



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, OCTOBER 20th, 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 October 20th, 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. PUBLIC EMPLOYEE PERFORMANCE EVALUATION:
Superintendent/President**

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

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

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, 687-040-035, 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 August 18th and September 15th, 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. Board Policy Review – 1st Reading
 - BP 5142 Educational Accommodations and Academic Adjustments
 - BP 5144 Substitution of a Course Requirement for Students with Disabilities
 - BP 5145 Suspension of Disabled Students Programs and Services (DSPS) Services
 - BP 5146 Educational Assistance Class Repeatability for Students with Disabilities
 - BP 5147 Standards for Electronic and Information Technology – Section 508
 - BP 5150 Extended Opportunity Programs and Services
2. Proclamations
 - Phi Theta Kappa Awareness Week
 - International Education Week
 - National Native American Heritage Month

B. HUMAN RESOURCES

1. Personnel Items
2. New Job Descriptions – Classified
3. New Job Descriptions - Leadership

C. ADMINISTRATIVE SERVICES

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Approval of Contracts/Agreements and Amendments
4. Payroll #3
5. Out-of-State Travel
6. Gift/Donations to the District
7. Amendment to Contracts – Measure B Bond Projects
8. Declare Property as Surplus
9. Designation of Off-Site Location
10. 2016/2017 CCFS-311 / Annual Financial and Budget Report

D. STUDENT LEARNING

1. Distance Education Update Report
2. Courses Approved by Curriculum Committee AY 2017-2018

XI. ACTION AGENDA

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

B. BOARD OF TRUSTEES

1. Approval of Emeritus Status
2. Regular Board Meeting – Date Change

C. PRESIDENT

1. Student Representative on the Citizens' Bond Oversight Committee

D. ADMINISTRATIVE SERVICES

1. Budget Revisions
2. Notice of Intent to Award Contract

E. STUDENT LEARNING

1. Career Technical Education Advisory Board Membership Lists, 2017-2018

XII. INFORMATION AGENDA

A. PRESIDENT

1. Administrative Procedure Review
 - AP 5142 Educational Accommodations and Academic Adjustments
 - AP 5144 Substitution of a Course Requirement for Students with Disabilities
 - AP 5145 Suspension of Disabled Students Programs and Services (DSPS) Services
 - AP 5146 Educational Assistance Class Repeatability for Students with Disabilities
 - AP 5150 Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE)

XIII. STUDY SESSION

1. CODE Summer Programs – Felix Marhuenda-Donate, Associate Professor, Computer Information Systems
2. Strong Workforce Planning, Career and Technical Education – Zerryl Becker, Dean of Applied Sciences and Business

XIV. FUTURE AGENDA ITEMS

XV. CLOSED SESSION (CONTINUED if needed)

XVI. ADJOURN

**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 1**

AREA: Board of Trustees

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

TITLE: BOARD POLICY REVIEW – 1ST READING

BACKGROUND:

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

- BP 5142 Educational Accommodations and Academic Adjustments
- BP 5144 Substitution of a Course Requirement for Students with Disabilities
- BP 5145 Suspension of Disabled Students Programs and Services (DSPS) Services
- BP 5146 Educational Assistance Class Repeatability for Students with Disabilities
- BP 5147 Standards for Electronic and Information Technology – Section 508
- BP 5150 Extended Opportunity Programs and Services

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There is no cost to the District.

RECOMMENDATION:

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

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 2**

AREA: Board of Trustees

<input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
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TITLE: PROCLAMATIONS

BACKGROUND:

Phi Theta Kappa Awareness Week: Phi Theta Kappa traces its beginnings to a Society that originated with six charter members under the name of Kappa Phi Omicron at Stephens College in Columbia, Missouri, in 1910. The Society continued to grow and in the spring of 1918 was one of many honorary groups in Missouri. At a meeting of the presidents of the Missouri junior colleges for women in 1918, it was decided to organize a new honorary society, chapters of which would have a common character, stand and similarity of organization. The name Phi Theta Kappa was chosen, and the Society was incorporated in Missouri as a national organization. Founders modeled many aspects of the new Society after the prestigious senior college honorary society, Phi Beta Kappa. In the early years, Phi Theta Kappa membership was conferred to students at time of graduation and few programs and services were offered. The explosive growth of community colleges in the 1960s led Phi Theta Kappa to expand its mission to reflect the nurturing philosophy of the institutions it served. Students were inducted as freshmen and study programs were offered.

