

**COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD MEETING  
43500 MONTEREY AVE.  
PALM DESERT, CA 92260  
FRIDAY, MARCH 15, 2013  
MINUTES**

- I.** Chair O'Neill called the meeting to order at 9:30 a.m. and asked Trustee Marman to lead the pledge of allegiance.
- II.** President Kinnamon called the roll:  
Present:       Becky Broughton  
                  John Marman  
                  Michael O'Neill  
                  Mary Jane Sanchez-Fulton  
                  Bonnie Stefan
- Not-Present: Student Trustee Andrew Campbell (Mr. Campbell joined the meeting after Closed Session)
- III.** **CONFIRMATION OF AGENDA:** There were no additions, corrections or deletions and the agenda is confirmed.
- IV.** **CLOSED SESSION**
- 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
- V.** **OPEN SESSION** *10:15 a.m.*
- No reportable action taken in closed session.

**VI. PUBLIC COMMENTS**

Assistant Professor Alejandro Jazan addressed the Board and spoke about his experience attending the Phi Theta Kappa All California Award luncheon with two COD students and Dr. Kinnamon. Both students were named to the PTK All California Academic Team. He thanked the Board and the Foundation for giving them the opportunity to celebrate our students' accomplishments.

**VII. APPROVE THE MINUTES OF:**

There were no corrections to the minutes of the regular meeting of February 14, 2013 and they stand approved.

**VIII. REPORTS** (all submitted reports will be included with the minutes)

- A. ASCOD - John Arroyo was present and gave a brief report.
- B. C.O.D.A.A. - David Bashore was present but had no report.
- C. COLLEGE OF THE DESERT ALUMNI ASSOCIATION - Gene Marchu was present and gave a brief report.
- D. CSEA - Lauro Jimenez was present and gave a brief report.
- E. COLLEGE OF THE DESERT FOUNDATION - Jim Hummer was not able to attend.
- F. ACADEMIC SENATE - Zerryl Becker was present and gave a brief report.
- G. FACULTY ASSOCIATION - Gary Bergstrom was not able to be present.
- H. GOVERNING BOARD

Becky Broughton reported she has been busy with the fair. It was a good fair from an educational point of view and for College of the Desert. One of the queen's court was a COD student and received a nice scholarship. The college's influence was evident in many parts of the community. The Battle of the Bands is an opportunity for local bands to compete for Fender equipment. The announcer for this competition was a KCOD student. There were also people from the college community that acted as judges.

She also attended:

- With Trustee Stefan, a 2 + 2 with the City of Indio. This is always a good opportunity to compare notes and keep a good line of communication open between us.
- East Valley Friends and Alumni meeting. They continue to work on a "College is for You" presentation. And they continue to explore ways to be influential on the bus pass situation.
- Agenda review and central campus redevelopment meetings.
- On March 23 she will attend a "Power of Knowing Higher Education Conference" held at Coachella Valley High School. COD is a sponsor, thanks to the Alumni Association. Congressman Dr. Raul Ruiz will be there. She thanked Trustee Sanchez for making the connections that allowed COD to be invited to be a part of that day. For many of those students we are their best choice. They will not only be the first students to attend college, they are often the first person in their family to graduate high school.

John Marman submitted a written report. He has six "College is for You" presentations scheduled. He wanted to discuss the student newspaper. He spoke to the gentleman that wrote the article about the broken chairs and told him it never should have happened. He told him we had ordered new chairs before the article was written. Everyone is responsible for calling attention to these types of things. We cannot fix a problem if we don't know about it. He said

he will chat with the President about a "heads up" box, which would enable anyone to make a note about items like this.

**Mary Jane Sanchez-Fulton** agreed with Trustee Marman that having a process available for students, faculty and staff would be good. She thanked everyone again for meeting with her.

She attended or commented on the following:

- Green Council meeting and the ASCOD Club Rush day. The students were engaged, and she met with every club present.
- Stepping Out for COD performance
- Desert Scape pictures gallery event
- Cup of Happy open mic event
- College Day at UCR – this event was sponsored by the Puente Project. She was honored to speak and share our message of transfer to a 4 year university. ASCOD officer Eleanor Campbell made a presentation to the group
- Desert Hot Springs 4th annual Chili Cook-off
- Financial aid workshop in Desert Hot Springs – she thanked the students for sharing their stories
- Met with Mac McGinnis of EIS Pro for an overview of what is happening with the bond program
- Citizens' Bond Oversight Committee meeting
- Met with various administrators to learn what is going on and what their responsibilities are
- Met with CVEP to get an overview of what COD does with them
- Met with the Foundation Executive Director and Peter Sturgeon
- Commended Andrew Campbell on putting on the March in March event. It was very organized and Andrew provided great leadership. The students asked great questions and represented the college well. The highlight was the opportunity to talk with the students. Many of the students were able to go to an assembly session. She also acknowledged Carlos Maldonado and Steve Acree for their leadership. She thanked the Foundation.
- There is a league conference on March 27 – the 4th annual Latino Education Advanced Conference. It is a free event for faculty and staff and this is the first time COD is being asked to participate. She will be on the panel and will be introducing Congressman Raul Ruiz. The event will be shown in over 113 countries.

