

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, JULY 18, 2013
TIME: 9:30 A.M.
LOCATION: 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

II. ROLL CALL

III. AGENDA:

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

CONFIRMATION OF AGENDA: Confirm the agenda of the Regular Meeting of July 18, 2013, with any additions, corrections, or deletions.

- IV. CLOSED SESSION** 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.

9:35 to 10:15 and 12:00 to 1:30 and/or following the open session if additional time is needed.

- 1. CONFERENCE WITH LABOR NEGOTIATOR,** Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Mr. Stan Dupree

1. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:

Section 54956.9 (d)(2/3/4) Specify number of potential cases: 3

2. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: Interim Executive Vice President, Student Success and Student Learning

3. PUBLIC EMPLOYEE APPOINTMENT

(Government Code Section 54957)

Title: Interim Vice-President, Administrative Services

4. CONFERENCE WITH REAL PROPERTY NEGOTIATORS: Property: Parcel

Numbers: 656-040-039, 669330015, 669330025, 669330029, 669330030, 664190021

Agency Negotiator or Designee: Dr. Joel Kinnamon

5. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

I. OPEN SESSION 10:30 a.m.

Closed session report (if any)

II. PUBLIC COMMENTS (Agenda Items): 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 AGENDA 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. APPROVE THE MINUTES OF:

The special meeting of May 10, 2013 *[Details on COD Website](#)

The regular meeting of June 20, 2013 *[Details on COD Website](#)

VIII. REPORTS

- A. ASCOD
- B. COLLEGE OF THE DESERT FOUNDATION
- C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION
- D. ACADEMIC SENATE
- E. FACULTY ASSOCIATION
- F. C.O.D.A.A.
- G. CSEA
- H. GOVERNING BOARD
- I. SUPERINTENDENT/PRESIDENT

IX. ADMINISTRATIVE REPORTS

1. President
 - a. Presentation: Tom Kirk, E.D. Coachella Valley Association of Governments (CVAG)
 - b. Accreditation Update
2. Dean Student Affairs: Adrian Gonzales
3. Interim Executive Director Human Resources Stan Dupree

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. HUMAN RESOURCES

1. Employment Group C Appointments
2. Resignation – Classified
3. Resignation – Leadership
4. Employment Group A Appointment – Classified
5. Employment Group A Appointment - Confidential

B. FISCAL SERVICES

1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Memorandums of Understanding
3. Revenue Generating Agreements
4. Warrants
5. Payroll #12
6. Gifts/Donations to the District
7. Out-of-State/Country Travel
8. Change Orders – Measure B Bond Projects

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Revised Board Policies & Administrative Procedures – First Reading
2. New Board Policy 2730: Board Member Absence From the State – First Reading
3. 2014 Board of Trustee Meeting Dates – Second Reading
4. New Board Policy 7141: Pre-Retirement/Part-Time Employment – Second Reading
5. Five-Year Review of Board Policies

C. PRESIDENT

1. Certification of Signatures

D. HUMAN RESOURCES

1. Employment Group A Appointments – Leadership
2. New Job Description – Foundation
3. New Job Descriptions – Leadership
4. Agreement for Independent Contractor
5. Unpaid Leave of Absence – Classified
6. Salary Schedules – 2013-2014
7. Resolution 0718913-2: Request for Exception to 180-Day Wait for Retiree

E. FISCAL SERVICES

1. Resolution #071813-1 Temporary Loan
2. Funding and Use Agreement
3. Notice of Completion – Measure B Bond Projects
4. Notice of Intent to Award Contract for the Athletic Facilities Project
5. Independent Contractor Agreement

XII. ITEMS OF INFORMATION/DISCUSSION

1. iPad vs. paper copies of the agenda packet

XIII. SUGGESTIONS FOR FUTURE AGENDAS

XIV. BOARD COMMENTS

XV. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 1

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

BACKGROUND:

Under AP 6300(a), the undernoted appointments included in Group C have been made as noted.

