



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: THURSDAY, JANUARY 19TH, 2017
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. 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 19th, 2017 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 October 21st 2016.

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
- 2. Proclamation – Career & Technical Education Month

B. PRESIDENT

- 1. Approval of Sabbatical Leave Requests
- 2. The Community pLEDGE

C. HUMAN RESOURCES

- 1. Personnel Items
- 2. New Job Descriptions
 - a. Dean, School of Mathematics and Sciences
 - b. Dean, School of Social Sciences and Arts

D. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #6
- 5. Out-of-State Travel
- 6. Gift/Donation to the District
- 7. Budget Transfers
- 8. Amendment to Contract – Measure B Bond Project
- 9. Notice of Completion – Measure B Bond Project

E. STUDENT LEARNING

1. Approval of Courses and Programs Approved by Curriculum Committee
2. Approval of 2016-2017 College of the Desert Catalog Addendum 3

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Board Member Travel

C. ADMINISTRATIVE SERVICES

1. Nonresident and Foreign Tuition Fees for 2017-2018
2. Budget Revisions
3. Destruction of Class 3 Records
4. Resolution 011917-1 of the Board of Trustees of the Desert Community College District Declaring Results and Certifying Proceedings of Bond Election held November 8, 2016 and Appointing the Citizens' Oversight Committee with respect to such Bond Measure
5. Board Policy 6350 Debt Management

XII. STUDY SESSION

1. Distribution of Board Self-Evaluation Instrument; Office of the President
2. International Education Program Presentation; Cody McCabe

XIII. FUTURE AGENDA ITEMS

XIV. CLOSED SESSION (CONTINUED if needed)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 1**

AREA: Board of Trustees

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| <input checked="" type="checkbox"/> CONSENT
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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: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
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 45 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 Occupational Outlook Handbook, many of the fastest growing jobs through 2022 will be in the Career and Technical Education fields, including health care, the skilled trades, STEM, IT and marketing.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approve the proclamation as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 1**

AREA: President

TITLE: APPROVAL OF SABBATICAL LEAVE REQUESTS

<input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
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BACKGROUND:

1. Kim Dozier, Professor of English and the Distance Education Coordinator is requesting sabbatical leave for the purpose to attend a master's degree program in community college administration and participate in the Association of California Community College Administrator's Mentor Program. Professor Dozier's goals are to develop a stronger understanding regarding the governance of the community college and what organizational principals and administrative strategies will best support College of the Desert's faculty and administration to further improve student success.
2. Michelle Richards, Cooperative Work Experience Coordinator is requesting sabbatical leave to accomplish three things in order to enhance the success of the Work Experience Program at College of the Desert. She will advance her current level of knowledge in the fields of Psychology and Career Development and investigate and recommend best internship practices as well as an electronic workflow system/software for the Work Experience class. During her sabbatical, Michelle Richards will examine successfully run internship programs within California State Community Colleges and attend conferences such as one organized by Cooperative Education and Internships Association.

FISCAL IMPLICATIONS:

Positions are district funded and will be replaced with adjunct faculty using budgeted district funds.

RECOMMENDATION:

Approve the sabbatical leaves requests as presented.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 2**

AREA: President

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TITLE: The Community pLEDGE

BACKGROUND:

College of the Desert was recently recognized by the California Community Colleges Chancellors Office with the 2016 Chancellor’s Student Success Award. The EDGE (Engage, Develop, Grow, and Empower) Program was developed to increase Student Success and combat the challenges students face in completing college-level Math and English courses. The strong success and persistence of students in the EDGE Program since 2012, demonstrates the effectiveness of the EDGE Program.

The college-going rate in Coachella Valley remains one of the lowest in California. College of the Desert has improved its capture rate of high school graduates over the past three years. However, to increase the college-going rate and the college’s capture rate of high school graduates significantly, the college recommends enriching the EDGE program to provide financial assistance for the Coachella Valley’s high school graduates.