**Bonnie Stefan** attended or commented on the following:

- Friends of the Library celebration of life for Millie Bird. This was a wonderful opportunity to remember our dear friend.
- Opening at Marks Art Center – she was very impressed with the student's work.
- Riverside County Fair – it was great to talk to the students and see what their plans were for future education. She also judged the Lads and Lassies.
- Welcome reception for the new DSUSD superintendent. DSUSD also held a health fair.
- Teach the Teacher conference. This was a wonderful event that talked about the juvenile court system. There were talks on parenting skills and other topics she benefitted from as

she gets many students that have gone through the court system. She thought it would be beneficial if COD had an event like this in order to reach some of our students.

- She has been trained by NAMI (National Alliance on Mental Illness) and spoke to several of the speakers after. Many of them had come to COD as part of their rehabilitation. She thought more of us need to be informed about this in order to reach out.
- She took a private tour of the newly relocated Human Resources department
- 2 + 2 with Indio City Council
- She has received training for the new core curriculum and it will change the way we teach from K-12 and will impact the way students enter higher education. Students will be ready to answer questions that are not multiple choice.
- Attended the Indian Wells Speaker series featuring Governor Jeb Bush. Her students got to meet former Mayor Lupe Ramos Watson.

**Andrew Campbell** attended or commented on the following:

- March in March – he thanked the students that participated. It was a very successful event. He also thanked Carlos Maldonado, Steve Acree and Trustee Sanchez-Fulton. He had the privilege and honor to meet Assembly members Nestande and Perez to discuss how important College of the Desert is and the community college system to assist students in reaching their academic goals. Assembly Member Perez presented him with a pin.
- He participated in Club Rush and most clubs participated. The event was well organized and he thanked all those that participated.

**Michael O'Neill** attended or commented on the following:

- Met with Jim Hummer, E.D. of the Foundation. Mr. Hummer is arranging meetings with each trustee.
- Stepping out for COD – he thanked the co-chairs Diane Gershowitz and Joanne McGrath and the foundation staff for doing an outstanding job. He had special thanks for the sponsors of the event and their great community support. It was a wonderful evening. He also met the incoming president of the Foundation, Donna Jean Darby, who is present today.
- Several meetings of the central campus redevelopment committee. This project is moving forward rapidly and we expect to sign off in April.
- Gary Bergstrom's written report referenced an award that Professor Doug Kroll received from the Coast Guard for his work on behalf of the Coast Guard.
- He thanked our PIO office for all the press releases going out, especially our KCOD student that won first place for the most innovative show. The station is only two years old and this is a great honor.
- He was glad to know that college hour has been successful. He thanked everyone for their efforts in making this a success.

**President Kinnamon** thanked Alex Jazan for attending today and addressing the Board about the Phi Theta Kappa trip. Mr. Jazan is an exemplary professional and a great role model for our students. He also congratulated the two students that received the PTK award, as well as the student from our KCOD radio that won an International Broadcasting Award. In the spirit of

celebrating student success these awards are true measures of what faculty and staff are doing and the impact they are having on our students.

## **IX. ADMINISTRATIVE REPORTS**

1. President
  - a. Accreditation

Dr. Kinnamon recognized Dr. Jim Berg, who has been acting as our Accreditation Liaison Officer. Last fall we submitted a follow-up report to the Accrediting Commission and then received a letter indicating they are requiring a follow-up report and visit. The report is due April 1 and we have been working on our responses to the report. College Planning Council reviewed the responses and are providing feedback. The Board had also received a draft and has been asked to review and comment. In addition, the ACCJC has requested a special report regarding the FTES issues. That response has been vetted in a similar way. We anticipate the follow-up visit will be the third week of April.

Trustee Broughton referenced the original recommendation #3, continue to increase student library support services and activities for students in distance education courses and at education center. We have an item on today's agenda, Consent, Human Resources 2 and one of the student workers/tutors is to be a DSPS proctor. She hopes that proctor will be at the Education Center. Mr. Gonzales explained the DSPS program responds to any students in our district that have a need. If a proctor is needed at the Eastern Valley Center we will provide that. Within the last six months we have put a DSPS counselor at the Eastern Valley Center.

Trustee O'Neill further explained that DSPS hires a number of student proctors and they are used on an on-call basis. If a proctor is not available from the proctor pool then someone would be recruited or a staff person would go out. Trustee Broughton asked how we know this is working and what steps have we made to ensure we are really doing these services and how are we measuring them.

Mr. Gonzales said the HSI grant is in the process of doing a student satisfaction survey. They are looking at the services we increased in the last two years with that grant. One of the challenges we have to deal with as a district is, as we build in Indio, how do we provide long-term sustainable support in both the eastern and western valley. He will provide a comprehensive report on what we are offering at the other centers. Trustee Marman asked if they could receive data on how many students are getting the services here and how many at the other centers.

Trustee O'Neill said that sometimes this data can be confusing as there could be students taking a course at either end of the valley, as well as a course here, and the services they needed at either end of the valley were provided here in Palm Desert.

Trustee Broughton said we need to find a reliable dashboard. Trustee O'Neill commented we have an educational plan that explains where we should be. He suggested taking a look at that and see if we are meeting our own expectations.

## b. Facilities Update

Dr. Kinnamon met with our bond counsel and discussed the program and the issuance of the bonds. He strongly stressed that our educational facilities bonds were issued consistent with how other educational facility bonds throughout the state are issued. The article in the paper mentioned the long maturity, and this is true, but it is the nature of those bonds. This allows us to have a lot of funds to build out. The life expectancy of the facility is much greater than the duration of the pay back on those bonds. Our bond counsel would be happy to provide additional information

Trustee Marman was confused about the article as it seems like it is two different articles. The Board was told that COD was going to sell the additional bonds that were in the bond package. We received some redevelopment funds and now is hearing about this \$96M loan. Dr. Kinnamon commented that it would be helpful to have a comprehensive presentation on the bond program showing where the resources have been expended and what facilities have been built and how the monies have been invested. Trustee Marman also commented that all of the Bond reports are on the website.

