

**COMMUNITY COLLEGE DISTRICT  
REGULAR BOARD MEETING  
43500 MONTEREY AVE.  
PALM DESERT, CA 92260  
FRIDAY, MARCH 21, 2014  
MINUTES**

- I. Chair Broughton called the meeting to order at 9:30 a.m. and asked Trustee Sanchez-Fulton to lead the pledge of allegiance.

President Kinnamon called the roll:

Present: Trustee Becky Broughton  
Trustee Mary Jane Sanchez-Fulton  
Trustee Bonnie Stefan  
Trustee Aurora Wilson

Not Present: Trustee Michael O'Neill  
Student Trustee Andrew Campbell

Recorder: Lee Ann Weaver  
Parliamentarian: Carlos Maldonado

**II. CONFIRMATION OF AGENDA:**

There is an error on Consent Human Resources 2: Employment Group A Appointments. The Personnel Action Form for Ms. Rosales shows 40 hours. This is incorrect and should read 29.5. Mr. Stan Dupree distributed the corrected item.

The agenda was confirmed as amended.

**III. CLOSED SESSION: 9:35 a.m. to 10:15 a.m.**

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

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

No reportable action taken in closed session.

**V. PROCLAMATION FOR DAY OF SILENCE**

John Zepeda and Erica Espino, Gay Straight Alliance Club members, read the proclamation for the Day of Silence.

**VI. PUBLIC COMMENTS (Agenda Items):**

Jennifer Braun-Christanson and Judy Shea addressed the members regarding Desert Hot Springs and bus passes. They reviewed a short Power Point with the members.

Dr. Carl Farmer, along with 5 students from the MESA program wanted to present a plaque to the Alumni Association as they supported the students during the January internship and made it possible to expand the group to 19 students.

Diana LaMar, Director of Linked Learning for the Palm Springs Unified School District, spoke to dual enrollment and thanked the college for piloting the dual enrollment program at Desert Hot Springs and Palm Springs High Schools. She thanked Dean Tony DiSalvo and Zerryl Becker for their support in making this happen.

Ryan Woll, Principal at Palm Springs High School, thanked the College of the Desert staff for bringing the dual enrollment to their school.

## **VII. APPROVE THE MINUTES OF:**

Trustee Sanchez-Fulton thought that her report section should include additional information regarding the FAFSA event. The minutes will be corrected if applicable.

After review of the recording the minutes will not change and stand approved as presented.

## **VIII. REPORTS**

- A. ASCOD: Eleanor Campbell was not present.
- B. COLLEGE OF THE DESERT ALUMNI ASSOCIATION: Gene Marchu was not present.
- C. CSEA - Lauro Jimenez was present and gave a brief report.
- D. COLLEGE OF THE DESERT FOUNDATION: Jim Hummer was not present.
- E. ACADEMIC SENATE: Douglas Redman was present and gave a brief report.
- F. FACULTY ASSOCIATION: Denise Diamond was present and gave a brief report.
- G. C.O.D.A.A.: Julius Varga was present and gave a brief report.
- H. GOVERNING BOARD

**Trustee Sanchez** Fulton commended the International Student Club for showing the documentary "A Girl Rising". She attended the following:

- ASCOD meeting – she commended Carlos Maldonado for his leadership and support of these students.

- Latina conference at La Quinta High School: Director of Financial Aid Ken Lira put on three workshops and she thought he did a wonderful job. Our student club A Las Con Futuro presented a workshop as well. There was also a workshop on Pathways to PhD.
- The Desert Hot Springs Women's club fashion show. She thanked those involved with putting together a gift basket of College of the Desert items as a donation.
- Alumni Girl Scout event at San Gregorio to talk about the importance of leadership.
- Opening of the Indio Campus
- The Foundation's 30/30 campaign outreach to the country clubs.

She commended those that put together the Job and Career Fair and thanked all the businesses in the Coachella Valley that participated. She thanked Bert Bitanga and the College of the Desert Foundation for the nineteen architectural students that were able to attend the Modernism week event in Palm Springs. She is looking forward to the LEAD conference on March 26.

**Trustee Wilson** attended the following:

- Unveiling of the Health Assessment Resource Center. This is a massive health survey of the communities in the Coachella Valley.
- Enjoyed the incredible evening with Bernadette Peters at the McCallum and congratulated the Foundation for their excellent work and for an incredible evening.
- Laugh Lines at the Pollock theatre – this was a great evening of comedy and satire.
- MESA program math and lecture series – there was a great presentation given by five students and is now working with Supervisor Benoit, who is a member of the South Coast Air Quality Management governing Board, to hear the student's presentation.
- February 26 Foundation Board meeting. Trustee O'Neill is the assigned representative to this committee, but she was invited by Foundation Board President Donna Jean Darby.
- Indio campus grand opening.
- HOSA (Health Occupations for Students of America) Club meeting – she was pleased to support Dr. Glen Grayman, who spoke to the students about health careers.
- Citizens Bond Oversight Committee meeting. Trustee Sanchez was also in attendance.
- Career and job fair – this was a great day with over 300 students and employers from all over the Coachella valley. She thanked Christine Schaefer for her hard work in coordinating this event.
- Buried Child showing at the Pollock Theatre – this was a great student play.
- March 15 was College of the Desert night at the World Affairs Council of the Desert. There were COD political science and economic majors students present.
- Open mic night at Marks Art Gallery – she thanked Lisa Soccio for her work in planning this event.
- Planning meeting for the upcoming women's conference being organized by Jay Lewenstein, Friends of the Earth committee.

