



# Agenda

**Desert Community College District Board of Trustees**  
**43-500 Monterey Ave., Palm Desert, CA 92260**

**REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE:** THURSDAY, JUNE 15<sup>th</sup>, 2017  
**TIME:** 9:30 A.M.  
**LOCATION:** 43-500 MONTEREY AVENUE  
PALM DESERT, CA  
CRAVENS MULTI-PURPOSE ROOM

*Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the President as soon in advance of the Board meeting as possible.*

*For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu). This is a non-interactive format allowing viewers to hear the discussion and view the Board of Trustees during the meeting. Archived video of some prior meetings is also available. The minutes of the meetings of the Board of Trustees are the official record of the actions of the Board.*

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

**II. AGENDA:**

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

**B. CONFIRMATION OF AGENDA:** Approve the agenda of the Regular Meeting of June 15<sup>th</sup>, 2017 with any additions, corrections, or deletions.

**III. CLOSED SESSION: 9:35 A.M. to 10:30 A.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 CODFA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon**

**2. PERSONNEL**

**A. DISCIPLINE/DISMISSAL/RELEASE/APPOINTMENT:  
(Government Code Section 54957)**

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

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

**4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669-330-047, 502-190-003, 502-190-004, 502-190-008, 502-190-015, 502-190-020, 502-190-017, 502-190-018, 611-211-013, 611-211-014, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 759-060-024

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

**IV. OPEN SESSION (10:30 a.m.)**

Closed session report (if any)

**V. SWEARING IN OF NEW STUDENT TRUSTEE**

**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**

**VIII. INTRODUCTION OF STAFF**

**IX. APPROVAL OF MINUTES**

Minutes from May 19<sup>th</sup>, 2017.

**X. REPORTS**

1. ASCOD
2. C.S.E.A.
3. C.O.D.A.A.
4. C.O.D.F.A.
5. ACADEMIC SENATE
6. COLLEGE OF THE DESERT FOUNDATION
7. GOVERNING BOARD
8. SUPERINTENDENT/PRESIDENT

**XI. CONSENT AGENDA: All items on the Consent Agenda will be considered for approval by a single vote without discussion. Any Board member may request that an item be pulled from the Consent Agenda to be discussed and considered separately in the Action Agenda.**

**A. BOARD OF TRUSTEES**

- BP 1101 College Superintendent/President
- BP 2010 Board Membership
- BP 2360 Minutes
- BP 2365 Recording Board Meetings
- BP 2717 Personal Use of Public Resources
- BP 2720 Communications Among Board Members
- BP 2740 Board Education
- BP 3200 Accreditation
- BP 3250 Institutional Planning
- BP 5010 Admission and Concurrent Enrollment
- BP 5021 Health Insurance for International Students in F-1 Visa Status
- BP 5050 Student Success and Support Program
- BP 5110 Counseling
- BP 5200 Student Health Services
- BP 5205 Student Accident Insurance
- BP 5210 Communicable Disease
- BP 5300 Student Equity
- BP 5410 Associated Students Elections
- BP 5420 Associated Students Finance
- BP 5570 Student Credit Card Solicitations

**B. PRESIDENT**

1. Institutional Self-Evaluation Report 2017 in Support of Reaffirmation of Accreditation

**C. HUMAN RESOURCES**

1. Personnel Items
2. Job Descriptions

- a. Tool Room Attendant
  - b. Public Relations Specialist
3. Job Description - Director, Regional Consortium Strong Workforce Marketing
  4. Job Description - College of the Desert Foundation

**D. 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. Declare Property as Surplus
8. Budget Transfers
9. Change Order – Measure B Bond Project
10. 2019-2023 Five Year Construction Plan
11. Designation of Off-Site Location

**E. STUDENT LEARNING**

1. Courses and Programs approved by Curriculum Committee AY 2016-17
2. Approval of the 2017-2018 College of the Desert Catalog

