



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, APRIL 20, 2018
TIME: 9:30 A.M.
LOCATION: 43-500 MONTEREY AVENUE
PALM DESERT, CALIFORNIA
CRAVENS MULTI-PURPOSE ROOM

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE - ROLL CALL

II. COMMENTS FROM THE PUBLIC

Persons who wish to speak to the board 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 not already on the agenda 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. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.

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.

III. AGENDA

A. BOARD MEETING AGENDA Pursuant to Government Code Section 54954.2(b)(2), the Board may take action on items of business not appearing on the posted agenda, upon a determination by a 2/3 vote of the Board, or (if less than 2/3 of the members are present, a unanimous vote of those present), that there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted as specified.

B. CONFIRMATION OF AGENDA Approve the agenda of the Regular Meeting of April 20th , 2018 with any additions, corrections, or deletions.

IV. 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: 2

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, 759-060-023, 759-060-024, 611-221-001
Agency Negotiator or Designee: Dr. Joel L. Kinnamon

V. OPEN SESSION (10:30 AM)
Closed session report (if any).

VI. PUBLIC UPDATES

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. This time limit will be doubled for members of the public utilizing a translator to ensure the non-English speaker receives the same opportunity to directly address the Board, unless simultaneous translation equipment is used.

VIII. INTRODUCTION OF STAFF

IX. APPROVAL OF MINUTES -Minutes from March 16th, 2018.

X. 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

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. Proclamations
2. Board Policy Review – 1st Reading
 - BP 5220 Shower Facilities for Homeless Students
 - BP 5550 Academic Integrity
 - BP 5800 Prevention of Identity Theft in Student Financial Transactions

B. HUMAN RESOURCES

1. Personnel Items
2. 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. Gifts/Donations to the District
7. Budget Transfers
8. Declare Property as Surplus
9. Amendments to Contracts – Measure B Bond Projects
10. Change Orders – Measure B Bond Project

D. STUDENT LEARNING

1. Courses and Programs Approved by Curriculum Committee AY 2017-2018

XII. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Board Policy Review – 2nd Reading
 - BP 1100.1 Desert Community College District Locations

C. HUMAN RESOURCES

1. Approval of Tentative Agreements between the Desert Community College District and the College of the Desert Adjunct Association.
2. Initial Proposal for Contract Negotiations from the California School Employees Association and its Chapter 407 to the Desert Community College District.
 - **Conduct Public Hearing:** Board of Trustees conducts a public hearing on the Initial Proposal from the California School Employees Association and its Chapter 407 to the Desert Community College District.
 - **Acknowledgement of Proposal:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to acknowledge CSEA's proposal and that the parties commence negotiations.
3. Initial Reopener Proposal, Public Hearing, and Acknowledgement of Reopener Proposal from the College of the Desert Faculty Association (CCA/CTA/NEA) to the Desert Community College District.
 - **Conduct Public Hearing:** Board of Trustees conducts a public hearing on the Initial Reopener Proposal from the College of the Desert Faculty Association (CCA/CTA/NEA) to the Desert Community College District.
 - **Acknowledgement of Proposal:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to acknowledge the College of the Desert Faculty Association's proposal and that the parties commence negotiations.
4. Initial Proposal, Public Hearing, and Approval of Initial Proposal from the Desert Community College District to the California School Employees Association and its Chapter 407.
 - **Conduct Public Hearing:** Board of Trustees conducts a public hearing on the Initial Proposal from the Desert Community College District to the California School Employees Association and its Chapter 407.
 - **Acceptance of Proposal:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to accept the District's proposal and that the parties commence negotiations.

