



# Agenda

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

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE:** FRIDAY, SEPTEMBER 16, 2016  
**TIME:** 9:30 A.M.  
**LOCATION:** 43500 MONTEREY AVENUE, PALM DESERT, CA  
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](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 September 16, 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, 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, 611 211 013, 611 211 014, 611 211 019, 757 062 003, 687 510 043, 687 510 044, 687 510 045, 687 510 049, 687 510 050

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:**

Minutes from July and August are not completed.

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. BOARD OF TRUSTEES**

- 1. Proclamation - National Disabilities Awareness Month

**B. HUMAN RESOURCES**

- 1. Personnel Items

**C. ADMINISTRATIVE SERVICES**

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #2
- 5. Out-of-State/Country Travel
- 6. Amendments to Contracts – Measure B Bond Projects
- 7. Notice of Completion – Prop 39 Project

**D. STUDENT LEARNING**

- 1. Proposed Addendum 1 to the 2016-2017 College of the Desert Catalog

**XI. ACTION AGENDA**

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

**B. PRESIDENT**

- 1. Selection of Taxpayers' Association Representative and Member-At-Large West Valley Representative on the Citizens' Bond Oversight Committee

**C. HUMAN RESOURCES**

1. Initial Proposal, Public Hearing, and Acknowledgement of Proposal from College of the Desert Faculty Association to Desert Community College District
2. Initial Proposal, Public Hearing, and Adoption of Proposal from Desert Community College District to College of the Desert Faculty Association
3. Initial Proposal, Public Hearing, and Acknowledgement of Proposal from California School Employees Association Chapter 407 to Desert Community College District
4. Initial Proposal, Public Hearing, and Adoption of Proposal from Desert Community College District to California School Employees Association, Chapter 407
5. Approval of revised job description: Director, Educational Partnership and Outreach

**D. ADMINISTRATIVE SERVICES**

1. Public Hearing 2016-2017 Final Budget
2. Fiscal year 2016-2017 Final Budget
3. Declare Property as Surplus

**E. INFORMATION ITEMS**

**XII. STUDY SESSION**

1. 2016-2017 Adopted Budget by Lisa Howell, Vice President, Administrative Services

**XIII. FUTURE AGENDA ITEMS**

**XIV. CLOSED SESSION (CONTINUED if needed)**

**XV. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: PROCLAMATION: NATIONAL DISABILITIES  
AWARENESS MONTH**

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**BACKGROUND:**

The purpose of Disabilities Awareness Month is to enlighten all Americans to the abilities of the individual and the inclusion of the needs of all its citizens in issues of equity, access, education, and employment.

[Proclamation on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

To approve the Proclamation declaring October as National Disabilities Awareness Month.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 9/6/2016 Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
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>			
Roberto Barajas-Arteaga	Groundskeeper	Golf Center	7/1/2016
Christine Corrales-Cotto	Career Center Specialist	Arts & Sciences	9/19/2016
Stacy Estrada	Outreach Specialist	SSSP	9/12/2016
Moises Flores	Groundskeeper	Golf Center	7/1/2016
Patrick McCarron	ISS-TRiO Veterans	TRiO	9/19/2016
Eden Mitry	Secretary	Golf Center	7/1/2016
Martin Pelayo	Custodian	M & O	9/19/2016
Marlene Reynolds	Executive Assistant-IT	IT	9/19/2016
Erin Robertson	Curriculum & Catalog Specialist	Institutional Effectiveness	9/19/2016
Michael Harlow	Webmaster and SharePoint Administrator	IT	9/19/2016
Joseph Schuler	CDC Food Services Technician	Child Development Center	8/24/2016
Guillermo Soria-Cabrera	Groundskeeper	Golf Center	7/1/2016
Alberto Vallejo	Groundskeeper	Golf Center	7/1/2016
<b>Appointments: Faculty</b>			
Amber Black	Sociology	Arts & Sciences	8/22/2016
Richard Burns	Geology (Temp FT)	Math & Science	8/22/2016-12/16/2016
Sally Kalpakoff	Mathematics	Math & Science	8/22/2016
Gabriella Kay	ESLN(Temp FT)	Communications	8/22/2016-5/26/2017
Theresa Luyando	ESLN (Temp FT)	Communications	8/22/2016-5/26/2017
Jorge Perez	FT Mathematics	Math & Science	8/22/2016-6/30/2017
<b>Appointments: Leadership</b>			
Paul McKinley	Interim Director, DSPS	DSPS	9/1/2016
<b>Classified: Continuation/Extension of Assignment/Hours</b>			
Carolina Martinez	Secretary Bilingual	Upward Bound	8/29/2016-12/31/2016
<b>Leadership: Extension of Assignment</b>			
Karen Tabor	Interim Dean, Math & Science	School of Math & Science	1/1/2017-6/30/2017
<b>Separations</b>			
Jenn Sparling	Adjunct Counselor	TRiO Veterans	8/17/2016

