

# 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 19, 2014**  
**TIME: 9:30 A.M.**  
**LOCATION: 43500 MONTEREY AVE., 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 19, 2014, with any additions, corrections, or deletions.**

**III. CLOSED SESSION: 9:35 a.m. to 10:15 a.m. and 12:00 p.m. to 1:30 p.m. 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. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**

**Section 54956.9 (d)(2/3/4)** Specify number of potential cases: 6

**3. 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, 502 190 019, 502 190 020

Agency Negotiator or Designee: Dr. Joel Kinnamon

**4. PERSONNEL**

**a. PUBLIC EMPLOYEE APPOINTMENT**

(Government Code Section 54957)

- Title: 1. Acting Executive Director Human Resources  
2. Director of Library and Learning Resources

**b. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

- Superintendent/President
- Executive Director, Foundation – Contract Renewal

**IV. OPEN SESSION 10:30 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.**

1. Keenan & Associates Presenting a Safety Award

**VI. INTRODUCTION OF NEW FULL-TIME STAFF (10:30)**

**VII. APPROVE THE MINUTES OF:**

Regular meeting of August 22, 2014. ([Details on COD Website](#))

Board Development Meeting of August 20, 2014. ([Details on COD Website](#))

**VIII. REPORTS**

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- D. ACADEMIC SENATE

- E. C.O.D.F.A.
- F. C.O.D.A.A.
- G. C.S.E.A.
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

**IX. 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. Employment Group C Appointments
- 2. Employment Group A Appointments
- 3. Working out of Class
- 4. Resignations
- 5. Professional Advancement – Faculty

**B. ADMINISTRATIVE SERVICES**

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Payroll
- 4. Out-of-State/Country Travel
- 5. Approval of Contracts/Agreements and Amendments
- 6. Amendments to Contracts – Measure B Bond Projects
- 7. Change Orders – Measure B Bond Projects
- 8. Notice of Completion – Measure B Bond Projects
- 9. 2013-2014 CCFS-311Q/Quarterly Financial Status Report

**C. STUDENT SUCCESS AND STUDENT LEARNING**

- 1. Approval of the 2014-15 College of the Desert Catalog Addendum

**X. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

- 1. Change in Board Meeting Date – November

**C. ADMINISTRATIVE SERVICES**

1. Public Hearing 2014-2015 Final Budget
2. Fiscal year 2014-2015 Final Budget
3. Notice of Intent to Award Contract for the East Valley Campus – Mecca/Thermal Project – Video Surveillance Upgrade

**D. STUDENT SUCCESS AND STUDENT LEARNING**

1. Resolution #091914-1 Approve designated personnel to sign California Department of Education contract documents for Fiscal Year 2014-2015

**XI. STUDY SESSION**

1. Public Hearing & Adoption of Budget
2. Security Report

**XII. CLOSED SESSION (Continuation if needed)**

**XIII. ADJOURN**

Today's meeting will be adjourned in memory of Mr. Ken Lamont, former College of the Desert Counselor.

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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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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**BACKGROUND:**

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

Classified/Substitute/Temporary employees in an aggregate amount of \$ 151,324.03.  
[\(Details on COD website\)](#)

Adjunct salary/stipend in aggregate amount of \$ 44,331.00. [\(Details on COD website\)](#)

Student Workers/Tutors in the aggregate amount of \$621,192.00. [\(Details on COD website\)](#)

Contract/Non-affiliated in the aggregated amount of \$79,961.56. [\(Details on COD website\)](#)

**FISCAL IMPLICATIONS:**

All positions are fully funded as noted on details in the College of the Desert Website.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 2**

**AREA:** Human Resources

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**TITLE: EMPLOYMENT GROUP A APPOINTMENTS**

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**BACKGROUND:**

**Leadership**

Stan Henry has been appointed to an Interim position as Director Security & Emergency Preparedness effective July 21, 2014. Placement at \$52.81 per hour.

**Classified**

Susana Delgado has been appointed to a part-time classified position of Secretary Bilingual, Credit and Non-credit Programs effective July 24, 2014. Placement at Range 8, Step A(1).

Patricia Danna has been appointed to a full-time classified position of Administrative Assistant, Institutional Advancement. Placement at Range 12, Step 1 on the Classified Salary Schedule.

Sandra Shaw has been appointed to a full-time position of CDC Specialist effective September 2, 2014. Placement at Range 9, Step 7 on the Classified Salary Schedule.

**Faculty**

Chaminda Hettige has been appointed to a temporary position of Instructor, chemistry, effective August 28, 2014 through June 30, 2015. Placement at Range VII, Step 1 on the Certificated Salary Schedule.

