

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, DECEMBER 13, 2013
TIME: 9:30 A.M.
LOCATION: 43500 MONTEREY AVE., PALM DESERT, CA
CRAVENS MULTI-PURPOSE ROOM

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

For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, www.collegeofthedesert.edu. 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 December 13, 2013, with any additions, corrections, or deletions.

III. ORGANIZATION FOR 2014

A. APPOINTMENT OF OFFICERS

- 1) Chairperson
- 2) Vice-Chairperson
- 3) Clerk
- 4) Secretary
- 5) Representative/COD Foundation Board of Directors
- 6) Representative/County Committee
- 7) Representative/Citizens' Bond Oversight Committee
- 8) Parliamentarian

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. PERSONNEL

a. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: Executive Vice President, Student Success & Student Learning

b. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: Director of Athletics and Kinesiology

c. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Executive Director, Foundation – Contract Renewal

d. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

3. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION: Section 54956.9 (d)(2/3/4) Specify number of potential cases: 6

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

V. OPEN SESSION 10:30 a.m.

Closed session report (if any)

VI. INTRODUCTION OF NEW FULL-TIME STAFF

VII. 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.

VIII. APPROVE THE MINUTES OF:

Regular meeting of November 15, 2013. ([Details on COD Website](#))

IX. 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

X. ADMINISTRATIVE REPORTS

- XI. 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. Approval of Board Member Travel

B. HUMAN RESOURCES

- 1. Employment Group C Appointments
- 2. Volunteer
- 3. Initial Proposal from CODAA to DCCD-1st Reading
- 4. Employment Group A Appointments
- 5. Working Out-Of-Class
- 6. Retirement

C. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants

3. Payroll #5
4. Gift/Donation to the District
5. Out-of-State/Country Travel
6. Change Orders – Measure B Bond Projects
7. Renewal of Agreement
8. Declare Property as Surplus

D. STUDENT SUCCESS & STUDENT LEARNING

1. Approval of Curriculum Modifications for Fall 2014

XII. ACTION AGENDA

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

B. ADMINISTRATIVE SERVICES

1. 2012-2013 Audit Reports
2. Budget Transfers

C. STUDENT SUCCESS & STUDENT LEARNING

1. Approval of the 2013-14 College of the Desert Catalog Addendum

XIII. STUDY SESSION 1:30 p.m.

1. Audit Presentation
2. STEM Presentation: Dr. Pam Clute

XIV. INFORMATION

1. Planning Calendar

XV. CLOSED SESSION (Continuation if needed)

XVI. ADJOURNMENT in Memory and Honor of Joan Robinson

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Board of Trustees

ITEM #: 1

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

TITLE: APPROVAL OF BOARD MEMBER TRAVEL

Per AP 2735 “Travel expenses for attendance at meetings of these and other organizations will be approved by the Board of Trustees at a regularly scheduled meeting.”

Trustees Aurora Wilson, Dr. Bonnie Stefan and Becky Broughton will travel to the Community College League’s Effective Trustee Workshop from January 24-26, 2014 in Sacramento.

The Effective Trusteeship Workshop is the single best overview of responsibilities required for board members of California community colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee.

FISCAL IMPLICATIONS:

Costs estimated at \$1,200.00 each and funded by General Funds.

RECOMMENDATION:

Board of Trustees approves travel as presented.

Administrator Initiating Item: Becky Broughton	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
---	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Human Resources

ITEM #: 1

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

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 \$0.00

Faculty stipend in aggregate amount of \$25,726.00 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$36,011.00 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$42,230.00 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of 0.00

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: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Human Resources

ITEM #: 2

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

TITLE: VOLUNTEER

BACKGROUND:

Ken Mason – Athletics

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees ratifies volunteer as presented.

Administrator Initiating Item: Stan Dupree
--

Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Human Resources

ITEM #: 3

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

TITLE: INITIAL PROPOSAL FROM THE COLLEGE OF THE DESERT ADJUNCT ASSOCIATION (CODAA) TO THE DESERT COMMUNITY COLLEGE DISTRICT – FIRST READING

BACKGROUND:

To conduct a first reading, requested by the College of the Desert Adjunct Association (CODAA), to re-open the following sections of the collective bargaining agreement of the College of the Desert Adjunct Association to be negotiated fall/spring 2013/2014, effective 7/1/14:

Article V: Rights of the Association: To increase the number of hours of reassign time for conducting Association business. To change the dates when notice of the names and hours of reassign time awarded is given to the District.

Article VI: Employee Rights: To establish new language, “Adjunct Faculty Vesting and Priority Assignment.”

