



# 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, APRIL 17, 2015  
**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](http://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 March 20, 2015 with any additions, corrections, or deletions.

**III. CLOSED SESSION: 9:35 a.m. to 10:30 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: Dr. Joel L. Kinnamon

2. **CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**

**Section 54956.9 (d)(2/3/4)** Specify number of potential cases: 6

3. **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, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034, 641 261 020 0

Agency Negotiator or Designee: Dr. Joel Kinnamon

4. **PERSONNEL**

a. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT**

(Government Code Section 54957)

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**

- o Superintendent/President

IV. **OPEN SESSION** (10:45 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.**

- o Keenan presenting the SEWUP (Statewide Educational Wrap up Program) Safety Award Plaques to the District and Construction Management organizations for two (2) projects.
- o Reading of Proclamations
  - o National Library Week – Read by Danielle Krol, Director of Library and Learning Resources
  - o Classified School Employees Week – Read by Krystal Glasman, CSEA Secretary and Part-Time Gallery Assistant
  - o Day of the Professor – Read by Denise Diamond, English Professor

## **VII. INTRODUCTION OF NEW FULL-TIME STAFF**

## **VIII. APPROVE THE MINUTES OF:**

Regular meeting of March 20, 2015 ([Details on COD Website](#))

## **IX. REPORTS**

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. ACADEMIC SENATE
- D. C.O.D.F.A.
- E. C.O.D.A.A.
- F. C.S.E.A.
- G. GOVERNING BOARD
- H. 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. Proclamations
  - National Library Week
  - Classified School Employees Week
  - Day of the Professor

### **B. HUMAN RESOURCES**

- 1. Employment Group C Appointments
- 2. Employment Group A Appointments
- 3. New Job Descriptions

### **C. ADMINISTRATIVE SERVICES**

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

9. Budget Transfers
10. Declare Equipment as Surplus for Disposal

**D. STUDENT SUCCESS & STUDENT LEARNING**

1. Approval of Curriculum Modifications for Fall 2015

**XI. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Board Policy 2210 – Officers of the Board - Revisions
2. October 2015 Board Meeting date change due ACCT Conference in San Diego, October 14-17, 2015

**C. HUMAN RESOURCES**

1. Early Retirement Incentive Program

**D. ADMINISTRATIVE SERVICES**

1. Adoption of Resolution #041715-1 Public Agency Retirement Services (PARS) Supplementary Retirement Plan and Approve Agreement with PARS
2. Budget Revisions

**XII. INFORMATION**

1. AP 7400 Travel
2. CCCT – Board Elections

**XIII. STUDY SESSION**

1. Board Self-Evaluations – Trustee Bonnie Stefan, Chair
2. Student Services – Anna Davies, EVP Student Success/Student Learning

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015**

**AREA:** Board of Trustees

**ITEM #: 1**

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

**TITLE: PROCLAMATIONS**

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**BACKGROUND:**

**NATIONAL LIBRARY WEEK:** National Library Week (April 12-18, 2015) is a time to celebrate the contributions of our nation’s libraries, library workers, and to promote library use and support. The theme for 2015 National Library Week is “Unlimited Possibilities@ your library.”

According to the 2014 edition of the Library and Book Trade Almanac, the College of the Desert is one of 1,139 community college libraries or one of 3,703 academic libraries in the United States which will be celebrating with many programs. Libraries are more than warehouses for books. Libraries are about connecting people with ideas, resources and technology. The College of the Desert librarians is proud in collaborating with faculty to provide instruction to students in information literacy and retrieval.

First sponsored in 1958, National Library Week is a national observance sponsored by the American Library Association and libraries across the country each April. The Board of Trustees at the College of the Desert celebrates libraries of all types in conjunction with the American Library Association. We salute staff that is dedicated in providing free access, information, and empower our students with resources to provide “Unlimited Possibilities@ your library.”