**XII. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Board Policy Review – 2<sup>nd</sup> Reading
  - BP 5015 Residency Determination
  - BP 5035 Withholding of Student Records
  - BP 5052 Open Enrollment
  - BP 5120 Transfer Center
  - BP 5130 Financial Aid
  - BP 5400 Associated Students Organization

**C. HUMAN RESOURCES**

1. Consideration of Approval of Resolution #061517-6 and Adoption of the College of the Desert Equal Employment Opportunity Plan in Compliance with the California Education Code and Title 5 Requirement. The Board of Trustees' Resolution Reaffirms the District's Commitment to Non-Discrimination and Dedication to Fostering a Diverse and Inclusive Workplace.

**D. ADMINISTRATIVE SERVICES**

1. 2017/2018 Tentative Budget
2. Resolution #061517-3: Temporary Loan
3. Resolution #061517-4: Adoption of Education Protection Account Funding and Expenditures
4. Resolution #061517-5: Appropriations Subject to Proposition 4 – GANN Limitation

**E. STUDENT LEARNING**

1. Resolution #061517-1: Approve Designated Personnel to Sign California Department of Education Contract #CCTR-7172-00
2. Resolution #061517-2: Approve Designated Personnel to Sign California Department of Education Contract #CSPP-7372-00

**XIII. INFORMATION AGENDA**

**A. PRESIDENT**

1. Administrative Procedure Review
  - AP 2360 Minutes
  - AP 2365 Recording Board Meetings
  - AP 2740 Board Education
  - AP 5010 Admission
  - AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students
  - AP 5050 Student Success and Support Program
  - AP 5070 Attendance Accounting
  - AP 5110 Counseling
  - AP 5200 Student Health Services
  - AP 5210 Communicable Disease
  - AP 5300 Student Equity Plan
  - AP 5410 Associated Students Elections
  - AP 5420 Associated Students Finance
  - AP 5610 Voter Registration
2. Administrative Procedure Deactivation
  - AP 7385 Salary Deductions

**XIV. FUTURE AGENDA ITEMS**

**XV. CLOSED SESSION (CONTINUED if needed)**

**XVI. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: BOARD POLICY REVIEW – 1<sup>ST</sup> READING**

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**BACKGROUND:**

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

- BP 1101 College Superintendent/President
- BP 2010 Board Membership
- BP 2360 Minutes
- BP 2365 Recording Board Meetings
- BP 2717 Personal Use of Public Resources
- BP 2720 Communications Among Board Members
- BP 2740 Board Education
- BP 3200 Accreditation
- BP 3250 Institutional Planning
- BP 5010 Admission and Concurrent Enrollment
- BP 5021 Health Insurance for International Students in F-1 Visa Status
- BP 5050 Student Success and Support Program
- BP 5110 Counseling
- BP 5200 Student Health Services
- BP 5205 Student Accident Insurance
- BP 5210 Communicable Disease
- BP 5300 Student Equity
- BP 5410 Associated Students Elections
- BP 5420 Associated Students Finance
- BP 5570 Student Credit Card Solicitations

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the policies for a first reading.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** President

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE:** Institutional Self-Evaluation Report 2017 in Support of Reaffirmation of Accreditation

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**BACKGROUND:**

The Accrediting Commission for Community and Junior Colleges (ACCJC) notified College of the Desert to complete the Institutional Self-Evaluation Report (ISER) as part of the application for reaffirmation of accreditation to be submitted by August 1, 2017, and to receive an external evaluation visit from October 2-5, 2017.

An Accreditation Workgroup was formed to complete the ISER. Members of the workgroup are made up of faculty members appointed by the Academic Senate, a staff member appointed by CSEA, leadership representatives, a student representative, and a Board of Trustee representative. The completed ISER have been reviewed by the Accreditation Workgroup, Academic Senate, and the College Planning Council.