Linda Tucker	Adjunct – Math	Math & Science	8/30/2016
Trevor Uprichard	Security, EVC	Security	8/19/2016
<b>Temporary Employment Agreements</b>			
Wendy Ansley	Technical Review Course Shells	Institutional Advancement	8/1/2016-8/30/2016
Daniel Benke	Work Experience HVAC	Applied Sciences & Business	9/1/2016-12/22/2016
Sara Butler	Adult Education Block Grant (AEBG)	Social Sciences	8/1/2016/8/30/2016
Suzanne Delahanty	Facilitation of @OneCourse	Information Tech	9/19/2016-10/15/2016
Suzanne Delahanty	Facilitation of @OneCourse	Information Tech	11/7/2016-12/3/2016
Barbara DeLaughter	Teach IEA Non-Credit	Intensive English Acad	8/29/2016-12/16/2016
Courtney Doussett	Accreditation Standards Chair	Institutional Effectiveness	7/1/2016-12/31/2016
Linda Emerson	Department Chair	Arts & Sciences	8/26/2016-5/26/2017
Brian Fotinakes	Develop Non-Credit Curriculum	Institutional Advancement	7/1/2016-12/31/2016
David George	Develop Non-Credit Curriculum	Institutional Advancement	7/1/2016-12/31/2016
Donna Greene	Technical Review Course Shells	Institutional Advancement	8/1/2016-8/30/2016
Donna Greene	Accreditation Standards Chair	Institutional Effectiveness	7/1/2016-12/31/2016
Laurie Hanna	Teach IEA Non-Credit	Intensive English Acad	8/29/2016-12/16/2016
Robert Holmes	Student Advising Business/Prog Curr/PRU Updates	Applied Sciences & Business	9/16/2016-12/1/2016
Laurilie Jackson	Work Experience	Applied Sciences & Business	8/26/2016-12/16/2016
John Learned	Department Chair – Math	Math & Sciences	8/22/2016-12/16/2016
Jacque Litto	Teach IEA Non-Credit	Intensive English Acad	8/29/2016-12/16/2016
Saul Martinez	Career Exploration & Counseling Topics	Upward Bound	9/3/2016-12/10/2016
Jessica Manuel	Facilitation of @OneCourse	Information Tech	9/19/2016-10/15/2016
Eamon McGowan	Non-Credit ESL	PaCE	8/29/2016-12/16/2016
Art Morrow	Teach IEA Non-Credit	Intensive English Acad	8/29/2016-12/16/2016
Daniel Nickerson	Teach IEA Non-Credit	Intensive English Acad	8/29/2016-12/16/2016
Jose Placencia	Recruit Training Officer (RTO) Module II	Applied Sciences & Business	8/26/2016-1/16/2017
Jorge Perez	Math Instruction for UB	Upward Bound	9/3/2016-12/10/2016
Pamela Stegeman	Student Advising	Applied Sciences & Business	9/16/2016-12/1/2016