The college recommends committing to a Community pLEDGE to the 2017 high school graduates in Coachella Valley. The Community pLEDGE will provide additional funding for eligible EDGE students to assist with college tuition and fees. The students receiving this assistance will also pLEDGE to maintain full time enrollment while in the program, as well as participate in mentoring or internships, engage in community service, complete career preparation workshops and maintain grade levels.

By focusing on recent, local high school graduates, the goal of the pLEDGE program is to remove economic barriers to the first year of college while providing critical guidance, college readiness skills, and academic support that is essential to achievement of individual educational and career goals. Research shows that students who enroll full-time, participate in work experience programs, and attend without financial stresses have achieved higher grades, continue their education beyond their first year at a higher rate than typical students, transfer to four-year colleges, and/or are better prepared to enter the local workforce than their peers. The pLEDGE is a powerful commitment to the educational and economic futures of our students, college, and community.

FISCAL IMPLICATIONS:

Scholarship resources and community partner pledges will fund the program. College of the Desert general funds will not be impacted.

RECOMMENDATION:

College of the Desert enhance the EDGE (Engage, Develop, Grow, Empower) Program with The Community pLEDGE with a program that assists eligible EDGE students with financial assistance for college tuition and fees.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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

Name	Position	Department	Effective
Appointments			
Classified			
Valerie Calderon	Athletic Trainer	Athletics	1/9/2017
Angelica Diaz	Instructional Support Assistant	DSPS	1/4/2017
Luisana Martinez	Admissions & Records Tech – 12 months	Admissions & Records	1/9/2017
Mark Quinto	Instructional Lab Tech	Art	1/23/2017
Caroline Ziedonis	Research Analyst	Institutional Research	1/9/2017
Faculty			
Maria Herrera	Counselor, EOPS/CARE	EOPS/CARE, CalWORKS	12/5/2016
Leadership			
Veronica Izurieta	Program Manager, PaCE	Partnership & Community Education	12/19/2016
Carlos Maldonado	Interim Dean	Enrollment Services	7/1/2017-12/31/2017
Change in Assignment/Hours			
Carlene Hart	Secretary	Basic Skills Initiative	1/3/2017
Sandra Hauf	Veterans Counselor	Counseling	12/12/2016
Carolyn Johnson	Student Center Assistant	Student Life	1/23/2017
Ana Truillo-Soto	Senior Program Specialist	Student Life	6/1/2017
Resignations			
Humberto Reynoso	Instructional Lab Tech	Arts & Sciences	8/22/2016
Temporary Assignment			
Extension of Assignment			

Sunita Dhaimade	CDC Specialist	Child Development Center	1/3/2017-1/27/2017
Claudia Flores	CDC Specialist	Child Development Center	1/3/2017-1/27/2017
Diane Gagnon	CDC Specialist	Child Development Center	1/3/2017-1/27/2017
Rena Maddox	CDC Specialist	Child Development Center	1/3/2017-1/27/2017
Osciris Milward	CDC Specialist	Child Development Center	1/3/2017-1/27/2017
Christine Nickoli	CDC Senior Office Assistant	Child Development Center	1/3/2017-1/27/2017
Rosemary Perez	CDC Specialist	Child Development Center	1/3/2017-1/27/2017
Joe Schuler	CDC Senior Office Assistant	Child Development Center	1/3/2017-1/27/2017
Sandra Shaw	CDC Specialist	Child Development Center	1/3/2017-1/27/2017
Guadalupe Vargas	CDC Senior Office Assistant	Child Development Center	1/3/2017-1/27/2017
Short-Term Temporary			
Valerie Calderon	Athletic Trainer	Athletics	11/5/2016
Substitute			
Laura Alvarez Herrera	Administrative Assistant	Enrollment Services	1/9/2017-6/30/2017
Jeffrey Conrad	Security Officer	Public Safety Department	10/10/2016-3/17/2017
Alan Heidrich, Sr.	Security Officer	Public Safety Department	10/10/2016-2/24/2017
Scott Mathison	Instructional Support Assistant	Tutoring and Academic Skills Center	12/1/2016-12/15/2016
Scott Mathison	Transfer and Career Center Specialist	Counseling	1/3/2017-2/23/2017
Roberto Perez	Security Officer	Public Safety	11/2/2016-2/24/2017