International Education Week: International Education Week (IEW) is an opportunity to celebrate the benefits of international education and exchange worldwide. This joint initiative of the U.S. Department of State and the U.S. Department of Education is part of our efforts to promote programs that prepare Americans for a global environment and attract future leaders from abroad to study, learn, and exchange experiences. Recognizing that one of the strengths of College of the Desert is the diversity of its students, faculty, and staff, the college is committed to fostering an environment of tolerance and respect for all people. International education programs are critical to developing mutual understanding and respect and enhance the learning opportunities for all students.

National Native American Heritage Month: “National American Indian Heritage Month” had its origins in 1986 when Congress passed Pub. L. 99-471 (PDF, 93KB) which authorized and requested the President to proclaim the week of November 23-30, 1986 as “American Indian Week.” As directed by Congress, President Reagan issued Presidential Proclamation 5577 in November 1986 proclaiming the first American Indian Week. Both law and proclamation recognized the American Indians as the first inhabitants of the lands that now constitute the United States as well as making mention of their contributions to American society:

- Many of the foods we eat and the medicines and remedies we use were introduced by Indians and more than one highway follows an Indian trail. Indians make contributions in every area of endeavor and American life, and our literature and all our arts draw upon Indian themes and

wisdom. Countless American Indians have served in our Armed Forces and have fought valiantly for our country. In 1987 Congress passed Pub. L. 100-171 which again called upon the President to designate the week of November 22-28, 1987 as “American Indian Week” while in 1988 Congress passed Pub. L. 100-450 which designated the week of September 23-30, 1988 as “National American Indian Heritage Week.” According to Pub. L. 100-450 this change from November to September was made because “the last week of September begins the harvest season in the United States.” Then in 1989 Congress passed Pub. L. 101-188 which asked the President to proclaim the week of December 3-9, 1989 as “National American Indian Heritage Week.”

[Details on COD Website](#)

FISCAL IMPLICATION:

There are no costs to the District.

RECOMMENDATION:

The Board of Trustees approve the proclamations as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 1**

AREA: Human Resources

TITLE: PERSONNEL ITEMS

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DEFINITIONS OF PERSONNEL ITEMS:

- **Appointments:** Assignment of a position.
- **Extension of Assignment:** Extension of leadership contract.
- **Professional Advancement:** Faculty salary advancement based on completed educational coursework that has been pre-approved by the Professional Advancement Committee.
- **Reclassification:** The President’s recommendation to the Board of Trustees based on a committee’s recommendation regarding current employee(s) job duties. The reclassification process is outlined in the CSEA Collective Bargaining Agreement and includes completing several forms, receiving supervisor input, research, interviews, and committee meetings.
- **Resignation:** Separation from an assigned District position.
- **Working Out of Class:** Assignment that is above the employee’s current job description.
- **Temporary Assignment:** Limited assignment to cover for a recruitment or absence.
- **Temporary Employment Agreement:** Limited contract based on special needs of the District.

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

*Reclassification process that started in 2016; the District and CSEA have come to an agreement regarding the Public Safety Officer job description.

Name	Position	Department	Effective
Appointments			
Confidential			
Elizabeth Barnwell	Executive Administrative Assistant	Human Resources	9/11/17
Extension of Assignment			
Larry McLaughlin	Deputy Sector Navigator	Applied Sciences and Business	9/17/17
Professional Advancement			
Carl Christman	Speech Instructor	Communications	8/21/17
Edwin Reed	Speech Instructor	Communications	8/21/17
Reclassification			
Peter Ali*	Public Safety Officer	Public Safety	5/29/2017
Renan Avanzini*	Public Safety Officer	Public Safety	6/19/2017

