

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, OCTOBER 18, 2013
TIME: 9:30 A.M.
LOCATION: CRAVENS MULTI-PURPOSE ROOM

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

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

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. 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.

CONFIRMATION OF AGENDA: Confirm the agenda of the Regular Meeting of October 18, 2013, with any additions, corrections, or deletions.

IV. 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: Mr. Stan Dupree

2. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**
Section 54956.9 (d)(2/3/4) Specify number of potential cases: 6
3. **CONFERENCE WITH LEGAL COUNSEL STUDENT EXPULSION:** Government Code Section 54957
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, 664 190 021, 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
5. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:** Superintendent/President

V. **OPEN SESSION** *10:30 a.m.*

Closed session report (if any)

VI. **PUBLIC COMMENTS (Agenda Items):** 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 AGENDA 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. **READING OF PROCLAMATIONS**

VIII. **REPORTS**

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

IX. **ADMINISTRATIVE REPORTS**

1. President
 - Staff Update
 - Educational Centers

- 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: International Education Week
2. Proclamation: Phi Theta Kappa Week
3. Proclamation: National Native American Heritage Month

B. HUMAN RESOURCES

1. Employment Group C Appointments
2. Volunteer
3. New/Revised Job Descriptions
4. Classification Review - Leadership
5. Employment Group A Appointments –Classified
6. Working Out-Of-Class
7. Resignations/Retirements
8. Reduced Teaching Load – Faculty
9. Sabbatical Leave - Faculty

C. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #3
4. Gifts/Donations to the District
5. Out-of-State Travel
6. Change Orders
7. Notice of Completion – Measure B Bond Projects
8. Renewal of Agreement
9. License Agreement

D. STUDENT SUCCESS & STUDENT LEARNING

1. Renewal of Agreement
2. Extension of Lease

XI. INTRODUCTION OF NEW FULL-TIME STAFF

XII. ACTION AGENDA

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

B. HUMAN RESOURCES

1. Report of Workers' Compensation Self-Insurance

C. ADMINISTRATIVE SERVICES

1. Resolution #101813-1 Authorized Signatures
2. Certification of Signatures
3. CCFS-311 / Annual Financial and Budget Report
4. Notice of Intent to Award Contracts for the East Valley Campus – Indio Project
5. 2013-2014 CCFS-311Q/Quarterly Financial Status Report

D. STUDENT SUCCESS & STUDENT LEARNING

1. Approval of Curriculum Modifications for Spring 2014

XIII. STUDY SESSION

A. ANNUAL AUDIT PROCESS

XIV. SUGGESTIONS FOR FUTURE AGENDAS

XV. BOARD COMMENTS

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Board of Trustees

ITEM #: 1

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**TITLE: PROCLAMATION: INTERNATIONAL
EDUCATION WEEK NOVEMBER 12-16, 2013**

BACKGROUND:

Recognizing that one of the strengths of College of the Desert is the diversity of its students, faculty, and staff, the college is committed to fostering an environment of tolerance and respect for all people. International education programs are critical to developing mutual understanding and respect and enhance the learning opportunities for all students.

FISCAL IMPLICATIONS:

No cost to the District.

RECOMMENDATION:

Board of Trustees approves the Proclamation as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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PROCLAMATION

Whereas, the first International Education Week (IEW) was first held in 2000 and was a joint initiative of the U.S. Departments of State and Education; and

Whereas, today, IEW is celebrated in more than 100 countries worldwide and is an opportunity to celebrate the benefits of international education and exchange worldwide;

Whereas, exchanges are critical to developing mutual understanding and respect, building leadership abroad, fostering an appreciation for the U.S., and investing in the future relationship between Americans and people around the world, and

Now Therefore be it proclaimed, that the Desert Community College District Board of Trustees, faculty, staff, and students recognize and appreciate the many benefits of international education; and

Be it further proclaimed, that the Board of Trustees of the Desert Community College District is pleased to acknowledge the week of November 12-16, 2013 as International Education Week.

Board of Trustees

Becky Broughton

Michael O'Neill

Mary Jane Sanchez-Fulton

Bonnie Stefan

Aurora Wilson

President

Joel L. Kinnamon

Student Trustee

Andrew Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Board of Trustees

ITEM #: 2

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TITLE: PROCLAMATION: PHI THETA KAPPA WEEK

BACKGROUND:

The American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges in 1929. The purpose is to celebrate both the College of the Desert's inaugural honor society chartering of Beta Rho Iota Chapter and the Phi Theta Kappa internationally proclaimed week in recognition of our high honor students.