Classified/Substitute/Temporary employees in an aggregate amount of \$50,614.00 ([Details on COD website](#))

Faculty stipend in aggregate amount of \$57,200.00 ([Details on COD website](#))

Adjunct salary/stipend in aggregate amount of \$22,000.00 ([Details on COD website](#))

Student Workers/Tutors in the aggregate amount of \$493,120.00 ([Details on COD website](#))

Contract/Non-affiliated in the aggregated amount of \$12,800.00 ([Details on COD website](#))

FISCAL IMPLICATIONS:

All positions are fully funded as noted on details in the Board portal.

RECOMMENDATION:

Board of Trustees approves or ratifies, as appropriate, the appointments as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 2

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TITLE: RESIGNATION - CLASSIFIED

BACKGROUND:

Ms. Debora Ramirez resigned from her position of Part-Time Senior Office Assistant, PaCE, effective 6/19/13.

FISCAL IMPLICATIONS:

Position is fully funded from restricted funds

RECOMMENDATION:

Board of Trustees ratifies the resignation as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 3

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TITLE: RESIGNATIONS - LEADERSHIP

BACKGROUND:

1. Mr. Wade Ellis resigned from his position of Director, Fiscal Services, Business Affairs, effective 6/30/13.
2. Mr. Peter Davis resigned from his position of Director, ATT Statewide Initiative, School of Applied Sciences and Business, effective 6/30/13.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees ratifies the resignations as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 4

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TITLE: EMPLOYMENT GROUP A APPOINTMENT - CLASSIFIED

BACKGROUND:

Mr. Carlos Carballo has been appointed to a new position of Part-Time Research Analyst, Student Affairs, effective 6/24/13. Placement on Range 15 of the Classified Salary Schedule is at Step A.

*[Details on COD website](#)

FISCAL IMPLICATIONS:

The position is fully funded by restricted funds (Title V).

RECOMMENDATION:

Board of Trustees ratifies the appointment as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 5

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TITLE: EMPLOYMENT GROUP A APPOINTMENT - CONFIDENTIAL

BACKGROUND:

Ms. Misti Santana has been appointed to a vacated position of Benefits Specialist, Human Resources, effective 7/1/13. Placement on Range V of the Leadership Salary Schedule is at Step 5.

*[Details on COD website](#)

FISCAL IMPLICATIONS:

The position is fully funded by unrestricted funds.

RECOMMENDATION:

Board of Trustees ratifies the appointment as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 1

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**TITLE: PURCHASE ORDERS AND CONTRACTS FOR
SUPPLIES, SERVICES & CONSTRUCTION**

BACKGROUND:

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **June 30, 2013** as follows:

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

No purchase orders in the excess of \$25,000 to report.

b. Open Purchase Orders

No open purchase orders to report.

c. Contracts in excess of \$25,000

In the aggregated amount of \$32,460.00, as presented. ([Details on COD Website](#))

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

In the aggregated amount of \$746,536.39, as presented. ([Details on COD Website](#))

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

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 2

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TITLE: MEMORANDUMS OF UNDERSTANDING

BACKGROUND:

Two memorandums of understanding (MOU)* between College and the Desert:

1. Vivature, Inc. – The Vivature program is a fully supported, comprehensive system of billing insurance plans for clinical services provided by the Certified Athletic Trainers and team physicians of College of the Desert. The system does not bill students. The Vivature contact enables the Athletic Training Department to supplement its budget at no cost to the college. This is a cost neutral contract. Student insurance of the college (SAIN) will not be billed for any of the services. There is no foreseeable increase in the premium of the existing student insurance program due to this contract. The program also supplies a very comprehensive injury tracking software, Nextt, to the athletic training staff. This will allow the athletic training staff to keep more thorough records and maintain compliance with HIPPA. This is a pilot program, and if successful, the Student Health Center may consider using the same system.
2. Palm Springs Unified School District | Dual Enrollment Program – The purpose of the Dual Enrollment Partnership is to afford current high school students the opportunity to enroll in dual-credit courses to expand student access to affordable higher education, provide challenging academic and occupational experiences to qualified high school students during their junior and senior years, and reduce the costs of a college education for students and their families. Successful completion of transfer courses will enable students to simultaneously earn college credit transferable to two-and four-year colleges and universities and satisfy high school graduation requirements. Successful completion of occupational courses will allow students to simultaneously earn college credits, to satisfy high school graduation requirements, and to assist in the transition to the community college or job opportunities or careers.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

