



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 21st, 2017
TIME: 9:30 A.M.
LOCATION: 43-500 MONTEREY AVENUE
PALM DESERT, CA 92260
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 April 21st, 2017 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. **DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT:**
(Government Code Section 54957)

B. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**
• Superintendent/President

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

4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669-330-047, 502-190-003, 502-190-004, 502-190-008, 502-190-015, 502-190-020, 502-190-017, 502-190-018, 611-211-013, 611-211-014, 611-211-019, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 759-060-024

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. **APPROVE THE MINUTES OF:**

Minutes from February 10th, 2017 and March 17th, 2017.

IX. **REPORTS**

- A. ASCOD
- B. C.S.E.A.
- C. C.O.D.A.A.

- D. C.O.D.F.A.
- E. ACADEMIC SENATE
- F. COLLEGE OF THE DESERT FOUNDATION
- 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

B. HUMAN RESOURCES

- 1. Personnel Items
- 2. New and Revised Job Descriptions – Classified
- 3. Reduced Teaching Load
- 4. Initial Proposal for Reopener Negotiations from the California School Employees Association and its Chapter 407 (CSEA) to the Desert Community Collee District (DCCD)

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/Country Travel
- 6. Budget Transfers
- 7. Amendment to Contracts – Measure B Bond Project
- 8. Declare Property as Surplus

D. STUDENT LEARNING

- 1. Approval of Courses and Programs Approved by Curriculum Committee

XI. 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
 - BP 1200 District Mission, Vision, and Values
 - BP 2410 Board Policies and Administrative Procedures (Adoption, Revision, and Deletion)
2. Board Policy Review – 1st Reading
 - BP 1100 The Desert Community College District
 - BP 1300 Legal Authority
 - BP 2735 Board Member Travel
 - BP 7380 Retiree Health Benefits
 3. Approval of Emeritus Status
 4. Board Member Travel

C. HUMAN RESOURCES

1. Initial Proposal from the California School Employees Association and its Chapter 407 (CSEA) to the Desert Community College District (DCCD)

D. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Resolution #042117-1 Authorization to Encumber Funds for the Following Fiscal Year
3. Destruction of Class Records
4. Resolution #042117-2 – Board of Trustees of the Desert Community College District Adopting an Addendum to the Final Environmental Impact Report (SCH#2014111025) for the West Valley Campus Master Plan & Phase I Development Project and Approving Temporary Classroom Structures.

XII. INFORMATION AGENDA

A. PRESIDENT

1. Administrative Procedure Review
 - AP 2320 Special and Emergency Meetings
 - AP 2410 Board Policies and Administrative Procedures (Adoption, Revision, and Deletion)
 - AP 2735 Board Member Travel
 - AP 7380 Retiree Health Benefits
2. Administrative Procedure Deactivation
 - AP 1100 Title
 - AP 2350 Public Speakers at Board Meetings
 - AP 7250 Educational Administrators
 - AP 7260 Classified Supervisors and Managers

B. ADMINISTRATIVE SERVICES

1. Desert Community College District's Amendments to the Conflict-of-Interest Code

XIII. STUDY SESSION

1. KCOD
2. Educational Master Plan
3. Board Self-Evaluation Instrument

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONTINUED if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 1**

AREA: Board of Trustees

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TITLE: PROCLAMATIONS

BACKGROUND:

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.

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. 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. This recognition pays honor to the dedication, commitment and tireless efforts of the nation's nurses.

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 21st, 2017 as the Day of Silence provides the opportunity to recognize their importance to College of the Desert and our educational programs.

[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: 4/10/2017 Chair & Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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

