



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: THURSDAY, JUNE 14, 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 June 14th, 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 ANTICIPATED LITIGATION:

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

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, 502-190-019, 502-190-117, 502-190-018, 508-100-024, 611-211-013, 611-211-014, 611-211-016, 611-211-018, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-050, 687-040-035, 687-510-019, 687-510-049, 759-060-023, 759-060-024, 611-221-001, 611-164-011, 611-164-013, 611-164-014, 611-164-015, 640-061-007

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 April 20, 2018 and May 18, 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. AUXILARY
 - a) ALUMNI ASSOCIATION
 - STREET FAIR
 - REVENUES & EXPENDITURES
 - b) COLLEGE OF THE DESERT FOUNDATION
 - FOUNDATION YEAR-END HIGHLIGHTS
7. GOVERNING BOARD
8. SUPERINTENDENT/PRESIDENT

XI. SWEARING IN OF STUDENT TRUSTEE - Jonathan Ramont

XII. 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. Board Policy Review – 1st Reading
 - BP 3570 Smoking on Campus
 - BP 4025 Philosophy and Criteria for Associate Degree and General Education

B. HUMAN RESOURCES

1. Personnel Items
2. New and Revised Job Descriptions – Classified
3. Equal Employment Opportunity (EEO) Fund Multiple Method Allocation Model Certification

C. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments

4. Payroll #11
5. Out-of-State Travel
6. Gifts/Donations to the District
7. Budget Transfers
8. Designation of Off-Site Locations
9. Notice of Completion – Measure B Bond Projects
10. Change Orders – Measure B Bond Projects
11. Amendment to Contract – Measure B Bond Project
12. Declare Property as Surplus

D. STUDENT LEARNING

1. Approval of the 2018-2019 College of the Desert Catalog

XIII. ACTION AGENDA

A. ITEMS PULLED FROM THE CONSENT AGENDA

B. BOARD OF TRUSTEES

1. Board Policy Review – 2nd Reading
 - BP 4070 Course Auditing and Auditing Fees
 - BP 5020 Nonresident Tuition
 - BP 5040 Student Records, Directory Information, and Privacy
 - BP 5055 Enrollment Priorities
2. Board Member Travel

C. PRESIDENT

1. The Community pLEDGE
2. Resolution #061418-3 Declaration of Emergency and Authority to Procure Restoration Services without Bidding (Public Contract Code 22050); Delegation of Authority to Contract for Emergency Actions (Education Code §81655) for the Early Childhood Education Building
3. Resolution #061418-4 Emergency closure of the Child Development Center

D. HUMAN RESOURCES

1. Approval of Tentative Agreements between the Desert Community College District and the California Schools Employees Association and its Chapter 407
2. Approval of Salary Adjustment and Health and Welfare Benefit between the Desert Community College District and the Leadership Employee Group

E. ADMINISTRATIVE SERVICES

1. Budget Revisions

2. 2018/2019 Tentative Budget
3. Resolution #061418-1 Adoption of Education Protection Account Funding and Expenditures
4. Resolution #061418-2 Appropriations Subject to Proposition 4 – GANN Limitation
5. Approve Lease with Renaissance Land Company

XIV. INFORMATION AGENDA

A. PRESIDENT

1. Administrative Procedure Review
 - AP 3570 Smoking on Campus
 - AP 4025 Philosophy and Criteria for Associate Degree and General Education
 - AP 4105 Distance Education

XV. STUDY SESSION

1. Budget Update – Interim Vice President, John Ramont

XVI. FUTURE AGENDA ITEMS

XVII. CLOSED SESSION (CONTINUED if needed)

XVIII. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 1**

AREA: Board of Trustees

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| <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 3570 Smoking on Campus](#)
- [BP 4025 Philosophy and Criteria for Associate Degree and General Education](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
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 | | | |
| Administrator | | | |
| Wendy Deras | Interim Deputy Sector Navigator, Healthcare | Health Sciences and Education | 5/16/18-10/31/18 |
| Classified | | | |
| Lorena Ayeni | Transfer and Careers Center Specialist | Career and Workforce Solutions Center | 4/12/18 |
| Fernando Gloria | Public Safety Officer | Public Safety and Emergency Preparedness | 5/21/18 |
| Maria Martinez | Part-Time Secretary, Bilingual | TRiO – Educational Talent Search | 5/21/18 |
| Robert McKay | User Support and Training Specialist | Information Technology Services | 5/21/18 |