## 2. Interim VP Adrian Gonzales

### a. Student Affairs Update

Mr. Gonzales commented he just returned from a chief student services officers meeting and there were many discussions state-wide on how to implement the student success task force and how it will impact not only the institution, but our students. By the fall of 2015 we will have many state mandates on enrollment, tracking for transfer and graduation. While transfer is important we also need to pay attention to what is happening with students in our CTE programs.

We have begun to work on a single sign-on portal, which would enable students to access everything they need and have. It will also allow us to provide messages directly to the student body. Currently, students have to sign on to several areas to access their information. He's also proud to announce we have been working on electronic transcripts from the high schools. We have met with each of the districts and they have signed on to submit their transcripts to us electronically. This will allow us to look at the high school transcripts as part of their placement process. In addition to looking at their cut scores, potentially we can draw off of those transcripts electronically and blend that in with their cut score when we are doing our placements. We currently do this if the student brings in their transcripts to a counselor. This will allow us to have a database that any counselor can open and review.

Trustee Broughton asked if we will ever consider ACT/SAT's and other things that students take. Mr. Gonzales said we do that but the difficulty is because those are not placements it is hard to determine where the cut score is. We have encouraged out faculty to take a look at some of these other measurements to see how we can better place students.

We have encouraged high school counselors to inform the students that take the STAR test that if they score well we will accept it for placement. Not all community colleges do this. We are part

of a group that is breaking ground. Our communications area is in agreement and we are hopeful we can get our math area to be in agreement with it as well.

Trustee Marman asked if these scores would be on the high school transcripts and Mr. Gonzales said they would.

Mr. Gonzales said they are also working on is the early alert program. We advertised for volunteers and several faculty have done so. If a faculty member has a student in class and notices a change in behavior the instructor can “click a button” and make a referral and the student will be contacted by the appropriate department. We are working on the process behind this but so far we have done the technical aspects of it. Next we will pilot it so see how it is working. We want to protect the confidentiality of the student and also don't want to offend the student.

We also have a software program we purchased called “Brain Shark”. It allows us to take a simple Power Point and incorporate video and sound to put together various workshops online. The first one is likely to be our probation workshop. The HSI staff has been working with the counseling department to put together probation information for first level probation. Some students get into very basic academic trouble and they do it one time. We want to be able to get them easy information and not force them to jump through many hoops to get back on track.

He also reported we just had our annual high school counselor conference. A few years ago we started to do concurrent sessions because it used to be one lecture after another. We decided there is a lot of information to share so we started doing concurrent sessions. This year we partnered with the CTE area to bring in a keynote speaker to talk about life and work balance, and time management among others. We are trying to move toward a regional perspective on counseling issues. This was an initial step to see if we can move in that direction. All of the high schools were present as well as all of the private schools. We gave them financial aid information and talked about the new legislation coming. It was a great session and we received great feedback.

We continue to provide good services to our students and we are expanding services and staff to our satellite offices.

Mr. Gonzales highlighted some of the work Carlos Maldonado is doing. Mr. Maldonado had to go to Sacramento prior to the March in March and it was suggested he stay up there and wait for the students to come up. He chose to fly back and then drove up on the bus. He also acknowledged all the work Jessica Enders has been doing on the HSI grant. She is doing a great job.

Trustee O'Neill commented that all the work the HSI grant is doing shows the above and beyond that we are doing.

3. Interim Executive Director Human Resources Stan Dupree
  - a. Human Resources Update

Stan Dupree invited everyone to the open house that Human Resources is holding this afternoon from 2:00 – 4:30. They want everyone to see their new home and the great staff in HR. This is not being paid for by district funds. They've hired a new tech guy that is a superstar in tech and in training. They are planning to hire an HR benefits person. This will be the first time ever we will have a benefits person that does only benefits.

Mr. Dupree reported that in the last 30 days Human Resources has processed approximately 50 volunteers applications. In the last six months we have hired 52 adjunct instructors, 12-15 classified staff and 180 students, one full time faculty member, and one leadership person. They are moving forward aggressively with training. In late January we offered classes to everyone on campus on "Culture of Respect", "Supervisor Sexual Harassment Training and Claims". The trainer was an attorney out of southern California. They have also done some group and individual training for those that have needed and can benefit from it. Sam Sternman, the new HR tech person, has developed a 16-month plan and we will be holding a large number of classes.

Trustee O'Neill commented that Human Resources used to introduce new hires to the Board and he would like to see us do that again. This allows the Board to welcome them to the COD family. Mr. Dupree said this is on the Human Resources calendar to begin next month.

Trustee Sanchez-Fulton commented that Mr. Dupree's dedication goes beyond Human Resources to the students. She thanked him and his staff for all their hard work.

Trustee Marman has concerns about Human Resources and the way we do some of our procedures. He has seen people get on committees that have a personal agenda. It's important who we put on committees. He also has concerns about someone that is an interim. That person has an opportunity to show what you can do but there is another side to it as it is a chance to get people upset with you because you did the right thing for the institution. He'd like us to look at how we go through the process and to try to make it fair. He also commented that we need to give people here a chance.

