



Agenda

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

REGULAR MEETING OF THE BOARD OF TRUSTEES

DATE: FRIDAY, AUGUST 18th, 2017
TIME: 9:30 A.M.
LOCATION: 43-500 MONTEREY AVENUE
PALM DESERT, CALIFORNIA
CRAVENS MULTI-PURPOSE ROOM

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

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

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

II. AGENDA:

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

B. CONFIRMATION OF AGENDA: Approve the agenda of the Regular Meeting of August 18th, 2017 with any additions, corrections, or deletions.

III. CLOSED SESSION: 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, and/or following the open session if additional time is needed.

Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

1.CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CODFA, CODAA, and CSEA; Agency Designated Representative: Dr. Joel L. Kinnamon

2.PERSONNEL

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

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

**3.CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:
Section 54956.9 (d)(2/3/4) Specify number of potential cases: 5**

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, 508-100-024, 611-211-013, 611-211-014, 611-211-019, 664-190-015, 687-510-043, 687-510-044, 687-510-045, 687-510-049, 687-510-050, 759-060-024

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

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

Closed session report (if any)

V. PUBLIC UPDATES

VI. PUBLIC COMMENTS: PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE “REQUEST TO ADDRESS THE BOARD” FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD

VII. INTRODUCTION OF STAFF

VIII. APPROVAL OF MINUTES - Minutes from July 20th, 2017

IX. 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

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

A. BOARD OF TRUSTEES

1. Proclamation – National Hispanic Heritage Month

B. HUMAN RESOURCES

1. Personnel Items
2. Denial of Claim

C. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #1
5. Out-of-State/Country Travel
6. Gifts/Donations to the District
7. Designation of Off-Site Location
8. Declare Property as Surplus
9. 2016-2017 CCFS-311Q/Quarterly Financial Status Report
10. Notice of Completion – Measure B Bond Project
11. Amendment to Contract – Measure B Bond Project

D. STUDENT LEARNING

1. Approval of the 2017-2018 College of the Desert Catalog Addendum 2

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. 2018 Board of Trustees Meeting Dates – 1st Reading

C. ADMINISTRATIVE SERVICES

1. Resolution 081817-1 Authorization to Utilize the University of California or the California State University Contracts
2. Rescinding Notice of Intent to Award Contracts and Rejection of Bids for the Palm Springs Modular Campus Project

XII. INFORMATION AGENDA

A. PRESIDENT

1. Educational Master Plan 2017-2022

XIII. FUTURE AGENDA ITEMS

XIV. CLOSED SESSION (CONTINUED if needed)

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 1**

AREA: Board of Trustees

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

TITLE: PROCLAMATION – NATIONAL HISPANIC HERITAGE MONTH

BACKGROUND:

During National Hispanic Heritage Month (September 15 to October 15) we recognize the contributions made and the important presence of Hispanic and Latino Americans to the United States and celebrate their heritage and culture.

Hispanics have had a profound and positive influence on our country through their strong commitment to family, faith, hard work, and service. They have enhanced and shaped our national character with centuries-old traditions that reflect the multiethnic and multicultural customs of their community.

Hispanic Heritage Month, whose roots go back to 1968, begins each year on September 15, the anniversary of independence of five Latin American countries: Costa Rica, El Salvador, Guatemala, Honduras and Nicaragua. Mexico, Chile and Belize also celebrate their independence days during this period and Columbus Day (Día de la Raza) is October 12.

The term Hispanic or Latino, refers to Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. On the 2010 Census form, people of Spanish, Hispanic and/or Latino origin could identify themselves as Mexican, Mexican American, Chicano, Puerto Rican, Cuban, or "another Hispanic, Latino, or Spanish origin."

[Details on COD Website](#)

FISCAL IMPLICATION:

None.