[Details on the COD Website  
2017 Institutional Self-Evaluation Report](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Certify the Institutional Self-Evaluation Report 2017 for the College to submit to ACCJC for reaffirmation of accreditation.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** Human Resources

**TITLE:** PERSONNEL ITEMS

<input checked="" type="checkbox"/> <b>CONSENT</b> <input type="checkbox"/> <b>ACTION</b> <input type="checkbox"/> <b>INFORMATION</b>
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A recommendation is made that the Board of Trustees approves/ratifies the following list of Personnel Items:

Name	Position	Department	Effective
<b>Appointments</b>			
<b>Classified</b>			
Renan Avanzini	Security Officer	Public Safety Department	6/19/17
Leonardo Olmeda	Security Officer	Public Safety Department	6/19/17
Matthew Jackson	Instructional Support Assistant	MESA	4/24/17
Tiffany Rivera	Custodian, Part Time	Maintenance and Operations	5/15/17
<b>Faculty</b>			
Jason Abplanalp	Geology, Temporary Full Time	Mathematics and Science	8/21/17-12/15/17
Donna Blanton	Mathematics	Mathematics and Science	8/21/17
Giuseppe Vezzoli	Biology	Mathematics and Science	8/21/17
Amy Hetherington	Nursing	Health Sciences and Education	8/21/17
Jenna Huntzinger	EDGE, Counselor	EDGE, Student Services	7/1/17-6/30/18
Pamela Stegeman	Business	Applied Science and Business	8/21/17
Christopher Williams	Counselor, SSSP	Counseling Services	7/1/17-6/30/18
Mariana Zepeda	ESLN, Counselor	Counseling Services	7/1/17-6/30/18
<b>Leadership</b>			
Diliana Peregrina-Kretz	Director, Talent Search Grant Program	Counseling Services	4/24/17
<b>Leadership Extension of Assignment</b>			
Zerryl Becker	Dean, Applied Science and Business	Applied Science and Business	7/1/17- 6/30/19
Jessica Enders	Director, Education Centers	Education Centers	7/1/17-6/30/19
Neil Lingle	Director, Public Safety Academy	Applied Science and Business	7/1/17-6/30/19



Gary Plunkett	Director, Kinesiology and Athletics	Health Sciences and Education	7/1/17-6/30/19
Carol Scobie	Director, Nursing and Allied Health	Health Sciences and Education	7/1/17-6/30/19
Leslie Young	Dean, Health Science and Education	Health Science and Education	7/1/17-6/30/19
<b>Working Out Of Class</b>			
Michael Gayle	Computer Support Specialist	Information Technology Services	6/1/17-12/31/17
Job Gonzalez	Warehouse Operator	Administrative Services	5/30/17-6/16/17
Robert McKay	Systems Specialist	Information Technology Services	6/1/17-12/31/17
Ignacio Meza	Locksmith	Maintenance and Operations	5/01/17-7/28/17
<b>Reclassification</b>			
Kenneth Meler	Lab Specialist	Horticulture	9/19/16
<b>Separations</b>			
Cheryl Houston	Administrative Assistant	Social Sciences and Arts	12/31/17
Matthew Neves	Instructor, Theatre	Social Sciences and Arts	5/26/17
Collen Tahbo	Nursing Program Assistant	Nursing	6/29/17
<b>Temporary Assignment</b>			
<b>Extension of Assignment</b>			
Christopher Arbuckle	Laboratory Technician	Applied Science and Business/HVAC	6/15/17-6/30/17
Sunita Dhaimade	Child Development Center Specialist	Child Development Center	5/29/17-8/13/17
Claudia Flores	Child Development Center Specialist	Child Development Center	5/29/17-8/13/17
Diane Gagnon	Child Development Center Specialist	Child Development Center	5/29/17-8/13/17
Mayra Juarez	Child Development Center	Child Development Center	5/29/17-8/13/17
Sandi Lydeen	Senior Office Assistant	Applied Science and Business/Work Experience	5/27/17-6/30/17
Rena Maddox	Child Development Center Specialist	Child Development Center	5/29/17-8/13/17
Luisana Manjarrez Soto	Child Development Center Specialist	Child Development Center	5/29/17-8/13/17
Margarita Marin	EOPS/CARE Technician	EOPS	7/1/17
Osciris Milward	Child Development Center Specialist	Child Development Center	5/29/17-8/13/17
Tiffanie Schnabel-Moreno	Child Development Center Specialist	Child Development Center	5/29/17-8/13/17