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|--------------------------------|--|---|-----------------|
| Ignacio Meza Jr. | Maintenance Worker | Maintenance and Operations | 5/15/18 |
| Rae Lynn Munoz | Administrative Assistant | Maintenance and Operations | 5/21/18 |
| Extension of Assignment | | | |
| Michelle Bleza | Manager, Career/College Access Pathways | Student Learning | 7/1/18-12/31/18 |
| Sandi Lydeen | Senior Office Assistant | Applied Sciences and Business/Work Experience | 6/11/18-6/20/18 |
| James Meier | Interim Director, Community Relations | Institutional Advancement | 7/1/18-12/31/18 |
| Faculty | | | |
| Marissa Banuelos | Full-Time Faculty, Sociology | Social Sciences and Arts | 8/20/18 |
| Torina Craig | Coordinator/Counselor, CalWORKS | Counseling Services | 7/1/18-6/30/19 |
| Jenna Huntzinger | Counselor, EDGE | Counseling Services | 7/1/18-6/30/19 |
| Issa Jraisat | Adjunct Faculty, Sociology | Social Sciences and Arts | 8/27/18 |
| Christopher Williams | Counselor, Student Support Services and Programs | Counseling Services | 7/1/18-6/30/19 |
| Chantae Wilson | Full-Time Faculty, Emergency Medical Technician | Applied Sciences and Business | 8/20/18 |
| Mariana Zepeda | Counselor, English as a Second Language | Counseling Services | 7/1/18-6/30/19 |
| Resignation | | | |
| Brenda Ortiz | Substitute Program Secretary | TRiO – Veterans Services | 5/23/18 |
| Anna Reber-Frantz | Full-Time Faculty, Registered Nursing | Nursing | 5/25/18 |
| Elizabeth Roometua | Administrative Specialist | Foundation | 5/11/18 |
| Brian Scott Campbell | Adjunct Faculty, Art | Social Sciences and Art | 5/23/18 |
| Pamela Ralston | Vice President, Student Learning | Student Learning | 6/7/18 |
| Nelva Segura | Admission and Records Technician | Admission and Records | 5/10/18 |
| Jasmeet Singh | Full-Time Faculty, Chemistry | Mathematics and Science | 8/2/2018 |
| Anthony Verive | Adjunct Faculty, Early Childhood Education | Early Childhood Education | 6/1/18 |
| Working Out of Class | | | |

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|---|--------------------------------|--|---|
| Job Gonzalez | Senior Print Shop Technician | Fiscal Services | 5/1/18-6/30/18 |
| Stephen Hernandez | Tool Room Attendant | Applied Sciences and Business | 5/2/18-5/14/18 |
| Temporary Assignment | | | |
| Substitute | | | |
| Rosario Aceves | Enrollment Services Specialist | Administrative Office, Indio | 5/15/18 |
| Yanet Alvarado | Custodian | Maintenance and Operations | 4/23/18 – 5/17/18 |
| Alba Chaidez | Custodian | Maintenance and Operations | 4/24/18-5/17/18 |
| Roxanna Garcia | Library Specialist | Library and Learning Services | 5/11/18-5/18/18 |
| Marisol Gerardo | Library Specialist | Library and Learning Services | 4/27/18-5/18/18 |
| Stephen Hernandez | Laboratory Specialist | Applied Sciences and Business | 2/7/18-3/19/18 |
| Eugenia Lusk | Administrative Specialist | Foundation | 5/3/18-5/18/18 |
| Susan Pratt | Library Specialist | Library and Learning Services | 5/11/18-5/16/18 |
| Temporary Employment Agreements (Current Employee Y/N) | | | |
| Department Chair | | | |
| Lisa McFadden | Y | Department Chair | Counseling Services 7/1/18-6/30/19 |
| Temporary Employment Agreements | | | |
| Jimmy Awolesi | Y | Assistant Football Coach | Kinesiology and Athletics 7/1/18-6/30/19 |
| Brenda Bermudez | Y | Supplemental Instructional Leader EDGE Summer 2018 Program | EDGE 6/11/18-8/9/18 |
| Marcus Black | Y | Assistant Football Coach | Kinesiology and Athletics 7/1/18-6/30/19 |
| Shaine Boyle | Y | Assistant Football Coach | Kinesiology and Athletics 7/1/18-6/30/19 |
| Sara Butler | Y | Open Education Resources Pilot Initiative – Pilot Open Educational Resources in Term (First-Year Experience) | Student Success 5/10/18-5/24/18 |
| Sara Butler | Y | Open Education Resources Pilot Initiative – Materials Review by First-Year Experience Faculty | Student Success 5/10/18-5/25/18 |
| Sara Butler | Y | Open Education Resources Pilot Initiative – Materials Review | Student Success 4/26/18-5/24/18 |

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| Sara Butler | Y | Open Education Resources Pilot Initiative – Pilot Open Educational Resources in Term | Student Success | 4/26/18-5/24/18 |
| Albert Cadena | Y | Fire Academy Assistant | Applied Sciences and Business | 8/14/18-12/17/18 |
| Enrique Cardenas | Y | Head Men’s Soccer Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Nellie Carrillo | Y | Head Men’s and Women’s Cross Country Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Jermaine Cathcart | Y | Open Educational Resources Pilot Initiative – Materials Review | Student Success | 4/26/18-5/24/18 |
| Marion Champion | Y | Co-Head Volleyball Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Denise Diamond | Y | Summer EDGE Program English Instructor | EDGE | 6/11/18-6/28/18 |
| Sabrina Diaz | Y | Supplemental Instructional Leader EDGE Summer 2018 Program | EDGE | 6/11/18-8/9/18 |
| Courtney Doussett | Y | Drafting Accreditation Follow-Up Report and Addressing Timeline and Activities Related to Quality Focus Essay 1 | Student Success | 5/11/18-8/31/18 |
| Garrett Estrin | Y | Head Women’s Soccer Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Patrick Farrell | Y | Business Community Liaison Between Career and Workforce Solutions Center and Coachella Valley Community Workforce Employers | Career and Workforce Solutions Center | 6/18/18-8/24/18 |
| Melissa Flora | Y | Open Educational Resources Pilot Initiative – Materials Review | Student Success | 4/26/18-5/24/18 |
| Dana Graham | Y | Assistant Volleyball Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Brian Green | Y | Recruit Training Officer – Module III | Applied Sciences and Business | 8/14/18-12/17/18 |
| Donna Greene | Y | Open Education Resources Pilot Initiative – Materials Review by First-Year Experience Faculty | Student Success | 5/10/18-5/25/18 |
| Donna Greene | Y | Open Education Resources Pilot Initiative – Pilot Open | Student Success | 5/10/18-5/24/18 |