- **Trustee Stefan** spent this month reflecting on the responsibility of being a Trustee. She realized she does not serve as a trustee for the pay, it's for the honor of being a part of the college community. She thanked the community for their dedication and commitment. She attended the celebration of life for Dr. Cheryl Imes and realized that Dr. Imes' dedication to this college was incredible. All of us together make College of the Desert whole. This month she realized it is a great responsibility, but it is an honor and she feels blessed.

She attended the following:

- Riverside County Fair and judged the Lads and Lassies. She spent time talking to the younger children about their future.
- The Bernadette Peters Foundation event where she spoke with the students, the veterans and our Public Safety Academy students. It was amazing to hear about the problems the veterans have.
- The Indio Campus grand opening - this was a dream of hers to have a college accessible to everyone.

**Trustee Broughton** agreed with Trustee Stefan that serving is a lot of work but it is an honor and an opportunity to give back to the community. She reported that one of the Fair Court scholarship recipients is a COD student and that student heard during the fair that her credits were accepted by Cal Poly Pomona and she is looking forward to the next chapter of her life. She saw many KCOD t-shirts at the fair. She commented the Indio grand opening was and is a dream. She is looking forward to the Farm-to-Fork event to celebrate the women in agriculture, as well as celebrating scholarships for COD students.

She explained that the Board agenda binders have a copy of the mission, vision and values statement. A copy of Dr. Kinnamon's 24-month agenda is also included. She said we need to be sure everything we do is tied to our mission and values and asked the members to keep the copies in their binders so they are always accessible.

## **IX. ADMINISTRATIVE REPORTS**

### **President Kinnamon**

- He recently chaired an accreditation visit and it served to remind him of the environment we are in and how relevant and important it is to operate in a culture of evidence. Specifically as it related to our students and their goals and outcomes. He is pleased to be more familiar with the standards and congratulated our College Planning Council, as they are very well prepared for our visit.
- We continue to move forward with our student success agenda and plan, with Executive Vice President Anna Davies leading this effort. We will rely heavily on data and a taskforce that will be made up of faculty and administrators.
- The College of the Desert Foundation has done an exceptional job with the 30/30 campaign. A recent article reported that our foundation is one of two in the valley of relevance. The other is Eisenhower. He acknowledged the co-chairs of the Bernadette

Peters event; JoAnn McGrath and Diane Gershowitz. He also thanked the Gershowitz's for opening their home prior to the event to allow College of the Desert Foundation to promote their 30/30 Campaign. He thanked Gary Hall and Wells Fargo Bank, as they were our primary sponsor of the event. There are so many in the community that recognize the role the college plays.

- We raised \$200,000 for an innovation fund and this fund will support student programs like a student ambassador program and recognizing our students that are achieving well academically by providing additional support for Phi Theta Kappa. We will also implement an innovation program for our employees that want to pursue pilot projects or other innovative programs that will have a significant impact on our students.
- College Access Foundation (CAF) has provided over \$12M to the Coachella Valley in recent years. They have done this in conjunction with College of the Desert, the K-12's, and the Coachella Valley Economic Partnership to support the Regional Plan for College and Career Readiness. CAF continues to maintain a commitment to the community colleges.
- He thanked Dr. Annebelle Nery, who is present on behalf of our Executive Vice President, for the survey her office created regarding commencement. Dr. Nery presented and reviewed the results of the commencement survey. She provided a copy of the presentation to the members.
- Dr. Kinnamon shared a letter from the family of Dr. Cheryl Imes which thanked the Board for the resolution approved at the last meeting.

## **X. CONSENT AGENDA**

### **A. BOARD OF TRUSTEES**

1. Proclamation: Day of Silence

### **B. HUMAN RESOURCES**

1. Employment Group C Appointments
2. Employment Group A Appointments
3. Resignation – Classified
4. Volunteers
5. New Job Descriptions
6. Working Out-of-Class
7. ~~60 Day Layoff Notice~~ *Moved to Action Agenda*
8. Early Retirement Incentive Program

### **C. ADMINISTRATIVE SERVICES**

1. Purchase Orders and Contracts for Supplies, Services and Construction
2. Warrants
3. Payroll #8
4. Gifts/Donations to the District
5. ~~Out of State/Country Travel~~ *Moved to Action Agenda*
6. International Education Program Recruiting Agreements
7. Electric Vehicle Program Agreement with the City of Palm Desert
8. Change Orders – Measure B Bond Projects
9. Notice of Completion – Measure B Bond Project

**D. STUDENT SUCCESS AND STUDENT LEARNING**

1. Approval of Curriculum Modifications for Fall 2014

**Motion** by Trustee Wilson, second by Trustee Sanchez-Fulton, to approve the consent agenda as presented.

**Discussion:** Trustee Wilson asked that Consent Human Resources item #7 be pulled for discussion under the Action agenda.

Trustee Sanchez-Fulton asked that Consent Administrative Services item #5 be pulled for discussion under the Action agenda.