Board of Trustees approves the MOUs as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 3

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TITLE: REVENUE GENERATING AGREEMENTS

BACKGROUND:

The attached agreements* generates revenue for College of the Desert:

1. Partnership and Community Education at College of the Desert
Coachella Valley Association of Governments (CVAG) | Technical Assistance for
Online Overseeing course
2. Learning In Retirement
The purpose of this agreement is to create a partnership that is mutually beneficial to
both parties while expanding the learning opportunities available to seniors in the
community.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

1. Total revenue of \$9,880.00 during the term July 1, 2013 through June 30, 2015.
2. Revenue not to exceed \$31,280.00 during the term August 1, 2013 through June 30, 2014

RECOMMENDATION:

Board of Trustees approves the revenue generating agreements as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 4

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TITLE: WARRANTS

BACKGROUND:

Board action is required to ratify District warrants under AP 6300(a). Details of all warrants are posted on the [COD Website](#).

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$4,694,652.89 as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 5

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TITLE: PAYROLL #12

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 #12 in the amount of \$2,066,567.64 as follows:

Certificated:	\$1,082,555.27
Classified:	<u>\$ 984,012.37</u>
	\$2,066,567.64

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/19/2013

AREA: Fiscal Services

ITEM #: 6

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

- Four (4) 36" x 36", four (4) 24" x 24" and two (2) 24" x 36" stretch frames donated to the School of Arts and Sciences by Don and Ginger Pizza of Chicago, IL. Items will be utilized by students in the art program.
- Olympus 35mm camera, three lenses – 50mm f1.4, 28-80mm zoom, 85-205mm zoom, two (2) Vivitar flash units, miscellaneous accessories, filters and manuals donated to the School of Arts and Sciences by Ms. Roberta Smith of Palm Desert, CA. Items will be utilized by students in the photography program.
- Two (2) Canon AE-1 35mm cameras with lenses and accessories donated to the School of Arts and Sciences by Mr. Kurt Leuschner of Palm Desert, CA. Items will be utilized by students in the photography program.
- Three (3) used computer towers, one (1) monitor, three (3) mice and three (3) keyboards donated to TRIO EVC by Mr. Matthew Dorenfeld of Indio, CA. Items will be utilized by students to complete their assignments for online classes.

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees accepts donations to the District and a letter of appreciation will be sent to the donor(s) by the Office of the President.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 7

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TITLE: OUT-OF-STATE/COUNTRY TRAVEL

BACKGROUND:

1. Executive VP Student Success/Student Learning – Dr. Annebelle Nery, Executive Dean of Institutional Effectiveness, Educational Services and Planning, to attend the Hispanic Association of Colleges & Universities (HACU) 27th Annual Conference, Chicago, IL, October 26-28, 2013.

The HACU 27th Annual Conference will offer workshops and plenary sessions under the theme “Championing Hispanic Higher Education Success: Securing the American Dream”.

Fiscal Implications: Costs estimated at \$3,000.00 and will be funded by a restricted source (Title V Co-Op HSI Grant).

2. Human Resources – Mr. Sam Sternman, Human Resources Technology Manager, to attend the Society for Human Resource Management (SHRM): 3-Day Professional Human Resource (PHR/SPHR) Seminar, Las Vegas, NV, November 12-18, 2013.

Led by qualified and certified HR instructors, their intensive PHR/SPHR preparation seminars, combined with the 2013 SHRM Learning System— the #1 PHR and SPHR certification preparation tool that consistently helps professionals beat the national pass rate, present a comprehensive and detailed review of the current PHR/SPHR body of knowledge. By attending, Mr. Sternman will be able to identify areas of strength and build on them. He will also see where he needs further concentrated study in preparation for taking either certification exam.

Fiscal Implications: Costs estimated at \$1,395.00 and will be funded by a restricted source (Auxiliary).