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| | | Educational Resources in Term (First-Year Experience) | | |
| Shaun Griffith | Y | Recruit Training Officer – Module II | Applied Sciences and Business | 8/14/18-12/17/18 |
| Dani Hawke | Y | Summer EDGE Program Math Instructor | EDGE | 6/11/18-8/9/18 |
| Walt Holloway | Y | Fire Academy Coordinator – Coordinate Delivery of Instruction and Ensure Compliance with CA State Fire Training Requirements for Basic Fire Academy | Applied Sciences and Business | 8/14/18-12/17/18 |
| Jenna Huntzinger | Y | Open Education Resources Pilot Initiative – Materials Review by First-Year Experience Faculty | Student Success | 5/10/18-5/25/18 |
| Jenna Huntzinger | Y | Open Education Resources Pilot Initiative – Pilot Open Educational Resources in Term (First-Year Experience) | Student Success | 5/10/18-5/24/18 |
| Manuel Hurtado, Jr. | Y | Assistant Men’s Soccer Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Chris Jones-Cage | Y | Open Educational Resources Pilot Initiative – Materials Review | Student Success | 4/26/18-5/24/18 |
| Nick LaPointe | Y | Assistant Football Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Erin Lind | Y | Head Women’s Golf Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Angel Lua | Y | English Instruction for Upward Bound Summer Program 2018 | Upward Bound | 6/11/18-7/12/18 |
| Marc Maglaki | Y | Supplemental Instructional Leader EDGE Summer 2018 Program | EDGE | 6/11/18-8/9/18 |
| Greg Marshall | Y | Assistant Football Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Moira McBride | Y | Collect and Process Comprehensive Adult Student Assessment System (CASAS) Data During Remainder of Spring Term 2018 | Communication and Humanities | 5/7/18-6/30/18 |
| Mario Mendez | Y | Summer EDGE Program Math Instructor | EDGE | 6/11/18-8/9/18 |
| Wally Meyer | Y | Basic Peace Officer Training Coordinator – Coordinate | Applied Sciences and Business | 8/14/18-12/17/18 |

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| | | Delivery of Instruction and Ensure Compliance with CA Peace Officer Standards and Training Requirements of the Basic Peace Officer Training Academy | | |
| Cameron Miller | Y | Emergency Medical Services Clinical Coordinator | Applied Sciences and Business | 8/14/18-12/17/18 |
| Singor Mobley | Y | Assistant Football Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Jorge Perez | Y | Math Instruction for Upward Bound Summer Program 2018 | Upward Bound | 6/11/18-6/21/18 |
| Luis Pimentel | Y | Assistant Men's and Women's Cross Country Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Jose Plasencia | Y | Recruit Training Officer – Module III | Applied Sciences and Business | 8/14/18-12/17/18 |
| Jorge Polanco | Y | Assistant Women's Soccer Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Michelle Richards | Y | Manage Start-Up of Summer Work Experience Class/Program | Applied Sciences and Business | 6/1/18-7/31/18 |
| Nicole Rosen | Y | American Sign Language Interpretation Services Level IV | Disabled Students Programs and Services (DSPS) | 5/28/18-12/21/18 |
| Detlev Rothe | Y | Co-Head Volleyball Coach | Kinesiology and Athletics | 7/1/18-6/30/18 |
| Cristina Sanchez | N | American Sign Language Interpretation Services Level IV | Disabled Students Programs and Services (DSPS) | 5/28/18-12/21/18 |
| Jon Skramstad | Y | Assistant Volleyball Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Ty Skramstad | Y | Assistant Volleyball Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Pamela Stegeman | Y | Open Education Resources Pilot Initiative – Materials Review by First-Year Experience Faculty | Student Success | 5/10/18-5/25/18 |
| Pamela Stegeman | Y | Open Education Resources Pilot Initiative – Materials Review in Term (First-Year Experience) | Student Success | 5/10/18-5/24/18 |
| Jeff Tebelak | Y | Assistant Football Coach | Kinesiology and Athletics | 7/1/18-6/30/19 |
| Steven Valpy | Y | Prepare North Outdoor Area for Lab Sections; Prepare Existing Steel Storage | Applied Sciences and Business | 6/14/18-8/17/18 |

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| | | Container to House Materials; Identify and Secure Resources | | |
| Corbyn Voyu | Y | Drafting Accreditation Follow-Up Report and Addressing Timeline and Activities Related to Quality Focus Essay 1 | Student Success | 5/11/18-8/31/18 |
| Gary Williams | Y | Planning and Conducting CODE Program Training and Summer Program | Applied Sciences and Business | 7/9/18-8/10/18 |

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| Administrator Initiating Item: Mark Zacovic | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
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 agreements are 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:

- [Accessibility Specialist \(New\)](#)
- [Research Analyst \(Revised\)](#)

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approve the job descriptions as presented.