Chair Broughton reminded everyone that Human Resources item #2 had a typographical error and was changed and this is the item the board will vote on.

**Vote**

Yes: Becky Broughton, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson  
 No: None  
 Absent: Michael O'Neill and Student Trustee Campbell  
 Abstain: None

Motion carried unanimously.

**XI. CLOSED SESSION**

**1. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION:**

**Section 54956.9 (d)(2/3/4)** Specify number of potential cases: 6

**2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 611 211 002, 611 211 008, 611 211 009, 611 211 010, 611 211 015, 717 270 016, 717 270 017, 717 270 020, 717 270 227, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 019, 502 190 020

Agency Negotiator or Designee: Dr. Joel Kinnamon

### 3. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Superintendent/President

## **XII. OPEN SESSION**

Closed session report:

On a motion by Trustee Stefan, second by Trustee Wilson, the Board, in closed session, after consulting with the District staff and legal counsel, took action to approve a proposed settlement of RAN Enterprises, Inc.'s claims alleged in connection with the Athletics Facility Project in the sum of \$30,000.00. The Board authorized administration to execute the Settlement Agreement on behalf of the District.

The motion carried with 4 ayes, no nays and 1 absent. Motion carried unanimously.

## **XIII. INTRODUCTION OF NEW FULL-TIME STAFF**

Stan Dupree introduced new employees:

- Gene Durand - Interim Employee Relations Manager in Human Resources
- Sai Vang - Executive Administrative Assistant Institutional Effectiveness, Educational Services and Planning
- Gary Plunkett - Director of Athletics

## **XIV. ACTION AGENDA**

### **A. ITEMS PULLED FROM THE CONSENT AGENDA**

**HUMAN RESOURCES** (item pulled from Consent agenda)

#### **7. Classified: 60 Day Layoff Notice**

**Motion** by Trustee Stefan, second by Trustee Wilson, approve the 60-day layoff notice as presented.

**Discussion**: There were several requests to address the Board regarding this item. Each of the following spoke in opposition to this item: Stella Baker, Mary Lisi, Cynthia Garcia and Lauro Jimenez.

No additional discussion.

#### **Vote**

Yes: Becky Broughton, Bonnie Stefan  
No: Mary Jane Sanchez-Fulton, Aurora Wilson  
Absent: Student Trustee Campbell, Michael O'Neill  
Abstain: None

Motion failed.

## **ADMINISTRATIVE SERVICES**

### **5. Out of State/Out of Country Travel**

**Motion** by Trustee Stefan, second by Trustee Wilson, approve the out of state/out of country travel as presented.

**Discussion:** Trustee Sanchez-Fulton expressed concern with all the time that President Kinnamon is spending traveling. Dr. Kinnamon explained this is a national association of CEO's and they typically gather annually to look at current issues facing community colleges and they also meet with legislators. In addition, he was on an accreditation visit last week and this is part of being a community college employee. Trustee Sanchez-Fulton asked if this is the first time he is attending this conference since joining College of the Desert and he replied that it is. Trustee Broughton asked if this was a good opportunity for CEO's to interact with our representatives and sell the importance of community colleges. Dr. Kinnamon said this is a great opportunity for advocacy.

### **Vote**

Yes: Becky Broughton, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson  
No: None  
Absent: Student Trustee Andrew Campbell, Michael O'Neill  
Abstain: None

Motion carried unanimously.

## **B. PRESIDENT**

### **1. Receive the Accreditation Follow-Up and Mid-Term Reports for a First Reading**

**Motion** by Trustee Stefan, second by Trustee Wilson, to receive the Accreditation Follow-up and Mid-term reports as presented.

**Discussion:** Dr. Kinnamon introduced Dr. Nery, our Accreditation Liaison officer. Dr. Nery distributed a document on the rubric for evaluating institutional effectiveness. Dr. Nery presented a PP and reviewed it with the members.

Chair Broughton asked that the board continue receiving updates on the ongoing accreditation process.

### **Vote**

Yes: Becky Broughton, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson  
No: None



Absent: Student Trustee Andrew Campbell, Michael O'Neill  
Abstain: None

Motion carried unanimously.

### **C. ADMINISTRATIVE SERVICES**

#### **1. Public Hearing Categorical Flexibility for Fiscal Year 2013-2014**

Chair Broughton opened the public hearing. There were no requests to speak to this item and the public hearing was closed.

#### **2. Adoption of Resolution #032114-1 Categorical Flexibility for Fiscal Year 2013-2014**

**Motion** by Trustee Stefan, second by Trustee Wilson, to adopt the resolution as presented.

**Discussion:** Vice President Administrative Services Lisa Howell explained during the fiscal crisis there were provisions relaxing flexibility for categorical programs. This is a requirement if any colleges plan to use that option. This allows us to keep our options open.

#### **Roll Call Vote**

Yes: Becky Broughton, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson  
No: None  
Absent: Student Trustee Andrew Campbell, Michael O'Neill  
Abstain: None

Motion carried unanimously.

#### **3. Public Hearing Regarding Energy Conservation Contract**

Chair Broughton opened the public hearing. There were no requests to speak on this item and the public hearing was closed.