Chair O'Neill asked the Board if they would like to do the consent agenda before breaking for closed session. He also commented that Trustee Sanchez-Fulton suggested dedicating the meeting to the memory of Donald Cravens. We are in a building named for him and his wife. The members agreed. Mr. Maldonado suggested the Board could adjourn the meeting in honor of Mr. Cravens. The members also agreed to do the consent agenda before breaking.

## **X. CONSENT AGENDA**

### **A. HUMAN RESOURCES**

1. Volunteers
2. Employment Group C Appointments
3. Faculty – Tenure Review

### **B. FISCAL SERVICES**



1. Purchase Orders and Contracts for Supplies, Services & Construction
2. Warrants
3. Payroll #8
4. Gifts/Donations to the District
5. Out-of-State Travel
6. Change Order #1 – Math Science Technology Center Project – Queen City Glass Company
7. Change Order #1 – Infrastructure Upgrade Phase III – Demolition of Wells Project – South West Pump & Drilling, Inc.
8. Change Order #2 – Math Science Technology Center Project – KCB Towers, Inc.
9. Change Order #2 – Math Science Technology Center Project – Clark Pacific
10. Change Order #3 – Math Science Technology Center Project – Roof Construction

There is a change to an item on the consent agenda. Number 5, travel – the second item on the travel for Ms. Joan Silver to attend the FATE conference is being removed as she is not able to attend.

**Motion** by Andrew Campbell, second by Andrew Campbell, to approve the consent agenda as amended.

**Discussion:** Trustee Broughton commented the Trustees had questions about some of the change orders and those questions were answered prior to the meeting. She wanted everyone to know that the Board does not just automatically approve these items. Members can submit questions when they receive the agenda and those responses are distributed to all members.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan  
 No: None  
 Absent: None  
 Abstain: None

Motion carried unanimously.

**XI. CLOSED SESSION**

**CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**

**Section 54956.9 (b)(c)** Specify number of potential cases: 3

**CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel

Numbers: 656-040-039

Agency Negotiator or Designee: Dr. Joel Kinnamon

**GOVERNMENT CODE SECTION 54957 - PUBLIC EMPLOYEE**

**DISCIPLINE/DISMISSAL/RELEASE: 1**

**PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President**

Chair O'Neill addressed the audience at 1:00. The meeting was posted to continue at 1:00 but additional time is needed in closed session and the meeting will reconvene at 1:30.

**XII. CLOSED SESSION REPORT:**

There was no reportable action taken in closed session.

**XIII. ACTION AGENDA**

**A. HUMAN RESOURCES**

1. Change in Assignment-Classified

**Motion** by John Marman, second by Bonnie Stefan, to approve the change in assignment as presented.

**Discussion:** Mr. Dupree asked to remove the first two names on this item, Weigel and Kephart. There was some confusion regarding 23 vs. 29 hours. He will clarify the item and bring it back next month.

There were no objections to striking those 2 items and there was no further discussion.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously with the change noted.

2. Appointment-Confidential

**Motion** by Bonnie Stefan, second by Becky Broughton, to approve the appointment as presented.

**Discussion:** None.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

### 3. New Job Description-Confidential

Mr. Dupree explained this is the Human Resources Benefits Specialist. CSEA has expressed some concerns about the description. He asks that the Board approve this with the understanding he will meet with CSEA and come to an agreement with CSEA and it will not come back to the board.

Mr. Dupree further explained there was a time when there were classified bargaining unit members who may have been doing part of the work described in the job description. It would be inappropriate for the district to lay off that person and transfer that work to someone who is not a part of the bargaining unit. There is no allegation we have done anything wrong but we want to make sure everyone is clear on it and CSEA blesses it before we go forward. If he is unable to resolve it with CSEA he will bring it back to the Board.

**Motion** by Bonnie Stefan, second by John Marman, to approve the new job description as presented.

**Discussion:** None.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

### 4. Appointments-Classified

**Motion** by Andrew Campbell, second by Bonnie Stefan, to approve the appointments as presented.

**Discussion:** None.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

## 5. Revised Job Description - Leadership

**Motion** by Andrew Campbell, second by John Marman, to approve the revised job description as presented.

**Discussion:** Trustee Campbell asked why we feel this position needs to be reorganized and will the duties that have been stricken be filled and will COD have to create a new job description in regards to these strike-out areas.

Mr. Dupree explained this position was a Vice President position reporting directly to the President. That position title was changed to Executive Director Human Resources, and at that time it reported to the Vice President of Business Affairs. The Human Resources area was put into that person's job description and the salary adjusted accordingly. Dr. Kinnamon has taken the Human Resources functions out of Business Affairs. This new job description has changed to exclude the HR piece and the salary adjusted accordingly

Trustee Marman commented that he sees this as a restructuring and there has been concern that too many things fell under this VP Business Affairs position. He has a concern about the "years of recent previous experience" listed in the description. He thinks we need to be able to look at people that work here already that might be well qualified but have been teaching the last few years.

Mr. Dupree agrees and also has concerns with the term "recent". He thinks we can post it the way it is and he assured the members that nothing in this description will prejudice us against hiring in-house people.

Mr. Dupree doesn't want to put this off unnecessarily. He has discussed this with many, including some Board members, and all agree that recent does not exclude anyone.

Trustee Marman commented it is nice to have someone we know and judge them against people from outside. He also thought we need to look at the process of the committee voting and throw out high and low.