Christine Nickoli		Child Development Center Specialist	Child Development Center	5/29/17-8/13/17
Joe Schuler		Child Development Center Specialist	Child Development Center	5/29/17-8/13/17
Guadalupe Vargas		Child Development Center Specialist	Child Development Center	5/29/17-8/13/17
<b>Substitute</b>				
Maria Blough		Custodian	Maintenance and Operations	5/8/17-5/12/17
Jeffrey Conrad		Security Officer	Public Safety Department	5/19/17-7/6/17
Racquel Crisp		Financial Aid Specialist	Financial Aid	6/5/17-6/20/17
Bianca Herrera		Custodian	Maintenance and Operations	5/8/17-5/9/17
Bianca Herrera		Custodian	Maintenance and Operations	5/15/17-5/19/17
Belen Martinez		Child Development Center Specialist	Child Development Center	4/21/17-4/28/17
<b>Temporary Employment Agreements (Current Employee Y/N)</b>				
Vicente Alvarez	N	Instructor, EDGE Summer Program	EDGE	5/1/17-8/31/17
Bob Anaya	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Lois Benda	Y	Development of CIS 3 Model Course	Information Technology	3/15/17
Gary Bergstrom	Y	Department Chair	Communications and Humanities	8/21/17-12/15/17
Brenda Bermudez	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Robin Best	Y	Development of CIS 6 Model Course	Student Success – Student Equity	5/10/17
Rhiannon Celaya	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Brian Childress	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Francisco Coronado	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Fatima Cruz	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Suzanne Delahanty	Y	Facilitator, Online Certification Course	Student Learning	6/5/17-6/30/17
Xue Ding	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Garrett Estrin	Y	Head Women's Soccer Coach	Athletics	7/1/17-6/30/18
Nellie Garcia	Y	Head Cross Country Coach	Athletics	7/1/17-6/30/18

Ana Gabriela Gomez	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Donna Greene	Y	Facilitator, Online Certification Course	Student Learning	6/5/17-6/30/17
Matthew Harding	N	Assistant Football Coach	Athletics	7/1/17-6/30/18
Dani Hawke	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
John Hitchcock	N	Summer Lab Technician	Mathematics and Science	6/1/17-8/15/17
Scott Klinger	Y	Photographer, "Something Funny Happened..."	Social Sciences and Arts	4/27/17
Ben Knapp	N	Assistant Head Football Coach	Athletics	7/1/17-6/30/18
Michael Knapp	N	Assistant Football Coach	Athletics	7/1/17-6/30/18
Nicholas Lapointe	Y	Assistant Football Coach	Athletics	7/1/17-6/30/18
Kurt Leuschner	Y	Work Experience	Applied Science and Business	6/12/17-8/3/17
Greg Marshall	N	Assistant Football Coach	Athletics	7/1/17-6/30/18
Singor Mobley	N	Assistant Football Coach	Athletics	7/1/17-6/30/18
Kasey Nguyen	Y	CODe Club Summer Coordinator	Applied Science and Business	6/5/17-6/29/17
Tony Parise	N	Assistant Football Coach	Athletics	7/1/17-6/30/18
Rachelle Patterson	N	Camp Aide, Robotics	PACE	6/12/17-8/31/17
Jose Plasencia	Y	Recruit Training Officer (RTO) Module III	Public Safety Academy	8/7/17-12/15/17
Montserrat Rodriguez	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Jose Pablo Romero	Y	CODe Club Summer Coordinator	Applied Science and Business	6/5/17-6/29/17
Wendy Sanders	Y	Department Chair	Early Childhood Education	8/21/17-12/15/17
Lexa Schoppe	N	Camp Aide, Robotics	PACE	7/12/17-8/31/17
James Seablom	Y	Recruit Training Officer (RTO) Module III	Public Safety Academy	8/7/17-12/15/17
Anthony Segrist	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17
Tyrone Thomas	Y	Department Chair	Communications and Humanities	8/21/17-12/15/17
Jeff Tollerback	N	Assistant Football Coach	Athletics	7/1/17-6/30/18
Hector Zamora	N	Supplemental Instructional Leader	EDGE	5/15/17-8/24/17