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| Administrator Initiating Item: Mark Zacovic | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 3**

AREA: Human Resources

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| <input type="checkbox"/> ACTION |
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**TITLE: EQUAL EMPLOYMENT OPPORTUNITY (EEO) FUND MULTIPLE
METHOD ALLOCATION MODEL CERTIFICATION**

BACKGROUND:

California Education Code section 87100 requires “a work force that is continually responsive to the needs of a diverse student population [which] may be achieved by ensuring that all persons receive an equal opportunity to compete for employment and promotion within the community college districts and by eliminating barriers to equal employment opportunity.” Title 5 states that “establishing and maintaining a richly diverse workforce is an on-going process that requires continued institutionalized effort.” (Cal. Code Regs., tit. 5, § 53024.1.) These policies provide our students with the educational benefits of a diverse workforce.

To implement the Equal Employment Opportunity (EEO) policies contained in the Education Code and Title 5, the Chancellor’s Office has established a Multiple Methods Model for Allocating the EEO Fund. The Education Code and Title 5 allow districts to use EEO funds for the following purposes:

- Outreach and recruitment;
- In-service training on equal employment opportunity;
- Accommodations for applicants and employees with disabilities pursuant to title 5, section 53025;
- Activities designed to encourage students to become qualified for, and seek, employment as community college faculty or administrators; and
- Other activities to promote equal employment opportunity.

The Board approved the District EEO Plan in June of 2017. In 2017-18, the District achieved eight (8) of the nine (9) measures.

1. Method #1: District has an EEO Advisory Committee, EEO Plan, and submitted Expenditure/Performance reports for the prior year;
2. Method #2: Board policies and adopted resolutions;
3. Method #4: Focused outreach and publications;
4. Method #5: Procedures for addressing diversity throughout hiring steps and levels;
5. Method #6: Consistent and ongoing training for hiring committees;
6. Method #7: Professional development focused on diversity;

7. Method #8: Diversity incorporated into criteria for employee evaluation and tenure review; and
8. Method #9: Grow-Your-Own programs.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District; however, meeting the requirements of the Multiple Methods allocation model will allow the district to continue to receive EEO funding from the Chancellor's Office.

RECOMMENDATION:

Board of Trustees approves the Equal Employment Opportunity (EEO) Fund Multiple Method Allocation Model Certification as presented.

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| Administrator Initiating Item: Mark Zacovic | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 1**

AREA: Administrative Services

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

**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 28, 2018 – May 24, 2018 as follows:

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

In the aggregated amount of \$870,481.74, as presented.

B. Contracts in excess of \$25,000

In the aggregated amount of \$833,802.00, as presented.

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

In the aggregated amount of \$2,725,598.96, as presented.

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

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.

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| Administrator Initiating Item: John Ramont | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 2**

AREA: Administrative Services

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

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 \$3,542,843.01 as presented.

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| Administrator Initiating Item: John Ramont | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 3**

AREA: Administrative Services

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

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.

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| Administrator Initiating Item: John Ramont | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
|---|--|

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 4**

AREA: Administrative Services

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

TITLE: PAYROLL #11

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 #11 in the amount of \$5,047,323.95, as follows:

| | |
|---------------|-----------------------|
| Certificated: | \$3,334,299.09 |
| Classified: | <u>\$1,713,024.86</u> |
| | \$5,047,323.95 |

| | |
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| Administrator Initiating Item: John Ramont | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 5**

AREA: Administrative Services

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

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.

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| Administrator Initiating Item: John Ramont | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
|---|--|

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 6**

AREA: Administrative Services

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

TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

A 1997 Ford F-150 rear differential donated to the School of Applied Sciences and Business by Mr. Conner Maloney of Indio, CA. This item will be utilized by students in the Automotive Program.

Nursing textbooks donated to the School of Health Sciences and Education by Jay Epstein of Palm Springs, CA. These items will be utilized by students in the Nursing Program.

A battery for a solar cart donated to the School of Applied Sciences and Business by Strategic Energy Innovations of San Rafael, CA. This item will be used for demonstration of micro-grid technologies in Heating, Ventilation and Air Conditioning and Energy Systems Technology classes.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
|---|--|

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 7**

AREA: Administrative Services

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

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.

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 5/18/2018
ITEM #: 8**

AREA: Administrative Services

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

TITLE: DESIGNATION OF OFF-SITE LOCATIONS

BACKGROUND:

In accordance with Education Code 81529, the Board of Trustees has the authority to designate off-site locations. The following off-site designations will be effective upon approval:

- California Nursing and Rehabilitation Center, 2299 North Indian Canyon Drive, Palm Springs, CA 92262 – To have nursing students do their clinical practice experience at this acute rehabilitation hospital.
- La Quinta High School, 79255 Blackhawk Way, La Quinta, CA 92253 – For concurrent enrollment courses that relate to the culinary field. This is the first of many steps in establishing a College and Career Access Pathways (CCAP) partnership that aims to expand dual enrollment opportunities for students who may not already be college bound, or are from groups underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.
- Dwight Eisenhower Elementary School, 83-391 Dillon Avenue, Indio, CA 92201 – We plan to begin with concurrent enrollment courses in partnership with Amistad High School and will expand offerings in the future. We anticipate this being a long-term relationship to maximize access and resources.
- Vacant Building located at 72915 Parkview Drive, Palm Desert, CA 92260 – We plan to begin with courses in the Arts and Media division which include but are not limited to Broadcast Writing and Introduction to Radio Production.