		Department	
Ana Quintana	Financial Aid Specialist	Financial Aid	11/9/2016-2/9/2017
Working Out of Class			
Jeannette Gfroerer	Purchasing Services Specialist	Fiscal Services	12/12/2016-3/10/2017
Patricia Reyes	Accounting Technician	Fiscal Services	12/19/2016-3/17/2017
Temporary Employment Agreements (Current Employee Y/N)			
Alison Airhart Bolze	Y Lead Teacher for Intensive English Academy	Intensive English Academy	1/16/2017-6/2/2017
Dorothy Anderson	Y Work Experience	ASBU	1/30/2017-5/26/2017
Tyler Bacon	N Supplemental Instructional Leader	EDGE	1/9/2017-1/25/2017
Lois Benda	Y Student Equity Project	Student Services	7/1/2016-12/31/2016
Daniel Benke	Y Written Labs for HVAC	ASBU	1/4/2017-1/25/2017
Robin Best	Y Student Equity	Student Services	9/1/2016-12/31/2016
James Brakebill	Y Emergency Medical Services Program Director	Public Safety Academy	1/18/2017-5/2/2017
Christa Brown	Y Teaching for Intensive English Academy	Intensive English Academy	1/30/2017-5/26/2017
Albert Cadena	Y Fire Academy Assistant	Public Safety Academy	1/18/2017-5/2/2017
Brian Childress	N Supplemental Instructional Leader	EDGE	1/9/2017-1/25/2017
Tamara Cole	Y Certificated Oversight for Open Lab	ASBU/Perkins	11/29/2016-12/9/2016
Fatima Cruz	N Supplemental Instructional Leader	EDGE	1/9/2017-1/25/2017
Bonifacio De La Cruz	Y Fire Academy Assistant	Public Safety Academy	1/18/2017-5/2/2017
Suzanne Delahanty	Y Facilitation of @One Course	Information Technology	1/2/2017-1/28/2017
Barbara DeLaughter	Y Teaching for Intensive English Academy	Intensive English Academy	1/30/2017-5/26/2017
Courtney Doussett	Y Work Experience	ASBU	1/30/2017-5/26/2017
Brian Eilders	N Assistant Men's Golf Coach	Athletics	7/1/2016-6/30/2017
Carl Farmer	Y Project Prototype	Arts & Sciences	6/1/2016-11/30/2016
Nellie Garcia	Y Assistant Softball Coach	Athletics	1/18/2017-6/30/2017
Laura Graff	Y Student Equity Projects	Student Services	12/16/2016-6/30/2017

