



**COLLEGE
of
the
DESERT**

Revised

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, MAY 15, 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. 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 11:45 a.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: 4
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

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.**

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

VIII. **APPROVE THE MINUTES OF:**

Regular meeting of April 17, 2015 (REPORT NOT YET AVAILABLE)

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
 - a. Solstice Literary Magazine - by COD Students

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. PRESIDENT

- 1. Approval of Sabbatical Leave Requests

B. HUMAN RESOURCES

- 1. Employment Group C Appointments
- 2. Employment Group A Appointments
- 3. Retirements
- 4. Resignations
- 5. Volunteers
- 6. Approval of Agreement - DCCD & CSEA
- 7. Approval of MOU between the Desert Community College District and the California School Employees Association

C. ADMINISTRATIVE SERVICES

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #10
- 5. Out-of-State Travel
- 6. Change Orders – Measure B Bond Projects
- 7. Amendment to a Contract – Measure B Bond Project
- 8. Gifts/Donations to the District
- 9. Budget Transfers

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. PRESIDENT

1. Post Sabbatical Leave Reports: David George and Ellen Hardy

C. BOARD OF TRUSTEES

1. Board Policy 2210 – Officers of the Board – Revisions
2. Approval of Nominations for Emeritus Status

D. ADMINISTRATIVE SERVICES

1. Notice of Intent to Award Contract for the Wayfinding II Project
2. Budget Revisions
3. 2014-2015 CCFS-311Q/Quarterly Financial Status Report
4. Resolution #051515-1 Authorization to Encumber Funds for the Following Fiscal Year
5. Resolution #051515-2 Authorize Participation in the SISC GASB 45 Trust

XII. STUDY SESSION

1. Agenda Item Request from April 2015 Board meeting:
 - A. Realignment Update – President Kinnamon
2. May Revise – Lisa Howell, Vice President, Administrative Services

XIII. FUTURE AGENDA ITEMS

XIV. CLOSED SESSION (CONT'D)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 1**

AREA: President

TITLE: APPROVAL OF SABBATICAL LEAVE REQUESTS

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

BACKGROUND:

1. Claudia Derum: Work on the Post-Master Certificate in Information Intermediation & Instruction through the Graduate School of Information, San Jose State University, for the purpose of introducing two new courses to the College of the Desert curriculum that will support Information Literacy Instruction in the first-year student experience. The proposed courses will be designed to reflect the ALA/ACRL Revised
2. Kurt Leuschner: Attend a sound analysis workshop at Cornell University, conduct research and record Scrub-Jays at various southwest study sites, the Archbold Biological Station in Florida, visit the Los Angeles and San Bernardino Museum’s bird collection, and take a Bird Identification by Song class at the Sierra Nevada Field Campus. Kurt’s recordings will be archived at Cornell University and a powerpoint presentation on the status of the Scrub-Jay in North America will be presented at various venues.
3. Ruth Nolan: Plans to begin and complete a literary, historical and researched creative nonfiction book suitable for use in College of the Desert classes across the curriculum as a companion reader and historical, cultural, environmental, and literary text that draws substance from our region’s history of wildland fires and firefighting methodologies. The proposed book will follow a narrative of arc fires/firefighting in the Southern California inland and desert regions, from the earliest stories of our area’s Native American people to the present day wildland firefighting technologies and methodologies used by governing agencies such as the Bureau of Land Management, United States Forest Service, and California Department of Forestry.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Approve the sabbatical leave requests as presented.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 1**

AREA: Human Resources

TITLE: EMPLOYMENT GROUP C APPOINTMENTS

<input checked="" type="checkbox"/> CONSENT
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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.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 2**

AREA: Human Resources

<input checked="" type="checkbox"/> CONSENT
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TITLE: EMPLOYMENT GROUP A APPOINTMENTS

Faculty

1. Eliu Benavides has been appointed to a full-time faculty position as Instructor, History, effective 8/26/2015.
2. Oceana Collins has been appointed to a full-time faculty position as Instructor, History, effective 8/26/2015.
3. Maria Elena Diaz has been appointed to a full-time faculty position as Instructor, Speech, effective 8/26/2015.

Classified

4. Jenna Huntzinger has been appointed to a full-time position as Outreach Specialist-EDGE, effective 5/1/2015.
6. Elvia Sanchez has been appointed to a full-time position as Outreach Specialist-EDGE, effective 5/1/2015.
7. Stephany Tellez has been appointed to a full-time position as Outreach Specialist-EDGE, effective 5/1/2015.
8. Jocelyn Vargas has been appointed to a full-time position as Outreach Specialist-EDGE, effective 5/1/2015.
9. Rebecca Martinez has been appointed to a part-time position as Outreach Specialist-Foster Youth, effective 5/11/2015.
10. Paloma Gomez has been appointed to a full-time position as Human Resources Technician, effective 5/11/2015.
11. Nadia Becerra has been appointed to a full-time position as Lead Financial Aid Specialist, effective 5/4/2015.
12. Kimberly Bolanos has been appointed to a part-time position as Instructional Support Specialist, EVC/MT, effective 4/27/2015.
13. Abraham Reisin has been appointed to a part-time position as Custodian for the Child Development Center effective 1/5/2015.

