



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: FRIDAY, FEBRUARY 9th, 2018
TIME: 9:30 A.M.
LOCATION: 43-500 MONTEREY AVENUE
PALM DESERT, CALIFORNIA
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 February 9th, 2018 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, and/or following the open session if additional time is needed. Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

1. CONFERENCE WITH LABOR NEGOTIATOR: Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CODFA, CODAA, and CSEA;

Agency Designated Representative: Dr. Joel L. Kinnamon

2. PERSONNEL

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:

Superintendent/President

B. DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT:

(Government Code Section 54957)

3. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION:

(Per Government Code § 54956.9 (a)) – DESERT COMMUNITY COLLEGE DISTRICT v. YTC INVESTMENTS, LLC, et al. San Bernardino County Case No. CIVDS1700496.

4. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

(Per Government Code § 54956.9 (d)(2/3/4) Specify number of potential cases: 1

5. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel

Numbers: 669-330-047, 508-100-024, 611-211-013, 611-211-014, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 687-040-035, 759-060-024, 611-221-001

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

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

Closed session report (if any).

V. PUBLIC UPDATES

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

VII. INTRODUCTION OF STAFF

VIII. APPROVAL OF MINUTES

Minutes from December 15th, 2017 and January 19th, 2018.

IX. REPORTS

1. ASCOD
2. C.S.E.A.
3. C.O.D.A.A.
4. C.O.D.F.A.
5. ACADEMIC SENATE
6. COLLEGE OF THE DESERT FOUNDATION

7. GOVERNING BOARD
8. SUPERINTENDENT/PRESIDENT

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

A. BOARD OF TRUSTEES

1. Proclamation – National Athletic Training Month
2. Proclamation – Women’s History Month

B. PRESIDENT

1. Approval of Sabbatical Leave Requests

C. HUMAN RESOURCES

1. Personnel Items
2. Job Descriptions – Classified

D. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #7
5. Out-of-State Travel
6. Gift/Donations to the District
7. Budget Transfers
8. 2017-2018 CCFS-311Q/Quarterly Financial Status Report
9. Declare Property as Surplus
10. Notice of Completion – Measure B Bond Project
11. Amendment to Contracts – Measure B Bond Projects
12. Change Order – Measure B Bond Project

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Board Member Travel

C. HUMAN RESOURCES

1. Faculty - Tenure Review

2. Granting of Tenure - Faculty

D. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Certification of Signatures
3. Resolution #020918-1 Authorized Signatures

XII. STUDY SESSION

1. Board Self Evaluation Instrument
2. President's Annual Report – Dr. Joel Kinnamon

XIII. FUTURE AGENDA ITEMS

XIV. CLOSED SESSION (CONTINUED if needed)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 1**

AREA: Board of Trustees

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TITLE: PROCLAMATION – NATIONAL ATHLETIC TRAINING MONTH

BACKGROUND:

National Athletic Training Month is held every March in order to spread awareness about the important work of athletic trainers.

[Details on COD Website](#)

FISCAL IMPLICATION:

None

RECOMMENDATION:

The Board of Trustees proclaim the month of March as “National Athletic Training Month”.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 2**

AREA: Board of Trustees

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TITLE: PROCLAMATION – WOMEN’S HISTORY MONTH

BACKGROUND:

Women’s History Month is an annual declared month worldwide that highlights the contributions of women to events in history and contemporary society. It is celebrated during March in the United States.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees proclaim the month of March as “Women’s History Month”.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 2/9/2018

ITEM #: 1

AREA: President

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TITLE: APPROVAL OF SABBATICAL LEAVE REQUESTS

BACKGROUND:

1. Alejandro Jazan, Associate Professor, Speech
School of Communications and Humanities
2. Fred Sangiorgio, Counselor, General Counseling
Student Success
3. Laura Graff, Professor, Mathematics
School of Mathematics and Sciences
4. Monica Camargo, RN
School of Health Sciences and Education

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Approve the sabbatical leaves requests as presented.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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DEFINITIONS OF PERSONNEL ITEMS:

- **Appointments:** Assignment of a position.
- **Extension of Assignment:** Extension of work schedule based on District needs.
- **Professional Advancement:** Faculty salary advancement based on completed educational coursework that has been pre-approved by the Professional Advancement Committee.
- **Reclassification:** The President’s recommendation to the Board of Trustees based on a committee’s recommendation regarding current employee(s) job duties. The reclassification process is outlined in the CSEA Collective Bargaining Agreement and includes completing several forms, receiving supervisor input, research, interviews, and committee meetings.
- **Resignation:** Separation from an assigned District position.
- **Working Out of Class:** Assignment that is above the employee’s current job description.
- **Temporary Assignment:** Limited assignment to cover for a recruitment or absence.
- **Temporary Employment Agreement:** Limited contract based on special needs of the District.

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

*Reclassification process started in 2017; the District and CSEA have come to an agreement regarding the Lead Admissions and Records Specialist and Admissions and Records Specialist job descriptions.

Name	Position	Department	Effective
Appointments			
Classified			
Andrea Colangelo	Instructional Support Assistant	Tutoring and Academic Skills Center (TASC)	1/29/18
Aries Jaramillo	Outreach Specialist	EDGE	2/12/18
Leslye Martinez	EOPS/CARE Technician	EOPS/CARE	2/5/18
Donna Morris	Instructional Support Assistant	Tutoring and Academic Skills Center (TASC)	1/29/18
Brandon Reyes	Public Safety Officer	Public Safety	1/22/18
Change in Assignment			
Susana Delgado	Full Time Secretary, Bilingual	Communication and Humanities	1/22/18
Extension of Assignment			
Eveleen Barssom	Instructional Support Assistant	Math and Science	1/3/18-1/24/18

Sunita Dhaimade	Child Development Specialist	Child Development Center	1/1/18-1/21/18
Patricia Espinosa	Interim Director, Upward Bound	TRIO Upward Bound	12/31/17-5/31/18
Claudia Flores	Child Development Specialist	Child Development Center	1/1/18-1/21/18
Diane Gagnon	Child Development Specialist	Child Development Center	1/1/18-1/21/18
Sheila Koenig	Instructional Support Assistant	Math and Science	1/3/18-1/24/18
Rena Maddox	Child Development Specialist	Child Development Center	1/1/18-1/21/18
Luisiana Manjarrez Soto	Child Development Specialist	Child Development Center	1/1/18-1/21/18
Elena Mijarez	Senior Office Assistant	Child Development Center	1/1/18-1/21/18
Osciris Milward	Child Development Specialist	Child Development Center	1/1/18-1/21/18
Christine Nickoli	Senior Office Assistant	Child Development Center	1/1/18-1/21/18
Brenda Ortiz	Secretary	TRiO Veterans	2/3/18-3/18/18
Bruno Romanello	Child Development Food Technician	Child Development Center	1/1/18-1/21/18
Tiffanie Schnabel-Moreno	Child Development Specialist	Child Development Center	1/1/18-1/21/18
Irvin Trejo Pantoja	Instructional Support Assistant	Math and Science	1/3/18-1/24/18
Damaris Zatarain	Instructional Support Assistant	Math and Science	1/3/18-1/24/18
Faculty			
Jason Abplanalp	Temporary Full Time Instructor, Geology	Math and Science	1/25/18-5/25/18
Michelle Black	Temporary Full Time Instructor, Mathematics	Math and Science	1/25/18-5/25/18
Sherri Bowden	Temporary Full Time Instructor, Biology	Arts and Sciences	1/25/18-5/25/18
Kimberly Brooks	Temporary Full Time Counselor	Disabled Students Programs and Services	1/29/18-6/30/18
Hazem Khalfallah	Temporary Full Time Instructor, Mathematics	Math and Science	1/25/18-5/25/18
Fred Motta	Temporary Full Time Instructor, Physics	Math and Science	1/25/18-5/25/18
Increase in Hours			
Savannah Carlin	Laboratory Technician	Social Sciences	1/29/18-3/23/18
Elena Mijarez	Senior Office Assistant	Child Development Center	11/29/17

