

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 19, 2012
TIME: 9:00 A.M.
LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, www.collegeofthedesert.edu. 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 October 19, 2012, with any additions, corrections, or deletions.

III. CLOSED SESSION 9:00a.m. – 9:30 a.m. and 12:00p.m. to 12:45p.m. Closed session may extend past the designated time, but should the business considered in closed session require additional time the board shall reserve the 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: Stan Dupree

2. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:
Section 54956.9 (b)(c) Specify number of potential cases: 2

3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Superintendent/President

****Please note: Closed session will continue at 12:00 p.m. to 12:45 p.m. and at the end of the public meeting if needed.**

IV. OPEN SESSION 9:45 to 11:45 a.m. & 1:00 to completion

Closed session report (if any)

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

VI. APPROVE THE MINUTES OF:

Regular meeting of September 21, 2012. (Details on [COD Website](#))

VII. 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

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

A. HUMAN RESOURCES

- 1. Change in Assignment – Classified
- 2. Resignation – Classified
- 3. Volunteers
- 4. Initial Proposal from the CTA to the DCCD – 2012 Successor Agreement-2nd Reading
- 5. Employment Group C Appointments
- 6. Approval of Tentative Agreements – DCCD & CSEA

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Renewal Lease Agreement with Prime Time International
3. Warrants
4. Payroll #3
5. Gifts/Donations to the District
6. Out-of-State Travel
7. Change Order #005-ACSS-001 – Communication Building Project – Anderson Charnesky Structural Steel
8. Change Order #001-ACSS-001 – Monterey Entrance Project – Anderson Charnesky Structural Steel
9. Agreement with the Riverside County For Administration of Justice Career and Technical Education Programs

IX. ACTION AGENDA

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

B. BOARD OF TRUSTEES

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

C. HUMAN RESOURCES

1. Employment Group A Appointments – Leadership
2. Employment Group A Appointments – Faculty
3. Revised Job Descriptions – Leadership
4. Retirement - Leadership
5. Educational Administrator Contract Terms & Salary Placement

D. FISCAL SERVICES

1. Notice of Intent to Award Contract for the Athletics Facilities – Central Plant Demolition and Salvage Project
2. Notice of Intent to Award Contract for the East Valley Campus – Indio Education Center | Phase I Project – Site Work and Grading
3. Notice of Intent to Award Contract for the East Valley Campus – Indio Education Center | Phase I Project – Structural Concrete and Steel Reinforcement
4. Notice of Intent to Award Contract for the East Valley Campus – Indio Education Center | Phase I Project – Building Plumbing
5. Notice of Intent to Award Contract for the East Valley Campus – Indio Education Center | Phase I Project – Structural Steel and Miscellaneous Metals
6. CCFS-311 / 2011-2012 Annual Financial and Budget Report

X. STUDY SESSION

ADMINISTRATIVE REPORTS

1. Superintendent/President: Dr. Joel Kinnamon
 - a. Football Update
 - b. Vice President Academic Affairs Search Update
 - c. Other
2. Vice President Business Affairs: Dr. Edwin Deas
 - a. Monterey Entrance by Steve Renew
 - b. Locking Systems by Ray Griffith
3. Interim Vice President Student Affairs: Adrian Gonzales
 - a. Changes to Priority Enrollment
 - b. Student Success Act Workgroup

XII. SUGGESTIONS FOR FUTURE AGENDAS

XIII. BOARD COMMENTS

XIV. CLOSED SESSION (Continuation if needed)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 1

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

TITLE: CHANGE IN ASSIGNMENT - CLASSIFIED

BACKGROUND:

To provide a change in assignment hours for Sandra Lydeen, Senior Office Assistant, School of Applied Sciences & Business-Work Experience, from 19.5 hours/week to 25 hours/week effective 8/20/12 – 5/27/13.

FISCAL IMPLICATIONS:

The position is fully funded by restricted funds.