**CLASSIFIED SCHOOL EMPLOYEES WEEK:** Each year, one week in the spring is set aside throughout California to honor classified school employees. This event is established by the California School Employees Association in conjunction with the California State Legislature. The purpose of such recognition is to acknowledge the continued valuable contributions which are made by classified employees and to reflect upon the work of these individuals as it relates to the success of the institution.

**DAY OF THE PROFESSOR:** California Education Code Section 37222.10 sets aside the first Wednesday in May as the Day of the Professor. This is the opportunity, each year, to show appreciation to the dedicated faculty for their valuable role in the education of students.

[Proclamations on COD Website](#)

**FISCAL IMPLICATIONS:**

No cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the Proclamations as presented.

<b>Administration Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair &amp; Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 1**

**AREA:** Human Resources

**TITLE: EMPLOYMENT GROUP C APPOINTMENTS**

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

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**BACKGROUND:**

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

Classified/Substitute/Temporary/Extension of Assignment employees - [Details on COD website](#)

Faculty salary/stipends – [Details on COD website](#)

Adjunct salary/stipends - [Details on COD website](#)

Student Workers/Tutors - [Details on COD website](#)

Contract/Non-affiliated - [Details on COD website](#)

**FISCAL IMPLICATIONS:**

All positions are fully funded as noted on details in the College of the Desert Website.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair &amp; Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 2**

**AREA:** Human Resources

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

**TITLE: EMPLOYMENT GROUP A APPOINTMENTS**

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**Classified**

1. Ms. Tessie Cervantes has been appointed to a vacant full-time position of Secretary Bilingual, Mecca Thermal Campus, effective 3/23/2015. Placement on Range 8, Step E(5) of the Classified salary schedule.
2. Ms. Kirstin Shiels has been appointed to a vacant full-time position as Administrative Assistant, DSPS, effective 3/30/2015. Placement on Range 12, Step A(1) of the Classified salary schedule.
3. Ms. Nancy Garcia has been appointed to a vacant part-time position of Secretary Bilingual for Upward Bound, effective 3/23/2015. Placement at Range 8, Step 1 of the Classified salary schedule.
4. Mr. Alberto Medina has been appointed to a part-time position as Custodian, effective 3/9/2015. Placement on Range 8, Step A(1) of the Classified salary schedule.
5. Mr. Steven Sanchez has been appointed to a part-time position as Custodian, effective 3/9/2015. Placement on Range 8, Step A(1) of the Classified salary schedule.

**FISCAL IMPLICATIONS:**

- 1, 4 & 5 are funded with unrestricted funds.  
2 & 3 are funded by restricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies/approves appointments as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair &amp; Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 3**

**AREA:** Human Resources

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: NEW JOB DESCRIPTIONS**

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**BACKGROUND:**

To approve the new job descriptions for the positions listed below, pending CSEA ratification.

- Sports Information Specialist
- Laboratory Technician HVACR

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

All positions are funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees approves the new job descriptions as presented.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair &amp; Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 1**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: PURCHASE ORDERS AND CONTRACTS FOR  
SUPPLIES, SERVICES AND CONSTRUCTION**

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **March 31, 2015** as follows:

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

In the aggregated amount of \$457,280.25, as presented. [Details on COD Website](#)

B. Open Purchase Orders in excess of \$25,000

No open purchase orders to report.

C. Contracts in excess of \$25,000

In the aggregated amount of \$101,865.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$1,374,041.23, 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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 2**

**AREA:** Administrative Services

**TITLE: WARRANTS**

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

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**BACKGROUND:**

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

[Details 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 \$3,290,383.06 as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 3**

**AREA:** Administrative Services

**TITLE: APPROVAL OF CONTRACTS/AGREEMENTS  
AND AMENDMENTS**

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

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**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 the 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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #9**

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**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 #8 in the amount of \$3,571,190.83 as follows:

Certificated:	\$2,299,787.03
Classified:	<u>\$1,271,403.80</u>
	\$3,571,190.83

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 5**

**AREA:** Administrative Services

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

**TITLE: OUT-OF-STATE TRAVEL**

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**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 the 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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 6**