D. ADMINISTRATIVE SERVICES

1. Resolution #042018-1 Authorization to Encumber Funds for the Following Fiscal Year

XIII. INFORMATION AGENDA

A. PRESIDENT

1. Administrative Procedure Review
 - AP 4022 Hours and Units
 - AP 5013 Students in the Military
 - AP 5015 Residency Determination
 - AP 5220 Shower Facilities for Homeless Students
 - AP 5550 Academic Integrity
 - AP 5800 Prevention of Identity Theft in Student Financial Transactions
 - AP 6365 Accessibility of Information Technology

XIV. STUDY SESSION

1. Board Self Evaluation Instrument
2. General Obligation Bond Election 2016 Series A Debt Issuance and Finance Plan Update
Presentation by Adam Bauer from Fieldman, Rolapp & Associates
Presentation Tentatively Scheduled for 1:30 PM
Location: Cravens Student Services Center, Multi-Purpose Room

XV. FUTURE AGENDA ITEMS

XVI. CLOSED SESSION (CONTINUED if needed)

XVII. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 1**

AREA: Board of Trustees

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TITLE: PROCLAMATIONS

BACKGROUND:

- **DAY OF SILENCE:** At College of the Desert, we are privileged to have both employees and students representing the lesbian, gay, bisexual and transgender community. Their high standards and ideals continue to enhance the programs at the college. The proclamation designating April 27th, 2018 as the Day of Silence provides the opportunity to recognize their importance to College of the Desert and our educational programs.
- **ASIAN/PACIFIC ISLANDER HERITAGE MONTH:** At College of the Desert, we are privileged to have both employees and students representing the Asian/Pacific Islands ancestry. Their unique culture, high standards and ideals continue to enhance the programs at the college. The proclamation designating the month of May as Asian/Pacific Islanders Heritage Month provides the opportunity to recognize their importance to College of the Desert and our educational programs.
- **DAY OF THE PROFESSOR**
California Education Code Section 37222.10 sets aside the second Wednesday in May as the Day of the Professor; May 9th, 2018. This is the opportunity, each year, to show appreciation to the dedicated faculty for their valuable role in the education of students.
- **NATIONAL NURSES WEEK:** Each year, one week in the spring is set aside throughout the nation to honor the nursing profession May 6th – 12th, 2018. This recognition pays honor to the dedication, commitment and tireless efforts of the nation’s nurses.
- **CLASSIFIED SCHOOL EMPLOYEES WEEK:** Each year, one week in the spring is set aside throughout California to honor classified school employees; May 20th – 26th, 2018. 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.

[Details on COD Website](#)

FISCAL IMPLICATION:

No cost to the District.

RECOMMENDATION:

Board of Trustees approve the proclamations as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 2**

AREA: Board of Trustees

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TITLE: BOARD POLICY REVIEW – 1st READING

BACKGROUND:

The following board policies have been reviewed and approved by the President’s Executive Cabinet and College Planning Council:

- BP 5220 Shower Facilities for Homeless Students
- BP 5550 Academic Integrity*
- BP 5800 Prevention of Identity Theft in Student Financial Transactions

*BP 5550 Academic Integrity has also been reviewed and approved by Academic Senate and Associated Students of College of the Desert Student Senate.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the board policies for a first reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
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:

Name	Position	Department	Effective
Appointments			
Classified			
Eric Duran	Full Time Custodian	Maintenance and Operations	3/19/18
Confidential			
Terri Wilson	Human Resources Specialist	Human Resources	3/19/18
Increase in Hours			
Nicolas Crisisto	Instructional Support Specialist – Increase from 19.5 Hours to 40 Hours	Information Technology	3/5/18
Carolina Martinez	Upward Bound Support Assistant	Upward Bound	3/12/18-4/27/18
Brandon Reyes	Public Safety Officer	Public Safety	2/26/18-7/27/18
Efren Rodriguez	Public Safety Officer	Public Safety	2/26/18-7/27/18
Reclassification			
Angie Juarez	Admissions and Records Specialist	Admissions and Records	7/1/17