#### **4. Adoption of Resolution #032114-2 Agreement for Energy Conservation Services**

**Motion** by Trustee Stefan, second by Trustee Wilson, to approve the resolution as presented.

**Discussion:** Trustee Wilson asked if this would address some of the lighting issues in the front parking lot. Mr. Steve Renew explained the lighting part of this project has been vetted the Chancellor's Office engineering group and the parking lot lights were not built at that time. This is walkway and parking lot high pressure sodium lights that will be replaced with LED retrofit kits. There are about 400 lights in the parking lots and walkways. The intent is that if Prop 39 continues for another four years, we like the way these lights are retrofitted and are working, and we realize the energy savings we anticipate, we will move ahead with the remainder of the lighting.

### **Roll Call Vote**

Yes: Becky Broughton, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson  
No: None  
Absent: Student Trustee Campbell, Michael O'Neill  
Abstain: None

Motion carried unanimously.

### **5. Adoption of Resolution #032114-3 Public Agency Retirement Services (PARS) Supplementary Retirement Plan and Approve Agreement with PARS**

**Motion** by Trustee Wilson, second by Trustee Stefan, to approve the resolution as presented.

**Discussion:** Vice President Administrative Services Lisa Howell explained that earlier in the agenda the board authorized the district to move forward with the exploration of a supplemental early retirement program. Notices have been sent to qualified employees. Those employees have until April 11 to respond. This item approved the agreement to offer this plan.

Chair Broughton reiterated that the college is investigating the possibility of offering this plan. It is possible this plan will not go forward and all parties are aware of this. Today we are acknowledging that if the college does not go through with this program the college will owe the parties a fee.

### **Roll Call Vote**

Yes: Becky Broughton, Mary Jane Sanchez-Fulton, Bonnie Stefan, Aurora Wilson  
No: None  
Absent: Student Trustee Andrew Campbell, Michael O'Neill  
Abstain: None

Motion carried unanimously.

### **6. Adoption of Resolution #032114-4 of the Board of Trustees of the Desert Community College District Approving, Authorizing and Directing Execution and Delivery by the District of Documentation (including Lease Documents to and from the Desert College Financing Corp. in connection with the Financing and Refinancing of the Construction and Development of a Certain District Facility in Indio and Authorizing and Directing the Execution of Necessary Documents and Taking Certain Actions with Respect Thereto)**

**Motion** by Trustee Stefan, second by Trustee Wilson, to approve the resolution as presented.

**Discussion:** Trustee Sanchez-Fulton commented she thinks something of this nature should have our legal counsel review it. Ms. Howell said district counsel, who is an expert in this area, has

reviewed it and Mr. Dave Cohan from Peaks is here. If we do postpone this the transaction will not close. There is a minimum of \$1.7M at stake here that will come to the college.

Mr. Cohan addressed the Board and explained that this resolution explains the process and prevents anyone from coming back in the future and saying it was not done properly. There are four sets of counsel - 2 on behalf of the college and 2 from new markets counsel – that have reviewed it.

Dr. Kinnamon explained the DCFC is something we as a district are creating. We have had counsel retained by the district. We needed 2 sets of counsel; one that knew California law and one knowledgeable about the process. The college's only costs so far are associated with Mr. Cohan's contract. The college has no risk doing this.

### **Roll Call Vote**

Yes: Becky Broughton, Bonnie Stefan, Aurora Wilson  
No: Mary Jane Sanchez  
Absent: Student Trustee Campbell, Michael O'Neill  
Abstain: None

Motion carried.

## **XV. STUDY SESSION**

### **1. Board Self-Evaluation**

Chair Broughton explained the responses to the evaluation were compiled and included in their packets. She suggested the members keep these as we move onto the next step of the evaluation, which will be the members deciding how they will evaluate themselves in the next round. She distributed a list of possible facilitators to consider bringing in for the next round of evaluations. She asked the board to review the list and send additional suggested facilitators to the Board's assistant.

She hopes the facilitator will help the Board be a more focused Board to influence and facilitate student success. Once we have a facilitator we will be able to focus on board goals.

### **2. Accreditation Follow-Up & Mid-Term Reports - presented earlier**

### **3. Community College Survey of Student Engagement Data (CCSSE) Report: Dr Nery introduced Dr. Daniel Martinez, who has over twenty years of community college research experience.**

Dr. Martinez reviewed a Power Point with the members on the CCSSE results.

Chair Broughton asked if this survey is offered to students across the district or just the Palm Desert campus. Dr. Martinez reported it does include all students. Chair Broughton thought it would be interesting to see the suggestions on how to change the student/faculty interaction.

Chair Broughton asked if we have a way to ask our students if they have access to the internet besides the college's computers, as well as how they get to school.

Dr. Martinez explained we are participating in a national survey on technology and he will be sending out an invitation to the student this afternoon inviting them to participate. This will be a very useful piece of information to have. This is the first time that EDUCAUSE has asked faculty to participate.

Dr. Nery addressed the transportation question and explained there was a very comprehensive transportation design and the last steps is to have the Research department review the survey to see if we can issue it.

Trustee Sanchez-Fulton asked if we had addressed security in a survey. We have not but it is certainly possible.

Dr. Kinnamon thanked Dr. Martinez and Dr. Nery for all the work they have put into these surveys. We will continue to rely heavily on the data.