RECOMMENDATION:

Board of Trustees ratifies the change in assignment as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 2

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TITLE: RESIGNATION – CLASSIFIED

BACKGROUND:

Ms. Vanessa Martinez, Part-Time Secretary, TRIO-DSPS, has resigned from her position effective 9/27/12.

FISCAL IMPLICATIONS:

Position is funded through restricted funds.

RECOMMENDATION:

Board of Trustees ratifies the resignation as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 3

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TITLE: VOLUNTEERS

BACKGROUND:

Listing of approved volunteers as follows:

1. Art Lilly - PE/Athletics (Asst. Women's Softball Coach)
2. Bobby Marrujo – PE/Athletics (Asst. Women's Softball Coach)
3. Jessica Cuevas – Child Development Center
4. Stephanie Mireles – Business Work Experience/Kiosk
5. Valerie Kee – Veteran Affairs – Work Study
6. Eric Vasquez – PE/Athletics (Asst. Men's Baseball Coach)
7. Maria Elma Garcia – Child Development Center
8. Eri Tanaka – Business Work Experience/Kiosk

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees ratifies volunteers as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 4

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**TITLE: INITIAL PROPOSAL FROM THE DESERT COMMUNITY COLLEGE
FACULTY ASSOCIATION (CCA/CTA/NEA) TO THE DESERT COMMUNITY
COLLEGE DISTRICT – 2012 SUCCESSOR AGREEMENT – SECOND READING**

PROPOSAL:

To conduct a second reading, requested by the Desert Community College Faculty Association (CCA/CTA/NEA), to re-open the following sections for the collective bargaining agreement of the Desert Community College Faculty Association to be negotiated fall 2012, effective 7/1/13:

Article 8, Compensation: To negotiate salary increases for unit members commensurate with the District's ability to pay.

Article 10, Health and Welfare Benefits: To negotiate District Health and Welfare contribution increases for unit members commensurate with the District's ability to pay. To bring certain language into consistency with a 16-week academic calendar.

Article 11, Leaves: To negotiate the ability to earn additional non-STRS creditable sick leave for additional work completed by unit members for the District.

Appendix E, Sabbatical Leaves: To negotiate a guarantee to a minimum of two sabbaticals granted each academic year.

Appendix I, Load Banking: To amend this appendix to allow all unit members to load bank 15 SIUs.

Appendix J, Released/Reassigned Time and Stipends: To negotiate a new Clinical Nursing Stipend.

New Appendix, SERP: To negotiate a Supplemental Early Retirement Plan.

New Appendix, Fee Waiver: To negotiate a waiver of course fees for classes taken at COD for dependents and spouses of Unit Members.

BACKGROUND:

Currently the Board of Trustees and the Desert Community College Faculty Association have an agreement pursuant to Government Code Section 3540 et. seq, which provides for annual re-openers. It is appropriate to conduct a second reading regarding this re-opener at this time.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees approves the second reading of the above proposal as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 5

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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.

Faculty stipend in aggregate amount of \$10,000.00. ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$9,763.00. ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$54,105.00. ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$151,775.00. ([Details on COD website](#))

FISCAL IMPLICATIONS:

All positions 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: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 6

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**TITLE: APPROVAL OF TENTATIVE AGREEMENTS
BETWEEN THE DESERT COMMUNITY COLLEGE
DISTRICT (DCCD) & CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
(CSEA)**

BACKGROUND:

To approve the Tentative Agreements listed below between the Desert Community College District and the California School Employees Association:

Article V: Employee Rights

Article IX: Health and Welfare Benefits

Article XII: Leaves

Article XXII: Organizational Security

New Article XXIII: Security Hours & Assignments

Article XXIV: Term

Appendix B: Unit Members

**Global Proposal: Replacing the terms “President/College President” with
“Superintendent/President”**

(Details on [COD Website](#))

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the Tentative Agreements as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal 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 1-30, 2012** as follows:

Purchase Orders in excess of \$25,000

In the aggregated amount of \$98,244.00 as presented. (Details on [COD Website](#))

Contracts in excess of \$25,000

There are no contracts to report during this period.