Leadership

14. Katie Chartier has been appointed to a full-time position as Assistant Director, First Year Experience effective June 1, 2015.

FISCAL IMPLICATIONS:

1-3 & 9-10 are funded with unrestricted funds.

4-8, 11&13 are funded by restricted funds.

12 is funded by the Child Development Center Program funds.

RECOMMENDATION:

Board of Trustees ratifies/approves appointments as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 3**

AREA: Human Resources

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TITLE: RETIREMENTS

BACKGROUND:

The following employees are retiring on the date indicated:

Leadership:

1. Wayne Boyer, Director Nursing and Allied Health, effective 6/30/2015.
2. Revae Reynolds, Director Community Relations, effective 6/30/2015.

Faculty:

3. Lynn "Tom" Gillman, Professor Computer Science, effective 5/25/2015.
4. Carol Lasquade, Coordinator EOPS, effective 6/30/2015.
5. Paul Maag, Counselor/Specialist DSPPS, effective 6/6/2015.
6. Douglas MacIntire, Professor Physics, effective 6/2/2015

Classified

7. Charles Flores, Warehouse Operator, effective 6/30/2015.
8. Kerri Phillips, Secretary, Counseling, effective 6/30/2015.
9. Nancy Shainline, Senior Office Assistant, DSPPS, effective 6/23/2015.

FISCAL IMPLICATION:

- 1, 8, 9: Positions are funded from restricted funds.
5: Position is funded half from restricted funds and half from non-restricted funds.
2, 3, 4, 6, 7: Positions are funded from non-restricted funds.

RECOMMENDATION:

Board of Trustees approves retirements as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 4**

AREA: Human Resources

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TITLE: RESIGNATIONS

BACKGROUND:

1. Ms. Nancy Garcia, Secretary Bilingual, Upward Bound, has resigned effective 4/18/2015.
2. Mr. John Jaramillo, Dean, School of Applied Science & Business, has resigned effective 5/15/2015.

FISCAL IMPLICATION:

1. Position is fully funded from restricted funds.
2. Position is fully funded from unrestricted funds

RECOMMENDATION:

Board of Trustees approves resignation as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 5**

AREA: Human Resources

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TITLE: VOLUNTEERS

BACKGROUND:

John Hamels – Athletics

FISCAL IMPLICATION:

None.

RECOMMENDATION:

Board of Trustees approves volunteer as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 6**

AREA: Human Resources

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TITLE: APPROVAL OF AGREEMENT BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT AND THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER 407

BACKGROUND:

On April 28, 2015 a Settlement Agreement was reached between Desert Community College District and California School Employees Association per the attached.

[Details on COD Website](#)

FISCAL IMPLICATION:

The Agreement will be covered by the current budget.

RECOMMENDATION:

Board of Trustees ratifies the agreement as presented.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 7**

AREA: Human Resources

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**TITLE: APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE
DESERT COMMUNITY COLLEGE DISTRICT AND THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION (CSEA) CHAPTER 407**

BACKGROUND:

On May 5, 2015 a Memorandum of Understanding was reached between Desert Community College District and California School Employees Association, contingent on ratification by CSEA, regarding the attached job description: Human Resources Technology Specialist.

[Details on COD Website](#)

FISCAL IMPLICATION:

None

RECOMMENDATION:

Board of Trustees approves the agreement as presented, contingent on ratification by CSEA.

Administrator Initiating Item: Diane Wirth	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
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 **April 30, 2015** as follows:

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

In the aggregated amount of \$198,160.37, 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

No contracts to report.

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

In the aggregated amount of \$837,416.67, 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 & Approval: 5/4/2015 Chair and Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
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 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 \$2,110,747.79, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair and Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
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 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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair and Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #10

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 #10 in the amount of \$3,587,978.04, as follows:

Certificated:	\$2,421,267.06
Classified:	<u>\$1,166,710.98</u>
	\$3,587,978.04

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair and Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
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 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 requests for the individuals listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair and Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 6**

AREA: Administrative Services

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

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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair and Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 7**

AREA: Administrative Services

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**TITLE: AMENDMENT TO A CONTRACT – 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:

This amendment is an extension of time only and comes at no additional cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 8**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Conair Steamer donated to the School of Arts and Sciences by Ms. Sha Newman, Valley Glen, CA. This item will be utilized by students in the theatre program.
- Theatre costumes (200 pieces) donated to the School of Arts and Sciences by Ms. Jane Treacy, Palm Desert, CA. These items will be utilized by students in the theatre program.
- Art books donated to the School of Arts and Sciences by Clinton Hill/Allen Tran Foundation, Rancho Mirage, CA. These items will be utilized by students in the art program.
- iMac 17" computer screen with mouse donated to the School of Arts and Sciences by Mr. David Einstein, Palm Springs, CA. These items will be utilized by students in the art program.
- Landscape materials (10 scoops of decomposed granite and 22 scoops of 1" to 3" river rock) donated to the School of Applied Sciences and Business by Low Desert Rock Supply, Cathedral City, CA. These items will be utilized by students in the horticulture program.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 9**