#### **XVI. INFORMATION**

Chair Broughton reminded everyone to please turn in their CCCT election ballots to the Board's assistant.

#### **XVII. ADJOURN**

There were no objections to adjourning and the meeting was adjourned at 3:00 p.m.



By: Mary Jane Sanchez-Fulton, Clerk

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

Meeting Date: 3/21/2014

AREA: Human Resources

ITEM #: 2

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

**TITLE: EMPLOYMENT GROUP A APPOINTMENTS**

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**BACKGROUND:**

**Leadership:**

1. Mr. Gene Durand has been appointed to a vacated position as Interim Employee & Labor Relations Manager, effective 2/13/14. Placement on Range VI of the Leadership Salary Schedule is at Step 8.
2. Mr. Dean Dowty has been appointed to Head Football Coach, Athletics, School of Health Sciences & Education, effective 3/1/14. Placement on Range VIII of the Leadership Salary Schedule is at Step 6.

**Classified:**

3. Mr. Augusto Garza has been appointed to a vacated position of Full-Time Security Officer, Security Department/Administrative Services, effective 2/17/14. Placement on Range 9 of the Classified salary schedule is at Step C.
4. Ms. Bobbie Weigel has been appointed to a vacated Full-Time Security Officer, Security Department/Administrative Services, effective 2/17/14. Placement on Range 9 of the Classified salary schedule is at Step D.
5. Mr. Ruben Martinez has been appointed to a new position of Part-Time Custodian-Indio Campus, Maintenance & Operations/Administrative Services, effective 2/18/14. Placement on Range 8 of the Classified salary schedule is at Step A.
6. Ms. Marisela Rosales has been appointed to a vacated position of Part-Time Admissions & Records Specialist, effective 3/5/14. Placement on Range 11 of the Classified salary schedule is at Step C.

7. Mr. Juan Marquez has been appointed to a vacated position of Part-Time Custodian, Maintenance & Operations/Administrative Services, effective 3/17/14. Placement on Range 8 of the Classified salary schedule is at Step A.
  
8. Ms. Sai Vang has been appointed to a new position of Executive Administrative Assistant, Institutional Effectiveness, Education Services & Planning, effective 3/10/14. Placement on Range 14 of the Classified salary schedule is at Step A.

\*Details on COD website

**FISCAL IMPLICATIONS:**

All positions are funded by unrestricted funds.

**RECOMMENDATION:**

Board of Trustees ratifies appointments as presented.

<b>Administrator Initiating Item:</b> Stan Dupree	<b>Cabinet Review &amp; Approval: 3/6/2014</b> <b>Chair &amp; Vice Chair Review: 3/12/2014</b>
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Employment Classification: Part-time Classified

Personnel Action: Change in Assignment

Effective Date: 3/5/2014

First Name	Last Name
Marisela	Rosales

Current Position Info: (Leave blank if new employee)

Position	Department	Months	Hours	FTE
A&R Technician	Admissions & Records	12	29.5	0.00
School/Division	Click here to enter text.			

New or Changed Position Info:

Position	Department	Months	Hours	FTE
A&R Specialist	Admissions & Records	12	40	0.00
Start Date	End Date (Contract or Temp)			
3/5/2014	N/A			
School/Division	Student Access & School Relations			

*29.5*  
*Amplabel*

Faculty Employee? No  Yes  Tenure Track?  Number of Days Assigned: 0

Column/Range	Step	Hourly	Daily	Annual
11	Step (C)	\$00.00	\$000.00	\$00000.00
Mon Hours	Tues Hours	Wed Hours	Thurs Hours	Fri Hours
0	0	0	0	0
Sat	Sun	Account Code		Percentage
0	0	11 - 520 - 0000 - 0 - 6200 - 0000 - 2120		100.00 %
<b>TOTAL HOURS</b>		00 - 000 - 0000 - 0 - 0000 - 0000 - 0000		0.00 %
29.5		00 - 000 - 0000 - 0 - 0000 - 0000 - 0000		0.00 %

Pursuant to CSEA 15.1 a lateral transfer of the A&R Tech position to A&R Specialist position has been made and initiated by the supervisor for an identified operational need—degree evaluation processing to meet state requirement of timely degree completers. This was approved by CSEA.

Comments:

*[Signature]* 2/24/14  
 Division/Department Administrator Date

*[Signature]* 2/26/14  
 Vice President Date

*[Signature]* 3/3/14  
 Director, Fiscal Services Date

*[Signature]* 3/4/14  
 Executive Director, Human Resources Date

Prepared by: Sally Rodriguez/mvt

FOR HR USE ONLY:

Social Security Number	Benefit Start	Benefit End	Board Approval Date

DESERT COMMUNITY COLLEGE DISTRICT

RESOLUTION #032114-1

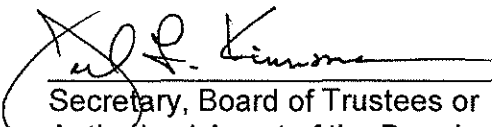
CATEGORICAL FLEXIBILITY FOR  
FISCAL YEAR 2013-2014

WHEREAS the governing board of the Desert Community College District has determined that the credit matriculation budget in the amount of \$1 is to be moved to disabled students programs and services budget, as is reflected on the attached page (agenda item);

WHEREAS the governing board of the Desert Community College District can show just cause for the budget adjustment of such funds.