Name	Position	Department	Effective
Appointments			
Classified			
Alejandra Garcia Lopez	Transfer and Career Centers Specialist	Counseling Services	2/21/17
Daniel Ramirez Rodriguez	Maintenance Assistant	Maintenance & Operations	4/17/17
Separations			
Bryon Curletto	Adjunct Faculty, Biology	Math & Science	3/1/17
Brian Gadd	Adjunct Faculty, Biology	Math & Science	3/1/17
Jim Hummer	Executive Director	Foundation	6/30/17
Gabriela Hernandez	Secretary - Bilingual	TRiO, DSPS	2/23/17
Brian Kephart	Security Officer	Public Safety Department	2/27/17
Brittany Miller	Instructional Student Assistant	TASC	2/23/17
Christopher Olivera	Adjunct Faculty, Biology	Math & Science	3/1/17
Monica Podlesny	CalWORKS Assistant	CalWORKS	3/30/17
Diedre Sharpe	Senior Financial Aid Specialist	Financial Aid	6/4/17
Lee Ann Weaver	Executive Administrative Assistant	Human Resources	6/30/17
Temporary Assignment			
Extension of Assignment			
Tessie Cervantes	Secretary - Bilingual	Mecca/Thermal	3/15/17
Ruth Mijarez	Secretary - Bilingual	Indio	3/16/17
Jeffrey Gunn	Temporary Full Time Instructor, Sociology	Social Sciences & Art	8/21/17-12/16/17
Bianca Herrera	Custodian	Maintenance & Operations	3/13/17-6/30/17

Bianca Herrera	Custodian	Maintenance & Operations	3/20/17
Janet Miller	Temporary Full Time Faculty Instructor, Theatre	Social Sciences & Art	8/21/17-12/16/17
Increase in Hours			
Carlene Hart	Secretary	BSI/EDGE	5/1/17
Luisana Martinez	Admission & Records Technician	Admissions & Records	1/23/17-4/24/17
Patrick McCarron	Instructional Support Specialist	TRiO Veterans	3/20/17-6/30/17
Substitute			
Eric Duran	Custodian	Maintenance & Operations	3/15/17-3/17/17
Eric Duran	Custodian	Maintenance & Operations	3/29/17-3/31/17
Eric Duran	Custodian	Maintenance & Operations	4/3/17-4/7/17
Jason Felix	Human Resources Generalist	Human Resources	3/16/17
Scott Mathison	Instructional Support Assistant	Tutoring & Academic Skills Centers	2/27/17-5/8/17
Brenda Ortiz	Secretary, Bilingual	Indio	3/23/17-5/22/17
Dagovertto Valdez	Human Resources Technician	Human Resources	4/10/17
Julius Varga	Laboratory Technician	Automotive	3/20/17
Working Out of Class			
Tessie Cervantes	Outreach Specialist	Mecca/Thermal	3/15/17
Jeanette Gfroerer	Purchasing Services Specialist	Fiscal Services	3/10/17-6/30/17
Paloma Gómez	Executive Administrative Assistant/Confidential	Human Resources	3/16/17
Ruth Mijarez	Outreach Specialist	Indio	3/18/17
Patricia Reyes	Accounting Technician	Fiscal Services	3/20/17-6/30/17
Bonnie Russell	Instructional Support Specialist	Disabled Students Programs & Services	1/30/17-5/26/17
Tedreanna Spears	Senior Financial Aid Specialist	Financial Aid	4/5/17-6/20/17
Andrea Torres	Outreach Specialist	Indio	3/18/17
Temporary Employment Agreements (Current Employee Y/N)			
Rodney S. Adkins	(N) Professional Expert	Human Resources	4/5/17
David J. Anderson	(Y) American Sign Language Interpreter - Commencement	Enrollment Services	5/26/17