Phi Theta Kappa Week is November 18-22, 2013.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

Board of Trustees approve the proclamation as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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PROCLAMATION

PHI THETA KAPPA WEEK

Whereas, Phi Theta Kappa was founded in 1918 as an honor society for students at two-year colleges; and

Whereas, the American Association of Community Colleges recognized Phi Theta Kappa as the official honor society for two-year colleges in 1929; and

Whereas, participation in Phi Theta Kappa has grown to over 2,000,000 members in over 1250 Chapters worldwide; and

Whereas, the Beta Rho Iota Chapter of Phi Theta Kappa at College of the Desert is in its inaugural stages and already has well over 500 members; and

Whereas, the week of November 18-22, 2013 is recognized nationally as Phi Theta Kappa Week,

Now therefore be it proclaimed, that the Board of Trustees of Desert Community College District is pleased to recognize November 18-22 as Phi Theta Kappa Week at College of the Desert.

Board of Trustees

Becky Broughton

Michael O'Neill

Mary Jane Sanchez-Fulton

Bonnie Stefan

Aurora Wilson

President

Joel L. Kinnamon

Student Trustee

Andrew Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Board of Trustees

ITEM #: 3

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**TITLE: PROCLAMATION: NATIONAL NATIVE
AMERICAN HERITAGE MONTH**

BACKGROUND:

What started at the turn of the last century as an effort to gain a day of recognition for the significant contributions the first Americans made to the establishment and growth of this nation, has resulted in a whole month being designated for that purpose. The Desert Community College District acknowledges the month of November as National Native American Heritage Month.

FISCAL IMPLICATIONS:

No cost to the District.

RECOMMENDATION:

Approve the Proclamation as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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PROCLAMATION

National Native American Heritage Month

Whereas, our Nation is inextricably linked to the histories of the Native Americans who first inhabited this great land; and

Whereas, their history speaks to us through the names of our cities, lakes, and rivers, the food on our tables, the magnificent ruins of ancient communities, and

Whereas, they have great pride in their cultural, spiritual, linguistic and kinship bonds;

Now Therefore be it proclaimed, that the Desert Community College District Board of Trustees, faculty, staff, and students recognize and appreciate the many lasting contributions of Native Americans; and

Be it further proclaimed, that the Board of Trustees of the Desert Community College District is pleased to acknowledge the month of November as National Native American Heritage Month.

Board of Trustees

Michael O'Neill

Becky Broughton

Mary Jane Sanchez-Fulton

Bonnie Stefan

Aurora Wilson

President

Joel L. Kinnamon

Student Trustee

Andrew Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 1

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TITLE: EMPLOYMENT GROUP C APPOINTMENTS

BACKGROUND:

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

Classified/Substitute/Temporary employees in an aggregate amount of \$16,375.76 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$93,737.00 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$39,280.00 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$253,120.00 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$11,540.00 ([Details on COD website](#))

FISCAL IMPLICATIONS:

All positions are fully funded as noted on details in the Board portal.

RECOMMENDATION:

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

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 2

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TITLE: VOLUNTEER

BACKGROUND:

David Bryan – Public Safety Academy

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees ratifies volunteer as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 3

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TITLE: NEW/REVISED JOB DESCRIPTIONS

BACKGROUND:

Classified:

To approve the revised/new job descriptions for the positions listed below:

1. Accounting Specialist (revised)
2. Upward Bound Support Assistant

Leadership:

To approve the revised job description for the following position:

3. Director, Student Life

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

1. Position is funded by unrestricted funds.
2. Position is funded by restricted funds
3. Position is funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the new/revised job descriptions.

Administrator Initiating Item: Stan Dupree
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Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 4

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TITLE: CLASSIFICATION REVIEW – LEADERSHIP

BACKGROUND:

To provide a reclassification for the following positions:

1. Director, Title V, from Range VII, Step 4 to Step 6, on the Leadership Salary Schedule. Due to the temporary nature of the assignment, the change would be effective June 2013 to the end of the grant in September 2014. The position would be responsible for the oversight of both Title V grants. If the District receives an additional Title V grant following September 2014 that is assigned to the Director, the Management Personnel Committee recommends reviewing the reclassification at that time. The internal equity within the Leadership classification system was considered by the committee.
2. Director, Student Life, from Range VII, Step 8, to Range IX, Step 5, on the Leadership Salary Schedule, effective 7/1/13. The position has increased its scope of responsibility to include oversight of Student Health, serves as a resource for Robert's Rules of Order, and assisting the Dean with student discipline and due process.