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the above locations as an off-site designation.

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 9**

AREA: Administrative Services

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

TITLE: NOTICE OF COMPLETIONS – MEASURE B BOND PROJECTS

BACKGROUND:

1. The contract with Emcor Services dba Mesas Energy Systems, Inc. for General Contractor of the Prop. 39-Year 4 Project is complete as of February 23, 2018 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with Desert Isles for General Contractor of the Child Development Center Outdoor Lab Project is complete as of April 27, 2018 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

FISCAL IMPLICATIONS:

1. This project was funded by Measure B Funds.
2. This project was funded by Prop 39 Funds.

RECOMMENDATION:

Board of Trustees accepts the Notice of Completions as presented.

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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DESERT COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

Meeting Date: 6/14/2018

ITEM #: 10

AREA: Administrative Services

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

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 and remains within budget.

RECOMMENDATION:

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

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 11**

AREA: Administrative Services

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

TITLE: AMENDMENT TO 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 with do not allow for Board approval prior to entering into an amendment.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Project is funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 12**

AREA: Administrative Services

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

TITLE: DECLARE PROPERTY AS SURPLUS

BACKGROUND:

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. After a thorough inspection of the item listed, it's been concluded that the item is valued less than \$5,000.00 and is either nonoperational, has been replaced or the item is no longer suitable for District use. The listed item is to be declared surplus and disposed of by way of a private sale, or a donation or at a metal recycling center in accordance with Education Code Section 81452 (a) and Administrative Procedure 6550/Disposal of Property.

[Details on 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 items surplus and disposed of by way of a private sale, or a donation or at a metal recycling center.

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 1**

AREA: Student Learning

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

TITLE: APPROVAL OF THE 2018-2019 COLLEGE OF THE DESERT CATALOG

BACKGROUND:

Board action is required to approve the 2018-2019 College of the Desert Catalog.

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees approve the 2018-2019 College of the Desert Catalog.

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| Administrator Initiating Item: Jeff Baker | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
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 policies have been reviewed and approved by the President’s Executive Cabinet and College Planning Council:

- BP 4070 Course Auditing and Auditing Fees
- BP 5020 Nonresident Tuition
- BP 5040 Student Records, Directory Information, and Privacy
- BP 5055 Enrollment Priorities

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 2**

AREA: Board of Trustees

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

TITLE: BOARD MEMBER TRAVEL

BACKGROUND:

1. **NALEO 2018 35th Annual Conference** is the nation’s largest and most prestigious gathering of Latino elected and appointed officials. The NALEO Annual Conference is a unique source of professional development specifically tailored for Latino elected and appointed officials. Sessions at the Conference are designed to enhance the governance skills of participants and deepen their understanding of critical policy issues in a cross-jurisdictional context.

The NALEO 2018 Conference will be held at the Arizona Biltmore Hotel in Phoenix, AZ from June 21st – June 23rd, 2018. “All Events” access fee includes access to all Conference workshops, general sessions, all meal functions, and all special events for the duration of the three-day Conference. Mail-in registration must be postmarked before June 8, 2018, and must include full payment. Any registration postmarked after June 8, 2018, will be processed at the on-site rate. Registrations cancelled on or before June 8, 2018, will be refunded less a \$200 processing fee. After June 8, 2018, there will be no cancellation refunds. Any cancellation request must be in writing. All refunds will be issued after the Conference. There will be a \$25 processing fee for all returned checks. NALEO Education Fund (“the Fund”), its staff, Board of Directors, volunteers and sponsors disclaim any liability for the actions or omissions of suppliers to this Conference and disclaim any responsibility for the safety of any attendee while in transit to or from this Conference or any event(s) associated with the Conference. The planners and sponsors reserve the right, if circumstance compel, to cancel this function without penalty. At its option, the Fund may allow a refund of the registration fee. Hotel cancellation must be received (72) hours prior to the scheduled date of arrival. If a NALEO member transfers his or her registration to a non-member, the non-member must pay the difference between member and non-member price at the time of transfer. Transfer requests must be submitted in writing to the Fund by the paid registrant at least 5 business days in advance of the start of the NALEO Annual Conference. The signed written request should include the name and affiliation of the person to whom the registration is being transferred. No registration transfers will be processed onsite at the NALEO Annual Conference.

2. **ACCT 2018 Leadership Congress** nationally acclaimed Governance Leadership Institute (GLI) for a crucial orientation to board governance. This Institute is a must attend for newly elected or appointed trustees, college presidents, and board staff.

The 2018 Leadership Congress will be held at the Marriott Marquis in New York City, New York from October 24th – October 27th, 2018. All cancellations must be in writing and submitted to the Office of the President by August 27th, 2018. No refunds will be available if cancellation is received August 27th, 2018. Refunds will be issued after the congress. Hotel reservations must be made by October 1st, 2018 and are based on availability. Hotel cancellation must be received (72) hours prior to the scheduled date of arrival.