Douglas Redman	Department Chair	Applied Sciences & Business	8/26/2016-5/26/2017
Ana Rossetti	Non-Credit ESL	PaCE	8/29/2016-12/16/2016
Reid Sagara	Upward Bound Instructor: English	Upward Bound	9/3/2016-5/13/2016
Wendy Sanders	Accreditation Standards Chair	Institutional Effectiveness	7/1/2016-12/31/2016
James Seablom	Recruit Training Officer (RTO) Module II	ASBU/PSA	8/26/2016-1/16/2017
Dennis Shelly	Develop Non-Credit Curriculum	Institutional Advancement	7/1/2016-12/31/2016
Christen Smith	Develop Non-Credit Curriculum	Institutional Advancement	7/1/2016-12/31/2016
Christen Smith	Development of 2 online courses	Student Learning	8/8/2016
Pamela Stegeman	Student Advising Business/Prog Curr/PRU Updates	ASBU	9/16/2016-12/1/2016
Bente Underwood	Teach IEA Non-Credit	Intensive English Acad	8/29/2016-12/16/2016
John Welker	Head Baseball Coach	Athletics	7/1/2016-6/30/2017
Leslie Young	Evening Administrator	Student Learning	1/1/2016-5/31/2017
<b>Volunteers</b>			
Michael Burke	Baseball	Athletics	8/30/2016-6/30/2017
Robert Boetto	Baseball	Athletics	9/1/2016-6/30/2017
Erica Fausto	Theatre Makeup	Theatre	9/7/2016-6/30/2017
Bryan Lee	TAACCCT	TAACCCT	9/8/2016-6/30/2017
Linden Longoria	Theatre Makeup	Theatre	9/7/2016-6/30/2017
Karen Schmitt	Theatre Makeup	Theatre	9/7/2016-6/30/2017
<b>Temporary Non-Continuous/Substitute</b>			
Peter Ali	Security	Security	6/30/16-12/31/2016
Alex Biondin	Security	Security	8/22/16-12/31/2016
Valerie Calderon	Athletic Trainer	Athletics	7/26/2016 only
Eric Duran	Custodian (Sub)	M&O	8/29/2016-12/31/2016
Bianca Herrera	Custodian (Sub)	M&O	8/29/2016-12/31/2016
Shantee Lands	Library	Library	9/19/2016-12/31/2016
Kendra Mason	Athletic Trainer	Athletics	7/21/2016 only
Scott Mathison	ISA	TASC	8/22/2016-11/29/2016
Roberto Perez	Security	Security	8/17/16-12/31/2016
Suzanne Perrotte	CDC Specialist (Sub)	CDC	7/5/2016-8/5/2016
Jorge Ramirez	Security	Security	8/2/2016-12/31/2016
Brandon Reyes	Security	Security	8/2/2016-12/31/2016
Ray Short	Temp. Lab Tech	Horticulture	8/29/2016-9/16/2016
Kenneth Simonds, Jr.	Sports Info Specialist (Sub)	Athletics	8/10/2016-10/9/2016
Trevor Uprichard	Security	Security	8/19/2016-12/31/2016
Carmen Villalobos	Security	Security	8/1/2016-12/31/2016



**Adjunct Instructors – Fall 2016**

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SUBJECT</b>	<b>LOCATION</b>	<b>CREDIT</b>	<b>NON-CREDIT</b>	<b>NON-TEACHING</b>
Allison	Robert	Fire Technology	PD	x		
Anderson	Darrel	Fire Technology	PD	x		
Baribeau	Renee	Culinary Arts	PD	x		
Belk	Gregory	Fire Technology	PD	x		
Brooks	Wayne	Culinary Arts	PD	x		
Commander	John	Fire Technology	PD	x		
De La Cruz	Bonifacio	Fire Technology	PD	x		
Dunbar	Yolanda	Business	EV	x		
Faupel	Jerry	Fire Technology	PD	x		
Goddard	Corey	Fire Technology	PD	x		
Holloway	Walt	Fire Technology	PD	x		
Johns	Christopher	Fire Technology	PD	x		
Kang	Shin	EMT	PD	x		
Mendes	Silvia	Economics	PD	x		
Mondary	Dale	Admin of Justice	EV	x		
Nguyen	Kasey	Computer Info Systems	PD	x		
Otero	Ignacio	Fire Technology	PD	x		
Pratt	Rory	Welding	WV	x		
Stafford	Keith	Business	EV	x		
Abad	Jeremy	English	PD	x		
Brausch	James	English as a Second Language	WV		x	
Camacho	Kristie	English	WV	x		
Elledge	Polly	English	PD	x		
Gilmore-Dooley	Heather	Communications	EV	x		
Hilger	Marcia	French	PD	x		
Knutson	Milton	English as a Second Language	EV		x	
Leier	Cassandra	Communications	PD	x		
Lindsey	Scott	English	EV	x		
McGowan	Eamon	English as a Second Language	PD		x	
Nickerson	Daniel	English as a Second Language	WV		x	
Reyes	Frantz	Adult Basic Ed	WV		x	
Rossetti	Ana	English as a Second Language	MT		x	