FISCAL IMPLICATIONS:

1. Position is funded by restricted funds (Title V).
2. Position is funded by unrestricted funds (General Funds).

RECOMMENDATION:

Board of Trustees approves the reclassifications as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 5

**TITLE: EMPLOYMENT GROUP A APPOINTMENTS –
CLASSIFIED**

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BACKGROUND:

1. Ms. Angelica Juarez has been appointed to a vacated position of Full-Time Admissions & Records Specialist, Enrollment Services/Student Services, effective 9/9/13. Placement on Range 11 of the Classified salary schedule is at Step I.
2. Ms. Krystal Glasman has been appointed to a new position of Part-Time Art Gallery Assistant, Marks Center for the Arts, School of Arts & Sciences, effective 9/30/13. Placement on Range 15 of the Classified salary schedule is at Step A.
3. Mr. Jess Salis has been appointed to a vacated position of Full-Time Security Officer, Security/Administrative Services, effective 9/23/13. Placement on Range 9 of the Classified salary schedule is at Step I.
4. Ms. Wanda DeHoyos has been appointed to a vacated position of Full-Time Mail Technician, Fiscal Services, effective 9/24/13. Placement on Range 7 of the Classified salary schedule is at Step C.

*[Details on COD website](#)

FISCAL IMPLICATIONS:

1. Position is funded from unrestricted funds.
2. Position is funded from restricted funds.
3. Position is funded from restricted funds.
4. Position is funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves/ratifies appointments as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 6

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TITLE: WORKING OUT-OF-CLASS

BACKGROUND:

- Ms. Marisela Rosales has been working out-of-class as a Part-Time Admission & Records Specialist, Student Success & Student Learning, until vacated position is filled along with student degree evaluation requests pending and meeting student success compliance. This was effective 9/6/13.
- Mr. Michael Harlow, Ms. Janet Castillo, and Mr. Mike Hadley have been working out-of-class as they have each been performing some of the duties of the Director, Educational Technology & Web Services since his resignation. This was effective 9/3/13 and will continue until the position is filled or a temp is hired.
- Ms. Aurora Perez has been working out-of-class due to the extended family leave and retirement of the Lead Bursar which will be effective since that time, 5/1/13. This position is currently being reclassified.
- Ms. Janet Assof, Financial Analyst, Fiscal Services, has been working out-of-class due to the additional responsibility of HigherOne implementation and ongoing monitoring and facilitating of the program for both students and staff. This position is currently being considered for reclassification.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

All positions are funded by unrestricted funds.

RECOMMENDATION:

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

Administrator Initiating Item: Stan Dupree
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Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 7

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TITLE: RESIGNATIONS/RETIREMENTS

BACKGROUND:

Leadership:

- Mr. Charles Alm, Supervisor/Custodial Services, Maintenance & Operations, Administrative Services, will retire from his position effective 12/2/13.
- Ms. Anita Corral, Executive Administrative Assistant, Office of Human Resources, will retire from her position effective 12/27/13.

Classified:

- Ms. Nancy Blaire-Moore, Child Development Specialist, Child Development Center, has resigned from her position effective 10/1/13.
- Ms. Becky Swanson, Bursar Technician, Bursar's Office, has resigned from her position effective 12/2/13.
- Ms. Jeanette Buckner, Bursar Technician, Bursar's Office, has resigned from her position effective 12/2/13.

FISCAL IMPLICATIONS:

- Leadership positions are funded by unrestricted funds.
- Classified positions are funded by unrestricted funds. Ms. Blair-Moore's position is funded by restricted funds.

RECOMMENDATION:

Board of Trustees approves/ratifies the resignations/retirements.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 8

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TITLE: REDUCED TEACHING LOAD – FACULTY

BACKGROUND:

Ms. Eve-Marie Andrews, Counselor, Student Success & Student Learning, has requested a reduced teaching load as defined by Article 24.10-Reduced Teaching Load with Full Retirement Credit, for the 2014/2015 school year. She is requesting to work 30 hours per week.

FISCAL IMPLICATIONS:

This position is fully funded by restricted funds.