Brian Green	Y	Recruit Training Officer	Public Safety Academy	1/17/2017-5/17/2017
Brian Green	Y	Pre-Class Drill and Command	Public Safety Academy	8/26/2016-12/16/2016
Donna Greene	Y	Facilitation of @One Course	Information Technology	1/2/2017-1/28/2017
Laurie Hanna	N	Teaching for Intensive English Academy	Intensive English Academy	1/30/2017-5/26/2017
Lawrence Heiskell	Y	Emergency Medical Services Clinical Coordinator	Public Safety Academy	1/18/2017-5/2/2017
Asil Hitaj	N	Supplemental Instructional Leader	EDGE	1/9/2017-1/25/2017
Walter Holloway	Y	Fire Academy Coordinator	Public Safety Academy	1/18/2017-5/2/2017
Katherine Hummer	Y	Teaching for Intensive English Academy	Intensive English Academy	1/30/2017-5/26/2017
Katherine Hummer	Y	Level Lead-ESLN	Communications and Humanities	1/30/2017-5/26/2017
Laurilie Jackson	Y	Work Experience	ASBU	1/30/2017-5/26/2017
David Kopec	Y	Certificated Oversight for Open Lab	ASBU/Perkins	11/29/2016-12/8/2016
Sylvia Layne	Y	Choreographer	Arts and Sciences	11/1/2016-12/1/2016
Kurt Leuschner	Y	Work Experience	ASBU	1/30/2017-5/26/2017
Jacque Litto	Y	Teaching for Intensive English Academy	Intensive English Academy	1/30/2017-5/26/2017
Theresa Luyando	Y	Level Lead – ESLN	Communication and Humanities	1/30/2017-5/26/2017
Marc Maglaski	N	Supplemental Instructional Leader	EDGE	1/9/2017-1/25/2017
Charles Mason	Y	American Sign Language Interpreter	DSPS	1/4/2017-5/26/2017
Eamon McGowan	Y	Teaching for Intensive English Academy	Intensive English Academy	1/30/2017-5/26/2017
Morgan McIntosh	N	Head Women’s Tennis Coach	Athletics	12/18/2016-6/30/2017
Wally Meyer	Y	Basic Peace Officer Training Coordinator	Public Safety Academy	1/17/2017-5/17/2017
Wally Meyer	Y	Pre-Class Drill and Command	Public Safety Academy	8/26/2016-12/16/2016
Art Morrow	Y	Teaching for Intensive English Academy	Intensive English Academy	1/30/2017-5/26/2017
Daniel Nickerson	Y	Teaching for Intensive English Academy	Intensive English Academy	1/30/2017-5/26/2017
Kasey Nguyen	Y	Student Equity Projects	Student Services	12/16/2016-6/30/2017

Sheryl O'Donnell	Y	Level Lead-ESLN	Communication and Humanities	1/30/2017-5/26/2017
Jorge Perez	Y	Math Jam	EDGE	11/7/2016-2/10/2017
Jeff Place	Y	Work Experience	ASBU	1/30/2017-5/26/2017
Jose Plasencia	Y	Recruit Training Officer	Public Safety Academy	1/18/2017-5/6/2017
Jose Plasencia	Y	Pre-Class Drill and Command	Public Safety Academy	8/26/2016-12/16/2016
Keith Prouty	Y	Work Experience	ASBU	1/30/2017-5/26/2017
Douglas Redman	Y	Work Experience	ASBU	1/30/2017-5/26/2017
Juanita Rodriguez	Y	Level Lead-ESLN	Communication and Humanities	1/30/2017-5/26/2017
Ana Rossetti	Y	Teaching for Intensive English Academy	Intensive English Academy	1/30/2017-5/26/2017
Reid Sagara	Y	Student Equity Project	Student Services	12/16/2016-6/30/2017
James Seablom	Y	Recruit Training Officer	Public Safety Academy	1/18/2017-5/6/2017
James Seablom	Y	Pre-Class Drill and Command	Public Safety Academy	8/26/2016-12/16/2016
Anthony Segrist	N	Supplemental Instructional Leader	EDGE	1/9/2017-1/25/2017
Renate Senters	Y	Common Assessment Initiative	Student Success	1/3/2017-6/30/2017
Daria Smith	Y	American Sign Language Interpreter	DSPS	1/4/2017-5/26/2017
Scott Smith	Y	Music Director	Arts and Sciences	11/1/2016-12/1/2016
Pamela Stegeman	Y	Communications Skills Workshop for SunLine	PaCE	1/1/2017-1/31/2017
Mary Stupin	Y	Mus 99 Private Lessons	Arts and Sciences	9/5/2016-12/8/2016
James Theall	Y	Student Equity Project	Student Services	12/3/2016-6/30/2017
Ken Thomas	Y	Head Men's Tennis Coach	Athletics	7/1/2016-6/30/2017
Adrian Torres	N	Career Exploration	Upward Bound	11/17/2016-5/10/2017
Eddie Vaca	Y	Work Experience	ASBU	1/30/2017-5/26/2017
Charity Wooley-Mendoza	N	Assistant Softball Coach	Athletics	1/18/2017-6/30/2017
Craig Zeigler	N	Assistant Softball Coach	Athletics	1/18/2017-6/30/2017
Department Chairs				
John Learned		Math	Math	1/1/2017-5/26/2017