3. California School Employees Association (CSEA) – Ms. Mary Lisi, CSEA Chapter 407 1st Vice-President, and Mr. Kelly Blair, CSEA Chapter 407 Secretary & Job Steward, to attend the CSEA’s 87th Annual Conference as delegates in Las Vegas, NV, July 28 – August 2, 2013.

Over 2,000 dedicated classified employees from all over California will share ideas, debate and vote on resolutions, adopt a budget and present awards for outstanding service and achievement. The conference is where CSEA members set the leadership, legislative and budgetary direction

of the union. All conference delegates are CSEA members who are locally elected or appointed by members of the chapter they are representing. In addition to the formally scheduled events, the conference presents members with a unique opportunity to exchange ideas, share problems and solutions, and network with colleagues from around the state.

Fiscal Implications: Costs estimated at \$2,800.00 and \$2,200 will be funded by CSEA Chapter 407 and \$600.00 will be funded by unrestricted source (General Fund) per CSEA Collective Bargaining Agreement.

RECOMMENDATION:

Board of Trustees approves and/or ratifies the out-of-state/country travel requests for the individuals listed.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 8

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TITLE: CHANGE ORDERS – MEASURE B BOND PROJECTS

BACKGROUND:

1. Change Order #1 to the contract with Southern California Landscape for the Monterey Entrance Project is a credit in the amount of <\$15,327.37> for unused allowance. This change order amends the contract total from \$496,000.00 to \$480,672.63.
2. Change Order #1 to the contract with Sign Age Identity Systems, Inc. for the Monterey Entrance Project is a credit in the amount of <\$403.12> for unused allowance. This change order amends the contract total from \$41,802.00 to \$41,398.88.
3. Change Order #1 to the contract with Pro-Craft Construction, Inc. for the Visual Arts Building Project in the amount of \$17,857.00 for the relocation of an existing sewer line. This change order amends the contract total from \$432,357.00 to \$450,214.00.
4. Change Order #1 to the contract with RDM Electric Co., Inc. for the Visual Arts Building Project in the amount \$24,503.00 for installation of a separately enclosed 800-amp circuit breaker within the Campus Powerhouse to provide permanent power to the Visual Arts Building. This change order amends the contract total from \$663,000.00 to \$687,503.00.
5. Change Order #2 to the contract with Communication Wiring Specialist, Inc. for the Communication Building Project is a credit in the amount of <\$7,848.45> for unused allowance. This change order amends the contract total from \$257,363.80 to \$249,515.35.
6. Change Order #2 to the contract with Construction Electric, Inc. for the Monterey Entrance Project in the amount of \$16,296.98 for extended contract time to install lights at the shade structure and return of unused allowance. This change order amends the contract total from \$729,146.90 to \$745,443.88.
7. Change Order #2 to the contract with Kincaid Industries for the Infrastructure Upgrade III – Gas Line Project is a credit in the amount of <\$1,664.73> for unused allowance. This change order amends the contract total from \$119,522.25 to \$117,857.52.

8. Change Order #2 to the contract with Pro-Craft Construction, Inc. for the Visual Arts Building Project in the amount of \$19,980.00 for the replacement of existing 4” sewer lateral with a 6” lateral to meet the required capacity. This change order amends the contract total from \$450,214.00 to \$470,194.00.

FISCAL IMPLICATIONS:

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

RECOMMENDATION:

Board of Trustees approves the Change Orders listed above.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Board of Trustees

ITEM #: 1

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TITLE: REVISION TO VARIOUS BOARD POLICIES – FIRST READING

BACKGROUND:

As a subscriber to the Community College League of California’s Policy and Procedure Service we receive updates on suggested revisions to various policies and procedures.

In the subsequent recommendation (8) from the college’s most recent accreditation visit in March 2011 Board Policy 2410 and Administration Procedure 2410 were revised to adopt a timely review of all college policies and procedures. And as a member of the Community College League’s Policy and Procedure Service we receive recommended revisions to various Board Policies and Administrative Procedures twice a year.

The following policies have been revised. President’s Executive Cabinet has approved them.

