funded by a restricted source (Faculty Development Funds) and \$768.00 by a restricted source (Perkins Funds).

2. Student Affairs – Mr. Scott Cooper, Coordinator/Counselor TRIO-EVC, and Ms. Adell Bynum, Coordinator/Counselor TRIO-ACES, to attend the 31st Annual Council for Opportunity in Education Conference 2012 in New York, NY, September 5-8, 2012.

The Council for Opportunity in Education is a nonprofit organization dedicated to furthering the expansion of college opportunities for low-income, first-generation students and students with disabilities throughout the United States and also serves as the primary national advocacy organization that supports TRIO programs. The conference will provide attendees with networking and professional development opportunities in the areas of developing and implementing TRIO services, understanding TRIO grant regulations and administrative management, and identifying best practices in the areas of counseling, financial aid, tutoring, academic instruction, and college retention.

Fiscal Implications: Costs estimated at \$3,000.00 each and will be funded by a restricted source (TRIO-EVC and TRIO-ACES grant programs).

RECOMMENDATION:

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

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 7

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**TITLE: CHANGE ORDER #1 – CAMPUS TECHNOLOGY
INFRASTRUCTURE PROJECT – FALCON BUILDERS, INC.**

BACKGROUND:

Change Order #1 is a credit in the amount of <\$130,619.57> for a reconciliation of unused allowance. This Change Order amends the contract total from \$318,435.00 to \$187, 815.43.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds and remains within budget.

RECOMMENDATION:

Board of Trustee approves Change Order #1 to the contract with Falcon Builders, Inc. for the Campus Technology Infrastructure Project in the credit amount of <\$130,619.57>; amending the contract to \$187,815.43.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 07/19/2012

AREA: Board of Trustees

ITEM #: 1

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TITLE: REVIEW OF BOARD POLICY 2310: REGULAR MEETINGS OF THE BOARD

BACKGROUND:

This policy was revised in August 2011 to include provisions relative to teleconferencing. A member requested further discussion on the matter.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Review the policy and discuss possible changes.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 07/09/2012 Chair & Vice Chair Review: 07/12/2012
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BOARD POLICY

2310

DESERT COMMUNITY COLLEGE DISTRICT

REGULAR MEETINGS OF THE BOARD

Regular Meetings of the Board shall be held the third Thursday or Friday of each month whenever possible. Regular Meetings of the Board shall normally be held in the College of the Desert Cravens Student Services Center Multi-purpose Room, 43-500 Monterey Ave., Palm Desert, California.

A notice identifying the location, date, and time of each Regular Meeting of the Board shall be posted on the college website at least ten (10) days prior to the meeting and shall remain posted until the day and time of the meeting.

All Regular Meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

Board member participation via teleconferencing is not permitted unless an emergency situation suddenly arises (emergency situation will be defined by a majority of the board). A Board member requesting to teleconference will notify the Superintendent/President of the request, including the emergency situation that has arisen. The President will poll the members, who will then decide if the emergency situation is such that teleconferencing will be permitted.

All regular and special meetings of the Board shall be open to the public and comply with Brown Act provisions, except as required or permitted by law.

Reference: Education Code Section 72000(d), Gov't Code Sections 54952.2, 54953 et seq; 54961

Approval Date: October 19, 2007
Revised: October 17, 2008, August 19, 2011
Next Review: August 2016

Administrator: Superintendent/President

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 07/19/2012

AREA: Board of Trustees

ITEM #: 2

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TITLE: 2013 BOARD OF TRUSTEES MEETING DATES - SECOND 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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the 2013 meeting dates as presented.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 07/09/2012 Chair & Vice Chair Review: 07/12/2012
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2013 Board of Trustees Proposed Meeting Dates

All meetings will be held at 9:00 a.m. in the Cravens Multi-Purpose room unless otherwise noted.