RECOMMENDATION:

The Board of Trustees proclaim the September 15th – October 15th, 2017 as “National Hispanic Heritage Month”.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/8/2017 Chair & Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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

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

Name	Position	Department	Effective
Appointments			
Classified			
Andrea Calderon*	Art Gallery Assistant	Arts and Social Sciences	9/15/16
Thomas Ferrier	Student Center Assistant	Office of Student Life	7/31/17
Visa Graves	Senior Financial Aid Specialist	Financial Aid	8/3/17
Alejandra Garcia Lopez	Educational Support Specialist	Student Learning	8/1/17
Lawrence Montez*	Information Technology Technician	Information Technology	10/10/16
Leonardo Olmeda	Public Safety Officer	Public Safety Department and Emergency Preparedness	6/19/17
Hector Olmedo	Instructional Support Assistant	Communications and Humanities	6/12/17-8/3/17
Efren Rodriguez*	Public Safety Officer	Public Safety Department and Emergency Preparedness	7/1/16
Nelva Segura	Admissions and Records Technician	Admissions and Records	7/24/17
Devon Simpson	Senior Skilled Maintenance	Maintenance and Operations	7/10/17
Tedreanna Spears	Senior Financial Aid Specialist	Financial Aid	7/27/17
Andrew Stubblefield	Locksmith	Maintenance and Operations	7/12/17

Ricardo Vazquez	Public Safety Officer	Public Safety Department and Emergency Preparedness	8/21/17
Brenda Velez	Public Safety Officer	Public Safety Department and Emergency Preparedness	8/7/17
Faculty			
Michelle Black	Mathematics, Temporary Full Time	Mathematics and Science	8/21/17-12/15/17
Torina Craig	Coordinator/Counselor CalWORKS	Counseling Services	7/17/17-6/30/18
Michael Gariety	MESA Director and Astronomy	Mathematics and Science	8/21/17-5/25/18
Fred Motta	Physics, Temporary Full Time	Mathematics and Science	8/21/17-12/15/17
Jasmeet Singh	Chemistry	Mathematics and Science	8/21/17
Kurt Struwe	Culinary Arts	Applied Science and Business	8/21/17
Gary Williams	Computer Information Systems	Applied Sciences and Business	8/21/17
Leadership			
R. Scott Adkins	Interim Manager, Human Resources	Human Resources	7/17/17 – 6/30/18
Senorina Saldivar	Interim Director, Upward Bound	Upward Bound	6/19/17-7/29/17
Michael Veliquette	Manager, Maintenance and Operations	Maintenance and Operations	7/31/17
Working Out of Class			
Jeannette Gfroerer	Purchasing Services Specialist	Fiscal Services	8/1/17-8/18/17
Patricia Reyes	Accounting Technician	Fiscal Services	8/1/17-8/18/17
Tedreanna Spears	Senior Financial Aid Specialist	Financial Aid	4/5/17-7/23/17
Separations			
Geoffrey Scott Imeson	Public Safety Officer	Public Safety Department and Emergency Preparedness	8/1/17
James Janusz	Laboratory Technician	Art and Social Sciences	5/25/17
Patrick McCarron	Instructional Support Specialist	TRiO Veterans	7/25/17
Jamshid Parvizi	Mathematics Instructor	Mathematics	6/1/17