RECOMMENDATIONS:

Board of Trustees approves the requested reduced teaching load as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 9

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TITLE: SABBATICAL LEAVE- FACULTY

BACKGROUND:

Dr. Wendy Sanders has requested sabbatical leave for two semesters—fall 2014 through spring 2015. Ms. Sanders will be researching and compiling an interactive iBook to accompany the early childhood education course at COD and across California: Teaching in a Diverse Society. This is a new course for Early Childhood Education programs, required statewide, and the existing text used by many campuses is limited in scope and inadequate to meet the digital, interactive needs of today's college students. Dr. Sanders has completed the sabbatical application process which has been approved by the Sabbatical Leave Committee and President. This is in accordance with the CTA Bargaining Agreement, Appendix E, Sabbatical Leave Procedures.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

The Board of Trustees approves the leave request.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 1

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

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **September 30, 2013** as follows:

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

In the aggregated amount of \$466,735.20, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$43,970.00, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$4,983,759.06, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$6,011,232.79, as presented. ([Details on COD Website](#))

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 2

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TITLE: WARRANTS

BACKGROUND:

Board action is required to ratify District warrants under AP 6300(a). Details of all warrants are posted on the [COD Website](#).

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$11,375,249.71 as presented.

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 3

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TITLE: PAYROLL #3

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 #3 in the amount of \$2,508,371.45 as follows:

Certificated:	\$1,488,896.33
Classified:	<u>\$1,019,475.12</u>
	\$2,508,371.45

Administrator Initiating Item: Jim Buysse
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Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 4

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Photography supplies and equipment donated to the School of Arts & Sciences by Dr. Norman S. Nadel of Indian Wells, CA. Items will be utilized by the students in the photography classes.
- Fitness equipment donated to the President's Office/Foundation by Mr. and Mrs. Gene Berlanti of Palm Desert, CA.
- 2001 Mercedes Benz to the School of Applied Sciences & Business by Mr. James Hummer of Palm Desert, CA. Item will be utilized by students in the automotive lab activities.

RECOMMENDATION:

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

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 5

TITLE: OUT-OF-STATE TRAVEL

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BACKGROUND:

1. Student Success and Student Learning – Ms. Gail Booth, Sr. Financial Aid Specialist, to attend the 2013 (FSA) Federal Student Aid Training Conference in Las Vegas, NV, December 3 – 6, 2013.

The Federal Student Aid annual conference is designed to provide the most up-to-date information on Title IV programs and the evolving federal policies and procedures. 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. Sessions will focus on topics related to changes in Title IV regulations and legislation such as Gainful Employment, 150% Direct Loan Sub Limitation, Pell Grant Lifetime Eligibility Limits, Loan Repayment Options, as well as how to prevent fraud, and protect students' privacy and their loan data. Financial Aid Professionals will also learn how to implement these changes at their schools, and will be able to practice face-to-face, hands-on using the student loan data systems, such as COD and NSLDS. There will also be staple sessions like new changes to the financial aid application and the protection of students on campus (Clery Act), as well as sessions on cash management and loan reconciliation.

Fiscal Implications: Costs estimated at \$1,100.00 and will be funded by a restricted source (Board Financial Assistance Programs (BFAP) funds).

2. Student Success and Student Learning – Ms. Christina Delgado, Director, International Education Program, to attend the ICEF (International Consultants for Education and Fairs): North America Workshop in Miami, FL, December 9 – 12, 2013.

ICEF is an organization that focuses on creating connections between educational providers and overseas education agents for the purpose of the recruitment of international students. The North America Workshop focuses on establishing meetings between US higher education institutions and overseas educational agents who are interested in recruiting students for the U.S. market. It is anticipated that through our participation in this workshop, we will be able to establish new marketing relationships leading to international student enrollment at the college and at the Intensive English Academy.

Fiscal Implications: Costs estimated at \$6,300.00 and will be funded by a restricted source (International Education Program Funds).

3. Student Success and Student Learning – Baseball team to attend a scrimmage game in Yuma, AZ, on Saturday, November 2, 2013.

As part of the baseball team’s non-traditional fall season, they have scheduled a scrimmage game against Arizona Western College.

Fiscal Implications: Costs estimated at \$1,055.00 for a charter bus and will be funded by an unrestricted source (Athletics Team Travel Funds). Please note that the costs for the charter bus is comparable to any other travel within the State of California. All other expenses will be incurred by the players and coaches.

