



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, JANUARY 15, 2016
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVENUE, PALM DESERT, CA
CRAVENS MULTIPURPOSE ROOM

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

For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, www.collegeofthedesert.edu. 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 January 15, 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: 4

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

Agency Negotiator or Designee: Dr. Joel Kinnamon

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

Closed session report (if any)

V. **PUBLIC UPDATES**

VI. **PUBLIC COMMENTS:** PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE “REQUEST TO ADDRESS THE BOARD” FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD.

VII. **INTRODUCTION OF STAFF**

VIII. **APPROVE THE MINUTES OF:**

Regular meeting of December 18, 2015 ([Details on COD Website](#))

IX. REPORTS

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

- X. CONSENT AGENDA: All items on the Consent Agenda will be considered for approval by a single vote without discussion. Any Board member may request that an item be pulled from the Consent Agenda to be discussed and considered separately in the Action Agenda.**

A. BOARD OF TRUSTEES

- 1. Proclamation – Black History Month – read by – student Antoinette Kebreau
- 2. Proclamation – Career & Technical Education Month – read by student Joseph Borja

B. HUMAN RESOURCES

- 1. Personnel Items
- 2. MOU's Between DCCD & CTA: Office Hours During Winter Intercession & AEBG Taskforce
- 3. Tentative Agreement between DCCD & CODAA: Article X

C. ADMINISTRATIVE SERVICES

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

D. STUDENT SUCCESS & STUDENT LEARNING

- 1. Courses and Programs Approved by Curriculum Committee

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Approval of Board of Trustees Vacancy Appointment Process
2. 5-Year Review of Various Board Policies – 2nd Reading

C. ADMINISTRATIVE SERVICES

1. 2014-2015 Audit Reports
2. Budget Revisions
3. Nonresident and Foreign Tuition Fees for 2016-2017

XII. INFORMATION ITEM

4. 2014-2015 Auxiliary Services Audit Report

XIII. STUDY SESSION

- Distribution of Board Self-Evaluation Instrument
- International Education Program Presentation
- Facilities Presentation – Mac McGinnis, VP, MAAS Companies, Program, Manager, Bond Management Offices

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONT'D if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 1**

AREA: Board of Trustees

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TITLE: PROCLAMATION – BLACK HISTORY MONTH

BACKGROUND:

Black History Month, also known as African-American History Month, is an annual observance for remembrance of important people and events in the history of Americans of African descent. The College of the Desert acknowledges and supports Black History Month.

[Details on COD Website](#)

FISCAL IMPLICATION:

None.

RECOMMENDATION:

The Board of Trustees proclaim the month of February as “Black History Month”.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 2**

AREA: Board of Trustees

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**TITLE: PROCLAMATION – CAREER AND TECHNICAL
EDUCATION MONTH**

BACKGROUND:

College of the Desert currently offers 33 AA or AS degrees in CTE and 44 Certificates in over 40 career areas.

- The subject areas most commonly associated with career and technical education are: Business (office administration and entrepreneurship); Trade and Industrial (skilled trades such as automotive technician, carpenter, computer numerical control technician); Health Occupations (nursing, dental, and medical technicians); Agriculture (careers related to food and fiber production and agribusiness); Family and Consumer Sciences (culinary arts, management and life skills); Marketing (merchandising and retail); and Technology (computer-based careers).
- Career and technical education is offered in middle school, high schools, two-year community and technical colleges and other postsecondary schools and four-year Colleges and Universities.
- There are 11 million secondary and postsecondary career and technical education students in the U.S., according to the U.S. Office of Educational Research and Improvement.
- According to the U.S. Bureau of Labor Statistics, eighteen of the 20 fastest growing occupations within the next decade will require career and technical education.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the proclamation as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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A recommendation is made that the Board of Trustees approves the following list of Personnel Items:

Name	Position	Department	Effective
Appointments: Classified			
Alejandra Aguilar	Secretary (PT)	TRiO Veterans Srvc	1/7/2016
Gabriela Hernandez	Secretary-BiLingual (PT)	TRiO DSPS	1/18/2016
Margarita Marin	EOPS/CARE Technician (PT)	EOPS/CARE	1/4/2016
Rebeca Martinez	CalWORKS Program Specialist	CalWORKS	1/18/2016
Humberto Reynoso	Instructional Lab Tech-Art (PT)	Arts & Sciences	1/25/2016
Appointments: Leadership			
Daniel Aucutt	Director, TASC & SI	IEESP	1/19/2016
Jill E. Arnold	Interim Program Manager, PaCE	PaCE	1/4/2016-6/30/2016
Classified: Change in Assignment			
Geof Imeson	Security Officer	Security	12/14/2015-12/18/2015
Geof Imeson	Security Officer	Security	12/21/2015-2/1/2016
Classified: Continuation/Extension of Assignment			
Sunita Dhaimade	CDC Specialist	CDC	1/4/2016-1/20/2016
Kyle Ghirardi	Security Officer	Security	12/21/2015-1/25/2016
Carolyn Sue Johnson	Student Center Assistant	Student Life	1/19/2016-1/22/2016
Rena Maddox	CDC Specialist	CDC	1/4/2016-1/20/2016
Osciris Milward	CDC Specialist	CDC	1/4/2016-1/20/2016
Christine Nikoli	CDC Specialist	CDC	1/4/2016-1/20/2016
Pedro Mora	Security Officer	Security	12/21/2015-2/1/2016
Andres Moreno	Security Officer	Security	12/21/2015-2/1/2016
Rosemary Perez	CDC Specialist	CDC	1/4/2016-1/20/2016
Lawrence Ponce	Security Officer	Security	12/21/2015-2/1/2016
Bridgette Puentes	Security Officer	Security	12/21/2015-2/1/2016
Sandra Shaw	CDC Specialist	CDC	1/4/2016-1/20/2016
Guadalupe Vargas	CDC Specialist	CDC	1/4/2016-1/20/2016
Classified: Increased Hours			
Guadalupe Vargas	CDC Specialist	CDC	1/4/2016-6/30/2016
Classified: Temporary/Substitute			
Maria Alvarado	Food Technician	CDC	1/4/2016-1/30/2016

Andrea Calderon (S)	Art Gallery Assistant-PT	Marks Art Center	12/16/2015-6/17/2016
Gabriela Gudino-Nieto	Outreach Specialist-Foster Youth	EOPS/CARE	1/18/2016-4/26/2016
Judy Howard (S)	Administrative Asst.	Student Support Serv.	1/4/2016
Stephany Tellez (S)	Information Services Specialist	Institutional Research	1/4/2016-2/29/2016
Classified: Working out of Class			
Jocelyn Vargas	Sr. Program Specialist	A & R	12/3/2015-3/23/2016
Leadership: Extension of Assignment			
Tim Nakamura	Interim Director, PSA	PSA	1/1/2016-4/1/2016
Douglas Redman	Interim Dean, ASBU	ASBU	1/4/2016-1/31/2016
Resignations/Terminations			
Dr. Jim Berg	Dean	School of Arts & Sciences	1/20/2016
Veronica Izurieta	Interim Program Mgr PaCE	PaCE	12/31/2015
Tessa Rohl	Research Analyst	IEESP	12/17/2015
Paul Velasquez	Substitute HVAC Mechanic	M & O	11/25/2015
Temporary Employment Agreements w/ Faculty/Staff:			
Alison Airhart Bolze	Lead Teacher IEA	PaCE	1/1/2016-5/31/2016
Alison Airhart Bolze	ESLN Collaboration	Communications	2/1/2016-5/27/2016
David Anderson	Facilitator/training CV Clean Cities members	PaCE	1/23/2016-2/27/2016
Basil Augustine	New Student Orientation	Counseling	12/5/2015
Daniel Benke	Work Experience	ASBU	1/5/2016-12/28/2016
Bert Bitanga	Zero Net Energy Technician/Degree Program	TAACCCT	12/20/2015-3/21/2016
Christa Brown	Teaching for IEA	PaCE	2/1/2016-5/27/2016
George Brown	Zero Net Energy Technician/Degree Program	TAACCCT	12/20/2015-3/21/2016
Albert Cadena	Fire Academy Assistant	ASBU	12/28/2015-5/17/2016
Valerie Calderon	On-call Athletic Trainer	Athletics	10/17/2015
Karen Cheney	Teaching for IEA	PaCE	2/1/2016-5/27/2016
Bonifacio De La Cruz	Fire Academy Assistant	ASBU	12/28/2015-5/17/2016
Barbara DeLaughter	Teaching for IEA	PaCE	2/1/2016-5/27/2016
Maria DeSantiago	New Student Orientation	Counseling	12/5/2015
Courtney Donowho	Module II RTO	PSA	12/18/2015-4/17/2016
Roy Eads	Zero Net Energy Technician/Degree Program	TAACCCT	12/20/2015-3/21/2016
Ramiro Galicia	Zero Net Energy Technician/Degree Program	TAACCCT	12/20/2015-3/21/2016
Brian Green	Module III RTO	PSA	1/18/2016-5/17-2016
Donna Greene	IDT Coordinator	Distance Ed	SP 16 - SP 17
Sandra Hauf	New Student Orientation	Counseling	12/5/2015
Maria Herrera	New Student Orientation	Counseling	12/5/2015