**AREA:** Administrative Services

**TITLE: CHANGE ORDERS – MEASURE B BOND  
PROJECTS**

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

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**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 Orders listed on the attachment.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 7**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

1. The contract with Dynalectric Service & Systems Group for the Applied Sciences Project – Communications is complete as of March 16, 2015 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with Arrowhead Mechanical, Inc. for the Athletic Facilities Project – HVAC & Controls is complete as of October 7, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
3. The contract with Cochran Interiors, Inc. for the Athletic Facilities Project – Acoustical Ceilings is complete as of August 21, 2015 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
4. The contract with JPI Development Group, Inc. for the Athletic Facilities Project – Plumbing is complete as of December 10, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
5. The contract with JPI Development Group, Inc. for the Athletic Facilities Project – Site Utilities is complete as of November 18, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
6. The contract with Kratos Public Safety & Security Solutions, Inc. for the Athletic Facilities Project – Security-Gym & Fitness Center is complete as of August 21, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
7. The contract with Roy E. Whitehead, Inc. for the Athletic Facilities Project – Cabinets & Finish Carpentry is complete as of August 21, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
8. The contract with South Coast Industrial Door, Inc. for the Athletic Facilities Project – Coiling Doors is complete as of August 21, 2014 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.



9. The contract with Jackson Electric Enterprises, Inc. for the Prop 39 – Year Two Lighting Project – Retrofit of Parking & Walkway Lighting is complete as of March 13, 2015 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustees accepts the Notices of Completion as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 8**

**AREA:** Administrative Services

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

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

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**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 the COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair &amp; Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 9**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: BUDGET TRANSFERS**

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**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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 10**

**AREA:** Administrative Services

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

**TITLE: DECLARE EQUIPMENT AS SURPLUS FOR  
DISPOSAL**

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**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. The list of items\* are to be declared surplus and disposed of by way of donation to Desert ARC for recycling, and/or an appropriate disposal facility in accordance with Education Code Section 81450 and Administrative Procedure 6550/Disposal of Property.

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

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees declares the attached list of items as surplus to be disposed of by way of donation to Desert ARC for recycling, and/or an appropriate disposal facility in accordance with Education Code Section 81450 and Administrative Procedure 6550/Disposal of Property.

<b>Administrator Initiating Item:</b> Lisa Howell
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<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 1**

**AREA:** Student Success & Student Learning

**TITLE: APPROVAL OF CURRICULUM  
MODIFICATIONS FOR FALL 2015**

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

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**BACKGROUND:**

The Curriculum Committee approved modifications to the College curriculum to be effective for Fall 2015. ([Details on COD website](#))

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees approves the curriculum modifications for Fall 2015.

<b>Administrator Initiating Item:</b> Anna Davies	<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair &amp; Vice Chair Review: 4/8/15</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 1**

**AREA:** Board of Trustees

**TITLE: BOARD POLICY 2210-OFFICERS OF THE BOARD  
REVISIONS, 1<sup>st</sup> READING**

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

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**BACKGROUND:**

At their January 16, 2015 Board of Trustees meeting, Chair Bonnie Stefan requested Trustee Michael O’Neill and Trustee Becky Broughton to make revisions recommendations to Board Policy 2210 – Officers of the Board. At their February 11, 2015, the Board voted to send the policy back to Trustee O’Neill and Trustee Broughton for further revisions that included recommendations made by all Board members during the February 11, 2015 Board of Trustees meeting and to bring it back for a first reading at the March 20, 2015 Board meeting. At the March 20, 2015, the report was not completed, and the Board postponed this item until the April 17 Board meeting.

Revision Draft – [Details on COD website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Review Board Policy 2210 revisions and make recommended changes. If draft is approved and adopted, commence 1<sup>st</sup> reading of adopted draft.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair &amp; Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 2**

**AREA:** Board of Trustees

**TITLE: CHANGE OF OCTOBER 2015 BOARD  
MEETING DATE**

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

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**BACKGROUND:**

This fall, the annual Leadership Congress of the Association of Community College Trustees (ACCT) will be held in San Diego on October 14 – 17, 2015. The regular meeting of the Board of Trustees meeting is scheduled for October 16, 2015.