**FISCAL IMPLICATIONS:**

All positions funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies/approves appointments as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 3**

**AREA:** Human Resources

**TITLE: WORKING OUT-OF-CLASS**

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

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**BACKGROUND:**

1. Ms. Rosemary Perez has been working out-of-class in her position of CDC Specialist, Child Development Center, School of Health Sciences & Education. Ms. Perez has been filling the position of Director while she is out on leave. Ms. Perez will continue in this position until August 22, 2014.

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

**FISCAL IMPLICATIONS:**

This position is funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies the working out-of-class.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 4**

**AREA:** Human Resources

**TITLE: RESIGNATIONS**

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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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**BACKGROUND:**

Cynthia Vasquez has resigned from her position as Counselor, HIS Title V, effective August 1, 2014. Ms. Vasquez has been employed by the college since February 1999.

Andrew Sorenson has resigned from his position as Laboratory Specialist, Science, effective July 28, 2014. Mr. Sorenson has been employed by the college since August 2013.

**FISCAL IMPLICATION:**

Positions are fully funded from unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves resignation as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 5**

**AREA:** Human Resources

**TITLE: PROFESSIONAL ADVANCMENT - FACULTY**

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**BACKGROUND:**

Ms. Vida Rossi, Assistant Professor of Reading, had advanced in completing units beyond a Master's Degree. Placement is at Range IV, Step 9 of the Certificated Salary Schedule.

**FISCAL IMPLICATIONS:**

This position is funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approved the professional advancement as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 1**

**AREA:** Administrative Services

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**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, 2014** as follows:

A. Purchase Orders in excess of \$25,000 ([Details on COD Website](#))

In the aggregated amount of \$152,042.17, as presented.

B. Open Purchase Orders

In the aggregated amount of \$98,164.00, as presented. ([Details on COD Website](#))

C. Purchase Orders and Contracts that do not exceed \$25,000 ([Details on COD Website](#))

In the aggregated amount of \$886,134.37 as presented. **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.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 2**

**AREA:** Administrative Services

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**TITLE: WARRANTS**

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**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 \$2,679,854.54 as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 3**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b> |
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**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 #2 in the amount of \$2,416,307.03 as follows:

Certificated:	\$1,431,707.89
Classified:	<u>\$ 984,599.14</u>
	\$2,416,307.03

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 9/8/2014</b> <b>Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 4**

**AREA:** Administrative Services

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<input type="checkbox"/> <b>ACTION</b>
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**TITLE: OUT-OF-STATE/COUNTRY TRAVEL**

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**BACKGROUND:**

1. Administrative Services – Ms. Janet Villeneuve, Financial Analyst of Fiscal Services, to attend the 2014 Federal Student Aid (FSA) Training Conference in Atlanta, GA, on December 2-5, 2014.

The FSA Training Conference for Financial Aid Professionals is the largest training program in the United States serving the financial aid community, and ultimately the students and families seeking an education beyond high school. This conference is not for government employees, but it is training provided for financial aid professionals by the government for those schools/institutions receiving Title IV funds. FSA provides more than \$150 billion of federal Title IV funds in grants, loans, and work-study programs to more than 14 million students. By law, schools are accountable to abide by and comply with the rules and regulations of the Title IV programs they administer. Ensuring the proper training of these institutions disbursing these funds is an investment in protecting the taxpayer dollars from fraud, waste, and abuse.

The Conference sessions will focus on topics related to changes in Title IV regulations and legislation such as protecting students' privacy and their loan data, Gainful Employment rules, 150% Direct Loan subsidized Limitation, Loan repayment Options, as well as changes to the Clery Act and the protection of students, violence against women, and sexual assaults on campus. Financial Aid Professionals will also learn how to implement these changes at their schools, and will be able to practice fact-to-fact, hands-on using the student loan data systems. There will also be staple sessions like new changes to the FAFSA, Verification, and Pell Grants as well as sessions on cash management and loan reconciliation.

*Fiscal Implications:* Costs estimated at \$1,510.00 and will be funded by a restricted source (Auxiliary Funds).

2. Student Success and Student Learning – Dr. David George, Professor in Business, School of Applied Sciences and Business, to attend the National Association for Community College Entrepreneurship Conference in Phoenix, AZ, on October 12-15, 2014.

Attending this meeting will directly improve Dr. George's teaching approach in the College's Small Business Development and Management Courses, as well as, generate new ideas for the proposed Entrepreneurship Program. Overall professional goal is currency in this various

discipline area. This activity would provide a significant currency boost in the small business area where Dr. George is the Lead Instructor.

*Fiscal Implications:* Costs estimated at \$1,929.00 and will be funded by a restricted fund (Faculty Development) and an unrestricted source (General Fund).