Trustee Sanchez-Fulton said this wasn't discussed with her and would like further discussion. Mr. Dupree said he never takes matters like this to the Board. Trustee Marman approached him about it and they discussed it.

Zerryl Becker, Academic Senate President, requested to address the Board regarding this item. Ms. Becker said that all of her issues were addressed. She hadn't seen the job description until Tuesday and she spoke to Mr. Dupree about it. She agrees this needs to move forward and be posted and has no objection to it.

### **Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None  
Absent: None  
Abstain: None

Motion carried unanimously.

## **B. FISCAL SERVICES**

### 1. Budget Transfers

**Motion** by Bonnie Stefan, second by John Marman, to approve the budget transfers as presented.

**Discussion:** Trustee Marman knows there are times when something needs to be purchased but nobody wants to pay for it. He would like to see us consider a budget that includes a budget for these types of things. Wade said there is money set aside in the fiscal services budget that takes care of this.

Dr. Kinnamon added that this is very important as we look at our processes and structure. Organizationally it is important that everyone knows who the go-to person is for various things.

#### **Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

### 2. Public Hearing Categorical Flexibility for Fiscal Year 2012-2013

Chair O'Neill read the resolution aloud and opened a public hearing. After two minutes there were no requests to speak to this item.

The public hearing was closed.

### 3. Adoption of Resolution #031513-1 Categorical Flexibility for Fiscal Year 2012-2013

**Motion** by John Marman, second by Bonnie Stefan, to adopt resolution 031513-1 as presented.

**Discussion:** Mr. Ellis explained the report is due to the Chancellor's office by March 28. He will send it today if the Board approves.

Roll call vote was taken with all members voting aye. Motion carried unanimously.

4. Notice of Completion – Infrastructure Upgrade Phase III – Demolition of Wells Project – South West Pump & Drilling, Inc.

**Motion** by Andrew Campbell, second by Bonnie Stefan, to approve the notice of completion as presented.

**Discussion:** Trustee Broughton doesn't understand why we would demolish a well. We can always go back and repair a well but drilling a new one is a whole new set of government processes. Trustee O'Neill is also bothered by it.

Steve Renew, Director of Facilities explained there were 2 wells. One has not been operational since the 1960's when the campus was built. It was taken out of service then and the health department required us to cap it off. The second had power that came from a building that was being renovated and there would have been additional costs to move the power. The reason we have one well remaining that pumps into the tank for irrigation. We are required to have an always certified supervisor and well operator and we no longer have either of these positions.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

5. Notice of Completion – Infrastructure Upgrade Phase III – Non-Potable Water System Cross-over Project – Kincaid Industries, Inc.

**Motion** by Bonnie Stefan, second by Andrew Campbell, to approve the notice of completion as presented.

**Discussion:** None.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O'Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

6. Change Order #1 – Infrastructure Upgrade – Campus Gas Line Connection Project – Kincaid Industries, Inc.

**Motion** by Andrew Campbell, second by Bonnie Stefan, to approve the change order as presented.

**Discussion:** None.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan  
No: None  
Absent: None  
Abstain: None

Motion carried unanimously.

7. Change Order #1 – Math Science technology Center Project – C.T. Georgiou Painting

**Motion** by Bonnie Stefan, second by John Marman, to approve the change order as presented.

**Discussion:** None.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan  
No: None  
Absent: None  
Abstain: None

Motion carried unanimously.

8. Change Order #001-002 – Math Science Technology Center Project – ISEC, Inc.

**Motion** by Andrew Campbell, second by Bonnie Stefan, to approve the change order as presented.

**Discussion:** Trustee Marman asked if this was due to the delays. Dr. Kinnamon confirmed and also explained that it is over the 10% allowed for change orders. Trustee Broughton said these change orders are being accommodated from the overall project funding.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan  
No: None  
Absent: None  
Abstain: None

Motion carried unanimously.

9. Change Order #3 – Math Science Technology Center Project – Sierra Lathing Company

**Motion** by Andrew Campbell, second by Bonnie Stefan, to approve the change order as presented.

**Discussion:** None.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

**D. ACADEMIC AFFAIRS**

1. Curriculum Modifications

**Motion** by Becky Broughton, second by Andrew Campbell, to approve the curriculum modifications as presented.

**Discussion:** Trustee Broughton is happy to see we have some ESL course reactivations and knows these were put together with a lot of thought. She would like to see a report in the future on how this came about. She knows our Curriculum Committee puts in a lot of time on these. Other members agreed.

Dr. Kinnamon acknowledged the work of the Curriculum Committee as they worked hard to assist in the process.

**Vote**

Yes: Andrew Campbell, Becky Broughton, John Marman, Michael O’Neill, Mary Jane Sanchez-Fulton, Bonnie Stefan

No: None

Absent: None

Abstain: None

Motion carried unanimously.

**XIV. ITEMS FOR INFORMATION**

1. AP 4105 Distance Education



Trustee Sanchez-Fulton asked what effect the recent legislation will have on College of the Desert. Mr. Gonzales explained that anytime there are legislative changes that affect how we deliver our education we typically have to change our Board policy and maybe the procedure. If the Steinberg legislation does come through we will revisit this language to make sure we are in compliance with the law. If not, we will adjust the policies and procedures as needed.

Trustee Marman said there were a number of issues handled in this procedure. Distance education has been a concern that we do it correctly. He thinks it is the future for us and appreciates the work being done.