Leadership			
Oscar Espinoza-Parra	Dean, Enrollment Services	Student Success	1/22/18
Paloma Gomez	Human Resources Specialist	Human Resources	12/14/17
Reclassification			
Barbara Garza*	Lead Admissions and Records Evaluation Specialist	Admissions and Records	7/1/17
Gabriela Rico*	Admissions and Records Specialist	Admissions and Records	7/1/17
Marisela Rosales*	Admissions and Records Specialist	Admissions and Records	7/1/17
Craig Scott*	Admissions and Records Specialist	Admissions and Records	7/1/17
Blanca Zazueta*	Admissions and Records Specialist	Admissions and Records	7/1/17
Resignation			
Caroline Ziedonis	Research Analyst	Institutional Research	1/12/18
Temporary Assignment			
Substitute			
Lorena Ayeni	Career Center Specialist	Career Workforce Solutions Center	1/22/18-4/12/18
Karla Beltran Rios	Custodian	Maintenance and Operations	1/4/18-1/19/18
Alba Chaidez	Custodian	Maintenance and Operations	1/11/18-1/12/18
Eric Duran	Custodian	Maintenance and Operations	1/2/18-1/25/18
Roxanna Garcia	Library Specialist	Library and Learning Services	1/3/18-1/5/18
Marisol Gerardo	Library Specialist	Library and Learning Services	1/4/18-1/19/18
John Hitchcock	Laboratory Specialist/Science	Math and Science	1/22/18-3/23/18
Shantee Lands	Library Specialist	Library and Learning Services	1/8/18-1/11/18
Susan Pratt	Library Specialist	Library and Learning Services	1/5/18-1/24/18
Temporary Employment Agreements (Current Employee Y/N)			
Department Chair			
Monica Camargo	Department Chair	Health Sciences and Education	1/25/18-5/25/18
Courtney Doussett	Department Chair	Kinesiology	1/25/18-5/25/18
Sarah Fry	Department Chair	Nursing	1/25/18-5/25/18
John Learned	Department Chair	Math	1/25/18-5/25/18
Wendy Sanders	Department Chair	Early Childhood Education	1/25/18-5/25/18

Alexa Sawa		Department Chair	Science	1/25/18-5/25/18
Tyrone Thomas		Department Chair	Communications and Humanities	1/25/18-5/25/18
Temporary Employment Agreements				
Mark Almy	Y	Music 99 Private Lessons for Vocal Music Majors	Social Sciences and Art	1/18/18-6/17/18
Keegan Anglim	Y	Music 99 Private Lessons for Music Majors (Classical Guitar)	Social Sciences and Art	2/2/18-5/14/18
Anthony Arizaga	Y	Music 99 Private Lessons for Music Majors (Classical Guitar)	Social Sciences and Art	2/2/18-5/14/18
Daniel Cooper	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Deborah Cox	Y	Music 99 Private Lessons for Music Majors (Bassoon)	Social Sciences and Art	2/2/18-5/14/18
Chris Daniels	Y	Cyber Patriot Day Team Leader	CODe-Cyber Patriot	12/8/17-12/9/17
Chase Devlin	Y	Cyber Patriot Day Team Leader	CODe-Cyber Patriot	12/8/17-12/9/17
Henry Friedman	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Laurie Green	Y	Emergency Medical Services Clinical Coordinator	Applied Sciences and Business	1/16/18-5/23/18
Elaine Harris	Y	Comprehensive Adult Student Assessment System (CASAS) Liaison to Support Adult Education Block Grant (AEBG) and Workfoce Innovation and Opportunity Act (WIOA) Grant Processes	Communication and Humanities	12/16/17-1/31/18
Ana Hernandez	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Robert Holmes	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Katherine Hummer	Y	Comprehensive Adult Student Assessment System (CASAS) Liaison to Support Adult Education Block Grant (AEBG) and Workfoce Innovation and Opportunity Act (WIOA) Grant Processes	Communication and Humanities	12/16/17-1/31/18
Patrick Jacobs	Y	Cyber Patriot Day Team Leader	CODe-Cyber Patriot	12/8/17-12/9/17
Mikael Jacobson	Y	Music 99 Private Lessons for Music Majors (Bass)	Social Sciences and Art	2/2/18-5/14/18
Shin Kang	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18