## **Volunteers**

Comron Fallahian	Intensive English Academy
Sarah Newman	Counseling Department

**Administrator Initiating Item:**  
**Mary Anne Gularte**

**Cabinet Review and Approval: 6/6/2017**  
**Chair and Vice Chair Review: 6/7/2017**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 2**

**AREA:** Human Resources

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

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**BACKGROUND:**

The District met with California School Employees Association and signed a tentative agreement for the following job descriptions. The agreement is subject to the CSEA approval process. The job descriptions were established to meet the staffing needs of the District.

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

- a) Tool Room Attendant
- b) Public Relations Specialist

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

This position is budgeted.

**RECOMMENDATION:**

Board of Trustees approve the job descriptions as presented.

<b>Administrator Initiating Item:</b> Mary Anne Gularte	<b>Cabinet Review and Approval: 6/6/2017</b> <b>Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 3**

**AREA:** Human Resources

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: JOB DESCRIPTION – LEADERSHIP**

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**BACKGROUND:**

To approve the new job description for the position listed below:

- Director, Regional Consortium Strong Workforce Marketing

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The positions is budgeted.

**RECOMMENDATION:**

Board of Trustees approve the job description as presented.

<b>Administrator Initiating Item: Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 4**

**AREA:** Human Resources

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: JOB DESCRIPTION – COLLEGE OF THE DESERT FOUNDATION**

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**BACKGROUND:**

To approve the job description listed below:

- Financial Analyst (Revised)

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The position is budgeted.

**RECOMMENDATION:**

Board of Trustees approve the job description as presented.

<b>Administrator Initiating Item: Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** Administrative Services

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **April 26, 2017 – May 25, 2017** as follows:

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

In the aggregated amount of \$506,155.31, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$98,692.00 as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$1,499,017.43, as presented. **Note that the report includes all purchase orders and contracts including those reported above.**

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

All purchase orders and contracts are appropriately funded from unrestricted or restricted sources, as confirmed during the process of preparation of the documentation.

**RECOMMENDATION:**

Board of Trustees ratifies or approves, as appropriate, purchase orders and contracts as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 6/6/2017</b> <b>Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: WARRANTS**

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies the warrants in the amount of \$2,847,181.28, as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 3**

**AREA:** Administrative Services

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| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS**

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**BACKGROUND:**

Each month the Fiscal Services Office submits contracts/agreements and/or amendments for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an agreement.

In the case of contracting with professional firms, the District often goes through a process of prequalification based on status, work history, suitability for the work required, and fees. Contracts are subsequently awarded from within the prequalified group of firms. Such is the case with the listed contracts that are part of the Bond Program.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The contracts are put through an approval process which includes verification of funds available in the budget.

**RECOMMENDATION:**

Board of Trustees approves and/or ratifies the contracts/agreements and amendments as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 6/6/2017</b> <b>Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #11**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies Payroll #11 in the amount of \$4,052,756.88, as follows:

Certificated:	\$2,503,312.07
Classified:	<u>\$1,549,444.81</u>
	\$4,052,756.88

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 5**

**AREA:** Administrative Services

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|---|
| <input checked="" type="checkbox"/> <b>CONSENT</b><br><input type="checkbox"/> <b>ACTION</b><br><input type="checkbox"/> <b>INFORMATION</b> |
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**TITLE: OUT-OF-STATE TRAVEL**

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**BACKGROUND:**

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state travel expenses; and according to the California Education Code Section 87032, the Board of Trustees must formally approve out-of-state travel.