FISCAL IMPLICATIONS:

1. **NALEO 2018 35th Annual Conference** - Cost of full conference registration per person is \$700 and covers all workshop and/or conference costs. Hotel rate is \$179 per night plus tax, and flight costs will range between \$300 - \$350.
2. **ACCT 2018 Leadership Congress** - Cost of full conference registration per person is \$940 and covers all workshop and/or conference costs. Hotel rate is \$350 per night plus tax, and flight costs will range between \$600 - \$800.

RECOMMENDATION:

1. The Board of Trustees approve (1) Trustee to attend the NALEO 2018 35th Annual Conference taking place in Phoenix, AZ on June 21st – June 23rd, 2018.
2. The Board of Trustees approve (3) Trustees to attend the ACCT 2018 Leadership Congress taking place in New York City, NY on October 24th – October 27th, 2018.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 1**

AREA: President

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

TITLE: THE COMMUNITY PLEDGE

BACKGROUND:

College of the Desert continues to work on boosting college-going rates and helping to better prepare students for higher education, jobs, and careers.

It's proven that education makes a difference for each student, their families, the community, and the economy. College of the Desert continues to provide an educated workforce for the local community that attracts new businesses and industries, which creates jobs that will keep more skilled workers in the community and support a healthy economy and quality of life.

The cost of higher education is a significant barrier for many low-income students. Research shows that removing financial barriers and providing the services and support students need to succeed in college can jumpstart social mobility for students who aspire to jobs, careers, and a better life.

This past year, College of the Desert was the proud recipient of the 2018 national Bellwether Award and was also recognized by the California Community Colleges Chancellor's Office with the Chancellor's Student Success Award in 2016 for the EDGE and now pLEDGE programs. The EDGE (Engage, Develop, Grow, and Empower) Program was developed to increase student success and combat the challenges students face in completing college-level math and English courses. The strong success and persistence of students in the EDGE Program since 2012 demonstrates the effectiveness of the EDGE Program.

College of the Desert is committed to increasing the college-going rate in the Coachella Valley. Some improvement has been gained by strengthening partnerships with our local unified school districts. As another mechanism to further these increases, the Board of Trustees approved the Community pLEDGE program, guaranteeing two years of free college tuition to all 2017 and 2018 high school graduates in the Coachella Valley.

The Community pLEDGE provided additional funding for eligible EDGE students to assist with college tuition and fees for their first two years at College of the Desert. The students receiving this assistance made a pLEDGE to maintain full-time enrollment while in the program, as well as participate in mentoring or internships, engage in community service, complete career preparation workshops, and maintain academic performance.

The first year that EDGE students were able to take advantage of the Community pLEDGE program was in 2017. These students will now be entering their second year at COD this fall. College of the Desert also welcomed its second pLEDGE cohort for fall 2018. These students are enrolled full-time in fall classes, more academically prepared to succeed, and facing fewer financial challenges thanks to pLEDGE.

By focusing on recent, local high school graduates, the goal of the pLEDGE program is to remove economic barriers to students by providing critical guidance, college readiness skills, and academic support essential to the achievement of individual educational and career goals. The pLEDGE is a powerful commitment to the educational and economic futures of our students, college, and community.

FISCAL IMPLICATION:

Scholarship resources and community partner pledges will fund the program. College of the Desert general funds will not be impacted.

RECOMMENDATION:

College of the Desert extend the Community pLEDGE program for two years to the 2019 College of the Desert EDGE (Engage, Develop, Grow, Empower) Program students graduating in 2019 from a local high school in the Coachella Valley.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 2**

AREA: President

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

TITLE: RESOLUTION #061418-3 DECLARATION OF EMERGENCY AND AUTHORITY TO PROCURE RESTORATION SERVICES WITHOUT BIDDING (PUBLIC CONTRACT CODE 22050); DELEGATION OF AUTHORITY TO CONTRACT FOR EMERGENCY ACTIONS (EDUCATION CODE §81655) – FOR THE EARLY CHILDHOOD EDUCATION BUILDING

BACKGROUND:

On May 15th, 2018, a fire damaged the College of the Desert’s Early Childhood Education building. The fire damage occurred throughout the building, with specific impacts in the following areas of the building: laundry/storage area, staff workroom, toddler classrooms 1 and 2, nap areas 1 and 2 and child restrooms 1 and 2. The fire damage precludes use or occupancy of the building for any purpose. The fire and resulting fire damage constitute an emergency pursuant to Public Contract Code §1102. The bidding procedures authorized under California Uniform Public Construction Cost Accounting Act (CUPCCAA), at Public Contract Code §2250, includes procedures for procurement “necessary equipment, services, and supplies” as required to address an emergency without a bidding or proposal process in the event of an emergency. Public Contract Code §1102 defines an “emergency” as follows: “Emergency,” as used in this code, means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.” Contracts to which the District is a party must be approved or ratified by the District’s Board of Trustees in order to be valid enforceable obligations of the District. Education Code §81655 establishes authority of the Board of Trustees to delegate contracting authority to the District’s Superintendent/President, provided that any contract entered into pursuant to delegation of authority under Section 81655 is not enforceable against the District until approved or ratified by the District’s Board of Trustees.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The repair costs will be covered through insurance funds.