NOW THEREFORE BE IT RESOLVED such funds to be appropriated according to the attached page (agenda item).

This is an exact copy of Resolution adopted by the governing board at the regular meeting on March 21, 2014.

  
Secretary, Board of Trustees or  
Authorized Agent of the Board



**DESERT COMMUNITY COLLEGE DISTRICT**

**RESOLUTION NO. 032114-2**

**FINDINGS RE: ENERGY CONSERVATION PROJECTS AND  
AUTHORIZATION TO ENTER INTO ENERGY SERVICES  
AGREEMENTS WITH ALPHA MECHANICAL INC. AND  
RELIABLE ENERGY SERVICES CORP  
(GOVERNMENT CODE §§4217.10 ET SEQ.)**

WHEREAS, the Desert Community College District ("District") is a public agency as that term is defined in Government Code §4217.11(j).

WHEREAS, the provisions of Government Code §§4217.10 et seq. authorize a public agency to enter into an energy service contract for an energy conservation measures upon terms in the best interest of the District, provided that certain findings are made by the District's Board of Trustees in connection with such an energy service contract.

WHEREAS, the scope of an energy conservation measures under Government Code §§4217.11 includes "equipment, maintenance, load management techniques and equipment, or other measures to reduce energy use or make for a more efficient use of energy."

WHEREAS, as a California Community College District, the District is eligible to apply for receive funds pursuant to the California Clean Energy Jobs Act ("Proposition 39") to support energy efficiency projects and workforce job training. The Proposition 39 Implementation Guidelines (Oct. 2013) authorize the use of Government Code 4217 as a contracting method for energy projects provided the District complies with the following criteria:

- Projects funded by awards shall require contracts that identify the project specifications, costs, and projected energy savings.
- Districts shall follow applicable law related to contractor qualifications, licensing, and certifications requirements related to the project.
- Districts shall not use a sole-source process to award grant proceeds.

WHEREAS, District Staff has evaluated the proposed implementation of energy conservation measures and a variety of different alternative means of implementing energy conservation measures at the District's campuses to reduce on-going operational expenses.

WHEREAS, The District previously retained kW Engineering to provide a retro-commissioning investigation. Over the course of their investigation, kW Engineering identified energy-saving measures, calculated the estimated energy and cost savings, as well as the implementation cost and potential utility incentive for each measure. The calculations were performed based on a collection of real time usage data, observing building operational settings, and by using spreadsheet calculations. The proposed energy saving measures include numerous repairs and control upgrades to the central plant and air-side systems commonly referred to as Multi-Agency Library (MAL) Retro-Commissioning Project. If all the measures are implemented, College of the Desert can expect to reduce their annual energy consumption by an estimated 375,568 kWh and 5,875 therms, while reducing their peak demand by 21.9 kW. The cost of these energy conservation measures consisting of RCx project will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of this energy conservation measures.

WHEREAS, in partnership with the CCC/IOU, the District identified a further energy-savings measure, calculated the estimated energy and cost savings, as well as the implementation cost and

potential utility incentive for the installation of a Lighting Retrofits and Lighting Controls Upgrades Project, which includes the removal and replacement of existing high pressure sodium lighting in walkways and parking lots. The Lighting Energy Savings Summary is attached hereto and incorporated herein. This cost of implementing this Project, like the MAL RCx Project, will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of this energy conservation measure.

WHEREAS, the MAL Retro-Commissioning Project and the Lighting Retrofits and Lighting Controls Upgrades Project are projected to achieve a SIR of 1.1 or greater and meet the California Community Colleges Proposition 39 Implementation Guidelines. These projects have been approved by the California Community Colleges Chancellors Office for Proposition 39 funding, and the District has received its first year Proposition 39 funding from the California Community Colleges Chancellors Office in the sum of \$258,708.00.

WHEREAS, District Staff solicited contractor qualifications and proposals for these two projects using two (2) separate Requests for Qualifications and Proposals and has engaged in a comprehensive review and evaluation of potential vendors of design, procurement and installation services for the Energy Measures who meet the criteria of: (a) prior history of designing, procuring and installing energy conservation projects and the type of technology to be employed; (b) existing staff and operational resources sufficient to complete procurement and installation of the energy conservation equipment; (c) client satisfaction; (d) sufficient financial capacity; and (e) also evaluated detailed cost proposals.

WHEREAS, District Staff has identified Alpha Mechanical Inc as the Contractor, meeting the criteria set forth above, best qualified to implement and install the MAL Retro-Commissioning Project. The District Staff has identified Reliable Energy Services Corp. as the Contractor, meeting the criteria set forth above, best qualified to implement and install the Lighting Retrofits and Lighting Controls Upgrades Project. Both Contractors have separately represented their ability and commitment to complete the implementation and installation of these Energy Conservation Measures on or before June 30, 2014. The combined Contract Price for the two (2) Energy Conservation Measures is Two-hundred Fifty Eight Thousand, Seven Hundred, Eight Dollars (\$258,708.00).