Rubenstein	Ilene	English	MT	x		
Rueda	Margaret	English as a Second Language	WV		x	
Choi	Pui	Kinesiology	PD	x		
Frazier	Michael	Kinesiology	EV	x		
Larsen	Irene	Nursing	PD	x		
Masner	Patricia	Kinesiology	PD	x		
Mason	Kendra	Kinesiology	WV	x		
Rose	Margaret	Nursing	PD	x		
Rothe	Detlev	Volleyball Coach	PD	x		
Smith	Amber	Vocational Nursing	PD	x		
Jones	James	Math	PD	x		
Palafox	Damian	Math	PD	x		
Ewing	Raymond	Art	PD	x		
Kone	Mzilikazi	Political Science	PD	x		
Landry	Robert	Art	PD	x		
Lotto	Jennifer	Psychology	PD	x		
Miller	Penelope	Art	VV	x		
Oden	Ronald	Sociology	PD	x		
Robinett	Terri	Psychology	VV	x		
Silva	Linda	History	PD	x		
Brooks	Kimberly	General Counseling	PD			x
Crase	Michael	TRiO DSPS	PD			x
Feingold	Hadar	General Counseling	PD			x
Goldman	Jared	TRiO Veterans	PD			x
Hernandez	Melissa	CalWORKS	PD			x
Herrera	Maria	EOPS & CalWORKS	PD			x
Salas	Philp	General Counseling	PD			x
Stephens	Samantha	Upward Bound	PD			x
Warren	Renisha	EOPS/CARE	PD			x

**PD=Palm Desert**  
**EVC=East Valley Center**  
**WV = West Valley**  
**MT=Mecca Thermal**

<b>Administrator Initiating Item:</b> <b>Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 9/6/2016</b> <b>Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
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 **August 31, 2016** as follows:

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

In the aggregated amount of \$717,254.39, as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$1,578,410, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$3,079,059.53, 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> Lisa Howell	<b>Cabinet Review and Approval: 9/6/2016</b> <b>Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
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 \$2,291,145.49, as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review and Approval: 9/6/2016 Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016**

**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	<b>Cabinet Review and Approval: 9/6/2016</b> <b>Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #2**

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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 #1 in the amount of \$2,983,924.52, as follows:

Certificated:	\$1,721,413.11
Classified:	<u>\$1,262,511.41</u>
	\$2,983,924.52

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 9/6/2016</b> <b>Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
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/COUNTRY 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/country travel requests for the individuals listed on the attachment.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 9/6/2016</b> <b>Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 6**

**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 and Approval: 9/6/2016 Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
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: NOTICE OF COMPLETION – PROP 39 PROJECT**

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**BACKGROUND:**

1. The contract with Jackson Electric Enterprises, Inc. for the Prop 39 (Year 3) Project for the replacement of existing exterior building lighting with LED fixtures is complete as of July 31, 2016 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

**FISCAL IMPLICATIONS:**

This project is funded by Prop 39 state funds.

**RECOMMENDATION:**

Board of Trustees accepts the Notice of Completion as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 9/6/2016</b> <b>Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 1**

**AREA:** Student Learning

**TITLE: PROPOSED ADDENDUM 1 TO 2016-2017  
COLLEGE OF THE DESERT CATALOG**

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

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**BACKGROUND:**

Board action is required to approve Addendum 1 to the 2016-2017 College of the Desert Catalog.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Approve Addendum 1 to the 2016-2017 College of the Desert Catalog.