Augusto Garza*	Public Safety Officer	Public Safety	7/1/2016
Michael Gayle	Computer Support Specialist	Information Technology	7/1/2017
Kyle Ghirardi*	Public Safety Officer	Public Safety	7/1/2016
Alan Heidrich*	Public Safety Officer	Public Safety	6/26/2017
Peter Mills*	Public Safety Officer	Public Safety	7/1/2016
Pedro Mora*	Public Safety Officer	Public Safety	7/31/2017
Andres Moreno*	Public Safety Officer	Public Safety	8/22/2016
Leonardo Olmeda*	Public Safety Officer	Public Safety	4/24/2017
Roberto Perez Navarro*	Public Safety Officer	Public Safety	6/19/2017
Lawrence Ponce*	Public Safety Officer	Public Safety	7/1/2016
Jess Salais*	Public Safety Officer	Public Safety	7/1/2016
Ricardo Vazquez*	Public Safety Officer	Public Safety	8/21/2017
Brenda Velez*	Public Safety Officer	Public Safety	8/7/2017
Gene Wagner*	Public Safety Officer	Public Safety	7/1/2016
Resignation			
Christyann Anderson	CTE Transitions Specialist	Applied Sciences and Business	9/30/17
Elizabeth Umbenhauer	Administrative Specialist	Foundation	10/2/17
Michael Veliquette	Manager, Maintenance and Operations	Maintenance and Operations	9/14/17
Working Out of Class			
Imelda Tafoya	Administrative Assistant	Indio Campus Education Center	7/1/16
Lynda Vent	Secretary	Applied Sciences and Business	9/11/17 – 10/31/17
Temporary Assignment			
Substitute			
Elizabeth Barnwell	Executive Administrative Assistant	Human Resources	8/28/17 and 9/7/17
Karla Beltran Rios	Custodian	Maintenance and Operations	8/25/17-9/25/17
Racquel Crisp	Financial Aid Specialist	Financial Aid	9/6/17 – 11/10/17
Antonio De La Rosa	Custodian	Maintenance and Operations	8/28/17 - 9/6/17
Eric Duran	Custodian	Maintenance and Operations	8/28/17 - 9/21/17
Carolina Heine	Transfer Center Specialist Temp	Counseling	10/5/17-11/20/17
Bianca Herrera	Custodian	Maintenance and Operations	8/28/17-10/17/17
Maria Jimenez	Food Technician	Child Development Center	8/8/17 – 11/30/17

Maria Magana		Admissions and Records Technician	Admissions and Records	9/5/17-9/8/17
Brenda Ortiz		Administrative Services Assistant	Fiscal Services	9/25/17 – 10/3/17
Temporary Employment Agreements (Current Employee Y/N)				
Carmen Aleman	Y	Private Vocal Lessons, MUS 99	Social Sciences and Arts	8/29/17-12/15/17
Keegan Anglim	Y	Private Music Lessons, MUS 99	Social Sciences and Arts	8/25/17-12/18/17
Cynthia Brogan	Y	Private Music Lessons, MUS 99	Social Sciences and Arts	8/29/17-12/15/17
Kristie Camacho	Y	“College for a Day” Visitation and Instruction	Student Equity	9/1/17-9/29/17
Deborah Cox	Y	Private Vocal Lessons, MUS 99	Social Sciences	8/25/17-12/18/17
Suzanne Delahanty	Y	Facilitation of Online Teaching and Learning Course	Student Learning	6/5/17-8/31/17
Melissa Flora	Y	“College for a Day” Visitation and Instruction	Student Equity	9/1/17-9/29/17
Brian Fotinakes	Y	“College for a Day” Visitation and Instruction	Student Equity	9/1/17-9/29/17
Nellie Garcia	Y	Assistant Women’s Soccer Coach	Kinesiology and Athletics	7/1/17-6/30/18
Donna Greene	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Enrique Gutierrez	N	Create Curriculum for Two Welding Certificates in MIG and TIG	Applied Sciences and Business	8/3/17-10/1/17
Katherine Hummer	Y	Collect and Process CASAS Data Fall 2017 Term	Communication and Humanities	9/19/17-12/15/17
Matt Ingleson	Y	Private Music Lessons, MUS 99	Social Sciences and Arts	8/25/17-12/18/17
Emilia Jimenez	Y	Assistant Women’s Soccer Coach	Kinesiology and Athletics	8/1/17-6/30/18
Sally Kalpakoff	Y	“College for a Day” Visitation and Instruction	Student Equity	9/1/17-9/29/17
Michael Kingsbury	Y	Solutions Kiosk Faculty Trainee	Applied Sciences and Business	11/25/17 – 5/26/18
Sylvia Layne	Y	Costume Design Fall 2017 Production	Social Sciences and Art	10/15/17-12/1/17
John Learned	Y	“College for a Day” Visitation and Instruction	Student Equity	9/1/17-9/29/17
David Melton	Y	Assistant Men’s Golf Coach	Kinesiology and Athletics	10/1/17-6/30/18