Erin Robertson	Catalog and Curriculum Specialist	Student Learning	8/3/17
Devon Simpson	Senior Skilled Maintenance	Maintenance and Operations	7/27/17
Jack Tapleshay	English Instructor	Communication and Humanities	6/21/17
Ricardo Vazquez	Public Safety Officer	Public Safety Department and Emergency Preparedness	8/21/17
Temporary Assignment			
Extension of Assignment			
Celina Gentry	Instructional Support Specialist	ACES	6/14/17-7/13/17
Matthew Jackson	Instructional Support Assistant	MESA	6/12/17-8/3/17
Sandi Lydeen	Senior Office Assistant	Applied Sciences and Business/Work Experience	8/3/17-8/14/17
Elena Mijarez	Senior Office Assistant	Child Development Center	7/3/17-10/10/17
Hector Olmedo	Instructional Support Assistant	Adult Basic Education	6/12/17-8/3/17
Carlos Perez	Instructional Laboratory Technician	Public Safety Academy	7/18/17-7/28/17
Jonathan Roy	Instructional Support Technician	Adult Basic Education	6/12/17-8/3/17
Substitute			
Karla Beltran	Custodian	Maintenance and Operations	7/3/17-7/7/17 7/17/17-7/21/17 7/24/17-7/27/17 7/28/17
Jeffrey Conrad	Public Safety Officer	Public Safety Department and Emergency Preparedness	5/19/17-7/6/17
Raquel Crisp	Financial Aid Specialist	Financial Aid	6/5/17-9/5/17
Antonio De La Rosa	Custodian	Maintenance and Operations	7/19/17 7/24/17
Eric Duran	Custodian	Maintenance and Operations	7/3/17-7/14/17 7/24/17-7/28/17
Bianca Herrera	Custodian	Maintenance and Operations	7/17/17-7/18/17 7/20/17-7/21/17 7/25/17-7/28/17
Belen Martinez	Child Development Center Specialist	Child Development Center	7/31/17-8/11/17

Maria Magana	Admissions and Records Technician	Admissions and Records	7/17/17-8/4/17
Luisiana Martinez	Admissions and Records Technician	Admissions and Records	7/17/17-8/4/17
Elena Mijarez	Senior Office Assistant	Child Development Center	7/3/17-10/10/17
Brenda Ortiz	Administrative Services Assistant	Fiscal Services	8/1/17-8/18/17
Leonardo Olmeda	Public Safety Officer	Public Safety Department and Emergency Preparedness	5/30/17-6/16/17
Suzanne Perrotte	Child Development Center Specialist	Child Development Center	6/8/17-6/30/17
Virginia Plavec	Child Development Center Specialist	Child Development Center	7/18/17-7/25/17
Christee Raya	Admissions and Records Technician	Admissions and Records	7/17/17-8/4/17
Brandon Reyes	Public Safety Officer	Public Safety Department and Emergency Preparedness	5/27/17-10/01/17

Temporary Employment Agreements (Current Employee Y/N)

Mari Abril	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Alison Airhart-Bolze	Y	Instructor	Intensive English Academy	8/28/17-12/22/17
David Anderson	Y	Coordinate, develop and train for the Compressed Natural Gas Grant	Applied Sciences and Business	8/1/17-1/30/18
Dorothy Anderson	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Maria Avalos	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Gary Bergstrom	Y	Student Equity Coordinator	Student Services	7/1/17-6/30/18
Bert Bitanga	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Wayne Brooks	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Enrique Cardenas	Y	Head Men's Soccer Coach	Athletics	7/1/17-6/30/18
Marion Champion	Y	Co-Head Beach Volleyball Coach	Kinesiology and Athletics	7/1/17-6/30/18
Marion Champion	Y	Co-Head Volleyball Coach	Kinesiology and Athletics	7/1/17-6/30/18
Pui Choi	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17

Daniel Cooper	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Christopher Daniels	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Albert Davalos	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Barbara DeLaughter	Y	Instructor	Intensive English Academy	8/28/17-12/22/17
Richard Deutsch	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Chase Devlin	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Courtney Doussett	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Craig Doussett	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Sarah Fry	Y	Department Chair	Registered Nursing	8/21/17-12/15/17
Melissa Flora	Y	S-STEM Grant Organization and Review	Mathematics and Science	4/1/17-5/31/17
Nellie Garcia	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
David George	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Manuel Gomez	N	Camp Aide	PaCE	7/11/17-8/31/17
Jose Gonzalez	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Dana Graham	Y	Assistant Volleyball Coach	Kinesiology and Athletics	7/1/17-6/30/18
Laurie Hanna	Y	Instructor	Intensive English Academy	8/28/17-12/22/17
Ana Hernandez	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Deborah Hernandez	N	Chaperone, Summer Residential Program	Upward Bound	7/17/17-7/20/17
Melissa D. Hernandez	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Robert Holmes	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Katherine Hummer	Y	Instructor	Intensive English Academy	8/28/17-12/22/17
Katherine Hummer	Y	Non-Credit SLO Assessment and Course Alignment	School of Communication and Humanities	7/1/17-8/1/17
Laurie Jackson	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17