3. Student Success and Student Learning – Dr. Lisa Soccio, Gallery Director for Walter N. Marks Center for the Arts, and Ms. Krystal Glasman, Gallery Assistant, to attend and present at the Western Museum Association Annual Conference in Las Vegas, NV, on October 5-8, 2014. The presentation is on October 7, 2014.

The Western Museums Association (WMA) is a nonprofit, membership organization dedicated to serving museums, museum professionals, as well as the related organizations and individuals, by providing vision, enrichment, intellectual challenge, and a forum for communication and interaction. The WMA is primarily comprised of members across the Western states of Alaska, Arizona, California, Hawaii, Idaho, Nevada, Oregon, Utah, and Washington. The WMA conference provides opportunities for learning and personal interaction to enhance the creative skills and enrich the lives of individuals who do museum work.

The presentation will highlight *Declarations: Our Message to the World*, an exhibition conceived by the Spring 2013 C.O.D. Gallery Management class and featured at the Marks Art Center Fall 2013. The most inspiring, and educational aspect of this exhibition was the community involvement it fostered.

*Fiscal Implications:* Costs estimated at \$1,900.00 and will be funded by an unrestricted source (Marks Art Center Budget).

4. Student Success & Student Learning: Dr. Wendy Hinrichs Sanders, Early Childhood Education (ECE) Professor, School of Health Sciences and Education, to attend the International Step by Step Association 2014 Conference in Budapest, Hungary, on October 10-12, 2014, to present a workshop inviting participants from the Eastern European countries to help construct teaching activities legends, songs, activities, values, sayings, greetings, books, etc. for the COD ECE course, “Teaching in a Diverse Society” (ECE 45).

The International Step by Step Association is a collection of former Soviet Bloc countries, from Czech Republic to Moldova and the conference attracts participants from all over the world. The Association was formed by the US Open Society group to help new democracies teach democratic values and practices beginning at an early age.

Sanders teaches the ECE course and is writing an iBook that will be available, at the minimum, as a Course Reader for ECE students. This relatively new course, taught in all Curriculum Alignment Project (CAP) accredited community colleges in California does not have texts that cover all the student learning outcomes. The iBook is intended to be available to students at our campus and around the world for less than \$5. This conference and workshop will enable her to gather primary research samples for the course text and collect teaching materials for her course

(90 students per year) that would not otherwise be accessible to her. We have a small block of ECE students who have come from Eastern Europe.

*Fiscal Implications:* Costs estimated at \$2,300.00. \$800.00 will be funded by a restricted source (Faculty Development) and \$1,500.00 will be funded by Dr. Hinrichs Sanders.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 5**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b> |
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**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 the 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 &amp; Approval: 9/8/2014</b> <b>Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
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:**

*Amendments to Agreements between College of the Desert and:*

**C-0000452 – Farnsworth Group – Applied Sciences Project**

Amendment No. 2 for LEED Consulting Services extends the original contract end date to January 31, 2015. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

**C-0000526 – MSA Consulting, Inc. – Athletic Facilities Project**

Amendment No. 1 for SWPP Monitoring Services extends the original contract end date to December 31, 2014. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

**C-0000671 – JBA Consulting Engineers – Athletic Facilities Project**

Amendment No. 2 for Technology Consulting Services amends the original scope of work to provide documentation to add a Public Address system to the gymnasium and fitness center. This amendment is an increase in the amount not to exceed \$1,600.00. This amends the original contract amount from \$35,050.00 to a revised amount not to exceed \$36,650.00.

**C-0000601 – RBF Consulting – Athletic Facilities Project**

Amendment No. 2 for Construction Surveying Services extends the original contract end date to December 31, 2014 and amends the original scope of work to provide additional construction surveying services that is required to complete Phase 2 of the project. The original contract with RBF Consulting encompassed only the work in Phase 1 (Gym) of the Athletics Project. This Amendment extends the contract to cover the scope of work included in Phase 2 (Tennis Courts) and includes the staking and surveying redesign needs for over excavation of 8 tennis courts instead of the original planned 6 courts. This amendment is an increase in the amount not to

exceed \$17,515.00. This amends the original contract amount from \$44,700.00 to a revised amount not to exceed \$62,215.00.