4. Student Success and Student Learning – Mr. Kurt Leuschner, Professor of Natural Resources, School of Applied Sciences and Business, to attend A New Architecture for a Sustainable New World Conference at the Yale School of Forestry & Environmental Studies in New Haven, CT, October 31 – November 3, 2013.

Professor Leuschner teaches Conservation of Natural Resources. Sustainability is the foundation of the course, and Professor Leuschner strives to be an expert in this area.

Fiscal Implications: Costs estimated at \$1,729.65 and will be funded by a restricted source (Perkins Travel Funds). This travel was approved by the grant monitor on 9/18/13.

5. Student Success and Student Learning – Mr. Eliu Benavides, History Instructor, School of Arts and Sciences, and Faculty Development Committee Member, to attend POD (Professional and Organizational Development Network in Higher Education) Conference in Pittsburgh, PA, November 6-10, 2013.

The mission of education is to empower others and promote meaningful connections among people and between people and their world. Mr. Benavides is currently serving as a Professional Development contributor (stipend position) to the Title V Cooperative Grant.

Fiscal Implications: Costs estimated at \$2,305.94 and will be funded by a restricted source (Title V Cooperative Grant).

RECOMMENDATION:

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

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 6

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

TITLE: CHANGE ORDERS

BACKGROUND:

1. Change Order #1 to the contract with Montgomery Hardware for the East Valley Campus-Indio Project is in the amount of \$17,237.00 for the replacement of eight (8) exterior door frames. This change order amends the contract total from \$199,711.00 to \$216,948.00 and remains within the 10% allowed for changes.
2. Change Order #2 to the contract with Southern California West Coast Electric, Inc. for the Athletic Facilities Project is in the amount of \$35,153.64 for an upgrade to the lighting system and controls to the basketball backboards. This change order amends the contract total from \$1,233,749.92 to \$1,268,903.56 and remains within the 10% allowed for changes.
3. Change Order #1 to the contract with SunPower Corporation Systems for the Solar Photovoltaic System Project is a credit in the amount of <\$934,365.00> for work to slurry seal and re-strip Lots D, B and A as well as a credit from South Coast Air Quality Management District (SCAQMD). This change order amends the contract total from \$14,644,174.00 to \$13,709,809.00 and remains within the 10% allowed for changes.

FISCAL IMPLICATIONS:

1. This project is funded by proceeds from Measure B Bonds and remains within budget.
2. This project is funded by proceeds from Measure B Bonds and remains within budget.
3. This project is funded by Redevelopment Funds and remains within budget.

RECOMMENDATION:

Board of Trustees approves the Change Orders listed above.

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 7

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

**TITLE: NOTICE OF COMPLETION – MEASURE B BOND
PROJECTS**

BACKGROUND:

1. The contract with Los Angeles Air Conditioning, Inc. for the RDA Small Maintenance – Hydronics is complete as of February 1, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with Com-Sec Incorporated for the Communication Building Project – Security is complete as of April 19, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
3. The contract with Whitehead Construction, Inc. for the Communication Building Project – Doors, Frames, Hardware & installation is complete as of March 8, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
4. The contract with ProCraft Construction, Inc. for the Communication Building Project – Plumbing is complete as of February 17, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

FISCAL IMPLICATIONS:

The project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 8

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

TITLE: RENEWAL OF AGREEMENT

BACKGROUND:

Renewal of Agreement between Desert Community College District and:

Riverside County Superintendent of Schools* – to provide Information Systems Support services for the District as follows: Standard Galaxy Support (Service Desk Support and Special File Transfer Processing), Report Processing and Distribution, Standard RCOE Training Support, Standard Retirement Reporting and Support and other optional services outlined in the attached agreement. The term of this agreement shall be from July 1, 2013 to and including June 30, 2014.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

The Superintendent determines the rates for providing service by assessing the actual cost of providing the service to the District. The rates are intended to offset and do not exceed the cost of providing specified services. These rates are included in the attached agreement.

RECOMMENDATION:

Board of Trustees accepts the renewal of agreement as presented.

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 9

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

TITLE: LICENSE AGREEMENT

BACKGROUND:

This License Agreement is between the Desert Community College District (DCCD) and MICA LLC. DCCD is the owner of certain real property situated in an unincorporated area of Riverside County, California, more particularly described as portions of Areas 3 and 4 in Exhibit A. DCCD grants to MICA LLC on that portion of the Property described as Areas 3 and 4 of Exhibit A, for the purpose of grading and excavating land, rerouting, capping and other installation of drainage and irrigation piping, and other preparation of the site for future planting, and for no other purpose except with the prior written consent of DCCD. In exercising the License, MICA LLC must use reasonable care and may not unreasonable increase the burden on the Property.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

MICA LLC shall pay all costs in connection with MICA LLC's operations.