[Details on 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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 6/6/2017</b> <b>Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 6**

**AREA:** Administrative Services

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

**TITLE: GIFTS/DONATIONS TO THE DISTRICT**

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**BACKGROUND:**

Epson Stylus Pro 7880 large format printer donated to the School of Social Sciences & Arts by Mr. Normal Perlmutter of Highland Park, IL. This item will be utilized by students in the photography program.

Flammable Liquids and Gas Mobile Props Trailer (F.L.A.G.) donated to the School of Applied Sciences and Business by Alan Hancock College of Lompoc, CA. FLAG trailer is primary prop source for conducting Fire Control 4 instruction currently included in the Fire Academy curriculum. Having own trailer eliminates the need to borrow from RCTOA and streamlines logistics for class. Also makes prop and class available to Copper Mountain College for use as well.

**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.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/6/2017</b> <b>Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 7**

**AREA:** Administrative Services

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

**TITLE: DECLARE PROPERTY AS SURPLUS**

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**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District. Revenue received from private sale or recycling center will go back into the program's budget.

**RECOMMENDATION:**

Board of Trustees declares item surplus and disposed of by way of a private sale, or a donation or at a metal recycling center.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/6/2017</b> <b>Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 8**

**AREA:** Administrative Services

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

**TITLE: BUDGET TRANSFERS**

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**BACKGROUND:**

Throughout the year, budget transfers are used for modification of a school budget to properly cover expenditures in the appropriate line item accounts. Board approval is required for the transfer of funds. Per Title 5, transfers from the reserve for contingencies (object 7900) must be approved by a two-thirds vote while other transfers only need approval by a majority vote.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees approves the budget transfers presented by simple majority vote.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/6/2017</b> <b>Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 9**

**AREA:** Administrative Services

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

**TITLE: CHANGE ORDER – MEASURE B BOND PROJECT**

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**BACKGROUND:**

Each month the Bond Office submits Proposed Change Orders for Board Approval. All capital construction projects require the execution of a Change Order to change the design requirements and/or scope of construction which, in turn, requires an adjustment of the Contract Amount or Contract Time. All Change Orders must be reviewed and approved by the Board of Trustees for consent.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/6/2017</b> <b>Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 10**

**AREA:** Administrative Services

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

**TITLE: 2019-2023 FIVE YEAR CONSTRUCTION PLAN**

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**BACKGROUND:**

Any major construction project submitted by the District to the California Community Colleges Chancellor's Office must appear on this Five Year Construction Plan. The Five Year Construction Plan includes all of the District's prioritized projects from the Facilities Master Plan.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the revised 2019-2023 Five Year Construction Plan.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 6/6/2017 Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 11**

**AREA:** Administrative Services

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

**TITLE: DESIGNATION OF OFF-SITE LOCATION**

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**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:

- Shadow Hills High School, 39225 Jefferson Street, Indio, CA 92203
- Amistad High School, 83501 Dillon Avenue, Indio, CA 92201

**FISCAL IMPLICATIONS:**

- There is no cost to the District
- There is no cost to the District

**RECOMMENDATION:**

Board of Trustees approves Shadow Hills High School, Amistad High School and Camelot Theatre as off-site designations.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/6/2017</b> <b>Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** Student Learning

**TITLE: COURSES AND PROGRAMS APPROVED BY  
CURRICULUM COMMITTEE AY 2016-17**

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

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 2**

**AREA:** Student Learning

**TITLE: APPROVAL OF THE 2017-2018  
COLLEGE OF THE DESERT CATALOG**

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

Board action is required to approve the 2017-2018 College of the Desert Catalog.