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

In the aggregated amount of \$659,905.89 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: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 2

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**TITLE: RENEWAL OF LEASE AGREEMENT WITH PRIME
TIME INTERNATIONAL**

BACKGROUND:

In conjunction with the renewal of the License Agreement with Prime Time International that was approved by the Board of Trustees at the August 17, 2012 Board Meeting, the District will renew the Lease Agreement with Prime Time International for a portion of the property located at 61120 Buchanan Street, Mecca, CA (northeast corner of the Property described in Exhibit A of the Lease Agreement) for the purpose of sowing, planting, and harvesting all crops. The *Lease Agreement shall commence on the 1st day of February, 2013 and terminate on the 31st day of December, 2013.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

Prime Time International shall pay all costs in connection with their farming work and operations.

RECOMMENDATION:

Board of Trustees approves the renewal of the Lease Agreement with Prime Time International.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 3

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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 \$4,602,880.53 as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 4

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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 \$2,328,479.77 as follows:

Certificated:	\$1,393,347.14
Classified:	<u>\$ 935,132.63</u>
	\$2,328,479.77

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 5

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Assorted photography equipment donated to the School of Arts and Sciences by Dr. Norman S. Nadel of Indian Wells, CA. Items to be utilized by the students in the photography program.

FISCAL IMPLICATIONS:

None.

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: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 6

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

1. Academic Affairs - Dr. Lisa Soccio, Assistant Professor in the Art Department, to attend the National Biennial Conference of the Foundations in Art: Theory and Education (FATE) and the Intensive Think Tank sponsored by Integrative Teaching International in Savannah, GA, April 3-6, 2013.

This national conference focuses on curriculum and pedagogy, and will help Dr. Soccio provide more engaging instruction, and assist her in supporting the art program as a whole. At the Think Tank, Dr. Soccio will participate in a group that will discuss best practices of holistic assessment in the arts, which will in turn enhance assessment practices at COD, and thus compliance with ACCJC recommendations. This will enhance Dr. Soccio's teaching abilities and her position as an advocate for the arts.

Fiscal Implications: Costs estimated at \$1,745.00. \$800.00 will be funded by a restricted source (Faculty Development) and \$945.00 by an unrestricted source (Gallery Funds), unless other funding sources are identified. Dr. Soccio will pay for all meals.

2. Academic Affairs – Ms. Chris Jones Cage, Associate Professor in the School of Arts and Sciences, to attend the 35th Annual National Institute on the Teaching of Psychology in St. Pete Beach, FL, January 3-6, 2013. Ms. Jones Cage will be presenting.

Attending this annual conference will increase Ms. Jones Cage's knowledge of the current trends in teaching modalities and concerns shared by psychology faculty. She hopes to develop more effective discussion techniques which can impact the level of comfort and enhance the director of conversations.

Fiscal Implications: Costs estimated at \$1,544.00 and will be funded by a restricted source (Perkins Funds). Ms. Jones Cage will pay the return air fare, \$244.00.

3. Business Affairs – Ms. Bobbie Weigel, Security, to attend the Jeanne Clery Act Training Seminar in Las Vegas, NV, January 7-8, 2013.

The training includes the latest developments addressing emergency response and sexual violence in both legislation and best practices from the fields of student affairs and campus public safety. There will be presentations on Emergency Response & Alerting Your Campus Community, The Four W's of Crime Reporting (Who, Where, When, and What), Building a

Safer Campus Community (prevention education and sexual violence guidelines), and Bringing It All Together in the Annual Security Report.

Fiscal Implications: Costs estimated at \$1,313.64 and will be funded by a restricted source (Auxiliary).

4. Student Affairs – Mr. Carlos Maldonado, Director of Student Life, and five (5) students (John Arroyo, Andrew Campbell, Chris Diaz, Stephanie Perezgil and Jessica Villalobos) to attend the Hispanic Association of Colleges and Universities (HACU) 26th Annual Conference in Washington, D.C., October 20-22, 2012.