Cesar Leon	Y	Cyber Patriot Day Team Leader	CODe-Cyber Patriot	12/8/17-12/9/17
Alicia Martinez	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Elizabeth McKinley	Y	American Sign Language Interpreter Services	Disabled Students Programs and Services	1/20/18-5/25/18
Kenneth Meler	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Saul Ramirez	Y	Cyber Patriot Day Team Leader	CODe-Cyber Patriot	12/8/17-12/9/17
Dianne Russom	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Vincent Sassone	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Keith Stafford	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Pablo Villagomez	Y	Cyber Patriot Day Team Leader	CODe-Cyber Patriot	12/8/17-12/9/17
David Voda	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Aubrey Weston	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Chun Wong	Y	Cooperative Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Isidro Zepeda	Y	Teaching for Intensive English Academy – Not for Credit ESL – Spring 2018	Intensive English Academy	1/29/18-5/25/18
Volunteers				
Dori Quill		Language Lab Assisting Students with Conversation Skills	Tutoring Center	1/24/18

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 2**

AREA: Human Resources

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TITLE: JOB DESCRIPTIONS - CLASSIFIED

BACKGROUND:

The District met with California School Employees Association (CSEA) and signed Tentative Agreements for two job descriptions. The Agreements are subject to the CSEA approval process. The job descriptions were created within the guidelines of the reclassification process and to meet the staffing needs of the District.

The District requests the Board approve the revised job descriptions for the positions listed below:

- Lead Admissions and Records Evaluation Specialist (Revised) - [Details on COD Website](#)
- Admissions and Records Specialist (Revised) - [Details on COD Website](#)

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approve the revised job descriptions as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 1**

AREA: Administrative Services

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<input type="checkbox"/> ACTION
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**TITLE: PURCHASE ORDERS AND CONTRACTS FOR SUPPLIES, SERVICES AND
CONSTRUCTION**

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period December 20, 2017 – January 18, 2018 as follows:

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

In the aggregated amount of \$338,759.19, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

There are no contracts to report.

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

In the aggregated amount of \$974,784.77, as presented.

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: John Ramont	Cabinet Review and Approval: 2/1/2018 Chair and Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 2**

AREA: Administrative Services

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TITLE: WARRANTS

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$4,346,476.10 as presented.

Administrator Initiating Item: John Ramont	Cabinet Review and Approval: 2/1/2018 Chair and Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 3**

AREA: Administrative Services

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TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS

BACKGROUND:

Each month the Fiscal Services Office submits contracts/agreements and/or amendments for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an agreement.

In the case of contracting with professional firms, the District often goes through a process of prequalification based on status, work history, suitability for the work required, and fees. Contracts are subsequently awarded from within the prequalified group of firms. Such is the case with the listed contracts that are part of the Bond Program.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The contracts are put through an approval process, which includes verification of funds available in the budget.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the contracts/agreements and amendments as presented.

Administrator Initiating Item: John Ramont	Cabinet Review and Approval: 2/1/2018 Chair and Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #7

BACKGROUND:

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

FISCAL IMPLICATIONS:

Amounts reflected in the payroll include on-time payments and cost-of-living adjustments as included in the bargaining agreements.

RECOMMENDATION:

Board of Trustees ratifies Payroll #7 in the amount of \$5,176,339.26, as follows:

Certificated:	\$3,162,760.01
Classified:	<u>\$2,013,579.25</u>
	\$5,176,339.26

Administrator Initiating Item: John Ramont	Cabinet Review and Approval: 2/1/2018 Chair and Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: John Ramont	Cabinet Review and Approval: 2/1/2018 Chair and Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 6**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

Vivitar V50 camera, Samyang lens and a Vivitar electronic flash 2000 donated to the School of Social Sciences and Arts by Ms. Kay Bristow, Indio, CA. These items will be utilized by students in the Photography Program.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 7**

AREA: Administrative Services

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TITLE: BUDGET TRANSFERS

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

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

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 8**

AREA: Administrative Services

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TITLE: 2017-2018 CCFS-311Q/QUARTERLY FINANCIAL STATUS REPORT

BACKGROUND:

The 2017-2018 CCFS-311Q / Quarterly Financial Status Report for the second quarter ending December 31, 2017 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the District's second Quarterly Financial Status Report for 2017-2018.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 9**

AREA: Administrative Services

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| <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 the item listed, it's been concluded that the item is valued less than \$5,000.00 and is either nonoperational, has been replaced or the item is no longer suitable for District use. The listed item is to be declared surplus and disposed of by way of a private sale, or a donation or at a metal recycling center in accordance with Education Code Section 81452 (a) and Administrative Procedure 6550/Disposal of Property.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District. Revenue received from private sale or recycling center will go back into the program's budget.