Khanh Hoang	New Student Orientation	Counseling	11/20/2015 & 12/5/2015
Walter Holloway	Fire Academy Coordinator	ASBU	12/28/2015-5/17/2016
Katharine Hummer	ESLN Collaboration	Communications	2/1/2016-5/27/2016
Maria Jasso	New Student Orientation	Counseling	11/20/2015 & 12/5/2015
Elise King	New Student Orientation	Counseling	11/20/2015 & 12/5/2015
Jacquie Litto	Teaching for IEA	PaCE	2/1/2016-5/27/2016
Monica Lopez	New Student Orientation	Counseling	12/5/2015
Theresa Luyando	ESLN Collaboration	Communications	2/1/2016-5/27/2016
Charles Mason	ASL Interpreter	DSPS	2/1/2016-5/27/2016
Levi Miller	BPOT Coordinator	PSA	12/18/2015-5/17/2016
Jai Nettimi	Women's Head Tennis Coach	Athletics	12/1/2015-6/30/2016
Sheryl O'Donnell	ESLN Collaboration	Communications	2/1/2016-5/27/2016
Jorge Perez	Math Instruction/SAT Instr.	Upward Bound	1/9/2016-5/15/2016
Matthew Robles	Science Instruction/Tutoring	Upward Bound	1/9/2016-5/15/2016
Juanita Rodriguez	ESLN Collaboration	Communications	2/1/2016-5/27/2016
Fred Sangiorgio	New Student Orientation	Counseling	12/5/2015
Jose Simo	New Student Orientation	Counseling	12/5/2015
Daria Smith	ASL Interpreter	DSPS	2/1/2016-5/27/2016
Ana Stockwell	New Student Orientation	Counseling	11/20/2015 & 12/5/2015
Bente Underwood	Teaching for IEA	PaCE	2/1/2016-5/27/2016
Steven Valpy	Zero Net Energy Technician/Degree Program	TAACCCT	12/20/2015-3/21/2016
Escarlet Wirth	New Student Orientation	Counseling	12/5/2015
Temporary Employment Agreements: Contract Workers			
Tim Adams	Asst. Men's Baseball Coach	Athletics	11/2/2015-6/30/2016
David John Anderson	ASL Interpreter	DSPS	2/1/2016-5/27/2016
Megan Ericks	ASL Interpreter	DSPS	2/1/2016-5/27/2016
Christopher Gorges	ASL Interpreter	DSPS	2/1/2016-5/27/2016
Johnni Mae Gorges	ASL Interpreter	DSPS	2/1/2016-5/27/2016
Mikael Jacobsen	Play bass for Jazz in the Pollock	Arts & Sciences	12/9/2015
Shin Kang			
Jarred Kinsey	Asst. Men's Basketball Coach	Athletics	12/1/2015-6/30/2016
Julius Lang	Asst. Men's Basketball Coach	Athletics	12/1/2015-6/30/2016
Saul Martinez	Upward Bound Instructor	Upward Bound	1/9/2016-5/15/2016
Elizabeth McKinley	ASL Interpreter	DSPS	1/4/2016-5/27/2016
Gerry Morrow	English Instruction/SAT Prep	Upward Bound	1/9/2016-5/15/2016
Gerry Morrow	Teaching for IEA	PaCE	2/1/2016-5/27/2016