Friday, October 23, 2015 is the recommended date for the rescheduled meeting.

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

The Board of Trustees accepts the recommendation and changes the October Board meeting date from October 16, 2015 to October 23, 2015.

<b>Administrator Initiating Item: Bonnie Stefan</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 1**

**AREA:** Human Resources

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

**TITLE: EARLY RETIREMENT INCENTIVE PROGRAM**

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**BACKGROUND:**

At the regularly scheduled meeting of the Desert Community College District on December 19, 2014, the Board authorized the District to move forward with its exploration of the viability of offering the plan, dependent in part on the financial consequences of implementation of the plan.

The District has received a final analysis, which included the names, positions, titles and salaries of those employees who would wish to participate in the plan, and report from PARS, the company administering the plan. Based upon that analysis and report, the District supports implementing the plan.

**FISCAL IMPLICATIONS:**

Implementation of the plan will result in both short term and long term financial savings to the District.

**RECOMMENDATION:**

Board of Trustees approves implementation of the Early Retirement Incentive to the employees who have voluntarily elected to participate.

<b>Administrator Initiating Item: Diane Wirth</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair and Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: ADOPTION OF RESOLUTION #041715-1 PUBLIC  
AGENCY RETIREMENT SERVICES (PARS) SUPPLEMENTARY  
RETIREMENT PLAN AND APPROVE AGREEMENT WITH PARS**

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**BACKGROUND:**

The District is considering providing its employees a retirement incentive to eligible employees who wish to voluntarily exercise their option to separate from district service. Public Agency Retirement Services (PARS) has made available to the District a Supplementary Retirement Plan, a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code.

The District has not made a final determination regarding whether to provide the retirement incentive. The offering of the plan will depend on several factors including a cost/benefit analysis. Should the District decide to provide the retirement incentive, PARS will act as the administrator to assist the District in the establishment of early retirement incentive programs through contributions to purchase an IRC 403(b) fixed annuity contract for the benefit of District's eligible employees and their beneficiaries. PARS will provide the services pertaining to the Plan as described in Exhibit 1A of the \*Agreement.

[\\*Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The cost of the supplemental retirement program is unknown at this time and will depend on several factors including the District's final determination to offer the plan as well as the number of eligible employees that voluntarily elect to exercise their option and separate from service. It is desirable to have all costs of the plan offset by salary savings.

**RECOMMENDATION:**

Board of Trustees adopts \*Resolution #041715-1 Public Agency Retirement Services (PARS) Supplementary Retirement Plan and approves the \*Agreement with PARS. It is further

recommended that the Board authorizes the Vice President, Administrative Services, to execute the Agreement and any future augmentations or amendments to the agreement on behalf of the District.

<b>Administrator Initiating Item:</b> <b>Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair &amp; Vice Chair Review: 4/8/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: BUDGET REVISIONS**

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**BACKGROUND:**

All budget revisions must be made in accordance with the provisions of California Code of Regulations Title 5, Section 58307 and 58307, 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 #112014-2 Budget Revisions, Adjustments and Transfers that was adopted by the Board at their regular meeting on November 20, 2014.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

Budget revisions as presented.

**RECOMMENDATION:**

Board of Trustees approves the 2014-2015 budget revisions as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 4/6/2015</b> <b>Chair and Vice Chair Review: 4/7/2015</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 4/17/2015  
ITEM #: 1**

**AREA:** Administrative Services

- |  |
|--|
| <input type="checkbox"/> CONSENT<br><input type="checkbox"/> ACTION<br><input checked="" type="checkbox"/> INFORMATION |
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**TITLE: REVISED ADMINISTRATIVE PROCEDURE  
7400 TRAVEL**

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**BACKGROUND:**

Administrative Procedure 7400 Travel has been revised and reviewed by College Planning Council.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Receive the revised Administrative Procedure 7400 Travel for information as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 4/6/2015 Chair &amp; Vice Chair Review: 4/8/2015</b>
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