The HACU national conference will provide a forum for sharing information and ideas to enhance Hispanic educational success; discussing national and international issues of interest to Hispanic Serving Institutions (HSIs); establishing or strengthening partnerships; developing collegial networks among faculty, students, administrators, and federal and corporate representatives; highlighting the best and most promising collaborative practices in higher education and providing networking and development of student career opportunities. HACU provides a student leadership track that provides information and workshops on career, internship, research and advanced education opportunities, community service and legislative activities. This year, COD will be taking 5 students.

Fiscal Implications: Costs estimated at \$13,000.00 and will be funded by restricted sources (Student Development and Student Rep Fee and Foundation Funds).

RECOMMENDATION:

Board of Trustees approves the out-of-state travel requests for the individuals listed.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 7

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**TITLE: CHANGE ORDER #005-ACSS-001
COMMUNICATION BUILDING PROJECT
ANDERSON CHARNESKY STRUCTURAL STEEL**

BACKGROUND:

Change Order #005-ACSS-001 is a credit in the amount of <\$66,369.40> for unused allowance. This Change Order amends the contract total from \$1,979,769.00 to \$1,913,399.60.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds and remains within budget.

RECOMMENDATION:

Board of Trustee approves Change Order #005-ACSS-001 to the contract with Anderson Charnesky Structural Steel for the Communication Building Project in the credit amount of <\$66,369.40>; amending the contract to \$1,913,399.60.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 8

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**TITLE: CHANGE ORDER #001-ACSS-001
MONTEREY ENTRANCE PROJECT
ANDERSON CHARNESKY STRUCTURAL STEEL**

BACKGROUND:

Change Order #001-ACSS-001 is in the amount of \$15,257.65 for additional work to add railing at extended amphitheater seating. This Change Order amends the contract total from \$227,000.00 to \$242,257.65 and remains within the 10% allowed for changes.

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds and remains within budget.

RECOMMENDATION:

Board of Trustee approves Change Order #001-ACSS-001 to the contract with Anderson Charnesky Structural Steel for the Monterey Entrance Project in the amount of \$15,257.65; amending the contract to \$242,257.65.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 9

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**TITLE: AGREEMENT WITH THE RIVERSIDE COUNTY
FOR ADMINISTRATION OF JUSTICE CAREER AND
TECHNICAL EDUCATION PROGRAMS**

BACKGROUND:

In collaboration with the Riverside County Sheriff's Department (RSD), this *agreement is to provide academic and career and technical education services and training standards in the programs of Administration of Justice.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

Fiscal impacts are minimal. Article III of this agreement will allow for cost recovery of instruction for non-credit as well as compensation from the RSD for room rentals. The result will be added income to the District. Article IV of this agreement cost recovery will be based upon the traditional FTES model and will have some positive contributions to general fund allocations dependent upon FTES capacity and numbers of students in each course. This will be no different from other credit course offerings. Course minimums are in place to ensure courses have sufficient student enrollment.

RECOMMENDATION:

Board of Trustees approves the attached agreement with the Riverside County for Administration of Justice Career and Technical Education Programs.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Board of Trustees

ITEM #: 1

**TITLE: PROCLAMATION:
INTERNATIONAL EDUCATION WEEK
NOVEMBER 12-16, 2012**

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

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: Bonnie Stefan	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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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, 2012 as International Education Week.

Board of Trustees

Becky Broughton

Charles H. Hayden

John Marman

Michael O'Neill

Bonnie Stefan

President

Joel L. Kinnamon

Student Trustee

Andrew Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

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 – 24, 2012.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

Board of Trustees approve the proclamation as presented.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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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 18-24, 2012 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 18-24 as Phi Theta Kappa Week at College of the Desert.

Board of Trustees

Becky Broughton

Charles H. Hayden

John Marman

Michael O'Neill

Bonnie Stefan

President

Joel L. Kinnamon

Student Trustee

Andrew Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Board of Trustees

ITEM #: 3

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| <input type="checkbox"/> CONSENT |
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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.