**C-0000378 – HMC Architects – Child Development Center Project**

Amendment No. 6 extends the original contract end date to December 31, 2014. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

**C-0000388 – BSE Engineering – Energy efficiency Upgrade Central Plan MBCx Project**

Amendment No. 5 extends the original contract end date to September 30, 2014. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

**C-0000348 – PMSM Architects – Monterey Entrance Project**

Amendment No. 10 for Architectural & Engineering Services extends the original contract end date to December 1, 2014. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

**C-0000416 – Sally Swanson Architects, Inc. – Phase III Infrastructure Project**

Amendment No. 4 for Site Remediation extends the original contract end date to December 1, 2014. This is an extension of time only and does not amend the original scope of work and comes at no additional cost to the District.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustees approves the amended contracts that are listed above for special services.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 9/8/2014</b> <b>Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
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: CHANGE ORDERS – MEASURE B BOND  
PROJECTS**

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**BACKGROUND:**

1. Change Order #1 to the contract with ProSpectra Contract Flooring for the Athletic Facilities Project is in a credit amount of <\$2,500.00> for the return of unused allowance. This change order amends the contract total from \$29,072.00 to \$26,572.00 and remains within the 10% allowed for changes.
2. Change Order #1 to the contract with Mike’s Custom Flooring for the Athletic Facilities Project is in a credit amount of <\$3,500.00> for the return of unused allowance. This change order amends the contract total from \$176,500.00 to \$173,000.00 and remains within the 10% allowed for changes.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustees approves the Change Orders listed above.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 8**

**AREA:** Administrative Services

<input checked="" type="checkbox"/> <b>CONSENT</b>
<input type="checkbox"/> <b>ACTION</b>
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**TITLE: NOTICE OF COMPLETION – MEASURE B BOND  
PROJECTS**

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**BACKGROUND:**

1. The contract with SunPower Corporation for the Solar Photovoltaic System is complete as of July 31, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

**FISCAL IMPLICATIONS:**

Projects funded by proceeds from Measure B Bond Funds.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 9**

**AREA:** Administrative Services

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

**TITLE: 2013-2014 CCFS-311Q/QUARTERLY FINANCIAL  
STATUS REPORT**

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**BACKGROUND:**

The 2013-2014 CCFS-311Q / Quarterly Financial Status Report\* for the fourth quarter ending June 30, 2014 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

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

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees receives the District's fourth Quarterly Financial Status Report for 2013-2014.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014**

**AREA:** Student Success & Student Learning

**ITEM #: 1**

- |  |
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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 THE 2014-15 COLLEGE OF THE  
DESERT CATALOG ADDENDUM**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve 2014-15 College of the Desert Catalog Addendum

<b>Administrator Initiating Item:</b> Anna Davies	<b>Cabinet Review &amp; Approval: 9/8/2014</b> <b>Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 1**

**AREA:** Board of Trustees

**TITLE: CHANGE DATE OF NOVEMBER MEETING**

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

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**BACKGROUND:**

The Community College League's Annual Convention is being held in Rancho Mirage November 20-22, 2014. College of the Desert, along with Copper Mountain College and Mt. San Jacinto, will be Convention host districts. In order for the members to attend conference the Regular meeting of the Board of Trustees will be moved from Friday, November 21 to Thursday, November 20, 2014.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

To change the date of the November Board of Trustees meeting to Thursday, November 20, 2014.

<b>Administrator Initiating Item: Becky Broughton</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: PUBLIC HEARING 2014-2015 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 &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: FISCAL YEAR 2014-2015 FINAL BUDGET**

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**BACKGROUND:**

The attached 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 2014/15
2. Restricted Budgets for Fiscal Year 2014/15

**FISCAL IMPLICATIONS:**

Identified in the attached budget.

**RECOMMENDATION:**

Board of Trustees adopts the Final Budget for Fiscal Year 2014/15.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014  
ITEM #: 3**

**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: NOTICE OF INTENT TO AWARD CONTRACT  
FOR THE EAST VALLEY CAMPUS-MECCA/THERMAL PROJECT –  
VIDEO SURVEILLANCE UPGRADE**

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**BACKGROUND:**

Bid Package #1 – Video Surveillance Upgrade for the East Valley Campus – Mecca/Thermal Project has been out to bid and the bid results\* indicate the lowest qualified bid.

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

**FISCAL IMPLICATIONS:**

This project is funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves the notice of intent to award contract to lowest qualified bid for the East Valley Campus – Mecca/Thermal Project – Video Surveillance Upgrade to Dynalectric in the amount of \$48,100.00.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 9/19/2014**

**AREA:** Student Success & Student Learning

**ITEM #: 1**

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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 091914-1: APPROVE DESIGNATED  
PERSONNEL TO SIGN CALIFORNIA DEPARTMENT  
OF EDUCATION CONTRACT DOCUMENTS  
FOR FISCAL YEAR 2014-2015**

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**BACKGROUND:**

The California Department of Education has requested a resolution authorizing designated personnel to sign contracts for Fiscal Year 2014-2015 on behalf of the Desert Community College District.

[\\*Resolution on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Approve the resolution as presented identifying Anna Davies, Executive Vice President, as the designated personnel.

<b>Administrator Initiating Item: Anna Davies</b>	<b>Cabinet Review &amp; Approval: 9/8/2014 Chair &amp; Vice Chair Review: 9/10/2014</b>
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