*[Details on COD Website](#)

- BP 2015 Student Member
- BP 2100 Board Elections
- BP & AP 2105 Election of Student Board Members
- BP 2350 Public Speakers at Board Meetings
- BP 2355 Decorum
- BP 2365 Recording Board Meetings
- BP 2716 Political Activity
- BP 2730 Board Member Health Benefits

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the revised policies as presented.

Administrator Initiating Item: Michael O’Neill	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Board of Trustees

ITEM #: 2

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**TITLE: NEW BOARD POLICY 2750: BOARD MEMBER
ABSENCE FROM THE STATE - FIRST READING**

BACKGROUND:

As a subscriber to the Community College League of California's Policy and Procedure Service we receive recommendations on new policies and procedures.

President's Executive Cabinet has reviewed and approved this policy.

- BP 2750 Board Member Absence From the State

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Receive the new policy for a first reading as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Board of Trustees

ITEM #: 3

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TITLE: 2014 BOARD OF TRUSTEES MEETING DATES - SECOND READING

BACKGROUND:

The Board of Trustee 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:

Approve the 2014 meeting dates as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Board of Trustees

ITEM #: 4

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**TITLE: NEW BOARD POLICY 7141: PRE-RETIREMENT/PART-TIME
EMPLOYMENT – SECOND READING**

BACKGROUND

The Board of Trustees has received the recommendation of the Superintendent of the College of the Desert Community College District and it is in the best interest of the District to allow certificated employees nearing retirement to work part-time without loss of retirement and other benefits.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Approve the new board policy as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Board of Trustees

ITEM #: 5

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TITLE: FIVE-YEAR REVIEW OF BOARD POLICIES

BACKGROUND

In the subsequent recommendation (8) from the college's most recent accreditation visit in March 2011 Board Policy 2410 and Administration Procedure 2410 were revised to adopt a timely review of all college policies and procedures. And as a member of the Community College League's Policy and Procedure Service we receive recommended revisions to various Board Policies and Administrative Procedures twice a year.

There are no revisions to these Board Policies. President's Executive Cabinet has reviewed them, found them to be current and in line with League policies. College Planning Council will receive them for information in the fall.

BP 2330 Quorum and Voting
BP 2110 Vacancies on the Board
BP 2360 Minutes
BP 2430 Delegation of Authority to Superintendent/President
BP 2431 CEO Selection
BP 2745 Board Self-Evaluation
BP 3600 Auxiliary Organizations
BP 5030 Fees
BP 7110 Delegation
BP 7346 Reduction in Force – Assignment of Faculty to Faculty Service Area

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Accept and approve the policies as presented.

Administrator Initiating Item: Michael O'Neill	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: President

ITEM #: 1

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

TITLE: CERTIFICATION OF SIGNATURES

BACKGROUND:

At December 14, 2012 Board Meeting, in accordance with the provisions of Education Code Sections 42633 and 85233 and following the annual organization meeting of the Board of Trustees, a certification of signatures form was completed and approved by the Board of Trustees. Due to recent changes in personnel, the attached certification of signatures form* has been updated. The certification of signatures form verifies the signatures of members of governing board and persons authorized to sign orders drawn on the funds of the District and new employee authorization transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. The individuals are as follows:

Michael J. O'Neill – Governing Board Member
Rebecca Broughton – Governing Board Member
Bonnie Stefan – Governing Board Member
Mary Jane Sanchez-Fulton – Governing Board Member
Aurora Tenorio-Wilson – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; Linda Valkenburg – sign warrant orders, orders for salary payment and sign notices of employment; Stephen F. Renew – sign warrant orders, orders for salary payment and sign notices of employment; and Stan Dupree – sign notices of employment.

*[Details on the COD Website.](#)

FISCAL IMPLICATIONS:

None.

RECOMMENDATION:

Board of Trustees approves these individuals to provide authorized signatures for the purposes of warrant orders, orders for salary payments and notices of employment.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 1

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

TITLE: EMPLOYMENT GROUP A APPOINTMENTS - LEADERSHIP

BACKGROUND:

1. Dr. Annabelle Nery has been appointed to a new position of Executive Dean of Institutional Effectiveness, Educational Services and Planning, effective 7/1/13. Placement on Range XIII of the Leadership Salary Schedule is at Step 9.
2. Mr. Carl Phillips has been appointed to a new position of Associate Dean, School of Library and Learning Resources & Distance Education, effective 7/1/13. His position remains at the same salary.
3. Ms. Bina Isaac has been appointed to the position of Chief Technology Officer, effective 7/1/13. Her position remains at the same salary.
4. Mr. Nathan Church has been appointed to the position of Director, Mental Health Services, effective 7/1/13 and ending 11/30/13. His position remains at the same salary and is grant funded.