RECOMMENDATION:

Board of Trustees adopts Resolution #061418-3 Declaration of Emergency and Authority to Procure Restoration Services without bidding (Public Contract Code 22050); Delegation of

Authority to Contract for Emergency Actions (Education Code §81655) for the Early Childhood Education Building.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 3**

AREA: President

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

**TITLE: RESOLUTION #061418-4 EMERGENCY CLOSURE OF THE CHILD
DEVELOPMENT CENTER**

On May 15th, 2018, a fire damaged the College of the Desert’s Early Childhood Education building, which houses an adult classroom, two toddler classrooms, faculty offices and the child development center’s kitchen. Damage was significant resulting in the closure of the entire building for up to 3-4 months. The entire Childhood Development Center closed the following day to assure the integrity of the unaffected buildings. Upon approval, the center was reopened on May 17th, 2018 with the children from the affected classrooms reassigned to other classrooms.

Date of closure: Wednesday, May 16th, 2018

Adjusted Days of Enrollment May 5th, 2018 – May 11th, 2018

| | | |
|-----------|-----|-------|
| CCTR 7172 | ADE | 344.7 |
| CSPP 7372 | ADE | 250.8 |
| NON CERT | ADE | 88.7 |

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The repair costs will be covered through insurance funds.

RECOMMENDATION:

Board of Trustees adopts Resolution #061418-4 to complete reimbursements for the emergency closure of the Child Development Center.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 1**

AREA: Human Resources

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

**TITLE: APPROVAL OF TENTATIVE AGREEMENTS BETWEEN THE DESERT
COMMUNITY COLLEGE DISTRICT AND THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION AND ITS CHAPTER 407**

BACKGROUND:

To approve the Tentative Agreements listed below between the Desert Community College District and the California School Employees Association and its Chapter 407. The California School Employees Association and its Chapter 407 will have a ratification meeting on June 12, 2018, to ratify the Tentative Agreements.

Article V: Employee Rights

Article VI: Classification and Reclassification

Article VII: Compensation

Article VIII: Compensation in Addition to Salary

Article IX: Health and Welfare Benefits

Article X: Retirement Benefits

Article XIII: Vacation

Article XIV: Holidays

Article XV: Transfers and Vacancies

Article XVI: Professional Growth

Article XVII: Evaluation Procedures

Article XXV: Term

Appendix B: Unit Members

Appendix G: Evaluation Factors

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Agreements will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the Tentative Agreements.

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| Administrator Initiating Item: Mark Zacovic | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 2**

AREA: Human Resources

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

**TITLE: APPROVAL OF SALARY ADJUSTMENT AND HEALTH AND WELFARE
BENEFIT BETWEEN THE DESERT COMMUNITY COLLEGE DISTRICT
AND THE LEADERSHIP EMPLOYEE GROUP**

BACKGROUND:

To approve the salary adjustment and increase the health and welfare benefit for the Leadership Employee Group.

- For the 2018-2019 fiscal year, all cells on the current Leadership salary schedule shall be increased by funded COLA (current projected at 2.71%). Such increase shall be effective July 1, 2018 for those Leadership employees who are in paid status as of Board approval date.
- For the 2018-2019 fiscal year only, all Leadership employees who are in paid status as of Board approval date shall receive an off-schedule one-time payment of 1.5% of each employee's annual base salary (excluding any temporary pay or hour adjustments) after salary schedule adjustment noted above.
- Effective October 1, 2018, the health and welfare benefit cap will increase to \$1,600 per month. Employees enrolled in a plan that costs less than the allocated health and welfare cap will be paid the difference, less applicable taxes, or the employee may designate to a 403b or 457 plan.

FISCAL IMPLICATIONS:

The adjustments will be covered by the current budget.

RECOMMENDATION:

Board of Trustees approves the salary and benefit adjustments as presented.

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| Administrator Initiating Item: Mark Zacovic | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 1**

AREA: Administrative Services

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

TITLE: BUDGET REVISIONS

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

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

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 2**

AREA: Administrative Services

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

TITLE: 2018-2019 TENTATIVE BUDGET

BACKGROUND:

Regulations require the Board of Trustees adopt a Tentative Budget not later than July 1st of each year. The Tentative Budget was developed through a collaborative process and has been reviewed by the Budget Subcommittee. The assumptions used for the Tentative Budget are based on the Governor's May Revise Budget and may change with the State Budget Adoption.

The Tentative Budget includes projections based upon the following assumptions:

- Revenues
 - 1) State COLA of 2.71%
 - 2) Growth projected at 5.8%.
- Expenditures
 - 1) Step/Column and COLA increases where applicable
 - 2) STRS and PERS rates of 16.28% and 18.062% respectively

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The Tentative Budget represents the District's best estimate of revenues and expenditures for the upcoming fiscal year. The Final Budget will be presented to the Board of Trustees for consideration and approval on September 21, 2018. The Tentative Budget will provide the necessary revenue and expenditure allocations to continue normal operations until the Final Budget is adopted in September.

RECOMMENDATION:

Board of Trustees adopts the 2018-2019 Tentative Budget as presented.