Volunteers

Charity Wooley-Mendoza	Physical Education
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Adjunct Instructors

Omar Abdul-Majid	Psychology
Luis Atilano	HVAC/Refrigeration
Brian Bower	EMT
Michael Claypool	EMT
Elaine Harris	ESLN
Scott Jaeggi	EMT
Jose Lopez	Nursing
Jackie Matthews	DSPS
Cameron Miller	EMT/PSA
Janet Miller	Theatre Arts
Danette Mondary	Nursing
Cassandra Nafziger	Counselor Trio Veterans
Jesse Neimeyer-Romero	Political Science
Francisco Ortiz	Fire Tech
Kyle Pong	Natural Resources
Donna Rantz	Accounting
Christine Scott	Art History
Genola Thomas	Counseling
Kelley Vandecoevering	History
Calvin Yeap	Culinary Arts

Administrator Initiating Item:
Mary Ann Gularte

Cabinet Review and Approval: 1/10/2017
Chair and Vice Chair Review: 1/11/2017

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 2**

AREA: Human Resources

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

TITLE: NEW JOB DESCRIPTIONS - LEADERSHIP

BACKGROUND:

To approve the new job description for the position listed below:

- Dean, School of Mathematics and Sciences
- Dean, School of Social Sciences and Arts

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approves the job description as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 1/10/2017 Chair and Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
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 **December 1 – 25, 2016** as follows:

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

In the aggregated amount of \$845,561.72, as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$269,830.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$1,664,751.16, 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 and Approval: 1/10/2017 Chair and Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 2**

AREA: Administrative Services

TITLE: WARRANTS

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

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$3,415,747.52, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 1/10/2017 Chair and Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 1/19/2017

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 and Approval: 1/10/2017 Chair and Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 4**

AREA: Administrative Services

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

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 4,215,828.05, as follows:

Certificated:	\$2,672,440.70
Classified:	<u>\$1,543,387.35</u>
	\$4,215,828.05

Administrator Initiating Item: Lisa Howell
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Cabinet Review and Approval: 1/10/2017 Chair and Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 5**

AREA: Administrative Services

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

TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state 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 and Approval: 1/10/2017 Chair and Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 6**

AREA: Administrative Services

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

TITLE: GIFT/DONATION TO THE DISTRICT

BACKGROUND:

A DJI Phantom 2+ Drone donated to the School of Applied Sciences and Business by Mr. William Baker of La Quinta, CA. This item will be utilized by students in the Computer Information Systems program.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees accepts donation 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: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 7**

AREA: Administrative Services

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

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:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 8**

AREA: Administrative Services

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

**TITLE: AMENDMENT TO CONTRACT – MEASURE B
BOND PROJECT**

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 amendment to the contract listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 9**

AREA: Administrative Services

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| <input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
<input type="checkbox"/> INFORMATION |
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TITLE: NOTICE OF COMPLETION – MEASURE B BOND PROJECT

BACKGROUND:

The contract with Doug Wall Construction, Inc. for the Indio Retail & Classroom Project is complete as of December 13, 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 Redevelopment Funds and remain within budget.

RECOMMENDATION:

Board of Trustees accepts the Notice of Completion as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/10/2017 Chair and Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 1**

AREA: Student Learning

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

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

BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2017.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees approves new courses and programs for Fall 2017.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 1/10/2017 Chair and Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 2**

AREA: Student Learning

**TITLE: APPROVAL OF 2016-2017 COLLEGE OF THE
DESERT CATALOG ADDENDUM 3**

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

BACKGROUND:

Board action is required to approve Addendum 3 to the catalog.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Approve 2016-2017 College of the Desert Catalog Addendum 3, effective Spring 2017.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 1/10/2017 Chair and Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 1**

AREA: Board of Trustees

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

TITLE: BOARD MEMBER TRAVEL

BACKGROUND:

1. The League's Annual Legislative Conference provides a unique opportunity to connect with other advocates and learn the latest news on higher education in California. Attendees will also learn about new members of legislative committees, legislative proposals affecting colleges and student learning, and advocacy strategies for the current legislative year.