FISCAL IMPLICATIONS:

Positions 1-3 are fully funded by unrestricted funds. Position 4 is funded by restricted and unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the appointments as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 2

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

TITLE: NEW JOB DESCRIPTION - FOUNDATION

BACKGROUND:

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

Resource Development Specialist

*[Details on COD website](#)

FISCAL IMPLICATIONS:

This position is funded through restricted funding.

RECOMMENDATION:

To approve the new job description for the above position.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 3

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

TITLE: NEW JOB DESCRIPTIONS - LEADERSHIP

BACKGROUND:

To approve the new Leadership job descriptions for the positions listed below:

1. Director, Education Centers
2. Director, Institutional Research
3. Director, Athletics & Kinesiology
4. Deputy Sector Navigator, Healthcare
5. Deputy Sector Navigator, Advanced Transportation & Renewables
6. Dean, Student Support Programs and Services
7. Director of Counseling and Advising Services
8. Football Coach

*[Details on COD website](#)

FISCAL IMPLICATIONS:

Positions 1-3 and 6-7 are funded through unrestricted funding.
Positions 4-5 are funded through restricted funding.

RECOMMENDATION:

To approve the new job descriptions for the above positions.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 4

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| <input type="checkbox"/> CONSENT |
| <input checked="" type="checkbox"/> ACTION |
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TITLE: AGREEMENT FOR INDEPENDENT CONTRACTOR

BACKGROUND:

To hire Wade Ellis for the period between July – September 2013 for meetings and conferences with Directors and Deans for preparation of the 2013/2014 adopted budget; working with attorneys to wrap up Bond IRS Audit; working with other consultants and Deans for obtaining New Market Tax Credits for Palm Springs campus site; consult with HR and Alliant benefits broker for new benefits program starting October 1, 2013; represent COD at SWACC and with current law suits; help and assist with annual audit where needed; work with and train new Director of Fiscal Services on procedures and policies in Business Affairs.

*[Details on COD website](#)

FISCAL IMPLICATIONS:

Costs will be funded by General Funds.

RECOMMENDATION:

Board of Trustees approves the agreement for independent contractor services as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 5

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

TITLE: UNPAID LEAVE OF ABSENCE – CLASSIFIED

BACKGROUND:

Ms. Beatrice Esparza has requested an unpaid leave of absence for the 2013-2014 fiscal year due to a long-term illness. This leave is in accordance with the Collective Bargaining Agreement between the District and CSEA, Article 12.12.1-Other Leaves Without Pay. Ms. Esparza is planning to return July 1, 2014.

FISCAL IMPLICATIONS:

This position is fully funded by restricted funds.

RECOMMENDATIONS:

Board of Trustees approves the requested unpaid leave of absence as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 6

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

TITLE: NEW SALARY SCHEDULES – 2013-2014

BACKGROUND:

To present the new salary schedules for 2013-2014.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

The salaries on the attached indicate a 3% increase in accordance with negotiation results with CTA, CSEA, and CODAA. This increase has been included in the District budget.

RECOMMENDATION:

Board of Trustees approves the new salary schedules as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Human Resources

ITEM #: 7

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

**TITLE: RESOLUTION 071813-2: REQUEST FOR EXCEPTION
TO 180-DAY WAIT FOR RETIREE**

BACKGROUND:

To hire a retiree (Cecilia Woodward, retired date 5/2/13) to assist with the payroll functions for the Fiscal Services Department as there are two vacancies in the Payroll Department with only one Payroll Specialist in the department. She is needed on an emergency basis until payroll specialists are hired. In order to follow CalPERS regulations, the request was submitted to the Riverside County of Education for approval by their Board on 8/10/13.