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 9/6/2016 Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 1**

**AREA:** President

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

**TITLE: SELECTION OF TAXPAYERS' ASSOCIATION  
REPRESENTATIVE AND MEMBER-AT-LARGE WEST VALLEY  
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 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 membership must have one member each from a business organization, a senior citizen organization, a community college support organization, a bona fide taxpayer organization, two members at large and one student from College of the Desert.

Mr. Chris Escobedo has resigned as the Taxpayers' Association Representative and Dr. Fred Jandt has resigned as the Member-At-Large West Valley Representative. After reviewing the applications that were received for these vacancies, Ms. Vicki Shepard has been selected as the Taxpayers' Association Representative and Mr. Andrew Harker, Ed.D. has been selected as the Member-At-Large West Valley.

**FISCAL IMPLICATIONS:**

There are no costs to the District.

**RECOMMENDATION:**

Board of Trustees appoints Ms. Vicki Shepard as the Taxpayers' Association Representative and Mr. Andrew Harker, Ed.D. as the Member-At-Large West Valley for the vacant positions on the Citizens' Bond Oversight Committee.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 9/6/2016 Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 1**

**AREA:** Human Resources

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

**TITLE: INITIAL PROPOSAL, PUBLIC HEARING, AND  
ACKNOWLEDGEMENT OF PROPOSAL FROM THE COLLEGE OF THE  
DESERT FACULTY ASSOCIATION (CODFA) TO THE DESERT  
COMMUNITY COLLEGE DISTRICT (DCCD)**

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**BACKGROUND:**

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The College of the Desert Faculty Association’s initial proposal to the Desert Community College District is agendized as a public document, see below. At the Board of Trustee’s meeting on September 16, 2016, there will be a public hearing on the Faculty Associations proposal to the Desert Community College District, and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following acknowledgement of the Faculty Association’s proposal, representatives from the College of the Desert Faculty Association and the District will meet and negotiate regarding health benefit proposals.

**ARTICLE 10: HEALTH AND WELFARE BENEFITS**

The Faculty Association proposes to negotiate the District’s unilateral and substantial change in the level of costs and health and welfare benefits offered collectively to unit members for plan year 2016-2017.

\*See attached

**FISCAL IMPLICATIONS:**

Budgetary implications are unknown at this time.

**RECOMMENDATION:**

**Recommendation No. 1:** It is recommended that the Board of Trustees conduct a public hearing on the College of the Desert Faculty Association’s Initial Proposal to the Desert Community College District regarding Health and Welfare Benefits.

**Recommendation No. 2:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to “acknowledge” the Faculty Association’s proposal.

<b>Administrator Initiating Item: Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 9/6/2016 Chair and Vice Chair Review: 9/8/2016</b>
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September 12, 2016

To: Dr. Joel Kinnamon, Superintendent-President, College of the Desert

From: Denise Diamond, President, College of the Desert Faculty Association (CODFA)

Re: CODFA Initial Proposal

College of the Desert Faculty Association requests to negotiate the District's unilateral and substantial change in the level of costs and health and welfare benefits offered collectively to unit members for plan year 2016-2017, as provided in the current collective bargaining agreement between the parties. Topics of negotiations shall include any and all potential ways to mitigate the impact of the District's actions.

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 2**

**AREA:** Human Resources

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

**TITLE: INITIAL PROPOSAL, PUBLIC HEARING, AND ADOPTION OF PROPOSAL FROM THE DESERT COMMUNITY COLLEGE DISTRICT (DCCD) TO THE COLLEGE OF THE DESERT FACULTY ASSOCIATION (CODFA)**

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**BACKGROUND:**

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The District’s initial proposal to the College of the Desert Faculty Association is agendized as a public document, see below. At the Board of Trustee’s meeting on September 16, 2016, there will be a public hearing on the District’s initial proposal to the College of the Desert Faculty Association, and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following adoption of the District’s initial proposal, representatives from the College of the Desert Faculty Association and the District will meet and negotiate regarding health benefit proposals.