RECOMMENDATION:

Board of Trustees ratifies the License Agreement as presented.

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Student Success & Student Learning

ITEM #: 1

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

TITLE: RENEWAL OF AGREEMENT

BACKGROUND:

Renewal of Agreement between Desert Community College District and:

Riverside County Superintendent of Schools* – This renewal Agreement is for participation in the Riverside County Superintendent of Schools, Child Development Programs. Riverside County Superintendent of Schools is a California State Preschool Program (CSPP)/General Child Care and Development Programs (CCTR) contractor funded by California Department of Education, Child Development Division (CDE) pursuant to the authority of the California Education Code, Section 8385(f) and is charged with the basic statutory and regulatory responsibilities of a contractor. Riverside County Superintendent of Schools desires to delegate to the Subcontractor (Desert Community College District) the CSPP and/or CCTR program operation as specified in the attached agreement. The term of this Agreement is from July 1, 2013 and shall end June 30, 2014.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

This renewal Agreement is funded by the California Department of Education, Child Development Division, for \$175,872.00.

RECOMMENDATION:

Board of Trustees accepts the renewal Agreement for participation in the Riverside County Superintendent of Schools, Child Development Programs.

Administrator Initiating Item: Don Berz	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Student Success & Student Learning

ITEM #: 2

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

TITLE: EXTENSION OF LEASE

BACKGROUND:

Extension to the Lease for the Desert Energy Enterprise Center (DEEC):

Doug C. Jones (Lessor) agrees to extend the lease* at 3301 Micro Place, Palm Springs, CA, for the Desert Energy Enterprise Center, for another 12 months. This lease extension will begin October 1, 2013 and end on September 30, 2014.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

The total annual cost is \$120,042.00. This cost is covered by grants and contracts except for \$38,918.00 at this time. Prior years have been fully covered, and we anticipate that such will be the case in the current year. We are only asking to have this amount *backed* as there are significant grant opportunities coming that should produce additional revenue for the DEEC this year.

RECOMMENDATION:

Board of Trustees accepts the extension of the lease as presented. .

Administrator Initiating Item: Don Berz	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Human Resources

ITEM #: 1

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

**TITLE: REPORT OF WORKERS' COMPENSATION
SELF-INSURANCE**

BACKGROUND:

Labor Code Section 3702 (Assembly Bill 2771) requires Boards of Trustees to be advised within 90 days of submitting the annual self-insurer's report of the liabilities reported and that the funding is in compliance with Government Accounting Standards Board Publication No. 10 (G.A.S.B.).

The liabilities report* contains information on the time period of FY2012-13.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the report of the Workers' Compensation Self-Insurance Program.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 1

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

**TITLE: RESOLUTION #101813-1 AUTHORIZED
SIGNATURES**

BACKGROUND:

The District receives requests from time to time for an actual resolution designating authorized signatures for the signing of contracts and agreements. The resolutions* should satisfy the requirement.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees adopts Resolution #101813-1 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 2

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

TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

At December 14, 2012 Board Meeting, in accordance with the provisions of Education Code Sections 42633 and 85233 and following the annual organization meeting of the Board of Trustees, a certification of signatures form was completed and approved by the Board of Trustees. Due to recent changes in personnel, the attached certification of signatures form* has been updated. The certification of signatures form verifies the signatures of members of governing board and persons authorized to sign orders drawn on the funds of the District and new employee authorization transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. The individuals are as follows:

Michael O'Neill – Governing Board Member
Rebecca Broughton – Governing Board Member
Bonnie Stefan – Governing Board Member
Mary Jane Sanchez-Fulton – Governing Board Member
Aurora Tenorio-Wilson – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; Linda Valkenburg – sign warrant orders, orders for salary payment and sign notices of employment; Stephen F. Renew – sign warrant orders, orders for salary payment and sign notices of employment; Donald B. Berz – sign warrant orders, orders for salary payment and sign notices of employment; James L. Buisse – sign warrant orders, orders for salary payment and sign notices of employment; Lisa Howell – sign warrant orders, orders for salary payment and sign notices of employment; and Stan Dupree – sign notices of employment.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves these individuals to provide authorized signatures for the purposes of warrant orders, orders for salary payments and notices of employment.