*[Details on COD website](#)

FISCAL IMPLICATIONS:

The funding would be from unrestricted funds.

RECOMMENDATION:

Board of Trustees approves the resolution for exception as presented.

Administrator Initiating Item: Stan Dupree	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 1

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

TITLE: RESOLUTION #071813-1 TEMPORARY LOAN

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 #071813-1 authorizing a transfer up to \$5,000,000 from either or both of the District's Retiree Benefit Fund and the District's Capital Outlay fund where available for cash flow purposes.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 2

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

TITLE: FUNDING AND USE AGREEMENT

BACKGROUND:

On June 13, 2013, City of Palm Desert signed the Funding and Use Agreement* between the City of Palm Desert and College of the Desert, relating to the Palm Desert Aquatic Center effective August 25, 2011 and shall remain in effect until June 1, 2023. The City of Palm Desert constructed the Palm Desert Aquatic Center near the northeast corner of Civic Center Park on Magnesia Drive in Palm Desert, CA. The City agreed to allow College of the Desert to use the Aquatic Center for classes, student athlete use, and student athlete physical therapy in accordance with a schedule outlined in the Agreement.

[*Details on COD Website](#)

FISCAL IMPLICATIONS:

The District agrees to contribute \$1 million for the costs relating to the Aquatic Center from a restricted source (Redevelopment Fund). The District will have no further obligation under this Agreement to provide any further funding for the Aquatic Center.

RECOMMENDATION:

Board of Trustees ratifies the Funding and Use Agreement as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 3

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

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

BACKGROUND:

1. The contract with Brudvik, Inc. for the Communication Building Project – Electrical, Fire Alarm & IT/AV/Security Infrastructure is complete as of May 3, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
2. The contract with Doug Nielsen Construction, Inc. for the Communication Building Project – Site Maintenance & Temp Facilities is complete as of February 2, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
3. The contract with Mitsubishi Electric & Electronic USA, Inc. for the Communication Building Project – Elevators is complete as of January 24, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
4. The contract with Presidio Network Solutions for the Campus IT Infrastructure Project – Data Center Network Equipment is complete as of February 28, 2013 and must be formally accepted by the Board. Notice has been filed with the County Clerk’s Office as required by code.
5. The contract with Dynalectric Service & Systems Group for the Campus IT Infrastructure Project – Structured Cabling is complete as of February 28, 2013 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 is funded by proceeds from Measure B Bond.

RECOMMENDATION:

Board of Trustees accepts the contracts that are listed above for a specific Measure B Bond Project as complete.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 4

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR
THE ATHLETIC FACILITIES PROJECT**

BACKGROUND:

Bid Package #34 – Site Electrical for the Athletic Facilities Project has been out to bid and the bid results* indicate the lowest qualified bid.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

This project is funded by proceeds from Measure B Bond.

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

Meeting Date: 7/18/2013

AREA: Fiscal Services

ITEM #: 5

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

TITLE: INDEPENDENT CONTRACTOR AGREEMENT

BACKGROUND:

Independent Contractor Agreement* between College of the Desert and Clarke & Associates, Educational Consultants for U. S. Department of Education (USDOE) Child Care Access Means Parents In School (CCAMPIS) Program. This Agreement is for the development and writing of an USDOE CCAMPIS Program proposal for College of the Desert and ongoing consultation and evaluation services on the USDOE CCAMPIS Program. The term of this Agreement is from May 25, 2013 and will continue in effect until September 30, 2018.

*[Details on COD Website](#)

FISCAL IMPLICATIONS:

This agreement is in the amount of \$5,000.00 and will be funded by a restricted source (Foundation Funds). As compensation for the ongoing consultation and evaluation services to be rendered on the USDOE CCAMPIS Program that will be consistent with evaluation section of the grant application, College of the Desert shall pay to the Contractor \$1,500.00 of the funds awarded each year based on the annual grant award document under a USDOE CCAMPIS grant agreement between College of the Desert and the United States Department of Education.

RECOMMENDATION:

Board of Trustees approves the Independent Contractor Agreement as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 7/8/2013 Chair & Vice Chair Review: 7/11/2013
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