**ARTICLE 10: HEALTH AND WELFARE BENEFITS**

**DISTRICT’S INITIAL PROPOSAL TO  
COLLEGE OF THE DESERT FACULTY ASSOCIATION  
RE: HEALTH AND WELFARE BENEFITS**

September 16, 2016

1. The medical, dental, vision, and life plans to be offered eligible employees for insurance years 2016-17 and 2017-18 will be similar to the plans offered through SISC for the current 2015-16 insurance year (Oct 1 through Sept 30).
2. The current District cap for actives will be \$1,400 per month (annual cap of \$16,800) for eligible unit members. Insurance premiums in excess of the District cap will continue to be paid through monthly employee payroll deductions.

3. The District will provide at least one medical plan for which there is no premium cost for eligible employees and their eligible dependents during insurance years 2016-17 and 2017-18.
4. The health insurance “reserve,” (insurance costs budgeted less actual cost expended) will be not included or maintained by the District commencing July 1, 2017.
5. Plans for eligible retirees will mirror active plans and contributions.

**FISCAL IMPLICATIONS:**

Budgetary implications are subject to employee enrollment and negotiations.

**RECOMMENDATION:**

**Recommendation No. 1:** It is recommended that the Board of Trustees conduct a public hearing on the District’s INITIAL PROPOSAL TO COLLEGE OF THE DESERT FACULTY ASSOCIATION REGARDING HEALTH AND WELFARE BENEFITS.

**Recommendation No. 2:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to “adopt” the District’s initial proposal.

<p><b>Administrator Initiating Item:</b>  <b>Mary Anne Gularte</b></p>	<p><b>Cabinet Review and Approval: 9/6/2016</b>  <b>Chair and Vice Chair Review: 9/8/2016</b></p>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 3**

**AREA:** Human Resources

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

**TITLE: INITIAL PROPOSAL, PUBLIC HEARING, AND  
ACKNOWLEDGEMENT OF PROPOSAL FROM THE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA), CHAPTER  
407, TO THE DESERT COMMUNITY COLLEGE DISTRICT (DCCD)**

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**BACKGROUND:**

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The California School Employees Association, Chapter 407’s, initial proposal to the Desert Community College District is agendized as a public document, see below. At the Board of Trustee’s meeting on September 16, 2016, there will be a public hearing on the California School Employees Association’s proposal to the Desert Community College District, and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following acknowledgement of the California School Employees Association’s proposal, representatives from the California School Employees Association and the District will meet and negotiate regarding health benefit proposals.

**ARTICLE 10: HEALTH AND WELFARE BENEFITS**

The California School Employees Association proposes to bargain the effects of the Desert Community College District’s unilateral and substantive changes to health care plans offered to bargaining unit members in the 2016-2017 plan year.

\*See Attached

**FISCAL IMPLICATIONS:**

Budgetary implications are unknown at this time.

**RECOMMENDATION:**

**Recommendation No. 1:** It is recommended that the Board of Trustees conduct a public hearing on the California School Employees Association, Chapter 407, proposal to the Desert Community College District re: Health and Welfare Benefits.

**Recommendation No. 2:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to “acknowledge” the California School Employees Association’s proposal.

<b>Administrator Initiating Item:</b> <b>Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 9/6/2016</b> <b>Chair and Vice Chair Review: 9/8/2016</b>
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California  
School  
Employees  
Association

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CA 91730

(909) 466-1006  
(800) 526-9297  
FAX: (909) 466-1105  
[www.csea.com](http://www.csea.com)

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*The nation's largest  
independent classified  
employee association*



Date: September 12, 2016

To: Dr. Joel Kinnamon, President/Superintendent, College of the Desert

From: Beth Caskie, Labor Relations Representative, CSEA  
Lauro Jimenez, CSEA Chapter 407 President *LJ*

California School Employees Association and its Chapter 407 (CSEA) demands to bargain the effects of the Desert Community College District's (District) unilateral and substantive changes to health care plans offered to bargaining unit members in the 2016-17 plan year.