Resignation			
Alejandra Aguilar	Secretary	TRiO Veterans Services	2/20/18
Angelica Diaz	Instructional Support Assistant	Disabled Students Programs and Services	3/15/18
Stacy Estrada	Outreach Specialist	TRiO Talent Search	5/10/18
Andrew Stubblefield	Locksmith	Maintenance and Operations	3/16/18
Working Out of Class			
Andrea Calise	Accounting Specialist	Fiscal Services	3/12/18-6/30/18
Socorro Garcia	Bursar Technician	Fiscal Services	7/1/17
Jorge Rodriguez	Accounting Specialist	Fiscal Services	3/12/18-6/30/18
Jorge Alberto Rosas	Bursar Technician	Fiscal Services	7/1/17
Temporary Assignment			
Substitute			
Yanet Alvarado	Custodian	Maintenance and Operations	2/21/18 – 3/8/18
Karla Beltran Rios	Custodian	Maintenance and Operations	2/23/18-3/2/18
Kathleen Benjamin	Administrative Specialist	Foundation	3/26/18-6/30/18
Alba Chaidez	Custodian	Maintenance and Operations	2/20/18-3/8/18
Antonio De La Rosa	Custodian	Maintenance and Operations	3/6/18-3/8/18
Eric Duran	Custodian	Maintenance and Operations	2/20/18-3/9/18
Marisol Gerardo	Library Specialist	Library and Learning Services	3/8/18-3/9/18
Eugina Lusk	Administrative Specialist	Office of the President	5/1/18-6/30/18
Maria Magana	Admissions and Records Technician – Bilingual	Admissions and Records	3/12/18-6/29/18
Susan Pratt	Library Specialist	Library and Learning Services	2/23/18-3/14/18
Temporary Employment Agreements (Current Employee Y/N)			
Temporary Employment Agreements			
David Anderson	Y	Perform American Sign Language Interpretation Services for Commencement Activities on May 25, 2018	Student Success 4/3/18-5/25/18
Dalas Aviles	Y	Perform American Sign Language Interpretation Services for Commencement Activities on May 25, 2018	Student Success 4/3/18-5/26/18

Dan Benke	Y	Supervise HVAC Work Experience During Spring Semester	Applied Sciences and Business	3/15/18-5/18/18
Monica Camargo	Y	Curriculum Management and Articulation Program Writing for Nursing	Health Sciences	11/1/17-6/30/18
David Gonzalez	Y	Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Matt Howe	Y	Percussion Manager for 2018 All-Valley Honor Band	Social Sciences and Art	3/4/18-5/14/18
Mikael Jacobson	Y	Play Bass in Pit Orchestra of "In the Heights" Performances	Social Sciences and Art	5/2/18-5/6/18
Sarah Mosley	Y	Facilitate the Coachella Valley Very Important Director's Group	Early Childhood Education	3/1/18-6/1/18
Jeff Stupin	Y	Play Trombone in Pit Orchestra of "In the Heights" Performances	Social Sciences and Art	5/2/18-5/6/18
Rebecca Vineyard	Y	Instructor for "Work it Circuit and Yoga on the Lawn" Program	Student Life	9/12/17-5/24/18
Whitney Wegman	Y	Work Experience	Applied Sciences and Business	1/29/18-5/25/18
Volunteers				
Devin Baldwin		English as a Second Language Pronunciation and Vocabulary	Communications and Humanities	2/28/18
Adrian Vera		Music Theater Performances	Social Sciences and Art	2/6/18
Polette Zavala		Theatre Makeup	Social Sciences and Art	2/27/18

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review & Approval: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 2**

AREA: Human Resources

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TITLE: JOB DESCRIPTIONS

BACKGROUND:

- Public Information Officer - [Details on COD Website](#)
- Director, Alumni Engagement - [Details on COD Website](#)
- Executive Director, Institutional Advancement - [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: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 1**

AREA: Administrative Services

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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 February 23, 2018 – March 28, 2018 as follows:

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

In the aggregated amount of \$945,440.11, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$165,750.00, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$2,003,355.60, 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: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
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 \$3,486,889.08 as presented.