WHEREAS, the proposed Energy Measures are anticipated to result in operational cost savings to the District by reduction of electrical power consumed and/or purchases from SCE.

WHEREAS, public notice of the Board of Trustees consideration of this Resolution was posted at least two (2) weeks in advance of the date of the public meeting of the Board of Trustees to consider this Resolution.

NOW THEREFORE, the following Resolution is adopted.

RESOLVED, that the Board of Trustees finds that the anticipated cost to the District to procure and install the Multi-Agency Library (MAL) Retro-Commissioning Project at the District's College of the Desert Campus will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of these Energy Measures.

FURTHER RESOLVED, that the Board of Trustees finds that the anticipated cost to the District to procure and install the Lighting Retrofits and Lighting Controls Upgrades Project at the District's College of the Desert Campus will be less than the anticipated marginal cost to the District of electrical energy that would have been consumed by the District in the absence of these Energy Measures.

FURHER RESOLVED, that the District's costs for implementation and installation of the two (2) Energy Conservation Measures are anticipated to be funded with the Proposition 39 funds received by the District in December 2013, CCC/IOU Incentive Funds available through SCE upon project

completion, and a reduction in energy consumption costs resulting from implementation of the Energy Conservation Measures.

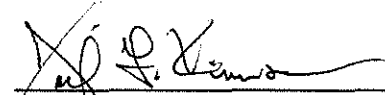
FURTHER RESOLVED, that the written agreements entitled "Energy Services Agreement" to be executed by each Contractor incorporate terms and conditions and establish the requirements for the two (2) Energy Measures at the District's Campus that are in the best interests of the District. District staff is hereby authorized to execute Energy Services Agreements for the MAL Retro-Commissioning Project and Lighting Retrofits and Lighting Controls Upgrades Project on behalf of the District and to take all other measures necessary or appropriate for the implementation of the Energy Services Agreements for both the MAL Retro-Commissioning Project and the Lighting Retrofits and Lighting Controls Upgrades Project.

On the motion of Trustee Bonnie Stefan and seconded by Trustee Aurora Wilson.

ROLL CALL:

AYES: 4                      NOES: 0                      ABSTAIN: 0

The foregoing Resolutions are adopted by the Board of Trustees of the Desert Community College District at a regularly scheduled meeting of the Board of Trustees this 21st day of March, 2014.

  
\_\_\_\_\_  
Secretary to the Board of Trustees

**DESERT COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE DESERT  
RESOLUTION #032114-3**

**WHEREAS** it is determined to be in the best fiscal interest of the Desert Community College District (“District”) and its employees to provide a retirement incentive offer to eligible employees who wish to voluntarily exercise their option to separate from District Service;

**WHEREAS** there is no cash option available to employees in lieu of this retirement incentive offer;

**WHEREAS** Public Agency Retirement Services (PARS) has made available to the District a Supplementary Retirement Plan, a retirement incentive program supplementing STRS/PERS, and qualifying under the relevant sections of Section 403(b) of the Internal Revenue Code;

**WHEREAS** the District, pursuant to applicable policy and/or a collective bargaining agreement, desires to adopt the Supplementary Retirement Plan and to fund the incentive through nonelective employer, post-employment contributions to the PARS designated 403(b) provider.

**NOW THEREFORE, BE IT RESOLVED THAT:**

1. The Governing Board of Trustees of the District hereby adopts the PARS Supplementary Retirement Plan, as part of the District Retirement Program, effective March 21, 2014; and
2. The retirement incentive must meet the District’s fiscal and operational objectives in order for the plan to go into effect. If these goals are not reached, the District may withdraw the retirement incentive. If the District withdraws the retirement incentive, resignations may be rescinded; and
3. The Board of Trustees of the District hereby appoints the Vice President, Administrative Services, as the District’s Plan Administrator; and
4. The District’s PARS Plan Administrator is hereby authorized to execute the contracts, custodial agreement facilitating the payment of contributions to the 403(b) arrangement, and other legal documents related to a trust or the plan on behalf of the District and to take whatever additional actions are necessary to maintain the District’s participation in the plan and to maintain compliance of any relevant regulations issued.

AYES: 4

NOES: 0

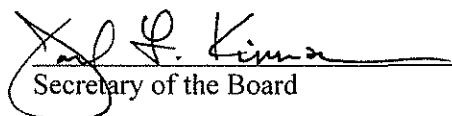
ABSENT: 1

ABSTAIN: 0

STATE OF CALIFORNIA  
COUNTY OF RIVERSIDE

Joel L. Kinnamon, the Secretary of the Board of Trustees of the Desert Community College District of Riverside County, California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on the 21<sup>st</sup> of March, 2014, and passed by a unanimous vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this 21<sup>st</sup> of March, 2014.