## **XV. SUGGESTIONS FOR FUTURE AGENDAS**

### **Mary Jane Sanchez-Fulton:**

- update on distance education
- in depth report of the non-credited side of cod

Trustee Sanchez-Fulton commented when she received the first draft of the agenda she wanted to add something and asked what the process is. Chair O'Neill distributed a copy of Board Policy 2340: Agendas. He explained that when the draft agenda is received the agenda has already been developed. At that point the draft is only for board member review. We can add items at the last minute only if they are of an urgent nature. The usual process is to submit an agenda item to the Superintendent/President's office via the assistant.

Trustee Sanchez-Fulton wanted to bring something forward and asked if she has to request a specific date to get the report. The Board has been requesting certain items and she hasn't seen them yet. Dr. Kinnamon reiterated that we do have a list we work through and we will be setting dates for the various topics. This way staff can prepare info for that presentation and have plenty of notice. We can develop the calendar on an annual basis.

Trustee O'Neill commented that Dr. Kinnamon is not eliminating other topics but focusing on specific areas. Many items are put into a staff report and not put on the agenda. Trustee Sanchez asked whether the Board should be receiving copies of minutes from the Alumni and Foundation meetings. Trustee O'Neill asked Dr. Kinnamon to provide a list of who reports to him and what the college's responsibility is to the Alumni and Foundation.

**Andrew Campbell** had no suggestions.

### **Becky Broughton:**

- Continue hearing about student success
- Report on the ESL course reactivations
- How we work with the various groups like the Alumni and the Foundation

### **Bonnie Stefan:**

- Update on the East Valley Campus

### **John Marman:**

- More info on defibrillators on campus

**Michael O'Neill** had no suggestions.

**Mary Jane Sanchez-Fulton:**

- Puente project
- Update on Desert Hot Springs campus
- Implementing a COD trivia piece to the agenda & an inspirational motto in the beginning of the meeting

**XVI. BOARD COMMENTS**

Trustee Marman read a statement to the Board announcing his resignation from the Board of Trustees effective the end of the meeting today. He said it has been an honor and a privilege to have served as a Trustee for the last 6 years. He thanked his colleagues for their hard work and support. He knows President Kinnamon and the Leadership team will continue to guide the college in the right direction.

Trustee Stefan said it has been an honor and a privilege to serve with Trustee Marman. He has opened the Board's eyes to a number of things and kept his ear to the ground on campus and kept the Board abreast of things they needed to be aware of. He will be missed.

Becky Broughton said she would miss him. They came on the Board together and wouldn't have run without his encouragement. She did say she's beginning to feel a little strange as this is two boards they have been on together and two boards he has left while she remained. She stated she has enjoyed working with him and looks forward to their friendship remaining close.

Mary Jane Sanchez-Fulton thanked Trustee Marman for mentoring her. She commented on his commitment to the college, passion for the students and the betterment of openness and transparency. She is honored to have met him.


Andrew Campbell said it has been a pleasure working with him. He keeps the board excited.

Dr. Kinnamon commented it has been a pleasure working with him and an interesting nine months. He appreciates all of his support. Trustee Marman's ear is always on the ground and has given him a heads up on various things going on. Dr. Kinnamon is confident Trustee Marman will continue to do it and will look for his counsel

Michael O'Neill commented he has known Trustee Marman since 1990 and it has been a great pleasure to work with him. He would not be sitting here without John's encouragement. He said he will miss Trustee Marman as he brings a lot of aspect to the board that they don't always get. They have accomplished many things together. John has done a lot to move this board from a passive to an active board. He will be missed as he keeps us motivated and focused on many areas that we might lose sight of. He wishes him the best.

**XVII. ADJOURN**

The meeting adjourned in honor of Mr. Donald Cravens.

  
By: Bonnie Stefan, Clerk

John Marman

- Attended several Athletic events
- Attended an art exhibit of one of our former students at CSSB
- Met with PD City Manager
- At this time I have been asked to give 6 "College is for You" presentations during the coming month
- Have also been meeting with PD Sister Cities and the McCallum Theatre regarding their Ascetic Education Program

## Faculty Association Report March 2013

Greetings board,

I regret that I cannot join you at the meeting. Something came up at the last minute that I must take care of. Not much to report. But here it is:

### **The Positives:**

- Doug Kroll reports he was awarded the Coast Guard Auxiliary Meritorious Service Medal by the U.S. Coast Guard for his work with the Coast Guard Historian's Office in Washington, D.C. from September 2010 to September 2012. He was cited for his oral histories of Coast Guard WWII Veterans, his book, *A Coast Guardsman's History of the Coast Guard*, and his numerous articles dealing with Coast Guard History. (A copy of the citation is attached.) Doug will also be speaking at the Palm Springs Air Museum this Saturday, 3/10/2013 on the role of Troop Carriers in Europe during WWII.
- Steve Acree reports that he participated in the "March in March" in Sacramento. He said it was "pretty exciting seeing all those kids fired up."





### **Also:**

Thank you to the senate faculty who moved heaven and earth to restore ESLN classes. (And thanks to Don Berz for catching this error.) COD is lucky to have the kind of faculty who repeatedly step up to the plate to fix problems.

### **Negotiations:**

Our first session is scheduled for April 2<sup>nd</sup>. Preparations have been open and transparent.