This year's conference will be held at the Sheraton Grand in Sacramento on January 29th – 30th, 2017. All cancellations must be in writing. No refunds are available if cancellation is received after January 13th, 2017. All refunds will be assessed a \$50 cancellation Fee. Hotel cancellation deadlines are 72 hours prior to the date of arrival.

2. The ACCT National Legislative Conference is designed to inform and educate community colleges on federal policy issues that impact postsecondary institutions and students. The conference spotlights the importance of institutions to Congress and the Administration. With a newly elected U.S. President sworn in on January 20th, the February Summit is times perfectly to make college voices heard.

The National Legislative Conference will be held at the Marriott Wardman Park Hotel in Washington, D.C. on February 13th-16th, 2017. No refunds will be issued to requests made after January 6, 2017. Hotel cancellation deadlines are 72 hours prior to the date of arrival.

3. The ACCT Governance Leadership Institute is a nationally acclaimed institute that provides a unique opportunity for trustees, chancellors/presidents and board staff to work together on important and timely issues and develop a powerfully effective team.

The Governance Leadership Institute will be held at the Kapi'olani Community College in Honolulu, Hawaii on March 29th – April 1st, 2017. Cancellations must be requested or postmarked by February 10, 2017 to receive a refund, less \$200 processing fee. Refunds will be issued following the Summit. No refunds will be issued to requests made after February 10, 2017. Hotel cancellation deadlines are 72 hours prior to the date of arrival.

4. The ACCT Leadership Conference provides the opportunity for Trustees to exchange critical information and ideas on successful new models, innovations, programs, and active networks within community college leaders from across the country.

The Leadership Conference was held at the October 5-8th, 2016.

FISCAL IMPLICATIONS:

1. Cost of full conference per person is \$510 and covers all workshop and/or conference costs. Hotel rate is \$165 per night plus tax, and flight costs will range between \$250 - \$400.
2. Cost of full conference per person is \$710 and covers all workshop and/or conference costs. Hotel rate is \$287 per night plus tax, and flight costs will range between \$500 - \$700.
3. Cost of the full conference per person is \$850 and covers all workshop and/or conference costs. Hotel rate is \$186 per night plus tax, and flight costs will range between \$825 - \$1000.
4. Airfare cost totaled \$705.20; ACCT Annual Leadership Congress Registration Fee cost totaled \$1,185.00; and, Hotel Accommodation (1) Night cost totaled \$219.00.

RECOMMENDATION:

1. Board of Trustees approve the Board Chair and (2) Board Members to attend this conference.
2. Board of Trustees approve the Board Chair and Board Member, Bonnie Stefan to attend this conference.
3. Board of Trustees approve the Board Chair and Board Member, Bonnie Stefan to attend this conference.
4. Board of Trustees approve the invoice payment.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 1**

AREA: Administrative Services

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

TITLE: NONRESIDENT AND FOREIGN TUITION FEES FOR 2017-2018

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:

2014-2015	\$197
2015-2016	\$200
2016-2017	\$206

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 (2016/17) 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 \$20 per semester unit in 2017-2018. The result for nonresident and foreign students is that for this year (2016-2017) they are paying a total of \$206 per unit and in 2017-2018 they will be paying a total of \$206 per semester unit.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

In 2016-2017, \$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 \$20 for the Nonresident and Foreign Student Capital Outlay Fee for academic year 2017-2018.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 2**

AREA: Administrative Services

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

BACKGROUND:

All Budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Sections 58307 and 58308, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #072016-3 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on December 16, 2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented

RECOMMENDATION:

Board of Trustees approves the 2016-2017 budget revisions as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 3**

AREA: Administrative Services

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| <input type="checkbox"/> CONSENT
<input checked="" type="checkbox"/> ACTION
<input type="checkbox"/> INFORMATION |
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TITLE: DESTRUCTION OF CLASS 3 RECORDS