FISCAL IMPLICATIONS:

No cost to the District.

RECOMMENDATION:

Approve the Proclamation as presented.

Administrator Initiating Item: Bonnie Stefan	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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PROCLAMATION

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

John Marman

Charles H. Hayden

Bonnie Stefan

President

Joel L. Kinnamon

Student Trustee

Andrew Campbell

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 1

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

TITLE: EMPLOYMENT GROUP A APPOINTMENTS-LEADERSHIP

BACKGROUND:

Ms. Elizabeth Umbenhauer has been appointed to a vacated position of Administrative Specialist, Foundation, 40 hours/week, 12-months, effective 10/1/12. Placement on Range II of the Leadership salary schedule is at Step A. (Details on [COD website](#))

FISCAL IMPLICATIONS:

Position is funded by restricted funds.

RECOMMENDATIONS:

Board of Trustees ratifies the appointment as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 2

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TITLE: EMPLOYMENT GROUP A APPOINTMENTS-FACULTY

BACKGROUND:

Ms. Amanda Phillips has been appointed to a vacated position of F/T TRIO-DSPS Coordinator/Counselor, Student Support Program & Services, effective 9/17/12. Placement on Range III of the Certificated salary schedule is at Step 3.

Mr. Joseph Dolence has been appointed to a new position of Instructor, Energy Systems, School of Applied Sciences & Business, effective 10/15/12. Placement on Range V of the Certificated salary schedule is at Step 1.

*Details on [COD website](#)

FISCAL IMPLICATIONS:

Positions are fully funded by restricted funds.

RECOMMENDATIONS:

Board of Trustees ratifies/approves the appointments as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 3

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| <input checked="" type="checkbox"/> ACTION |
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TITLE: REVISED JOB DESCRIPTIONS - LEADERSHIP

BACKGROUND:

To approve the revised job descriptions for Executive Director, Human Resources & Labor Relations, and the H.R. Technology Manager, Human Resources. Propose to change minimum qualifications for the Human Resources Technology Manager to be comparable to the MQ's of the other Classified Administrators.

Rationale: The modified qualifications this position brings it in line with other classified administrator position requirements and will assist the applicant in understanding the competencies needed to successfully perform the job duties. These changes will assist in recruiting a qualified applicant pool.

(Details on [COD website](#))

FISCAL IMPLICATIONS:

These positions are fully funded by unrestricted funds.

RECOMMENDATIONS:

Board of Trustees approves the revised job descriptions as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 4

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TITLE: RETIREMENT- LEADERSHIP

BACKGROUND:

Mr. Juan Lujan will resign from his position of Director, Education Centers, effective December 30, 2012.

FISCAL IMPLICATIONS:

Position is funded by unrestricted funds (General Funds).

RECOMMENDATIONS:

Board of Trustees approves the resignation as presented.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Human Resources

ITEM #: 5

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**TITLE: EDUCATIONAL ADMINISTRATOR CONTRACT
TERMS AND SALARY PLACEMENT-EFFECTIVE JULY 1, 2013**

BACKGROUND:

The Education Code requires notification of salary placement for administrative employees on a yearly basis. The process for determining contract length is related to the evaluation procedures provided in the Leadership Handbook approved by the Board. Upon approval by the Board, new contracts will be issued with the appropriate term to replace existing contracts.

FISCAL IMPLICATIONS:

The salary placement listing includes step and/or range advancement where appropriate. Funding is included in the General Fund budget.