Article VII: Compensation: To pay per course instead of per hour and increase compensation to move toward parity with full-time faculty.

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

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

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Human Resources

ITEM #: 4

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

TITLE: EMPLOYMENT GROUP A APPOINTMENTS

BACKGROUND:

Leadership:

1. Ms. Janice Hawkins has been appointed to a vacated position of Full-Time Director of Development Planned Giving, Grants and Donor Relations, Foundation, effective 12/2/13. Placement on Range XI of the Leadership salary schedule is at Step 1.
2. Mr. Michael Rike has been appointed to a vacated position of Full-Time Supervisor/Custodial Services, Maintenance & Operations, effective 12/2/13. Placement on Range V of the Leadership salary schedule is at Step 7.
3. Mr. Daniel Martinez has been appointed to a new position of Full-Time Director, Institutional Research, Institutional Effectiveness, Educational Services & Planning, effective 12/9/13. Placement on Range XI of the Leadership salary schedule is at Step 10.

Faculty:

4. Ms. Racquel Paragua Schoenfeld has been appointed to a new grant-funded position of Interim Full-Time CalWorks Coordinator/Counselor, Student Support Programs & Services, effective 11/1/13 – 6/30/14. Placement on Range III of the Certificated salary schedule is at step 5.

Classified:

5. Ms. Dolores Fisher has been appointed to a vacated position of Part-Time CalWorks Assistant, Student Success & Student Learning, effective 10/28/13. Placement on Range 8 of the Classified salary schedule is at Step A.
6. Ms. Ana Soto has been appointed to a vacated position of Full-Time Program Specialist, Office of Student Life, effective 11/4/13. Placement on Range 10 of the Classified salary schedule is at Step A.

7. Ms. Paloma Gomez has been appointed to a vacated position of Part-Time Transfer & Career Centers Specialist, Student Success & Student Learning, effective 11/12/13. Placement on Range 8 of the Classified salary schedule is at Step A.
8. Ms. Christyann Anderson has been appointed to a vacated position of Career Transfer Education (CTE) Transitions Specialist, School of Applied Science & Business, effective 11/18/13. Placement on Range 15 of the Classified salary schedule is at Step A.
9. Ms. Tessa Rohl has been appointed to a new position of Full-Time Research Analyst, Institutional Effectiveness, Educational Services & Planning, effective 12/2/13. Placement on Range 15 of the Classified salary schedule is at Step A.
10. Mr. Carlos Carballo has been appointed to a new position of Full-Time Research Analyst, Institutional Effectiveness, Educational Services & Planning, effective 11/4/13. Placement on Range 15 of the Classified salary schedule is at Step A.
11. Mr. Elias Rangel-Bustos has been appointed to a vacated position of Part-Time Custodian, Maintenance & Operations, effective 12/2/13. Placement on Range 8 of the Classified salary schedule is at Step A.

[*Details on COD website](#)

FISCAL IMPLICATIONS:

1. Position is funded from Foundation funds.
2. Position is funded from unrestricted funds.
3. Position is funded from unrestricted funds.
4. Position is funded from restricted funds.
5. Position is funded from restricted funds.
6. Position is funded from restricted and unrestricted funds.
7. Position is funded from unrestricted funds.
8. Position is funded from restricted funds.
9. Position is funded from unrestricted funds.
10. Position is funded from restricted and unrestricted funds.
11. Position is funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies appointments as presented.

<p>Administrator Initiating Item: Stan Dupree</p>	<p>Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013</p>
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Human Resources

ITEM #: 5

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

TITLE: WORKING OUT-OF-CLASS

BACKGROUND:

Ms. Mary Lisi has been working out-of-class in her position of Business Services Support Technician/Operator, Fiscal Services, as Ms. Lisi has been coordinating and organizing the Fiscal Services imaging process since 10/1/13 and will continue until 12/31/13. An additional 5% salary increase for this period of time has been granted.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

This position is funded by unrestricted funds.

RECOMMENDATION:

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

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Human Resources

ITEM: 6

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

TITLE: RETIREMENT

BACKGROUND:

Leadership:

Ms. Susan Kitagawa, Employee/Labor Relations Manager, Office of Human Resources, will retire from her position effective 1/1/14.