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

The Board of Trustees approve the 2017-2018 College of the Desert Catalog.

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: BOARD POLICY REVIEW – 2<sup>ND</sup> READING**

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**BACKGROUND:**

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

- BP 5015 Residency Determination
- BP 5035 Withholding of Student Records
- BP 5052 Open Enrollment
- BP 5120 Transfer Center
- BP 5130 Financial Aid
- BP 5400 Associated Students Organization

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** Human Resources

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

**TITLE: CONSIDERATION OF APPROVAL OF RESOLUTION #061517-6 AND ADOPTION OF THE COLLEGE OF THE DESERT EQUAL EMPLOYMENT OPPORTUNITY PLAN IN COMPLIANCE WITH THE CALIFORNIA EDUCATION CODE AND TITLE 5 REQUIREMENT. THE BOARD OF TRUSTEES' RESOLUTION REAFFIRMS THE DISTRICT'S COMMITMENT TO NON-DISCRIMINATION AND DEDICATION TO FOSTERING A DIVERSE AND INCLUSIVE WORKPLACE**

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**BACKGROUND:**

All California Community Colleges are required to complete an Equal Employment Opportunity (EEO) Plan under California law. Guidelines for this plan are set forth by the State Chancellor's Office and Board Policy 3420, Equal Employment Opportunity, and Board Policy 3410, Non Discrimination. The Plan guides the District's overall diversity efforts, meets the District's obligations with respect to federal reporting requirements, and fulfills accreditation standards.

The Plan establishes procedures for a working and learning environment that promotes diversity, inclusion, and equal employment opportunities. The Plan reflects the District's commitment to hire and retain faculty and staff who are sensitive to and knowledgeable about the continually changing and diverse student body and community it serves. The Plan affirms that a diverse and inclusive workplace is fundamental to maintaining a robust academic environment and fulfilling the District's mission to prepare students for success in a global society.

The updated Plan brings the District's compliance into conformity with recent developments in EEO law and best practices, providing a strong framework for future action, reporting, and compliance. As required by the California Code of Regulations, the Plan contains 11 components of legal compliance including: Introduction; Policy Statement; Delegation of Responsibilities, Authority, and Compliance; Advisory Committee, Complaints, Notification to Employees, Training for Screening Committees; Annual Written Notice, Analysis of District Workforce and Applicant Pool, Strategies Demonstrating an On-Going Institutional Commitment to Diversity and EEO Hiring; and Graduate Assumption Program of Loans for Education.

The EEO Plan exemplifies the District's commitment to equal employment opportunity for all people regardless of ethnic group identification, race, color, national origin, ethnicity, ancestry, religion, age, sex, gender identity, physical disability, mental disability, medical condition, genetic information, pregnancy, sexual orientation, gender, gender expression, gender identity, language, accent, citizenship status, transgender status, parental status, marital status, economic

status, military status, veteran status, or on the basis of these perceived characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**FISCAL IMPLICATIONS:**

Unknown at this time.

**RECOMMENDATION:**

Approve Board of Trustees Resolution #061517-6 that affirms the District's commitment to equal employment opportunity, non discrimination, and diversity, and formally adopts the EEO Plan.

**ATTACHMENTS**

1. Resolution #061517-6 of the Board of Trustees of the Desert Community College District to Adopt the District's Equal Employment Opportunity Plan
2. College of the Desert Equal Employment Opportunity Plan (Details on the COD [Human Resources](#) Website)

<b>Administrator Initiating Item:</b> Mary Anne Gularte	<b>Cabinet Review &amp; Approval: 6/6/2017</b> <b>Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: 2017-2018 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 Sub-Committee. 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 1.56%
  - 2) Growth projected at 3%
- Expenditures
  - 1) Step/Column and COLA increases where applicable
  - 2) STRS and PERS rates of 14.43% and 15.531% 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 15, 2017. 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 2017-2018 Tentative Budget as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 6/6/2017 Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #061517-3 TEMPORARY LOAN**

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**BACKGROUND:**

The District's finances are separated into various "funds" for proper accounting and reporting purposes. There are occasions when a fund may not have sufficient cash on hand to meet its particular obligations. The resolution for a temporary loan provides the District with the authorization to temporarily shift cash into the deficient fund. Previously the Board has approved resolutions that provided for a transfer between specific funds; this resolution excludes the need to anticipate in advance which fund may experience a negative cash flow.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There are no costs associated with the resolution and subsequent action.