Friday, January 18

Thursday, February 14

Friday, March 15

Friday, April 19

Friday, May 17

Thursday, June 20

Thursday, July 18

Friday, August 16

Friday, September 20

Friday, October 18

Friday, November 15

Friday, December 20

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 07/19/2012

AREA: Board of Trustees

ITEM #: 3

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**TITLE: REVISED BOARD POLICY 3570: SMOKING ON CAMPUS – FIRST
READING**

BACKGROUND:

In the interest of employee health and the general welfare of students the Board of Trustees requested a more definitive policy on smoking. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

Costs associated with new signage have yet to be determined.

RECOMMENDATION:

Receive the revised policy for a first reading.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 07/09/2012 Chair & Vice Chair Review: 07/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 07/19/2012

AREA: Superintendent/President

ITEM #: 1

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**TITLE: APPROVAL OF ACCREDITATION FOLLOW-UP REPORT – SECOND
READING**

BACKGROUND:

The Accrediting Commission for Community and Junior Colleges took action to reaffirm accreditation for College of the Desert with a requirement the College complete a follow-up report be submitted by October 15, 2012.

A committee was made up of various constituency groups across the campus. Draft versions of the follow-up report have been approved by both the Academic Senate and College Planning Council.

Details on [COD website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the follow-up report as presented.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 07/09/2012 Chair & Vice Chair Review: 07/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 07/19/2012

AREA: Superintendent/President

ITEM #: 2

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**TITLE: APPROVAL OF 2012-2013 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 2012-2013 Business Plan for the International Education Program as presented including the year's planned travel for recruitment purposes noted within.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 07/09/2012 Chair & Vice Chair Review: 07/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Superintendent/President

ITEM #: 3

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**TITLE: APPROVAL OF AN INDEPENDENT INVESTIGATOR FOR FOOTBALL
PROGRAM**

BACKGROUND:

Given the seriousness of the allegations regarding eligibility and recruitment practices, the Desert Community College District Board of Trustees wishes to engage the services of an independent investigator to conduct a full and comprehensive, independent review of the football program, including the student Code of Conduct.

FISCAL IMPLICATIONS:

Associated costs have not been determined.

RECOMMENDATION:

Board of Trustees to authorize the Superintendent/President to engage the services of an independent investigator for the football program.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 07/09/2012 Chair & Vice Chair Review: 07/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Human Resources

ITEM #: 1

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TITLE: 45-DAY LAYOFF NOTICE - CLASSIFIED

BACKGROUND:

That the Board of Trustees approves the following classified position be discontinued effective September 3, 2012 due to lack of funds:

Instructional Support Assistant

FISCAL IMPLICATIONS:

The position is fully funded by restricted funds.

RECOMMENDATIONS:

WHEREAS, it is the determination of the Board of Trustees that it is in the best interests of this District that the classified employee be reduced;

BE IT FURTHER RESOLVED that the Superintendent/President is directed to give notice of layoff to applicable classified employee in accordance with §88015, 88017, 88117 and 88127 of the *Education Code*. Such notice shall be given not less than 45 days prior to the effective date of the layoff, and the affected employee shall be informed of their displacement rights, if any, and reemployment rights.

BE IT FURTHER RESOLVED that the College Superintendent/President be authorized and directed to take any other actions necessary to effectuate the intent of this resolution.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Desert Community College District held on July 19, 2012.

Board of Trustees approves the 45-day layoff notice as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Human Resources

ITEM #: 2

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

TITLE: REVISED JOB DESCRIPTION – LEADERSHIP/FOUNDATION

BACKGROUND:

See attached revised job description for the Foundation. (Details on [COD Website](#))

FISCAL IMPLICATIONS:

Position is fully funded from restricted funds.