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 3

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

**TITLE: CCFS-311 / ANNUAL FINANCIAL AND BUDGET
REPORT**

BACKGROUND:

Section 58305 of the California Code of Regulations requires that the final budget for each year as adopted by the Board of Trustees is to be submitted to the Chancellor's Office. The format is entirely different from the information submitted for Board information and approval. The CCFS-311* is the standardized form required for all California community colleges for submission and also includes the prior year's actual expenditures.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the annual CCFS-311 report as submitted to the Chancellor's Office.

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 4

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACTS
FOR THE EAST VALLEY CAMPUS – INDIO
PROJECT**

BACKGROUND:

Bid Package #18 – Network Transmission Systems (NTS) has been out to bid and the bid results* indicate the lowest qualified bid.

Bid Package #19 – Audio Visual has been out to bid and the bid results* indicate the lowest qualified bid.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

The project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contracts as presented.

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Administrative Services

ITEM #: 5

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

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

BACKGROUND:

The 2013-2014 CCFS-311Q / Quarterly Financial Status Report* for the 1st quarter ending September 30, 2013 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Jim Buysse	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/18/2013

AREA: Student Success & Student Learning **ITEM #: 1**

**TITLE: APPROVAL OF CURRICULUM
MODIFICATIONS FOR SPRING 2014**

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

BACKGROUND:

The Curriculum Committee approved modifications to the College curriculum to be effective for Spring 2014.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

The Board of Trustees approves the curriculum modifications for Spring 2014.

Administrator Initiating Item: Don Berz	Cabinet Review & Approval: 10/7/2013 Chair & Vice Chair Review: 10/10/2013
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ACADEMIC SENATE CURRICULUM COMMITTEE

Courses/Programs Approved by Curriculum Committee
(September 12, 2013 Meeting)

A. Course Modifications:

1. AJ-030 Introduction to Corrections (for Dean's approval)
Change textbook.

2. COUN-058 Career Development
3. ENG-026 Lesbian/Gay/Bisexual/Transgender Literature
4. ENG-032 The Bible As Literature: New Testament
5. MUS-010 Introduction to Music
6. MUS-029 Jazz Singers
7. MUS-031 Chamber Singers
Course periodic review; update textbooks, assignments, methods of evaluation, SLOs, POs and IOs, and completed prerequisite content review.

8. HS-098A-D Nursing Skills Lab
Allow course auditing to meet student learning needs.

9. MUS-099 Applied Music
Add MUS-004 (new course) as corequisite.

10. N-056 Transition to Registered Nurse (formerly **N-055**)
*Change Course Code **from: N-055 to: N-056**; Units/Hours **from: 4 units (54 lecture hrs + 54 laboratory hrs) to: 5 units (54 lecture hrs + 108 laboratory hrs)**; remove CH-004 as prerequisite; modify course content, SLOs, assignments and objectives.*

11. VSM-011 Varsity Baseball – Men
12. VSM-022 Varsity Cross Country – Men
13. VSM-033 Varsity Football – Men
14. VSM-040 Varsity Golf – Men
15. VSM-053 Varsity Soccer – Men
16. VSM-064 Varsity Tennis – Men
17. VSW-023 Varsity Cross Country – Women
18. VSW-041 Varsity Golf – Women
19. VSW-054 Varsity Soccer – Women
20. VSW-057 Varsity Softball – Women
21. VSW-065 Varsity Tennis – Women
22. VSW-074 Varsity Volleyball – Women
Change repeatability from 1 to 3.

B. Programs Modifications:

1. Associate in Science in ADMINISTRATION OF JUSTICE for TRANSFER DEGREE

Required Core Courses:

AJ-001	Introduction to Criminal Justice	3
AJ-002	Concepts of Criminal Law	3
AJ-004	Criminal Court Process	3
AJ-006	Criminal Investigation	3

Any 2 courses from the following6

	AJ-003	Legal Aspects of Evidence (3)	
	AJ-005A	Community & the Justice System(3)	
	AJ-010	Juvenile Procedures (3)	
<i>Add</i>	<i>AJ-021</i>	<i>Introduction to Forensics (3)</i>	
	AJ-030	Introduction to Corrections (3)	
	PSY-001	General Psychology (3)	
	SOC-001	Introductory Sociology (3)	
	SOC-003	Fundamentals of Statistics (3)	
	Required Subtotal		18
	CSU General Education or IGETC Pattern		38-41
	Transferable Electives* (as needed to reach 60 transferable units)		
	DEGREE TOTAL		60

* Elective units to reach 60 unit total must be CSU transferable.