RECOMMENDATION:

Board of Trustees approves the contract terms and salary placements as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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<u>Name</u>	<u>Title</u>	<u>Current Salary Placement</u>	<u>Salary Placement Effective 7/1/13</u>	<u>Contract Term Effective 7/1/13</u>
BERG, James	Dean, School of Arts & Sciences	XI-10	XI-10	7/1/2013 - 6/30/2015
DiSALVO, Anthony	Dean, School of Communication & Humanities	XI-10	XI-10	7/1/2013 - 6/30/2015
HUNTER, Pamela	Executive Director, Title V/Institutional Advancement	XI-9	XI-10	7/1/2013 - 6/30/2015
ISAAC, Bina	Dean, Technology & Institutional Research	XI-10	XI-10	7/1/2013 - 6/30/2015
JARAMILLO, John	Dean, School of Applied Sciences & Business	XI-10	XI-10	7/1/2013 - 6/30/2015
NERY, Annebelle	Dean, Enrollment Services	XI-10	XI-10	7/1/2013 - 6/30/2015
YOUNG, Leslie	Dean, School of Health Sciences & Education	XI-10	XI-10	7/1/2013 - 6/30/2015

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 1

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
THE ATHLETICS FACILITIES - CENTRAL PLANT
DEMOLITION AND SALVAGE PROJECT**

BACKGROUND:

Bid Package #41-281-7100-0215-S for the Athletics Facilities – Central Plant Demolition and Salvage Project has been out to bid and the bid *results indicate the lowest qualified bid.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract for Bid Package #41-281-7100-0215-S for the Athletics Facilities – Central Plant Demolition and Salvage Project to Interior Demolition, Inc. in the amount of \$53,000.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 2

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
THE EAST VALLEY CAMPUS – INDIO EDUCATION
CENTER | PHASE I PROJECT - SITE WORK AND GRADING**

BACKGROUND:

Bid Package #01 for the East Valley Campus – Indio Education Center | Phase I Project – Site Work and Grading has been out to bid and the bid *results indicate the lowest qualified bid.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract for Bid Package #01 for the East Valley Campus – Indio Education Center | Phase I Project – Site Work and Grading to Granite Construction Company in the amount of \$1,098,900.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 3

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
THE EAST VALLEY CAMPUS – INDIO EDUCATION
CENTER | PHASE I PROJECT - STRUCTURAL CONCRETE AND STEEL
REINFORCEMENT**

BACKGROUND:

Bid Package #02 for the East Valley Campus – Indio Education Center | Phase I Project – Structural Concrete and Steel Reinforcement has been out to bid and the bid *results indicate the lowest qualified bid.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract for Bid Package #02 for the East Valley Campus – Indio Education Center | Phase I Project – Structural Concrete and Steel Reinforcement to Oakview Constructors, Inc. in the amount of \$1,912,000.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 4

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
THE EAST VALLEY CAMPUS – INDIO EDUCATION
CENTER | PHASE I PROJECT – BUILDING PLUMBING**

BACKGROUND:

Bid Package #03 for the East Valley Campus – Indio Education Center | Phase I Project – Building Plumbing has been out to bid and the bid *results indicate the lowest qualified bid.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract for Bid Package #03 for the East Valley Campus – Indio Education Center | Phase I Project – Building Plumbing to JPI Development Group, Inc. in the amount of \$549,000.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 5

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**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
THE EAST VALLEY CAMPUS – INDIO EDUCATION
CENTER | PHASE I PROJECT – STRUCTURAL STEEL AND
MISCELLANEOUS METALS**

BACKGROUND:

Bid Package #04 for the East Valley Campus – Indio Education Center | Phase I Project – Structural Steel and Miscellaneous Metals has been out to bid and the bid *results indicate the lowest qualified bid.

*Details on [COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees approves notice of intent to award contract for Bid Package #04 for the East Valley Campus – Indio Education Center | Phase I Project – Structural Steel and Miscellaneous Metals to Columbia Steel, Inc. in the amount of \$2,538,310.00.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 10/19/2012

AREA: Fiscal Services

ITEM #: 6

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**TITLE: CCFS-311 / 2011-2012 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 2011-2012 annual CCFS-311 report as submitted to the Chancellor's Office.

Administrator Initiating Item: Edwin Deas	Cabinet Review & Approval: 10/8/2012 Chair & Vice Chair Review: 10/11/2012
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