RECOMMENDATION:

Board of Trustees approves the revised job description as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Human Resources

ITEM #: 3

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

TITLE: EMPLOYMENT GROUP A APPOINTMENT - Classified

BACKGROUND:

Ms. Jenna Huntzinger has been appointed to a new position of Counseling Support Assistant, Student Services, HSI, 29.5 hours per week, 12-months, effective 8/6/12. Placement on Range 11 of the Classified salary schedule is at Step A. ([Details on COD website](#))

FISCAL IMPLICATIONS:

Position is fully funded from restricted funds. (HSI grant)

RECOMMENDATION:

Board of Trustees approves the appointment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 1

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

TITLE: RESOLUTION #071912-1 FOR A TEMPORARY LOAN

BACKGROUND:

The District's finances are separated into various "funds" for proper accounting and reporting purposes. There are occasions when a fund may not have sufficient cash on hand to meet its particular obligations. The *resolution for a temporary loan provides the District with the authorization to temporarily shift cash into the deficient fund. Previously the Board has approved resolutions that provided for a transfer between specific funds; this resolution excludes the need to anticipate in advance which fund may experience a negative cash flow.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

There are no costs associated with the resolution and subsequent action.

RECOMMENDATION:

Board of Trustee adopts attached Resolution #071912-1 authorizing a transfer up to \$20,000,000 from either or both of the District's Retiree Benefit Fund and the District's Capital Outlay fund where available for cash flow purposes.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 2

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

TITLE: 2014-2018 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 2014-2018 Five-Year Construction Plan.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 3

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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 MONTEREY ENTRANCE PROJECT**

BACKGROUND:

Bid Package #01/Site Maintenance & Temporary Facilities and #06/Miscellaneous Metals for the Monterey Entrance Project have been re-solicited. Bid *results indicate the lowest qualified bid in each case.

*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 for rebid packages #01 and #06 as presented for the Monterey Entrance Project.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 4

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

TITLE: DESIGNATION OF OFF-SITE LOCATION

BACKGROUND:

During the fall 2012 semester and the spring 2013, we will begin using the *Indio Municipal Golf Course, 83-040 Avenue 42, Indio, CA 92203, as an off-site location to hold College of the Desert Physical Education Golf classes in Indio, CA.

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 \$1,906.25; \$1,000.00 for the fall semester and \$906.25 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.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Fiscal Services

ITEM #: 5

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

TITLE: FINANCING THE PALM DESERT SOLAR PROJECT

BACKGROUND:

A 2.799 megawatt solar carport system will be installed in the parking lots parallel to Monterey Avenue and the lot behind the Cravens Student Services Center.

*Financing the project is possible through Qualified Energy Conservation Bonds, for which the District has received approval (referred to as external funding), future pass-through Redevelopment funds (referred to as internal funding), or a combination of the two.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

The project is self-financing and its cost has no expenditure implications for the General Fund. However, depending on which financing model is selected, there will be significant benefit to the General Fund by reduced future utilities expenditures.

RECOMMENDATION:

Based on careful consideration of the three possible financing models as presented, it is recommended that the Board of Trustees approves the internal funding model in order to optimize the downstream benefit to the General Fund.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2012

AREA: Academic Affairs

ITEM #: 1

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**TITLE: APPROVAL OF THE 2012-2013 COLLEGE OF THE DESERT CATALOG
ADDENDUM**

BACKGROUND:

Board action is required to approve the addendum to the Catalog. (details on [COD Website](#))

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approval 2012-2013 College of the Desert Catalog Addendum.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 7/9/2012 Chair & Vice Chair Review: 7/12/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 07/19/2012

AREA: Board of Trustees

ITEM #: 1

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

TITLE: REVISED ADMINISTRATIVE PROCEDURE 3570: SMOKING ON CAMPUS

BACKGROUND:

This revised Administrative Procedure reflects changes requested by the Board of Trustees.
(Details on [COD Website](#))

FISCAL IMPLICATIONS:

Costs associated with new signage have not been determined.

RECOMMENDATION:

Information only.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 07/09/2012 Chair & Vice Chair Review: 07/12/2012
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