Patrick Jacobs	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Jesus Jimenez	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Shin Kang	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Scott Klinger	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Ben Knapp	Y	Assistant Head Football Coach	Kinesiology and Athletics	7/1/17-6/30/17
Michael Knapp	Y	Assistant Football Coach	Kinesiology and Athletics	7/1/17-6/30/17
Kurt Leuschner	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Cesar Leon	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Catherine Levitt	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Ivan Lopez	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Jennifer Lotto	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Gregory Marshall	Y	Assistant Football Coach	Kinesiology and Athletics	7/1/17-6/30/18
Alicia Martinez	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Eamon McGowan	Y	Instructor	Intensive English Academy	8/28/17-12/22/17
Kenneth Meler	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Manuela Navarette	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Daniel Nickerson	Y	Instructor	Intensive English Academy	8/28/17-12/22/17
Augustine Panchoo	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Carlos Perez	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Jeffrey Place	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Arlette Poland	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Rory Pratt	Y	Curriculum Development for Welding Certificates	Applied Sciences and Business	8/3/17-10/1/17
Francisco Ramirez	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17

Saul Ramirez	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Douglas Redman	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Douglas Redman	Y	Coordinate Equipment and Tools for Training Grant	Applied Sciences and Business	8/1/17-1/30/18
Dianne Russom	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Dennis Shelly	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Brandon Teran	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Denise Toland	Y	Instructor	EDGE Program	7/10/17-8/18/17
Eduardo Vaca	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Pablo Enrique Villagomez Jr.	N	Supplemental Instructional Leader	Applied Sciences and Business/CODE	7/31/17-8/10/17
Rebecca Vineyard	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Candace Weber	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Whitney Wegman	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Aubrey Weston	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Cassandra White-Elliot	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Chung Wong	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17

Volunteers

Stephanie Herrington	Child Development Center
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*Back dated start date to abide by an agreement between the District and CSEA regarding substitute employees.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 2**

AREA: Human Resources

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

TITLE: DENIAL OF CLAIM

BACKGROUND

Claimant Yvette Hatrak was a temporary (adjunct) faculty member at College of the Desert. She has filed a tort claim alleging discrimination, harassment, and retaliation based on age and gender. Further, Ms. Hatrak asserts denial of equal pay and promotions, as well as wrongful termination from her position.

FISCAL IMPLICATIONS

No cost at this time.

RECOMMENDATIONS

It is recommended the Board of Trustees deny the claim.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 1**

AREA: Administrative Services

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| <input checked="" type="checkbox"/> CONSENT |
| <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 July 1, 2017 – July 25, 2017 as follows:

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

In the aggregated amount of \$599,026.98, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$1,756,508.00, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$3,160,835.20, as presented. **Note that the report includes all purchase orders and contracts including those reported above.**

[Details on COD Website](#)

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 2**

AREA: Administrative Services

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| <input checked="" type="checkbox"/> CONSENT |
| <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 \$3,452,589.47, as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 3**

AREA: Administrative Services

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

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 4**

AREA: Administrative Services

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

TITLE: PAYROLL #1

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 #1 in the amount of \$3,255,681.50, as follows:

Certificated:	\$1,718,109.58
Classified:	<u>\$1,537,571.92</u>
	\$3,255,681.50

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
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/COUNTRY TRAVEL

BACKGROUND:

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state/country 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/country travel request for the individual listed on the attachment.

Administrator Initiating Item: Lisa Howell
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Cabinet Review and Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
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:

Miscellaneous equipment for Teleprompters donated to the School of Social Sciences and Arts by Mr. Gene Morgan of Rancho Mirage, CA. These items will be utilized by students in the Radio/Television Program.