RECOMMENDATION:

Board of Trustees declares item surplus and disposed of by way of a private sale, or a donation or at a metal recycling center.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 10**

AREA: Administrative Services

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

TITLE: NOTICE OF COMPLETION – MEASURE B BOND PROJECT

BACKGROUND:

1. The contract with Dalke & Sons Construction, Inc. for the Mecca/Thermal Expansion Lab Redesign Project is complete as of January 16, 2018 and must be formally accepted by the Board. Notice has been filed with the County Clerk's Office as required by code.

FISCAL IMPLICATIONS:

This project was funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees accepts the Notice of Completion as presented.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair and Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 11**

AREA: Administrative Services

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

TITLE: AMENDMENT TO CONTRACTS – MEASURE B BOND PROJECTS

BACKGROUND:

Each month the Bond Office submits amendments to Measure B Bond contracts for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an amendment.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Projects are funded by proceeds from Measure B Bonds and Redevelopment Funds.

RECOMMENDATION:

Board of Trustees approves the amendments to the contracts listed on the attachment.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 12**

AREA: Administrative Services

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

TITLE: CHANGE ORDER – MEASURE B BOND PROJECT

BACKGROUND:

Each month the Bond Office submits Proposed Change Orders for Board Approval. All capital construction projects require the execution of a Change Order to change the design requirements and/or scope of construction which, in turn, requires an adjustment of the Contract Amount or Contract Time. All Change Orders must be reviewed and approved by the Board of Trustees for consent.

[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 Order listed on the attachment.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 1**

AREA: Board of Trustees

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

TITLE: BOARD MEMBER TRAVEL

BACKGROUND:

1. [2018 Governance Leadership Institute](#) is an intensive, interactive two-and-a-half-day educational opportunity that orients trustees and their presidents to foundational and advanced issues relating to governing community colleges.

TOPICS

- Addressing the Expectations of the Governing Boards
- Higher Education and Community College Trends
- Outcomes, Quality and Student Success
- Board Self-Assessment, Presidential Evaluations
- Building Relationships with Media
- Emergency Planning, Campus Security
- The Complexity of Equity and Diversity
- Economic Inequality on Campus
- Roles and Responsibilities
- Running Effective Meetings

The Governance Leadership Institute will be held at the Westin Riverwalk in San Antonio, TX from March 21st – 23rd, 2018. All cancellations must be in writing and submitted to the Office of the President by February 19th, 2018. Cancellations within (30) days of the event will not receive a full refund, but can either transfer to someone else at your college or be used as credit to another GLI within the year. Hotel cancellation must be received (72) hours prior to the scheduled date of arrival.

FISCAL IMPLICATIONS:

1. **2018 Governance Leadership Institute** - Cost of full conference registration per person is \$650 and covers all workshop and/or conference costs. Hotel rate is \$189 per night plus tax, and flight costs will range between \$575 - \$650.

RECOMMENDATION:

1. The Board of Trustees approve (1) Trustee to attend the 2018 Governance Leadership Institute taking place in San Antonio, TX on March 21st – 23rd, 2018.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 1**

AREA: Human Resources

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

TITLE: FACULTY - TENURE REVIEW

BACKGROUND:

To approve the recommendations from the Tenure Review process for faculty members:

Second Year Contract

That the following faculty members be recognized as successfully completing their first year in the Tenure Review Process and be granted a second-year contract effective the 2018-2019 academic year:

Name	Position	Department
Alison Airhart-Bolze	Instructor, English as a Second Language	School of Communications and Humanities
Hye Chin An-Dunning	Reference Librarian	Library and Learning Resources
Donna Blanton	Instructor, Mathematics	School of Mathematics and Sciences
Kristie Camacho	Instructor, Sociology	School of Social Sciences and Arts
Jermaine Cathcart	Instructor, Sociology	School of Social Sciences and Arts
Meredith Dillon	Instructor, Kinesiology	School of Health Sciences and Education
Maria Herrera	General Counselor	Student Success
Amy Hetherington	Instructor, Nursing	School of Health Sciences and Education
Pamela Stegeman	Instructor, Business	School of Applied Sciences and Business
Kurt Struwe	Instructor, Culinary Arts	School of Applied Sciences and Business
Giuseppe Vezzoli	Instructor, Biology	School of Mathematics and Sciences
Gary Williams	Instructor, Computer and Information Sciences	School of Applied Sciences and Business

Third-Fourth Year Contract

That the following faculty members be recognized as successfully completing their second year in the Tenure Review Process and be granted a third-fourth year contract effective the 2018-2019 academic year:

Name	Position	Department
Maria Avalos	Instructor, Early Childhood Education	School of Health Sciences and Education
Jeffrey Azer	Instructor, Culinary Arts	School of Applied Sciences and Business
Richard Burns	Instructor, Geology	School of Mathematics and Science
Victoria Curry	Counselor Disabled Students Programs & Services	Student Success
Laurilie Jackson	Instructor, Media Production	School of Social Sciences and Arts
Sally Kalpakoff	Instructor, Mathematics	School of Arts and Science
Monica Lopez	Counselor, General Counseling	Student Success
Angel Meraz	Counselor, Athletics	Student Success
Thomas O'Grady	Instructor, American Sign Language	School of Communications and Humanities
Jorge Perez	Instructor, Mathematics	School of Arts and Science
Jose Pablo Romero	Instructor, Computer and Information Sciences	School of Applied Sciences and Business
Christine Schaefer	Counselor, General Counseling	Student Success
Michael Silveira	Instructor, Biology	School of Arts and Science
Eduardo Vaca	Instructor, Environmental Horticulture & Turfgrass	School of Applied Sciences and Business

FISCAL IMPLICATIONS:

Positions are fully funded.

RECOMMENDATION:

Board of Trustees approves the recommendations from the Tenure Review process as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 2/1/2017 Chair and Vice Chair Review: 2/1/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 2**

AREA: Human Resources

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

TITLE: GRANTING OF TENURE - FACULTY

BACKGROUND:

To formally grant tenure status to the following individuals on July 1, 2018:

Name	Position	Department
Dorothy Anderson	Instructor, Automotive Mechanics	School of Applied Science and Business
Sara Butler	Instructor, Political Science	School of Social Sciences and Arts
Emily Maddigan	Instructor, Art	School of Arts and Science
Francisco Ramirez	Counselor, General Counseling	Student Success
Reid Sagara	Instructor, English	School of Communications and Humanities
Allen Scott Ventura	Instructor, Fire Technology	School of Applied Sciences and Business

FISCAL IMPLICATIONS:

Positions are fully funded from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves tenure status as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 2/1/2017 Chair and Vice Chair Review: 2/1/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 1**

AREA: Administrative Services

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

TITLE: BUDGET REVISIONS

BACKGROUND:

All Budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Sections 58307 and 58308, and processed using the documentation as provided to the Riverside County Office of Education and in compliance with applicable district policies and guidelines including Resolution #072016-3 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on July 20, 2016.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2017-2018 budget revisions as presented.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 2**

AREA: Administrative Services

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

TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

At the December 15, 2017 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 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:

Rebecca Broughton – Governing Board Member
Fred E. Jandt – 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; John Ramont – sign warrant orders, orders for salary payment and sign notices of employment; Virginia Ortega – sign warrant orders, orders for salary payment and sign notices of employment; and Mary Anne Gularte – sign notices of employment.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

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: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 2/9/2018
ITEM #: 3**

AREA: Administrative Services

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

TITLE: RESOLUTION #020918-1 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 resolution should satisfy the requirement.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #020918-1 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 2/1/2018 Chair & Vice Chair Review: 2/1/2018
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