Denise Morse	ASL Interpreter	DSPS	2/1/2016-5/27/2016
Daniel Nickerson	Teaching for IEA	PaCE	2/1/2016-5/27/2016
Joshua Rodriguez	Teaching for IEA	PaCE	2/1/2016-5/27/2016
Kenneth Simonds, Jr.	Asst. Men's Basketball Coach	Athletics	12/1/2015-6/30/2016
Danyel Snelson	English Instruction	Upward Bound	1/9/2016-5/15/2016
Verenice Torres	Upward Bound Instructor (Sub)	Upward Bound	1/9/2016-5/15/2016
Administrator Initiating Item: Diane Wirth		Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016	

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 2**

AREA: Human Resources

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**TITLE: APPROVAL OF MEMORANDUMS OF UNDERSTANDING (MOU's)
BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT AND THE DESERT
COMMUNITY COLLEGE DISTRICT FACULTY ASSOCIATION**

BACKGROUND:

On December 16, 2015 two Memorandums of Understanding were reached between Desert Community College District and Desert Community College District Faculty Association regarding:

- Office Hours during Winter Intersession of 2016
- Adult Education Block Grant (AEBG) Taskforce

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

FISCAL IMPLICATION:

Associated costs will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the MOU as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 3**

AREA: Human Resources

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

BACKGROUND:

On December 16, 2015 a Tentative Agreement was reached between Desert Community College District and College of the Desert Adjunct Association regarding Article X: Distance Learning

*[Details on COD Website](#)

FISCAL IMPLICATION:

Associated costs will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the Tentative Agreement as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 1**

AREA: Administrative Services

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **November 30, 2015** as follows:

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

In the aggregated amount of \$375,511.73, as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$63,350.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$978,438.42, 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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair and Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 2**

AREA: Administrative Services

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TITLE: WARRANTS

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 \$2,119,828.30, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair and Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 3**

AREA: Administrative Services

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TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS

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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair and Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #6

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 #6 in the amount of \$2,137,922.60, as follows:

Certificated:	\$ 840,949.79
Classified:	<u>\$1,296,972.63</u>
	\$2,137,922.60

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair and Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 5**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- A portable drafting board with carrying case donated to the School of Applied Science and Business by Ms. Elizabeth Leach, Palm Desert, CA. These items will be utilized on an “as needed” basis for students in the architecture program who have a need to complete projects away from the classroom due to extenuating circumstances.
- 1978 Fiat Spider vehicle donated to the School of Applied Science and Business by Mr. Carlos Melina, Desert Hot Springs, CA. This item will be utilized as part of our SMOG program as well as multiple other classes within the automotive program.
- 1997 Chevrolet Astro Van vehicle donated to the School of Applied Science and Business by Mr. Richard Downes, La Quinta, CA. This item will be utilized as part of our SMOG program as well as multiple other classes within the automotive program.

FISCAL IMPLICATIONS:

There will be a one-time cost of \$100 each for the installation of the vehicles that will be paid from the Applied Science’s automotive program budget.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 6**

AREA: Administrative Services

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair and Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 7**

AREA: Administrative Services

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TITLE: BUDGET TRANSFERS

BACKGROUND:

Throughout the year, budget transfers are used for modification of a school budget to properly cover expenditures in the appropriate line item accounts. Board approval is required for the transfer of funds. Per Title 5, transfers from the reserve for contingencies (object 7900) must be approved by a two-thirds vote while other transfers only need approval by a majority vote.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair and Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 1**

AREA: Student Success & Student Learning

**TITLE: APPROVAL OF COURSES AND PROGRAMS
APPROVED BY CURRICULUM COMMITTEE**

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

BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve new courses and programs for Fall 2016.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/4/2016 Chair and Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/15/2016

AREA: Board of Trustees

ITEM #: 1

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

**TITLE: APPROVAL OF BOARD OF TRUSTEES VACANCY
APPOINTMENT PROCESS**

BACKGROUND:

To approve the process used to appoint a candidate to the vacant board position in Area 3.