Administrator Initiating Item: John Ramont	Cabinet Review and Approval: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
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: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #9

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 #9 in the amount of \$4,452,798.54, as follows:

Certificated:	\$2,759,178.22
Classified:	<u>\$1,693,620.32</u>
	\$4,452,798.54

Administrator Initiating Item: John Ramont	Cabinet Review and Approval: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
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: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 6**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

A 2017 Subaru Impreza automobile donated to the School of Applied Sciences and Business by Subaru of America Inc. of Burlington, NJ. This item will be utilized by students in the Automotive Program.

A painting created and donated by an International College of the Desert Alumna, Ms. Corina Cravencio to the International Education Program. The painting will be displayed in the conference room of the International Education office.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees accepts donations to the District.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
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 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: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 8**

AREA: Administrative Services

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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: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 9**

AREA: Administrative Services

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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: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 10**

AREA: Administrative Services

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TITLE: CHANGE ORDERS – 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/or Redevelopment Funds and remain within budget.

RECOMMENDATION:

Board of Trustees approves the Change Orders listed on the attachment.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 1**

AREA: Student Learning

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

**TITLE: COURSES AND PROGRAMS APPROVED BY CURRICULUM
COMMITTEE AY 2017-2018**

BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2018.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees approve the new courses and programs for Fall 2018.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
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 POLICY REVIEW – 2nd READING

BACKGROUND:

The following board policy has been reviewed and approved by the President’s Executive Cabinet and College Planning Council:

- BP 1100.1 Desert Community College District Locations

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the board policy for a second and final reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 1**

AREA: Human Resources

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| <input type="checkbox"/> CONSENT |
| <input checked="" type="checkbox"/> ACTION |
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**TITLE: APPROVAL OF TENTATIVE AGREEMENTS BETWEEN THE DESERT
COMMUNITY COLLEGE DISTRICT AND THE COLLEGE OF THE
DESERT ADJUNCT ASSOCIATION**

BACKGROUND:

To approve the Tentative Agreements listed below between the Desert Community College District and the College of the Desert Adjunct Association. The College of the Desert Adjunct Association has ratified the Tentative Agreements.

Article VII: Compensation

Article VIII: Leaves

Article: IX: Hours of Service

Article: XII: Evaluation

Article XIV: Reemployment Process

Article XVII: Cooperative Work Experience Program

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the Tentative Agreements.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 2**

AREA: Human Resources

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

TITLE: INITIAL PROPOSAL FOR CONTRACT NEGOTIATIONS FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 407 TO THE DESERT COMMUNITY COLLEGE DISTRICT: PUBLIC HEARING AND ACKNOWLEDGEMENT OF INITIAL PROPOSAL

BACKGROUND:

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The California School Employees Association and its Chapter 407’s initial proposal to the Desert Community College District is agendized as a public document. * At the Board of Trustees’ meeting on April 20, 2018, there will be a public hearing on the California School Employees Association’s proposal to the Desert Community College District, and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following the public hearing and acknowledgement of the California School Employees Association’s proposal at the Board of Trustees’ meeting on April 20, 2018, representatives from the California School Employees Association and its Chapter 407 and the Desert Community College District will meet and negotiate regarding the 2018 Successor Agreement.

Article 6 – Classification and Reclassification
Article 7 – Compensation
Article 8 – Compensation in Addition to Salary
Article 9 – Health and Welfare Benefits
Article 10 – Retirement Benefits
Article 11 – Hours
Article 14 – Holidays
Article 15 – Transfers
Article 19 – Discipline
Article 25 – Term
Global Proposal

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Conduct Public Hearing: Board of Trustees conducts a public hearing on the Initial Proposal from the California School Employees Association and its Chapter 407 to the Desert Community College District.