Kasey Nguyen	Y	CODE Club and Program Technical Assistant	Applied Sciences and Business	7/1/17-6/30/18
Jorge Perez	Y	“College for a Day” Visitation and Instruction	Student Equity	9/1/17-9/29/17
Jorge Polanco	Y	Assistant Women’s Soccer Coach	Kinesiology and Athletics	7/1/17-6/30/18
Darlene Romano-Sparks	Y	Department Chair	Arts & Media	8/21/17-5/25/18
Reid Sagara	Y	“College for a Day” Visitation and Instruction	Student Equity	9/1/17-9/29/17
Kenneth Simonds Jr.	Y	Assistant Men’s Basketball Coach	Kinesiology and Athletics	8/23/17-6/30/18
Kenneth Simonds Jr.	Y	Acting Head Men’s Golf Coach	Kinesiology and Athletics	6/8/17-6/30/18
Keith Stafford	Y	Work Experience	Applied Sciences and Business	8/25/17-12/15/17
Jeff Stupin	Y	Private Vocal/Instrumental Lessons, MUS 99	Social Sciences and Arts	8/29/17-12/15/17
Corbyn Voyu	Y	“College for a Day” Visitation and Instruction	Student Equity	9/1/17-9/29/17
Danielle Walker	Y	Assistant Women’s Basketball Coach	Kinesiology and Athletics	8/18/17-6/30/18
Volunteers				
Juan Aleman	N	Varsity Sports Soccer - Men	Athletics	9/6/17
Jennifer Feeley	N	Varsity Sports Women	Athletics	9/6/17
Jie Zhi	N	Early Childhood Education	Child Development Center	8/28/17

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 2**

AREA: Human Resources

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| <input checked="" type="checkbox"/> CONSENT |
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TITLE: NEW JOB DESCRIPTIONS - CLASSIFIED

BACKGROUND:

The District met with California School Employees Association (CSEA) and signed tentative agreements for the following job descriptions. The Agreement is subject to the CSEA approval process. The job descriptions were created to meet the staffing needs of the District.

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

- Lead Public Safety Officer
- Public Safety Officer

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approve the job descriptions as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 3**

AREA: Human Resources

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TITLE: NEW JOB DESCRIPTIONS - LEADERSHIP

BACKGROUND:

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

- Project Director, Career Technical Education
- Grant Project Director, TAACCCT and Proposition 39

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These positions are budgeted.

RECOMMENDATION:

Board of Trustees approve the job descriptions as presented.

Administrator Initiating Item: Mary Anne Gularte	Cabinet Review and Approval: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 1**

AREA: Administrative Services

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

BACKGROUND:

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

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

In the aggregated amount of \$217,197.64, as presented.

[Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$228,451.44, as presented.

[Details on COD Website](#)

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

In the aggregated amount of \$1,068,426.51, 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: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 2**

AREA: Administrative Services

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TITLE: WARRANTS

BACKGROUND:

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

[Details on COD Website](#)

FISCAL IMPLICATIONS:

These expenditures are in conformance with the District budget.

RECOMMENDATION:

Board of Trustees ratifies the warrants in the amount of \$2,575,125.82 as presented.