A 2010 Chevrolet Traverse automobile donated to the School of Applied Sciences and Business by Chevrolet of Montello of Montebello, CA. This item will be utilized by students in the Automotive Program.

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.

Administrator Initiating Item: Lisa Howell
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Cabinet Review & Approval: 8/8/2017 Chair & Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 7**

AREA: Administrative Services

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

TITLE: DESIGNATION OF OFF-SITE LOCATION

BACKGROUND:

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

- City of Blythe, City Hall Conference Room, 235 N. Broadway, Blythe, CA 92225

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the above location as off-site designations.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/8/2017 Chair & Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 8**

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/8/2017 Chair & Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 9**

AREA: Administrative Services

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

TITLE: 2016-2017 CCFS-311Q/QUARTERLY FINANCIAL STATUS REPORT

BACKGROUND:

The 2016-2017 CCFS-311Q / Quarterly Financial Status Report for the fourth quarter ending June 30, 2017 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees receives the District's fourth Quarterly Financial Status Report for 2016-2017.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/8/2017 Chair & Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 10**

AREA: Administrative Services

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

**TITLE: NOTICE OF COMPLETION – MEASURE B BOND
PROJECT**

BACKGROUND:

1. The contract with Aten Construction, Inc. for the Old Art Building Renovation Project is complete as of June 30, 2017 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.

FISCAL IMPLICATIONS:

This project was funded by Redevelopment Funds.

RECOMMENDATION:

Board of Trustees accepts the Notice of Completion as presented.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
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 which do not allow for Board approval prior to entering into an amendment.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

Projects are funded by proceeds from Measure B Bonds.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell
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Cabinet Review & Approval: 8/8/2017 Chair & Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
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 2017-2018 COLLEGE OF THE DESERT CATALOG
ADDENDUM 2**

BACKGROUND:

Board action is required to approve Addendum 2 to the Desert Catalog.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

The Board of Trustees approve the 2017-2018 College of the Desert Catalog Addendum 2, effective Fall 2017.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 1**

AREA: Board of Trustees

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

TITLE: 2018 BOARD OF TRUSTEES MEETING DATES – 1st READING

BACKGROUND:

The Board of Trustees had previously agreed not to change meeting dates once they are posted unless an emergency arises. All members have had time to review these dates for potential conflicts.

Setting these dates early also ensures consistent meeting locations.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

The Board of Trustees receive the 2018 regular board meeting dates for a first reading and review.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 1**

AREA: Administrative Services

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

**TITLE: RESOLUTION #081817-1 AUTHORIZATION TO UTILIZE UNIVERSITY
OF CALIFORNIA OR CALIFORNIA STATE UNIVERSITY CONTRACTS**

BACKGROUND:

California law permits the district to utilize contracts awarded by other public agencies to obtain the same pricing and terms, as long as the awarding agency followed the appropriate legal criteria for competitive bidding (Public Contract Code 20652).

Assembly Bill No. 653 took effect on January 1, 2016, and added Education Code Section 81646 and Public Contract Code Section 20653.5 which clarify that community college districts, the University of California (UC) system, and the California State University (CSU) system may share contracts with each other to achieve price savings without further competitive bidding, and that existing law does not preclude community college districts from purchasing materials, equipment, supplies or services under the same conditions that the contract was lawfully awarded under the UC or CSU systems.

The Foundation for California Community Colleges (FCCC) collaborates with the UC and CSU systems through the California Higher Education Shared Services Consortium for resource sharing through an online repository.