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 3**

AREA: Administrative Services

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

**TITLE: RESOLUTION #061418-1 ADOPTION OF EDUCATION PROTECTION
ACCOUNT FUNDING AND EXPENDITURES**

BACKGROUND:

On November 6, 2012, voters passed Proposition 30, the Schools and Local Public Safety Protection Act of 2012. This Act authorized the State of California to temporarily increase sales and income taxes for four and seven years, respectively, to generate funds for critical state and local services, including education, police and fire protection, and healthcare. Proposition 30 temporarily raised the sales and use tax by .25 cents and raised the income tax rate for high income earners (\$250,000 for individuals and \$500,000 for couples) to provide continuing funding for local school districts and community colleges.

The Education Protection Account (EPA) was created to receive and disburse the revenues derived from the sales and income tax increases. The Director of Finance estimates the total amount of additional revenues derived from the incremental increases in tax rates available for transfer into the EPA.

Per Proposition 30, a community college district has the sole authority to determine how the moneys received from EPA are spent, provided that the governing board shall make these spending determinations in open session of a public meeting of the governing board and shall not use any of the funds from the EPA for administrative salaries and benefits or any other administrative costs. Furthermore, each entity receiving funds shall annually publish on its Internet website an accounting of how much money was received from the EPA and how that money was spent. Additionally, the annual independent financial and compliance audit required of community colleges shall ascertain and verify whether the funds provided from the EPA have been properly disbursed and expended as required by law. Expenses incurred to comply with these additional audit requirements may be paid from the EPA.

The 2017-18 P1 State Apportionment Report estimates that the District may receive EPA funds of \$7,764,326. A copy of a new report will be added to the CCSF-311, Annual Financial & Budget Report regarding receipt and expenditure of EPA funds.

The estimate of EPA funds has provided information to make a spending determination. This agenda item provides compliance with the Proposition 30 provision requiring the governing board to make the spending determination in an open session of a public meeting of the governing board. The estimated EPA funds that our District will receive are \$7,764,326 and the entire amount will

be spent on instructional salaries and benefits. The EPA funds are components of the ‘computational revenue’ calculation which supplants the State’s General Fund.

It is the intent of the District to use the \$7,764,326 proceeds to partially fund instructional salaries and benefits, which will be posted to the District’s internet website to meet the website posting requirements. This same form will be updated at year-end with actual figures and will be audited as part of the District’s annual financial and compliance audit.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

The EPA funds are components of the “Computational revenue” calculation, which supplants the State’s General Fund. The additional revenue and corresponding expenditures from the EPA is brought into the revised budget.

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| Total EPA: | <u>\$7,764,326</u> |
| Already in adopted budget | \$6,772,065 |
| Additional Revenue in Budget | \$ 992,261 |

RECOMMENDATION:

Board of Trustees approves the use of the estimated \$7,764,326 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits and adopts Resolution #061418-1.

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 4**

AREA: Administrative Services

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

**TITLE: RESOLUTION #061418-2 APPROPRIATIONS SUBJECT TO PROPOSITION
4 – GANN LIMITATION**

BACKGROUND:

In November 1979, the voters passed Proposition 4, which imposes an annual appropriations limit on the District. This is known as the Gann Limit. Pursuant to Government Code Section 7910, the Board must approve the District’s Gann Limit and make other necessary determinations for the succeeding fiscal year pursuant to Article XIII B of the California Constitution.

The District has developed the documentation used to determine the 2018-2019 Gann Limit and it is available for public inspection at the office of the Director of Fiscal Services, 43-500 Monterey Avenue, Palm Desert, CA 92260, between 8:00 a.m. and 5:00 p.m. A copy of the worksheet used to compute the Gann Limit is attached for the Board’s review and information. A resolution required to establish the District’s 2018-2019 Gann Limit is also attached.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees adopts Resolution #061418-2 which establishes the 2018-2019 Gann Limit for the Desert Community College District at \$95,403,085.

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
ITEM #: 5**

AREA: Administrative Services

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

TITLE: APPROVE LEASE WITH RENAISSANCE LAND COMPANY

BACKGROUND:

The Desert Community College District desires to lease property from Renaissance Land Company at 72915 Parkview Drive, Palm Desert, CA 92260 to provide courses in the Arts and Media division which include but are not limited to Broadcast Writing and Introduction to Radio Production.

(Lease will be made public once Renaissance Land Company approves it.)

FISCAL IMPLICATIONS:

Base rent will be \$3,990.00 per month with an annual CPI (Consumer Price Index) increase plus utilities and will be paid from Redevelopment Funds for a term of two years with an option to extend the term for two additional one year terms.

RECOMMENDATION:

Board of Trustees authorizes the District to complete negotiations and execute a Lease Agreement and any future augmentations or amendments to the Lease Agreement on behalf of the District.

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| Administrator Initiating Item: John Ramont | Cabinet Review & Approval: 6/5/2018 Chair & Vice Chair Review: 6/6/2018 |
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 6/14/2018
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 3570 Smoking on Campus](#)
- [AP 4025 Philosophy and Criteria for Associate Degree and General Education](#)
- [AP 4105 Distance Education](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the administrative procedure as presented.

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| Administrator Initiating Item: Joel L. Kinnamon | Cabinet Review and Approval: 6/5/2018 Chair and Vice Chair Review: 6/6/2018 |
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