Gary Bergstrom  
President

-  **Chapter News** – Dr. Kinnamon spoke and answered questions from classified staff attending our chapter meeting on February 22<sup>nd</sup>. We very much appreciate his candor and willingness to answer every and any question. Everyone looks forward to the next time.
-  **Personnel Action Forms** – CSEA is continuing to be very diligent in protecting classified positions from inadvertent changes that may adversely affect current and future classified staff. To this end, we are in agreement with the district in pulling the personnel action forms that were intended to extend 2 security officers from 10 to 11 months. The issue is one that inadvertently left these positions without a minimum guarantee of hours. Various unrelated crises prevented the resolution of this issue before today's board meeting. We hope to resolve this before the next time you meet. The issue of flexible hours has come to the forefront in this and other chapters. We have been asked to be extremely vigilant in this regard.
-  **New Confidential position** – As we understand, HR will be amending this agenda item such that the Board approval of the new job description will be subject to the ratification by CSEA of the memorandum of understanding regarding this proposed change to Appendix B of the CSEA Bargaining Agreement. Typically, your approval comes after we have submitted such MOU's for approval by CSEA and ratification of the chapter. We have agreed to work with HR on this change in the order to expedite the process of hiring this position. As you may be aware, part of the work that is in this job description was work performed by classified staff. When she retired, our chapter agreed to transfer this work to the HR of in an effort to prevent layoffs during difficult economic times for the district. The position requires previous negotiation due to a settlement in 2009 regarding unit modification. In the future we hope that HR will let CSEA know early in the process that a position is to be created to allow for the processes we must follow.
-  **Unfair Labor Practice** – We have kept the Board apprised on the progress of the Unfair Labor Practice CSEA has filed in regard to a vacant classified position in the Financial Aid Office. At this stage the Public Employees Relations Board (PERB) has issued a complaint and has scheduled an informal meeting at the PERB office between CSEA and the District. This means that PERB finds enough evidence to issue such a complaint. We hope that we can address this issue before having to expend future time, resources and funds.

*Lauro Jiménez*

President, CSEA Chapter 407

## **ASCOD President Report Board of Trustees 3/15/2013**



### **March in March**

On March 4<sup>th</sup> 2013 ASCOD attended the annual March in March in Sacramento C.A. We marched and Rallied at the Steps of our states Capitol to advocate for better funding and improved resources for higher education in California. We took a bus load of about 50 students who were all very happy and thankful for the opportunity to be able to attend. During our visit in Sacramento we also met with our local legislators, Victor Manuel Perez and Brian Nestande to inform them about how College of the Desert students are being impacted with budget cuts and how important it is for them to vote in favor of improvements to the Public Higher Education System in California.

### **Accreditation**

On March 12, 2013 the ASCOD Student Senate reviewed the ACCJC Draft Follow up Report and made several recommendations that were forwarded to Dr. Jim berg. Action was taken to recommend the approval of the draft follow up report and we urge the DCCD Board of Trustees to approve this document and commend everyone on the hard work to meet the tight deadline of a response.

### **Green Council**

ASCOD is working very closely with the Green Council committee to help make College of the Desert a more sustainable Campus. On March 5, 2013 ASCOD approved a draft survey that will be distributed to all faculty and staff members to share ideas on how to make this campus more environmentally friendly. Our hope is that as we move forward College of the Desert will continue to make improvements on how we stay sustainable.

### **Spring General Assembly**

The ASCOD Student Senate will be sending 4 students to this year's SSCCC Spring General Assembly in Burlingame CA. During this conference students will have an opportunity to attend different workshops but most importantly to participate in the resolution voting process; where our students are able to vote on resolutions regarding issues affecting the system as a whole.

### **Future Events**

On April 5, 2013 ASCOD will host its annual Club Olympics. All campus clubs will meet and compete through a series of activities to determine who will be the Winner of this year's Club Olympics.

On April 29, 2013 ASCOD will be hosting a Talent Show "COD Got Talent" in the Pollock theatre. This will be an opportunity for COD students to showcase their talent and to have fun!!

ASCOD is also working on setting dates for our 2013-2014 ASCOD Elections and Advisors Luncheon.

Thank you for the opportunity to speak with you.

COD Board of Trustees  
Alumni Association Report

March 14, 2013

The Street Fair had three very successful days during the President's Weekend. In three days we grossed \$60,748. We had 185 merchants on the optional selling day of Monday.

We are in our "high season" at the Street Fair where we bring in most customers and normally have a full house of merchants.

The Alumni Association's annual Hall of Fame Gala will be held on Saturday, April 20. The event will start at 5:30 pm and will take place at the Rancho Las Palmas Resort and Spa.

The *Alumni Connection* newsletter has been printed and will be mailed out shortly. This issue focuses on the Alumni/Pathways scholarship students.

The Alumni/Pathways Student Scholarship Club had a networking picnic lunch on campus March 1. On



Monday, March 25, the Club will take a bus load of students to tour USC and UCLA. The student club is also planning a day of fun at the Ice Castle on April 5.

The Alumni Association gave College of the Desert another \$45,000 check in support of the student Campus Work Study Program. This check completed this year's Alumni pledge of \$135,000 in support of CWS.

A check from the Alumni Association was written out to Pathways to Success for \$150,000 in support of student scholarships and mentoring. A match of \$125,000 will be made by Pathways to Success bringing this year's Alumni scholarship total to \$250,000.