1. The Board Chair will ask the Interim Vice President of Human Resources & Labor Relations to draw names of the candidates randomly and announce them in order.
2. The Board Chair asks the candidates for the position to be seated at the tables in front of the Board in the order announced from left to right.
3. The Board Chair reads the process to the candidates:
 - Each candidate will make an opening statement
 - Questions to the candidates
4. The Board Chair will describe the (1) nomination procedure and (2) the voting process to the members of the Board and the candidates.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

It is recommended that the Board of Trustees approve the process as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/15/2016

AREA: Board of Trustees

ITEM #: 2

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

**TITLE: 5-YEAR REVIEW OF VARIOUS BOARD POLICIES
2nd READING**

BACKGROUND:

As a subscriber to the Community College League of California's Policy and Procedure Service we receive updates on suggested revisions or updates to various policies and procedures.

The following policies have been reviewed and approved by the President's Executive Cabinet. These policies were reviewed and approved as a first reading at the December 2015 Board of Trustees meeting.

[Details on COD Website](#)

- BP 2200 Board Duties and Responsibilities (includes a CCLC update)
- BP 2220 Committees to the Board
- BP 2305 Annual Organizational Meeting
- BP 2311 Reports at Board Meetings
- BP 2315 Closed Sessions
- BP 2320 Special and Emergency Meetings
- BP 2340 Agendas
- BP 2345 Public Participation at Board Meetings
- BP 2432 CEO Succession
- BP 2435 Evaluation of Superintendent/President (includes a CCLC update)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the revised policies as presented and accept as second and final reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 1**

AREA: Administrative Services

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

TITLE: 2014-2015 AUDIT REPORTS

BACKGROUND:

Board action is required to accept the reports of the District's auditors, Vavrinek, Trine, Day & Co., LLP, for the 2014-2015 fiscal year for the District, and Measure B Bond Financial and Performance audits.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees accepts the 2014-2015 audit reports for the District and Measure B Bond Financial and Performance audits for study and discussion.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 2**

AREA: Administrative Services

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

TITLE: BUDGET REVISIONS

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 3**

AREA: Administrative Services

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

TITLE: NONRESIDENT AND FOREIGN TUITION FEES FOR 2016-2017

BACKGROUND:

Education Code 76140 requires that community colleges establish nonresident (out of state and foreign) student tuition fees for the following year no later than February 1st of the current year. The amount charged for nonresident students is calculated by using Option 2.

The past three years the Desert Community College District nonresident tuition fees were as follows:

2013-14	\$190
2014-15	\$197
2015-16	\$200

As per the worksheet, using the option of Education Code Section 76141(a), the District may also charge foreign students an additional fee for capital outlay. This year (2015/16) we charged a \$21 per unit fee to foreign students for capital outlay. In order to be competitive with nearby districts, we have chosen to charge a capital fee of \$21 per semester unit in 2016-2017. The result for nonresident and foreign students is that for this year (2015-2016) they are paying a total of \$200 per unit and in 2015-2016 they will be paying a total of \$206 per semester unit.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

In 2015-2016, \$1,800,000.00 is budgeted as anticipated revenue from nonresident and foreign student fees.

RECOMMENDATION:

Board of Trustees approves a \$206 per unit Nonresident and Foreign Student Tuition Fee and a \$21 for the Nonresident and Foreign Student Capital Outlay Fee for academic year 2016-2017.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/15/2016
ITEM #: 1**

AREA: Administrative Services

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

TITLE: 2014-2015 AUXILIARY SERVICES AUDIT REPORT

BACKGROUND:

District auditors, Vavrinek, Trine, Day & Co., LLP, will present the Auxiliary Services audit report for fiscal year 2014-2015.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the 2014-2015 Auxiliary Services audit report as information.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/4/2016 Chair & Vice Chair Review: 1/5/2016
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