Acknowledgement of Proposal: Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to acknowledge California School Employees Association and its Chapter 407's proposal and that the parties commence negotiations.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 3**

AREA: Human Resources

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

**TITLE: INITIAL REOPENER PROPOSAL, PUBLIC HEARING, AND
ACKNOWLEDGEMENT OF REOPENER PROPOSAL FROM THE DESERT
COMMUNITY COLLEGE FACULTY ASSOCIATION (CCA/CTA/NEA) TO
THE DESERT COMMUNITY COLLEGE DISTRICT**

BACKGROUND:

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The Desert Community College Faculty Association’s initial proposal to the Desert Community College District is agendized as a public document. * At the Board of Trustees’ meeting on April 20, 2018, there will be a public hearing on the Desert Community College Faculty Association’s proposal to the Desert Community College District, and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following acknowledgement of the Desert Community College Faculty Association’s proposal, representatives from the Desert Community College Faculty Association and the Desert Community College District will meet and negotiate regarding these proposals.

Article 8 – Compensation

Article 10 – Health and Welfare Benefits

Article 12 – Hours of Service

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Conduct Public Hearing: Board of Trustees conducts a public hearing on the Initial Reopener Proposal from the College of the Desert Faculty Association (CCA/CTA/NEA) to the Desert Community College District.

Acknowledgement of Proposal: Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to acknowledge the College of the Desert Faculty Association's proposal and that the parties commence negotiations.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 4**

AREA: Human Resources

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

TITLE: INITIAL PROPOSAL, PUBLIC HEARING, AND APPROVAL OF PROPOSAL FROM THE DESERT COMMUNITY COLLEGE DISTRICT TO THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 407

BACKGROUND:

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The Desert Community College District’s initial proposal to the California School Employees Association and its Chapter 407 is agendized as a public document. * At the Board of Trustees’ meeting on April 20, 2018, there will be a public hearing on the Desert Community College District’s proposal to the California School Employees Association and its Chapter 407 and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following acceptance of the Desert Community College District’s proposal, representatives from the Desert Community College District and the California School Employees Association and its Chapter 407 will meet and negotiate regarding these proposals.

Article III – Association Rights

Article V – Employee Rights

Article VIII: – Compensation in Addition to Salary

Article XI – Hours

Article XIII – Vacation

Article XVI – Professional Growth, Staff Development, and Dependent Waivers

Article XVII – Evaluation Procedure

Article XXV – Term

Appendix B – Unit Members

Global Proposal

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Conduct Public Hearing: Board of Trustees conducts a public hearing on the Desert Community College District's Initial Proposal to the California School Employees Association and its Chapter 407.

Acceptance of Proposal: Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to accept the District's proposal and that the parties commence negotiations.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: RESOLUTION #042018-1 AUTHORIZATION TO ENCUMBER FUNDS FOR
THE FOLLOWING FISCAL YEAR**

BACKGROUND:

The Governing Board of Desert Community College District has determined that it has a need to issue purchase orders prior to July 1st for the following fiscal year in certain unique circumstances where there are requirements for items or services immediately after the beginning of the fiscal year.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #042018-1 authorizing the District to encumber funds for the following fiscal year.

Administrator Initiating Item: John Ramont	Cabinet Review & Approval: 4/10/2018 Chair & Vice Chair Review: 4/13/2018
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/20/2018
ITEM #: 1**

AREA: President

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

TITLE: ADMINISTRATIVE PROCEDURE REVIEW

BACKGROUND:

The following administrative procedures have been reviewed and approved by the President's Executive Cabinet and College Planning Council:

- AP 4022 Hours and Units
- AP 5013 Students in the Military
- AP 5015 Residency Determination
- AP 5220 Shower Facilities for Homeless Students
- AP 5550 Academic Integrity*
- AP 5800 Prevention of Identity Theft in Student Financial Transactions
- AP 6365 Accessibility of Information Technology

*AP 5550 Academic Integrity has also been reviewed and approved by Academic Senate and Associated Students of College of the Desert Student Senate.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the administrative procedure as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 4/10/2018 Chair and Vice Chair Review: 4/13/2018
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