CSEA will make proposals to ensure that all unit members are made whole regarding out of pocket costs in the 2016-17 plan year. CSEA will also make proposals to ensure that plan designs through SISC are at least equal to those promised to unit members via the parties' Letter of Intent to California Value Trust (CVT), at the same or less cost the unit members would have borne via CVT.

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 4**

**AREA:** Human Resources

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

**TITLE: INITIAL PROPOSAL, PUBLIC HEARING, AND ADOPTION OF PROPOSAL FROM THE DESERT COMMUNITY COLLEGE DISTRICT (DCCD) TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 407**

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**BACKGROUND:**

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The District’s initial proposal to the California School Employees Association, Chapter No. 407, is agendized as a public document, see below. At the Board of Trustee’s meeting on September 16, 2016, there will be a public hearing on the District’s initial proposal to the California School Employees Association, Chapter No. 407, and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following adoption of the District’s initial proposal, representatives from California School Employees Association, Chapter No. 407, and the District will meet and negotiate regarding health benefit proposals.

**DISTRICT’S INITIAL PROPOSAL TO  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER 407  
RE: ARTICLE 9: HEALTH AND WELFARE BENEFITS**

September 16, 2016

1. The medical, dental, vision, and life plans to be offered eligible employees for insurance years 2016-17 and 2017-18 will be similar to the plans offered through SISC for the current 2015-16 insurance year (Oct 1 through Sept 30).
2. The current District cap for actives will be \$1,400 per month (annual cap of \$16,800) for eligible unit members. Insurance premiums in excess of the District cap will continue to be paid through monthly employee payroll deductions.

3. The District will provide at least one medical plan for which there is no premium cost for eligible employees and their eligible dependents during insurance years 2016-17 and 2017-18.
4. The health insurance “reserve,” (insurance costs budgeted less actual cost expended) will be not included or maintained by the District commencing July 1, 2017.
5. Plans for eligible retirees will mirror active plans and contributions.

**FISCAL IMPLICATIONS:**

Budgetary implications are subject to employee enrollment and negotiations.

**RECOMMENDATION:**

**Recommendation No. 1:** It is recommended that the Board of Trustees conduct a public hearing on the District’s INITIAL PROPOSAL TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION, CHAPTER NO. 407 REGARDING ARTICLE 9: HEALTH AND WELFARE BENEFITS.

**Recommendation No. 2:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to “adopt” the District’s initial proposal.

<p><b>Administrator Initiating Item:</b>  <b>Mary Anne Gularte</b></p>	<p><b>Cabinet Review and Approval: 9/6/2016</b>  <b>Chair and Vice Chair Review: 9/8/2016</b></p>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: PUBLIC HEARING 2016-2017 FINAL BUDGET**

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**BACKGROUND:**

As per California Code of Regulations Section 58191, the Final Budget is considered in a public hearing prior to its adoption.

**FISCAL IMPLICATIONS:**

Identified in the budget attached to Administrative Services action item #2.

**RECOMMENDATION:**

Board of Trustees holds a public hearing prior to the adoption of the Final Budget.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review and Approval: 9/6/2016 Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 2**

**AREA:** Administrative Services

<input type="checkbox"/> CONSENT <input checked="" type="checkbox"/> ACTION <input type="checkbox"/> INFORMATION
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**TITLE: FISCAL YEAR 2016-2017 FINAL BUDGET**

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**BACKGROUND:**

The budget is based on the most recent information provided by the State. The administration, faculty and staff are continuing the review process regarding budgeting and other fiscal information as it impacts the mission of the college.

[Details on COD Website](#)

1. General Fund Unrestricted Final Budget for Fiscal Year 2015/16
2. Restricted Budgets for Fiscal Year 2015/16

**FISCAL IMPLICATIONS:**

Identified in the attached budget.

**RECOMMENDATION:**

Board of Trustees adopts the Final Budget for Fiscal Year 2016-2017.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 9/6/2016</b> <b>Chair and Vice Chair Review: 9/8/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/16/2016  
ITEM #: 3**

**AREA:** Administrative Services

- |   |
|---|
| <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:</b> Lisa Howell	<b>Cabinet Review and Approval: 9/6/2016</b> <b>Chair and Vice Chair Review: 9/8/2016</b>
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