Administrator Initiating Item: Lisa Howell
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Cabinet Review and Approval: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 3**

AREA: Administrative Services

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| <input type="checkbox"/> ACTION |
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TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS

BACKGROUND:

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

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

[Details on 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: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 4**

AREA: Administrative Services

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TITLE: PAYROLL #3

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 #3 in the amount of \$3,605,263.21, as follows:

Certificated:	\$2,072,039.83
Classified:	<u>\$1,533,223.38</u>
	\$3,605,263.21

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 5**

AREA: Administrative Services

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TITLE: OUT-OF-STATE TRAVEL

BACKGROUND:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review and Approval: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 6**

AREA: Administrative Services

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TITLE: GIFTS/DONATIONS TO THE DISTRICT

BACKGROUND:

Coyote jacket, silver mink short jacket and a silver tea set donated to the School of Social Sciences & Arts by Ms. Barbara Irwin of La Quinta, CA. These items will be utilized by students in the theatre department.

Mink stole and a mink cape donated to the School of Social Sciences & Arts by Ms. Marlene Gonzales of Palm Desert, CA. These items will be utilized by students in the theatre department.

Storage shelving, twenty-one 20" speed rails, five set props, two display tables, one metal rolling ladder and a stool donated to the School of Social Sciences & Arts by Mr. Kevin Knee of Indian Wells, CA. These items will be utilized by students in the theatre department.

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	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 7**

AREA: Administrative Services

<input checked="" type="checkbox"/> CONSENT
<input type="checkbox"/> ACTION
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TITLE: AMENDMENT TO CONTRACTS – MEASURE B BOND PROJECTS

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 contracts listed on the attachment.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
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: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 9**

AREA: Administrative Services

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

TITLE: DESIGNATION OF OFF-SITE LOCATION

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:

- College of the Desert – Temporary Palm Springs Campus, 1300 East Baristo Road, Palm Springs, CA 92262

FISCAL IMPLICATIONS:

Any related costs would be paid from Redevelopment Funds.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 10**

AREA: Administrative Services

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

TITLE: 2016-2017 CCFS-311 / ANNUAL FINANCIAL AND BUDGET REPORT

BACKGROUND:

Section 58305 of the California Code of Regulations requires that the final budget for each year as adopted by the Board of Trustees is to be submitted to the Chancellor’s Office. The Adopted Budget was approved by the Board of Trustees at the September 15, 2017 meeting.

The CCFS -311 Annual Financial and Budget Report includes information presented in a more detailed format and must be certified prior to submission to the Chancellor’s Office. To ensure accuracy, this report is reviewed by our external auditor firm prior to submission. For these reasons, it is presented for consideration and approval at the meeting after the Annual Budget is adopted.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the 2016-2017 Annual CCFS-311 Financial and Budget Report as submitted to the Chancellor’s Office.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 1**

AREA: Student Learning

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

TITLE: DISTANCE EDUCATION UPDATE REPORT

BACKGROUND:

According to the Ed Code 55210-Responsibility to report distance education, College of the Desert must report the number of students and faculty participating in distance education courses report to the local governing board each year. The district has done so previously by sharing catalogue and schedule data. Going forward the district will provide this information to the Board in a separate report. Reporting on distance education will also provide the Board with insight into the District's progress in meeting Educational Master Plan Objective 1.1, Expand online and technology-based offerings (courses and programs).

In the 2016-2017 academic year, 5,155 unique students enrolled in distance education. 93 faculty (63 full time, 30 part time) instructed at least one distance education course. This amounted to 70.5 Fulltime Equivalent Faculty.

Attached is the duplicated enrollment information for online courses. This shows an approximate 16% increase in duplicated online enrollment from 2015-2016 academic year to last year.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

Board of Trustees accept the Distance Education report as presented.

Administrator Initiating Item: Pamela Ralston	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 2**

AREA: Student Learning

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

TITLE: COURSES APPROVED BY CURRICULUM COMMITTEE AY 2017-2018

BACKGROUND:

The Curriculum Committee approved courses for the College curriculum to be effective for Fall 2018.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

None

RECOMMENDATION:

The Board of Trustees approve the new courses and programs for Fall 2018.

Administrator Initiating Item: Pamela Ralston	Cabinet Review and Approval: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 1**

AREA: Board of Trustees

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

TITLE: APPROVAL OF EMERITUS STATUS

BACKGROUND:

Cheryl Houston, Kinesiology and Athletics Adjunct has been voted to Emeritus Status within her school and that nomination was unanimously approved by the Academic Senate at their meeting on September 28th, 2017.