**RECOMMENDATION:**

Board of Trustee adopts attached Resolution #061517-3 authorizing a transfer up to \$5,000,000.00 from other existing funds available for cash flow purposes.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 6/6/2017 Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #061517-4 ADOPTION OF EDUCATION PROTECTION  
ACCOUNT FUNDING AND EXPENDITURES**

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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 2016-17 P1 State Apportionment Report estimates that the District may receive EPA funds of \$6,645,106. 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 \$6,645,106 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 \$6,645,106 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.

Total EPA:	<u>\$6,645,106</u>
Already in adopted budget	-0-
Additional Revenue in Budget	\$6,645,106

**RECOMMENDATION:**

Board of Trustees approves the use of the estimated \$6,645,106 of Education Protection Account proceeds resulting from the passage of Proposition 30 to partially fund instructional salaries and benefits and adopts Resolution #061517-4.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/6/2017</b> <b>Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #061517-5 APPROPRIATIONS SUBJECT TO PROPOSITION  
4 - GANN LIMITATIONS**

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**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 XIIB of the California Constitution.

The District has developed the documentation used to determine the 2017-2018 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 2017-2018 Gann Limit is also attached.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #061517-5 which establishes the 2017-2018 Gann Limit for the Desert Community College District at \$82,913,542.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 6/6/2017</b> <b>Chair &amp; Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** Student Learning

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

**TITLE: RESOLUTION #061517-1: APPROVE DESIGNATED PERSONNEL TO SIGN  
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT #CCTR-7172-00**

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**BACKGROUND:**

The California Department of Education has requested a resolution authorizing designated personnel to sign contract #CCTR-7172-00 for Fiscal Year 2017-2018 on behalf of the Desert Community College District.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

The Board of Trustees approve Resolution #061517-1.

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 2**

**AREA:** Student Learning

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

**TITLE: RESOLUTION #061517-2: APPROVE DESIGNATED PERSONNEL TO SIGN  
CALIFORNIA DEPARTMENT OF EDUCATION CONTRACT #CSPP-7372-00**

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**BACKGROUND:**

The California Department of Education has requested a resolution authorizing designated personnel to sign contract #CSPP-7372-00 for Fiscal Year 2017-2018 on behalf of the Desert Community College District.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

The Board of Trustees approve Resolution #061517-1.

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 1**

**AREA:** President

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

**TITLE: ADMINISTRATIVE PROCEDURE REVIEW**

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**BACKGROUND:**

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

- AP 2360 Minutes
- AP 2365 Recording Board Meetings
- AP 2740 Board Education
- AP 5010 Admission
- AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students
- AP 5050 Student Success and Support Program
- AP 5070 Attendance Accounting
- AP 5110 Counseling
- AP 5200 Student Health Services
- AP 5210 Communicable Disease
- AP 5300 Student Equity Plan
- AP 5410 Associated Students Elections
- AP 5420 Associated Students Finance
- AP 5610 Voter Registration

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees receives the procedures as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 6/15/2017  
ITEM #: 2**

**AREA:** President

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

**TITLE: ADMINISTRATIVE PROCEDURE DEACTIVATION**

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**BACKGROUND:**

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

- AP 7385 Salary Deductions

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees acknowledges the deactivation of the procedure presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 6/6/2017 Chair and Vice Chair Review: 6/7/2017</b>
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