## **Academic Senate President**

### **Report to the Board of Trustees**

**March 14, 2013**

#### ***Enrollment Management***

The Enrollment Management Task Force is meeting regularly to learn strategies for enrollment management and to develop an Enrollment Management plan. Don Berz, Consultant, has provided several PowerPoint presentations, a comprehensive data book, information on the calculation of FTES, and suggested enrollment strategy guidelines.

The task force includes co-chairs Tony DiSalvo, Dean of Communications and Humanities and Zerryl Becker, Academic Senate president; Basil Augusine, Counseling Department Chair; David Bashore, Adjunct Association President; Gary Bergstrom, Faculty Association President; Kim Dozier, Communication and Humanities Department Chair; Geoff Hagopian, Math Department Chair; Linda Emerson, Social Science Department Chair; Kelly Hall, Business Department Chair; Bina Isaac, Dean of ITIR; Nancy Moll, Science Department Chair; Lauro Jimenez, Classified Association President; Annebelle Nery, Dean of Enrollment Services; Wendy Sanders, Early Childhood Department Chair, Carl Phillips, Dean of Library and Learning Resources.

#### ***ESLN***

Douglas Redman and the Curriculum Committee responded very quickly to an urgent request from administration for reinstatement of the English as a Second Language courses deactivated as part of the move to fee based non-credit.

The Senate – through an e-mail vote – approved the reinstatement so the courses could appear on the Board agenda this month and hopefully make it through the state approval process in time for late spring/summer offering. Because the Senate is subject to the Brown Act, an e-mail vote is problematic; therefore the ESLN courses will also be on the agenda of the March 21, 2013 Senate meeting for public discussion.

#### ***Curriculum Approval Process***

There have been a number of “special curriculum circumstances” this year – most of them in response to changes by the state. And given the rapid progress in TMC degrees and C-ID, there are likely to be more “emergencies”.

Curriculum has always been a somewhat long and cumbersome process – faculty have frequently requested something more flexible - but the deadlines are set so that the Catalog and Schedule can be ready for registration.

If challenges to the deadlines are going to become the “norm”, we need to seriously consider alternatives to both the catalog and the schedule; review the Curriculum committee approval process and consider scheduling two All Faculty Senate meetings each month.

#### ***Curriculum Prerequisite Policy***

Two years ago Title 5 was changed to allow content review without data validation as one method for determining and approving course prerequisites.

Most community college districts have been struggling with how to implement this new policy; the curriculum listserv and the Senate President listserv have both been very active with cries of “help – has anyone done this yet – does anyone have a policy/procedure they are willing to share?”.

Prerequisites have been on hold at COD until a procedure can be developed; a solution not accepted by all faculty but one on which the committee has remained firm. This month, the Committee will probably have to make another “exception” to allow prerequisites on courses for which C-ID approval requires it.

### ***Grants***

The Grants task force decided to offer a stipend opportunity to faculty to research grant proposal plans from other community colleges and propose a plan for College of the Desert that includes the Academic Senate, curriculum, program, and faculty in the process. The stipend opportunity is currently being developed and will be offered in late May as a summer project due at the beginning of Fall 2013 semester.

This plan will include only the initial checklist for determining feasibility and getting approval; procedures for monitoring the grant, meeting grant requirements, and maintaining fiscal responsibility for the grant will be developed by a task force which includes fiscal and administrative representatives.

### ***Student Senator***

The Academic Senate has created the position of Student Representative to the Senate, to be selected by ASCOD and the Office of Student Life. We look forward to having this additional input and perspective at Senate meetings.

### ***Sabbaticals***

Four sabbatical proposals were forwarded to the newly reactivated Sabbatical Committee, headed by Jon Fernald. These proposals will be forwarded to the Faculty Development committee and then to Dr. Kinnamon for consideration.

### ***Emeritus Status***

An Emeritus task force met and reviewed the Senate policy, the policy proposed by administration last year, and sample policies from other institutions. Based on input from this task force, a new, combined policy has started through the process of approval by Planning Council and The Senate.

### ***Senate Secretary***

Interviews for Senate Secretary are scheduled for March 19. This position was eliminated two years ago as a budget reduction so the Senate Executive Committee has been typing agendas and minutes for the Senate and all Senate committees; filing; arranging rooms for meetings and managing the portal. We are all delighted that Dr. Kinnamon approved this new position and that we will head into 2013/2014 with ten weekly hours of assistance.

### ***Program Review Showcase***

Program Reviews are due March 21 to the Senate Outcomes and Assessment Committee. As part of the validation process, they will be presented at a Program Review Showcase on Friday, April 12, 2013. The Senate would like to encourage members of the Board to attend.

### ***College Hour***

College Hour has been so successful that we need to look at establishing some rules for what can/should be scheduled on campus during this time to avoid conflicts and strengthen our recommendation that it be considered mandatory unless there are circumstances that absolutely require scheduling during this time so that students are free to attend events and participate in student clubs.

### ***Vic President of Business Affairs***

The minimum qualifications for this position are a Masters degree in a field related to the position and five years of *recent* experience in finance.....

Unless *recent* is very carefully defined to all members of the selection committee, this requirement effectively eliminates faculty from meeting the minimum qualifications for this position and for other administrative positions where the same statement is used; if you are faculty then your most recent experience is in the classroom; experience gained before becoming faculty would not be considered *recent*.

If we have any desire to provide a career path on this campus for our faculty, any desire to send the message that COD staff are at least as good as staff from outside the District, we need to seriously consider modifications to the selection process.

Thank you,

Zerryl Becker,  
Academic Senate President