College of the Desert has determined that using UC and CSU contracts provide best value opportunities that are expected to save turnaround time and the expense needed to issue formal bids. UC and CSU contracts pricing may offer better savings as a result of higher sales volumes.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves Resolution #081817-1 authorizing procurement of materials, equipment, supplies or services using UC and CSU contracts.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/8/2017 Chair & Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 2**

AREA: Administrative Services

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

**TITLE: RESCINDING NOTICE OF INTENT TO AWARD CONTRACTS AND
REJECTION OF BIDS FOR THE PALM SPRINGS MODULAR CAMPUS
PROJECT**

BACKGROUND:

On May 19, 2017 at a regular Board of Trustee Meeting, the Board approved the Notice of Intent to Award Contracts for Bid Package #02-01 – General Contracting Services; Bid Package #02-03 – Site Utilities; Bid Package #02-04 Fire Alarm, Electrical & Low Voltage and Bid Package #02-02 Electrical & Low Voltage for the Palm Springs Modular Campus Project.

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves the rescission of the notices of intent to award contracts to the lowest bidder and rejection of all bids.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 8/8/2017 Chair & Vice Chair Review: 8/8/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 8/18/2017
ITEM #: 1**

AREA: President

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

TITLE: EDUCATIONAL MASTER PLAN 2017-2022

BACKGROUND:

Over 2016-2017, faculty, staff and administrators have worked to develop College of the Desert's new Educational Mater Plan, 2017-2022. The final version is attached after the Academic Senate and College Planning Council both voted to recommend its approval.

With the passage of College of the Desert's recent 577 million-dollar bond, the next five years will be some of the most exciting in COD's history as we re-envision our current classrooms and sites and plan the future programs that will lead us into the next decade and beyond. The College's current Educational Master Plan was developed in 2010. In 2015-16, College of the Desert completed the College of the Desert Strategic Master Plan 2016 – 2021, and the College is in the process of conducting its self-evaluation on for reaffirmation of accreditation from the Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges. The timing for updating the Educational Master Plan, in alignment with these two efforts, will provide direction for the College over the next several years as it continues to serve students and the communities of the growing Coachella Valley.

The EMP provides a blueprint for the academic future of the Desert Community College District. The Plan also provides a foundation for the College's other planning efforts (facilities, staffing, etc.). Although the exercise of planning in our fluid, and at times difficult economic environment may seem overly optimistic, these conditions provide a wonderful opportunity for the District to determine its destiny. Through comprehensive, data-informed educational planning, priorities are defined and the course for future activities becomes clear. In planning for today's opportunities and challenges, the District is in a better position to make decisions that support its priorities. The EMP provides a roadmap that supports innovative, rigorous and engaging educational programs for the future of students, and the communities served by the College. These purposes are recognized also by external agency mandates that govern the College, including California Law and regional accreditation.

The primary focus of the Educational Master Plan 2017-2022 is to develop meaningful goals for the College based on priorities discerned by research and analysis. The goals established in the Plan are:

(continued)

GOAL 1: INSTRUCTIONAL DESIGN AND DELIVERY

Provide innovative and alternative methods of instructional design, delivery, and scheduling, in collaboration with external partners, that broaden and diversify students’ opportunities for access, success and completion.

GOAL 2: INSTRUCTIONAL PROGRAM CONTENT

Pursue innovation through relevant program review, development, and design that expands academic breadth while embracing the unique opportunities of the District’s extended campuses.

GOAL 3: STUDENT AND SUPPORT SERVICES

Align planning and resources in student and support services to meet the needs and interests of students.

GOAL 4: COMMUNITY PARTNERSHIPS

Create partnerships and advisory committees that use the expertise of the Desert community to support innovative, contemporary, responsive, and relevant educational programming and services to serve the community.

GOAL 5: INFORMATION AND COMMUNICATION

Improve information and communication strategies by utilizing modern platforms and user-friendly approaches that allow internal and external users to communicate and to access, manage, and use information with ease.

GOAL 6: INTEGRATED PLANNING AND ALIGNMENT OF STAFFING, FACILITIES, AND TECHNOLOGY PLANS WITH EMP

Integrate the EMP with other planning efforts; provide comprehensive input for the development of long-range staffing, facilities, and technology plans that support the Educational Master Plan.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees receives the [Educational Master Plan 2017-2022](#) as information.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 8/8/2017 Chair and Vice Chair Review: 8/8/2017
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