2. ADMINISTRATION OF JUSTICE CERTIFICATE OF ACHIEVEMENT

Required Courses:

AJ-001	Introduction to Criminal Justice	3
AJ-002	Concepts of Criminal Law	3
AJ-004	Criminal Court Process	3
AJ-006	Criminal Investigation	3

Electives: 15 units to be chosen from the following:

	AJ-003	Legal Aspects of Evidence	3
	AJ-005A	Community & the Justice System	3
	AJ-008	Patrol Operations	3
	AJ-009	Traffic Control	3
	AJ-010	Juvenile Procedures	3
	AJ-016	Narcotics Control	3
	AJ-017	Natural Resources Law Enforcement	3
<i>Add</i>	<i>AJ-021</i>	<i>Introduction to Forensics</i>	<i>3</i>
	AJ-024	Report Writing	3
	AJ-030	Introduction to Corrections	3
	AJ-095A-C	AJ Work Experience	1-3
	BPOT-001	Basic Peace Officer - Module III	7
	BPOT-002	Basic Peace Officer - Module II	12

Required Subtotal	12
Elective Subtotal	15
CERTIFICATE TOTAL	27

3. ADMINISTRATION of JUSTICE A.S. DEGREE for Employment

Preparation

Required Courses:

AJ-001	Introduction to Criminal Justice	3
AJ-002	Concepts of Criminal Law	3
AJ-004	Criminal Court Process	3
AJ-006	Criminal Investigation	3

Electives: 15 units to be chosen from the following:

	AJ-003	Legal Aspects of Evidence	3
	AJ-005A	Community & the Justice System	3
	AJ-008	Patrol Operations	3
	AJ-009	Traffic Control	3
	AJ-010	Juvenile Procedures	3
	AJ-016	Narcotics Control	3
	AJ-017	Natural Resources Law Enforcement	3
<i>Add</i>	<i>AJ-021</i>	<i>Introduction to Forensics</i>	<i>3</i>
	AJ-024	Report Writing	3
	AJ-030	Introduction to Corrections	3
	AJ-095A-C	AJ Work Experience	1-3

BPOT-001	Basic Peace Officer - Module III	7
BPOT-002	Basic Peace Officer - Module II.....	12
Required Subtotal		12
AJ Electives (with Advisor approval).....		15
Other Electives (with Advisor approval).....		13
COD General Education Pattern		18
Kinesiology (PE) Activities		2
DEGREE TOTAL		60

4. REGISTERED NURSING A. S. DEGREE and employment preparation

(Graduates eligible for Registered Nurse Licensing Examination in California)

Program Entrance Requirements: Acceptance to the program under the existing eligibility and selection criteria.

All courses must be completed with a grade "C" or better:

	BI-013	Human Anatomy & Physiology I	4
	BI-014	Human Anatomy & Physiology II	5
	BI-015	General Microbiology	5
	PSY-001	General Psychology	3
	or PSY-003	Developmental Psychology (3)	
	SOC-001, 014, 015, or ANTH-002		3
	ENG-001A	Composition	4
	SP-001, 004, 005 or 015		3
	Humanities Area C3 requirements for Associate Degree Occupational/Vocational.....		3
	MATH-040	Intermediate Algebra.....	4
	KINE	Kinesiology (<i>or</i> 1 unit of KINE + HS 70; <i>or</i> HE 1).....	2
	N-001	Basic Concepts of Nursing Practice	8
	N-002	Concepts of Nursing Practice/Commonly Occurring Alterations in Health	9
	N-003A	Concepts of Nursing Practice/Complex Alterations in Health.....	9
	N-003B	Issues in Nursing	0.5
Delete	N-004A	Concepts of Nursing Practice for Acute Complex Alterations in Health	9
Delete	N-004B	Management Concepts in Nursing.....	0.5
Add	<i>N-004</i>	<i>Concepts of Nursing Practice for Acute Complex Alterations in Health</i>	<i>9.5</i>
DEGREE TOTAL			72

Note: For advanced placement students who qualify for N-056, Transition to Registered Nurse, total units for degree may be different.