David J. Anderson	(Y)	American Sign Language Interpreter Services	Disabled Students Programs & Services	5/29/17-12/21/17
James Brakebill	(Y)	Emergency Medical Services Program Director	Public Safety Academy	5/29/17-8/4/17
Courtney Doussett	(Y)	Accreditation Standards Chair	Institutional Effectiveness & Planning	3/20/17-6/30/17
Megan Ericks	(Y)	American Sign Language Interpreter – Commencement	Enrollment Services	5/26/17
Megan Ericks	(Y)	American Sign Language Interpreter Services	Disabled Students Programs & Services	5/29/17-12/21/17
Matthew Musselman	(Y)	Instructor – EDGE Program	EDGE Program	4/3/17-8/31/17
Anthony Fesmire	(Y)	MUS 99 Private Lessons	Arts & Social Sciences	3/13/17-5/18/17
Laura Graff	(Y)	Instructor – EDGE Program	EDGE Program	4/3/17-8/31/17
Mikael Jacobson	(Y)	Instrumentalist	Social Sciences & Art	4/26/17-4/30/17
Mikael Jacobson	(Y)	Faculty/Alumni/Student Jazz Concert	Social Sciences & Art	3/31/17
Scott A. Jaeggi	(Y)	Emergency Medical Services Clinical Coordinator	Public Safety Academy	3/10/17-5/2/17
Scott A. Jaeggi	(Y)	Emergency Medical Services Clinical Coordinator	Public Safety Academy	5/29/17-8/4/17
Jacob Kevari	(Y)	CTE Program	Applied Science & Business	2/2/17-5/2/17
Thang Le	(Y)	Curriculum Development	Basic Skills	2/27/17/6/30/17
Cesar Leon	(N)	Supplemental Instructional Leader – CODE	EDGE Program	1/30/17-7/28/17
Felix Marhuenda-Donate (Y)		Instructor – EDGE Program	EDGE Program	4/3/17-8/31/17
Denise Morse	(Y)	American Sign Language Interpreter Services	Disabled Students Programs & Services	5/29/17-12/21/17
Elizabeth McKinley	(Y)	American Sign Language Interpreter Services and Coordinator	Disabled Students Programs & Services	5/29/17-12/21/17
Tina Sirimarco	(Y)	American Sign Language Interpreter Services	Disabled Students Programs & Services	5/29/17-12/21/17
Reid Sagara	(Y)	Instructor – EDGE Program	EDGE Program	4/3/17-8/31/17
Reid Sagara	(Y)	Common Assessment Initiative	Office of Student Success	3/14/17-5/26/17
Lynda Shaeps	(Y)	Designer, Theatre	Social Sciences & Art	4/17/17-4/30/17

Andrew Young	(Y)	Supplemental Instructional Leader –CODe	EDGE Program	2/14/17-7/28/17
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Volunteers	
Yi Yong Gho	Child Development Center
Jorge Luis Ceja Razon	Cross Country, Kinesiology

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 2**

AREA: Human Resources

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TITLE: NEW AND REVISED JOB DESCRIPTIONS - CLASSIFIED

BACKGROUND:

The District met with California School Employees Association (CSEA) and signed tentative agreements for the following job descriptions. The agreement is subject to the CSEA approval process. The job descriptions were created or revised to meet the staffing needs of the District.

The District is requesting the Board approve the job descriptions for the positions listed below:

- Admissions and Records Technician - Bilingual (new)
- Enrollment Services Specialist - Bilingual (new)
- Laboratory Specialist (new)
- Senior Skilled Maintenance Worker (revised)

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approve the job descriptions as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 3**

AREA: Human Resources

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TITLE: REDUCED TEACHING LOAD

BACKGROUND:

Dr. Nancy Moll, Professor/Geology, School of Math and Sciences, and Dr. Jamshid Parvizi, Professor/Mathematics, School of Math and Sciences have requested reduced teaching loads with full retirement credit (CODFA District Collective Bargaining Agreement, Article 24) for the next three years. Dr. Moll is requesting to teach 10 SIUs (2/3 of load) for the 2017/2018 academic year. Dr. Parvizi is requesting to teach 15 SIUs (1/2 of load) for the 2017/2018 academic year.

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approve the requested reduced teaching load.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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DESERT COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Meeting Date: 4/21/2017

ITEM #: 4

AREA: Human Resources

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TITLE: INITIAL PROPOSAL FOR REOPENER NEGOTIATIONS FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 407 (CSEA) TO THE DESERT COMMUNITY COLLEGE DISTRICT (DCCD)

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 (CSEA) initial proposal for reopener negotiations to the Desert Community College District is agendaized as a public document, see below. At the Board of Trustee’s meeting on May 19, there will be a public hearing on CSEA’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 public hearing and acknowledgement of CSEA’s proposal, representatives from CSEA and the District will meet and negotiate regarding these proposals.

Article 7: Compensation

Article 9: Health and Welfare Benefits

Article 15: Transfers

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Board of Trustees reviews the initial proposal to conduct a public hearing during the May 19th, 2017 Board of Trustee’s meeting.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
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 26, 2017 – March 25, 2017** as follows:

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

In the aggregated amount of \$124,005.28, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$213,000.00, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$986,764.89, 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: Lisa Howell	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 2**

AREA: Administrative Services

TITLE: WARRANTS

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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 \$2,203,254.77, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
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: Lisa Howell	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
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:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies Payroll #9 in the amount of \$4,141,944.24, as follows:

Certificated:	\$2,627,129.50
Classified:	<u>\$1,514,814.74</u>
	\$4,141,944.24

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE/COUNTRY 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/country 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/country travel requests for the individuals listed on the attachment.