BACKGROUND:

All records which have been held for the required retention periods and any permanent records which have been classified as Class 3-Disposable Records after having been held for the required retention period may be destroyed as per Title 5, Subchapter 2.5, Article 1-3, Sections 59020-59031, of the California Code of Regulations. Board Policy 3310 establishes and gives authorization for destruction of records and Administrative Procedure 3310 establishes the procedures for destruction of records. A list of records recommended for destruction must be submitted to the board of trustees to specify that the identified records are to be destroyed. The records on the attached list have been retained for the legal period of time as prescribed in Title 5 of the California Code of Regulations. There is no further need to retain these records for District use. Further, the Director of Fiscal Services hereby certifies that no records contained within the attached list conflicts with the procedures of destruction as prescribed in Title 5 of the California Code of Regulations.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves the destruction of the Class 3 Records, as prescribed in Title 5 of the California Code of Regulations, on the attached list.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 4**

AREA: Administrative Services

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

TITLE: RESOLUTION #011917-1 OF THE BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE DISTRICT DECLARING RESULTS AND CERTIFYING PROCEEDINGS OF BOND ELECTION HELD NOVEMBER 8, 2016 AND APPOINTING THE CITIZENS' OVERSIGHT COMMITTEE WITH RESPECT TO SUCH BOND MEASURE

BACKGROUND:

On July 20, 2016, the Board of Trustees (the "Board") of the Desert Community College District (the "District") duly adopted a resolution ordering an election be held on November 8, 2016, on the question of authorizing the issuance of bonds of the District in the aggregate principal amount of \$577,860,000. The official results of the election held on November 8, 2016 reflect that over 55% of the voters in the District approved Measure CC.

The community overwhelmingly supported the authorization of the bonds with approval rates of 72.66 percent in Riverside County and 67.22 percent in Imperial County. The Board of Trustees recognizes and appreciates both the support and the investment in College of the Desert and is committed to maximizing this investment in both our student and our community by:

- The appointment of a Citizen's Oversight Committee
- Creating community centered education facilities throughout the Coachella Valley
- Increasing access and supporting student success initiatives
- Being responsive to current and future needs for workforce and economic development
- Adopting and maintaining a Facilities Master Plan that reflects current and future needs
- Issuing debt responsibly and only as needed

According to California Education Code Section 15124, the Board is required to acknowledge and record the elections results in the official meeting minutes and determine that all proceedings of the District in connection with the bond election have been accomplished according to law.

The Board has previously established and appointed an existing independent citizens' oversight committee for a prior bond measure, and the Board desires that the existing citizens' oversight committee constitute the independent citizens' oversight committee for Measure CC.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

No fiscal implications at this time.

RECOMMENDATION:

Board of Trustees adopts Resolution #011917-1 of the Board of Trustees of the Desert Community College District Declaring Results and Certifying Proceedings of Bond Election held November 8, 2016 and appointing the Citizens' Oversight Committee with respect to such Bond Measure.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 1/19/2017
ITEM #: 5**

AREA: Administrative Services

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

TITLE: BOARD POLICY 6350 DEBT MANAGEMENT – 1st Reading

BACKGROUND:

Senate Bill 1029 was signed by Governor Brown on September 12, 2016. This Senate Bill requires local agencies, including community colleges, to certify that they have adopted local debt policies and that each contemplated debt issuance is consistent with those adopted policies.

Staff has been working with legal counsel over the past several months to develop a policy that addresses the requirements included in the legislation which are:

- The purposes for which the debt proceeds may be issued;
- The types of debt that may be issued;
- The relationship of the debt to, and integration with, the issuer’s capital improvement program or budget, if applicable;
- Policy goals related to the issuer’s planning goals and objectives; and
- The internal control procedures that the issuer has implemented, or will implement, to ensure that the proceeds of the proposed debt will be directed to the intended use.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District

RECOMMENDATION:

Board of Trustees reviews the Debt Management Policy for 1st reading.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 1/10/2017 Chair & Vice Chair Review: 1/11/2017
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