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves the nomination for Emeritus Status as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 2**

AREA: Board of Trustees

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

TITLE: REGULAR BOARD MEETING – DATE CHANGE

BACKGROUND:

The Board discussed the need to change the date of the regular Board meeting originally scheduled for Friday, November 17th at 9:30 AM to Wednesday, November 15th at 9:30 AM. The location of the regular Board meeting will remain at College of the Desert, 43-500 Monterey Avenue, Palm Desert, CA, Cravens Multi-Purpose Room.

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees approves the change of the November 2017 regular Board meeting date.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 1**

AREA: President

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

**TITLE: STUDENT REPRESENTATIVE ON THE CITIZENS' BOND OVERSIGHT
COMMITTEE**

BACKGROUND:

The Desert Community College District was successful in passing its Measure B Bond Measure on March 2, 2004 for \$346.5 million and Measure CC on November 8, 2016 for \$577.9 million. Pursuant to ECS 15278, and Proposition 39 restrictions, the District is required to appoint an Oversight Committee whose primary purpose is to inform the public at least annually in written report concerning the expenditure of bond proceeds.

The Oversight Committee consists of at least seven members from specified groups or organizations. The memberships must have one member each from a business organization, a senior citizen organization, a community college support organization, a bona fide taxpayer organization, Member-At-Large East Valley, Member-At-Large West Valley, and one student from College of the Desert. Mr. Liam Withrow (Student Representative) term ended September 2017. It is recommended that Mr. Scott Relerford serve as the Student Representative for the vacant position on the Citizens' Bond Oversight Committee for a one-year term.

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees appoints Mr. Scott Relerford as the Student Representative for the vacant position on the Citizens' Bond Oversight Committee.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/10/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 1**

AREA: Administrative Services

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

TITLE: BUDGET REVISIONS

BACKGROUND:

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

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

Budget revisions as presented.

RECOMMENDATION:

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

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 2**

AREA: Administrative Services

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

TITLE: NOTICE OF INTENT TO AWARD CONTRACT

BACKGROUND:

Bid Package #41-600-0600-IKIOSK – General Contracting Services for the Indio Student Kiosk 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 Redevelopment Funds.

RECOMMENDATION:

Board of Trustees approves the notice of intent to award contract to lowest qualified bid for the Indio Student Kiosk Project.

Administrator Initiating Item: Lisa Howell	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 1**

AREA: Student Learning

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| <input type="checkbox"/> CONSENT
<input checked="" type="checkbox"/> ACTION
<input type="checkbox"/> INFORMATION |
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**TITLE: CAREER TECHNICAL EDUCATION ADVISORY COMMITTEE
MEMBERSHIP LISTS, 2017-2018**

BACKGROUND:

Advisory committees support curriculum development and program assessment for Career/Technical Education Programs at College of the Desert. Members of those committees provide their time, experience, and expertise in order to help shape educational offerings that are current, relevant and industry specific.

§55601. Appointment of Vocational Education Advisory Committee.

[Details on the COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees accepts the Career Technical Education Advisory Committee Membership lists as presented.

Administrator Initiating Item: Pamela Ralston	Cabinet Review & Approval: 10/10/2017 Chair & Vice Chair Review: 10/12/2017
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**DESERT COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES**

**Meeting Date: 10/20/2017
ITEM #: 1**

AREA: President

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

TITLE: ADMINISTRATIVE PROCEDURE REVIEW

BACKGROUND:

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

- AP 5142 Educational Accommodations and Academic Adjustments
- AP 5144 Substitution of a Course Requirement for Students with Disabilities
- AP 5145 Suspension of Disabled Students Programs and Services (DSPS) Services
- AP 5146 Educational Assistance Class Repeatability for Students with Disabilities
- AP 5150 Extended Opportunity Programs and Services (EOPS)/Cooperative Agencies Resources for Education (CARE)

[Details on COD Website](#)

FISCAL IMPLICATIONS:

There are no costs to the District.

RECOMMENDATION:

Board of Trustees receives the administrative procedures as presented.

Administrator Initiating Item: Joel L. Kinnamon	Cabinet Review and Approval: 10/10/2017 Chair and Vice Chair Review: 10/12/2017
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