Administrator Initiating Item: Lisa Howell
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Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 6**

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: Lisa Howell
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Cabinet Review & Approval: 4/10/2017 Chair & Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 7**

AREA: Administrative Services

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TITLE: AMENDMENT TO CONTRACTS – MEASURE B BOND PROJECT

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:

Projects are funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/10/2017 Chair & Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
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 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: Lisa Howell	Cabinet Review & Approval: 4/10/2017 Chair & Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 1**

AREA: Student Learning

**TITLE: APPROVAL OF COURSES AND PROGRAMS
APPROVED BY CURRICULUM COMMITTEE**

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

BACKGROUND:

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2017.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees approve the new courses and programs for Fall 2017.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 1**

AREA: Board of Trustees

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

TITLE: BOARD POLICY REVIEW – 2ND READING

BACKGROUND:

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

- BP 1100.1 Desert Community College District Locations
- BP 1200 District Mission, Vision, and Values
- BP 2410 Board Policies and Administrative Procedures (Adoption, Revision, and Deletion)

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 2**

AREA: Board of Trustees

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

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 1100 The Desert Community College District
- BP 1300 Legal Authority
- BP 2735 Board Member Travel
- BP 7380 Retiree Health Benefits

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the policies for a first reading.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 3**

AREA: Board of Trustees

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

TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

David Valenzula has been voted to Emeritus Status within his school and that nomination has been unanimously approved by Academic Senate at their meeting of March 23rd, 2017.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the nomination for Emeritus Status for David Valenzula as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 4**

AREA: Board of Trustees

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

TITLE: BOARD MEMBER TRAVEL

BACKGROUND:

The Community College League of California (CCLC) will host their 2017 Annual Trustees Conference which provides trustees the opportunity to strengthen their skills and knowledge required to lead the college and be accountable to their communities.

The 2017 Annual Trustees Conference will be held at The Ritz-Carlton, Lake Tahoe on May 3rd – 7th, 2017. Cancellations must be submitted in writing to the Office of the President. No refunds are available if the cancellation is received after April 24th. All refunds will be assessed a \$50 cancellation fee. Hotel cancellation deadlines are 24 hours prior to the date of arrival.

FISCAL IMPLICATIONS:

Registration cost for the 2017 Annual Trustees Conference is \$720 per person and covers all workshop and/or conference costs. The hotel rate is \$219 per night plus tax, and airfare costs will range between \$300 - \$450.

RECOMMENDATION:

Board of Trustees approve the Board Chair to attend this conference.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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DESERT COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Meeting Date: 4/21/2017
ITEM #: 1

AREA: Human Resources

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

TITLE: INITIAL PROPOSAL FROM THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 407 (CSEA) TO THE DESERT COMMUNITY COLLEGE DISTRICT (DCCD)

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 (CSEA) initial proposal to the Desert Community College District is agendized as a public document, see below. At the Board of Trustee’s meeting on May 19, there will be a public hearing on CSEA’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 public hearing and acknowledgement of CSEA’s proposal, representatives from CSEA and the District will meet and negotiate regarding these proposals.

- Article 7: Compensation
- Article 9: Health and Welfare Benefits
- Article 15: Transfers

FISCAL IMPLICATIONS:

Budgetary implications are unknown at this time.

RECOMMENDATION:

Hold Public Hearing: Board of Trustees conducts a public hearing on California School Employees Association and its Chapter 407 (CSEA) To the Desert Community College District (DCCD)

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

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 1**

AREA: Administrative Services

- | |
|---|
| <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 the COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

Board of Trustees approves the 2016-2017 budget revisions as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/10/2017 Chair & Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 2**

AREA: Administrative Services

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

**TITLE: RESOLUTION #042117-1 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 the COD Website.](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #042117-1 authorizing the District to encumber funds for the following fiscal year.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/10/2017 Chair & Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 3**

AREA: Administrative Services

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

TITLE: DESTRUCTION OF CLASS 3 RECORDS

BACKGROUND:

All records which have been held for the required retention periods and any permanent records which have been classified as Class 3-Disposable Records after having been held for the required retention period may be destroyed as per Title 5, Subchapter 2.5, Article 1-3, Sections 59020-59031, of the California Code of Regulations. Board Policy 3310 establishes and gives authorization for destruction of records and Administrative Procedure 3310 establishes the procedures for destruction of records. A list of records recommended for destruction must be submitted to the board of trustees to specify that the identified records are to be destroyed. The records on the attached list have been retained for the legal period of time as prescribed in Title 5 of the California Code of Regulations. There is no further need to retain these records for District use. Further, the Director of Fiscal Services hereby certifies that no records contained within the attached list conflicts with the procedures of destruction as prescribed in Title 5 of the California Code of Regulations.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees approves the destruction of the Class 3 Records, as prescribed in Title 5 of the California Code of Regulations, on the attached list.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/10/2017 Chair & Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 4**

AREA: Administrative Services

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

**TITLE: RESOLUTION #042117-2 BOARD OF TRUSTEES
OF THE DESERT COMMUNITY COLLEGE DISTRICT ADOPTING AN
ADDENDUM TO THE FINAL ENVIRONMENTAL IMPACT REPORT
(SCH#2014111025) FOR THE WEST VALLEY CAMPUS MASTER PLAN &
PHASE I DEVELOPMENT PROJECT AND APPROVING TEMPORARY
CLASSROOM STRUCTURES**

BACKGROUND:

As explained in more detail in the attached Addendum drafted by Terra Nova Planning and Research, last year the Board of Trustees certified an Environmental Impact Report (“EIR”) for the West Valley Campus Master Plan and commenced proceeding to acquire the Palm Spring Mall property. In an effort to expedite its ability to provide classes at the West Valley Campus site, the District is moving forward with efforts to establish an interim modular campus on an adjoining parcel located on the corner of the Baristo Road and Farrell Drive.

The proposed action is to amend the EIR to incorporate information regarding the interim campus. Terra Nova has studied the impacts of the proposed interim modular campus and determined that the initial EIR fully analyzed and mitigated all potentially significant impacts of the interim campus, and recommends that the Board adopts Resolution #042117-2 that finds the potential impacts of the interim campus have been studied in compliance with CEQA and that an addendum to the EIR is an appropriate document for disclosing the minor changes and additions that are necessary to the EIR for the interim campus.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

The adoption of the Addendum to the EIR will not have any fiscal impacts. The fiscal impacts of the interim modular campus are being currently evaluated.

RECOMMENDATION:

Board of Trustees adopts Resolution #042117-2 Board of Trustees of the Desert Community College District Adopting an Addendum to the Final Environmental Impact Report

(SCH#2014111025) for the West Valley Campus Master Plan & Phase I Development Project and Approving Temporary Classroom Structures.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/10/2017 Chair & Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
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 2320 Special and Emergency Meetings
- AP 2410 Board Policies and Administrative Procedures (Adoption, Revision, and Deletion)
- AP 2735 Board Member Travel
- AP 7380 Retiree Health Benefits

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the new procedures as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 2**

AREA: President

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

TITLE: ADMINISTRATIVE PROCEDURE DEACTIVATION

BACKGROUND:

Deactivation of the following administrative procedures has been reviewed and approved by the President's Executive Cabinet and College Planning Council:

- AP 1100 Title
- AP 2350 Public Speakers at Board Meetings
- AP 7250 Educational Administrators
- AP 7260 Classified Supervisors and Managers

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees acknowledges the deactivation of the procedures presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 4/10/2017 Chair and Vice Chair Review: 4/11/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 4/21/2017
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: DESERT COMMUNITY COLLEGE DISTRICT'S
AMENDMENTS TO THE CONFLICT-OF-INTEREST CODE**

BACKGROUND:

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730), that contains the terms of a standard conflict-of-interest code, which can be incorporated by reference in an agency's code. After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices, designating positions and establishing disclosure categories, shall constitute the conflict-of-interest code of the Desert Community College District (District).

Individuals holding designed positions shall file their statements with the District, which will make the statements available for public inspection and reproduction (Government Code Section 81008). All statements will be retained by the District.

The amendments provide for non-substantive revisions to position titles for positions that manage public investments and the inclusion / exclusion of added / deleted positions from the previous report.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees accepts the Desert Community College District's amendments to the conflict-of-interest code pursuant to Government Code Sections 87300-87302 and 87306 and approved by the Fair Political Practices Commission.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 4/10/2017 Chair & Vice Chair Review: 4/11/2017
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