FISCAL IMPLICATION:

Leadership position is funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the retirement.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 1

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

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

BACKGROUND:

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

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

In the aggregated amount of \$96,747.35, as presented. ([Details on COD Website](#))

b. Open Purchase Orders

In the aggregated amount of \$47,119.96, as presented. ([Details on COD Website](#))

c. Contracts in excess of \$25,000

In the aggregated amount of \$450,645.57, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$998,804.71, 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: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 2

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

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 \$6,074,910.04 as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 3

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

TITLE: PAYROLL #5

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 #5 in the amount of \$3,314,522.99 as follows:

Certificated:	\$2,225,185.60
Classified:	<u>\$1,089,337.39</u>
	\$3,314,522.99

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 4

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

TITLE: GIFT/DONATION TO THE DISTRICT

BACKGROUND:

- Haulmark 8' x 16' enclosed dual axle trailer donated to the School of Applied Sciences & Business by the City of Cathedral City, CA. This item will be utilized by College of the Desert's Fire Academy to store tools and equipment. Some of the Fire Academy modules are held off-site requiring these tools and equipment to be transported to the various training locations.

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 5

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

TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

1. Student Success & Student Learning – Mr. Matt Ruzika, Adjunct Faculty, School of Library and Learning Resources & Distance Education, to attend the Supplemental Instruction Supervisor’s Training at the University of Missouri, Kansas City, January 6-8, 2014.

The Supplemental Instruction (SI) Supervisor’s Training will offer training on roles of supervisors and leaders as well as benefits; evaluation and funding of the program; training and supervision of SI leaders; theoretical frameworks underlying the SI model; and effective learning strategies and SI session activities. Attendees will also participate in SI simulations.

Fiscal Implications: Costs estimated at \$2,000.00 and will be funded by a restricted source (Title V HSI Grant).

2. Student Success & Student Learning – Mr. John Jaramillo, Dean, School of Applied Sciences & Business to attend the Association of Career and Technical Educators (ACTE) National Policy Seminar (NPS) 2014, Washington D.C., March 3-5, 2014.

With fallout from the fiscal cliff, debt ceiling negotiations, and both FY 2014/15 funding and Perkins reauthorization on the horizon, this will be a critical time for the future of the federal investment in CTE. The dynamic agenda will help connect with key decision-makers at the National Policy level. NPS offers a unique opportunity to meet national leaders face to face and share with them the incredible value of CTE in our communities and country. ACTE is planning special off-site content for this year’s event, providing more opportunities to interact with policymakers and flexibility for Hill visits. NPS will provide the resources needed to promote and support both California’s and COD’s programs and objectives around workforce and CTE programs. Session topics will include information on the variety of national groups involved in CTE, as well as how state policy trends across the country will play a role in upcoming federal policy.

Fiscal Implications: Costs estimated at \$2,400.00 and will be funded by an unrestricted source (Applied Sciences/Business travel funds).

3. Student Success & Student Learning – Mr. John Welker, Adjunct Faculty and Coach, School of Health Sciences & Education to attend the American Baseball Coaches Association (ABCA) Dallas Convention, Dallas, TX, January 2-5, 2014.

The ABCA is the largest national baseball conference of the year. Over 6000 coaches attend each year. There will be 30 clinic speakers at this year's convention. These are some of the most knowledgeable and finest baseball coaches in the world. Each shares his expertise with all coaches in attendance. Colleges will be having Divisional meetings which will include Rule changes that will be implemented in the up-coming year. There will also be over 300 manufacturers and displays, all baseball related. The clinic allows the opportunity to meet and talk with four-year university coaches about our players and their development so when students are ready to transfer, they have an understanding about their program. This convention inspires coaches to plan and motivate their players to excel in the classroom as well as on the playing field.

Fiscal Implications: Costs estimated at \$872.00 and will be partially funded by a restricted source (Faculty Development Funds). Mr. Welker will pay the remaining costs.

4. Student Success & Student Learning – Mr. Bert Bitanga, Assistant Professor, School of Applied Sciences & Business, to attend the Design Principles and Practices Conference, Vancouver, Canada, January 16-28, 2014.

The series of four design courses under the Architecture and Environmental Design Program is vital for the needs of students who are planning to transfer, but also serves a need for students who plan to begin a career in an Architecture-related field. The Eighth International Design Principles and Practices Conference that is being held in Vancouver, Canada, will give the faculty the opportunity to remain current with design trends that is relevant in our daily lives and will be used to improve the existing curriculum under the Architecture Program.

Fiscal Implications: Costs estimated at \$2,140.00 and will be funded by two restricted sources (Faculty Development and Perkins Funds).

5. Office of the President – Ms. Pam Hunter, Executive Director, Office of Institutional Advancement, to attend the American Association of Community Colleges (AACC) 21st Annual Workforce Development Institute (WDI) in St. Petersburg, FL, January 29 – February 1, 2014.