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	Cabinet Review & Approval: 5/4/2015 Chair and Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 1**

AREA: Student Success & Student Learning

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

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

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.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/15
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 1**

AREA: President

**TITLE: POST SABBATICAL LEAVE REPORTS
(Verbal Reports)**

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| <input type="checkbox"/> INFORMATION |

BACKGROUND:

Ellen Hardy, Ph.D., Associate Professor of Anthropology: Received sabbatical approval from the Board of Trustees on May 17, 2013.

Purpose of Sabbatical: Permitting research study, analysis, and interpretation of archaeology project to enhance professional growth and effectiveness through the creation, planning and installation of a creative archaeological gallery exhibit and exhibit catalog; comprehensive manuscript of archaeological project results; and feasibility study assessing the value of development a certificate in Cultural Resource Management at College of the Desert.

David George, Ed.D., Professor of Business: Received sabbatical approval from the Board of Trustees on August 16, 2013.

Purpose of Sabbatical: Addressing the components for the accreditation and full development of a Hospitality Administration and a Resort Management Certificate Program. Focus of sabbatical was to combine professional renewal (both academic and experiential) with specific program contributions to the College in four content areas of Small Business, Hospitality, General Business/Management and Critical Thinking.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the post sabbatical leave reports as presented.

Administrator Initiating Item: Joel Kinnamon	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 1**

AREA: Board of Trustees

**TITLE: BOARD POLICY 2210-OFFICERS OF THE BOARD
REVISIONS, 1st READING**

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

BACKGROUND:

At their April 17, 2015 Board of Trustees meeting, the Board voted to send Board Policy 2210 – Officers of the Board, back to the committee of Trustee Michael O’Neill and Trustee Becky Broughton to make further revisions based on Board discussion at their April 17 Board meeting. The Board agreed to bring this policy back for a first reading to the May 15, 2015 Board meeting.

Revised Draft – [Details on COD website](#)
Clean Copy – [Details on COD website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/4/2015 Chair and Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 2**

AREA: Board of Trustees

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

TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

Each of these faculty members has been voted to Emeritus Status within their respective school, and that nomination in turn, has been unanimously approved by the Academic Senate at their meeting of May 5, 2015:

Lynn “Tom” Gillman, Professor, Computer Science
Carol Lasquade, Coordinator, EOPS & Foster Youth Liaison
Paul Maag, Counselor, Alternative Media Specialist
Douglas MacIntire, Professor, Physics

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the nominations for Emeritus Status for the above individuals as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 5/4/15 Chair & Vice Chair Review: 5/6/15
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT
FOR THE WAYFINDING II PROJECT
BID PACKAGE 1 – SIGNAGE & WAYFINDING**

BACKGROUND:

Bid Package #1 – Signage & Wayfinding for the Wayfinding II Project has been out to bid and the bid results indicate the lowest qualified bid.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

Board of Trustees approves the notice of intent to award contract as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 2**

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, 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.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair and Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 3**

AREA: Administrative Services

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

**TITLE: 2014-2015 CCFS-311Q/QUARTERLY FINANCIAL
STATUS REPORT**

BACKGROUND:

The 2014-2015 CCFS-311Q / Quarterly Financial Status Report for the third quarter ending March 31, 2015 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

The information contained in this report includes budget and financial activity for the third quarter ending March 31, 2015.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the District's third Quarterly Financial Status Report for 2014-2015.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 4**

AREA: Administrative Services

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

**TITLE: RESOLUTION #051515-1 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 #051515-1 authorizing the District to encumber funds for the following fiscal year.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/6/2015
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/15/2015
ITEM #: 5**

AREA: Administrative Services

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

**TITLE: RESOLUTION #051515-2 AUTHORIZE
PARTICIPATION IN THE SISC GASB 45 TRUST**

BACKGROUND:

It is determined to be in the best interest of the Desert Community College District to participate in the SISC (Self-Insured Schools of California) GASB (Governmental Accounting Standards Board) 45 TRUST to pre-fund Other Post-Employment Benefits (OPEB) liabilities reported in accordance with the GASB Statement No. 45, and as specified in the District's policies and/or applicable collective bargaining agreements. The establishment of an Irrevocable Trust for Post-Employment Health Benefits in Compliance with GASB 45 will be no more than 50% of the available OPEB funds.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Anticipated investment proceeds are expected to offset unrestricted general fund expenditures.

RECOMMENDATION:

Board of Trustees adopts Resolution #051515-2 Authorize Participation in the SISC GASB 45 Trust.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 5/4/2015 Chair & Vice Chair Review: 5/5/2015
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