AACC is committed to maintaining WDI as an opportunity for in-depth conversations and networking opportunities among a targeted audience of workforce professionals and their partners. This institute will provide an opportunity to speak with education, industry, government, and foundation leaders to explore innovative partnership opportunities to activate economies and campuses.

Fiscal Implications: Costs estimated at \$1,883.39 and will be funded by an unrestricted source (Institutional Advancement travel funds).

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 6

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

TITLE: CHANGE ORDERS – MEASURE B BOND PROJECTS

BACKGROUND:

1. Change Order #1 to the contract with Roy E. Whitehead, Inc. for the Visual Arts Project is in the amount \$1,515.48 for additional building costs for enlarging stations in the Dark Room to accommodate the size of the District provided equipment. This change order amends the contract total from \$92,900.00 to \$94,415.48 and remains within the 10% allowed for changes.
2. Change Order #1 to the contract with Best Contracting Services, Inc. for the Visual Arts Project is in the amount of \$13,001.17 for the increase in building costs associated with the revised specification for the exterior metal wall panel system. This change order amends the contract total from \$197,000.00 to \$210,001.17 and remains within the 10% allowed for changes.
3. Change Order #2 to the contract with Oakview Constructors, Inc. for the Child Development Center Project is in the amount of \$69,884.22 includes the incorporation of various scope modification into the project; see exhibits “A” through “M” attached*. This change order amends the contract total from \$4,260,298.00 to \$4,330,182.22 and remains within the 10% allowed for changes.
4. Change Order #3 to the contract with JPI Development Group, Inc. for the Athletic Facilities Project is in the amount of \$4,162.40 for additional work to move drinking fountain west of gridline K due to existing drain pipe that goes to a dry well that is blocked. This change order amends the contract total from \$359,621.22 to \$363,783.62 and remains within the 10% allowed for changes.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the Change Orders listed above.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 7

- | |
|--|
| <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:

Tenet HealthSystem Desert, Inc., d.b.a. Desert Regional Medical Center* – College of the Desert (COD) offers to enrolled students an Associate of Science Degree in Nursing, Registered or Vocational Nursing Certificate of Achievement, and/or a Certificate of Completion in Emergency Medical Services. COD desires to provide to its students a clinical learning experience through the application of knowledge and skills in actual patient-centered situations. Desert Regional Medical Center operates a comprehensive inpatient facility licensed in the State of California and has agreed to undertake training activities and to make its facility available to identified students of College of the Desert for such purposes. The term of this agreement shall be for five (5) years commencing on November 25, 2013. At the end of the Term and any Term Extension, the Term shall be automatically extended for additional terms of one (1) year each.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees accepts the renewal of agreement as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 8

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

TITLE: DECLARE PROPERTY AS SURPLUS

BACKGROUND:

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use.

After a thorough inspection of College of the Desert's 1992 White Beck Fire Engine, it's been concluded that the Fire Engine's value is less than \$2,500.00 and is nonoperational. Therefore, the 1992 White Beck Fire Engine is to be declared surplus and disposed of by way of a private sale in accordance with Education Code Section 81452 (a) and Administrative Procedure 6550/Disposal of Property.

FISCAL IMPLICATIONS:

The money from the auction shall be credited to the Public Safety Academy Program.

RECOMMENDATION:

Board of Trustees declares the 1992 White Beck Fire Engine as surplus and disposed of by way of a private sale in accordance with Education Code Section 81452(a) and Administrative Procedure 6550/Disposal of Property.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

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

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

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

BACKGROUND:

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2014. ([Details on COD website](#))

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Don Berz	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 1

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

TITLE: 2012-2013 AUDIT REPORTS

BACKGROUND:

Board action is required to accept the reports* of the District's auditors, Vavrinek, Trine, Day & Co., LLP, for the 2012-2013 fiscal year for the District, Desert Community College District's Auxiliary Services, and Measure B Bond Financial and Performance audits.

*[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees accepts the 2012-2013 audit reports for the District, Desert Community College District's Auxiliary, and Measure B Bond Financial and Performance audits for study and discussion.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
---	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Administrative Services

ITEM #: 2

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

TITLE: BUDGET TRANSFERS

BACKGROUND:

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

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 12/13/2013

AREA: Student Success & Student Learning

ITEM #: 1

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

**TITLE: APPROVAL OF THE 2013-14 COLLEGE OF THE DESERT CATALOG
ADDENDUM**

BACKGROUND:

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

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve 2013-14 College of the Desert Catalog Addendum.

Administrator Initiating Item: Don Berz	Cabinet Review & Approval: 12/2/2013 Chair & Vice Chair Review: 12/4/2013
--	--