  
Secretary of the Board

DESERT COMMUNITY COLLEGE DISTRICT

RESOLUTION NO. 032114-4

**RESOLUTION OF THE BOARD OF TRUSTEES OF THE DESERT COMMUNITY COLLEGE DISTRICT APPROVING, AUTHORIZING AND DIRECTING EXECUTION AND DELIVERY BY THE DISTRICT OF DOCUMENTATION (INCLUDING LEASE DOCUMENTS TO AND FROM THE DESERT COLLEGE FINANCING CORP. IN CONNECTION WITH THE FINANCING AND REFINANCING OF THE CONSTRUCTION AND DEVELOPMENT OF A CERTAIN DISTRICT FACILITY IN INDIO AND AUTHORIZING AND DIRECTING THE EXECUTION OF NECESSARY DOCUMENTS AND TAKING CERTAIN ACTIONS WITH RESPECT THERETO**

\* \* \* \* \*

RESOLVED, by the Board of Trustees (the "Board") of the Desert Community College District (the "District");

WHEREAS, the District, working together with the Desert College Financing Corp. (the "Corporation"), is proposing to proceed with a proposed new markets tax credit financing (the "NMTC Financing") with BCCCXI, LLC, a California limited liability company (the "CDE Lender") as described in this Resolution, including a loan to the Corporation from the CDE Lender in the amount of Eight Million, Nine Hundred Twenty Eight Thousand Dollars (\$8,528,000) (the "CDE Loan");

WHEREAS, the NMTC Financing will be implemented in accordance with Section 45D of the Internal Revenue Code, and the regulations promulgated thereunder by the U.S. Department of the Treasury, and is anticipated to generate a substantial economic benefit for the District;

WHEREAS, in connection with the NMTC Financing, the District will make a loan to the Corporation in the amount of Ten Million Dollars (\$10,000,000) (the "District Loan");

WHEREAS, it is in the public interest and for the public benefit that the District authorize and direct execution of the Site Lease and Lease Agreement (as such terms are hereinafter defined) and certain other financing documents in connection therewith and with respect to the NMTC Financing;

WHEREAS, it is in the public interest and for the public benefit that the District participate in the financing and refinancing of the construction of certain school facilities (collectively, the "Project") through the authorization of and entry into and execution of a Site Lease and Lease Agreement (as such terms are hereinafter defined) and certain other NMTC Financing documents in connection therewith;

WHEREAS, the District formed the Corporation, a new special purpose entity in connection with financing and refinancing the Project and the NMTC Financing;

WHEREAS, pursuant to the District's authorization in connection with the execution and delivery of the Site Lease and the Lease Agreement (as such terms are hereinafter defined) and certain other NMTC Financing documents in connection with the completion of the NMTC Financing there has been prepared by the District and its staff information materials relating to the entry into the NMTC Financing by the District and the Corporation and the authorization of the taking of certain judicial actions, including but not limited to the authorization of the commencement of a validation proceeding pursuant to Civil Procedure Sections 585(c) and 860 *et seq.*, and other applicable California law (the "Validation Proceeding") in the Superior Court of the State of California, County of Riverside, which this Board has reviewed and commented upon and the Board hereby determines that it is in the public interest and a benefit to the District to proceed with the NMTC Financing following obtaining a final judgment on the Validation Proceeding;

WHEREAS, the District has full legal right, power and authority under the Constitution of the State of California and the laws of the State of California to enter into the transactions herein authorized;

WHEREAS, the Board has been presented with the form of each document referred to and defined herein and certain other documents on file with the President, and the Board has examined and approved each document and had the opportunity to ask questions and receive answers with respect thereto and desires to authorize and direct the execution of such documents and the consummation of the transactions contemplated thereby;

WHEREAS, all acts, conditions and things required by the Constitution and laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of such transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the District is now duly authorized and empowered pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided; and

WHEREAS, the documents below specified have been filed with the District, and the members of the Board with the aid of its staff, have reviewed said documents.

NOW, THEREFORE, it is hereby ORDERED and DETERMINED, as follows:

Section 1. All of the recitals herein contained are complete, true and correct and the Board so finds.

Section 2. The proposed forms of the below-enumerated documents as presented to this Board and on file with the Clerk or Secretary of the Board, be and are hereby approved, and the President, Vice President or such other member of the Board as the President may designate, are each hereby authorized and directed to execute said documents for and in the name of and on behalf of the District, with such changes, insertions and omissions as may be approved by such officials, and the Secretary is hereby authorized and directed to attest to such official's signature:

- (a) a Site Lease, by and between the District, as lessor, and the Corporation, as lessee (the "Site Lease");

- (b) a Memorandum of Site Lease by and between the District and the Project Borrower (the "Memorandum of Site Lease");
- (c) a Lease Agreement by and between the Corporation, as lessor, and the District, as lessee (the "Lease Agreement"), so long as the stated term of the Lease Agreement does not exceed thirty (30) years;
- (d) a Memorandum of Project Lease by and between the Corporation and the District Borrower (the "Memorandum of Site Lease");
- (e) a Loan Agreement, by and between Twain Investment Fund 10, LLC, a Missouri limited liability company, (the "Fund Borrower") and the District (the "Fund Loan Agreement");
- (f) a Certificate of Debarment executed by the District (the "District Debarment Certificate");
- (g) a Pledge, Assignment and Security Agreement, by and between the District and the Fund Borrower to secure the Fund Borrower's payment obligations under the Fund Loan Agreement (the "Fund Pledge Agreement");
- (h) a QALICB Recapture and Environmental Indemnity Agreement by the Corporation and the District in favor of U.S. Bancorp Community Development Corporation, a Minnesota corporation (the "Investor");
- (i) a Put and Call Agreement by and between the District and the Investor;
- (j) a Guaranty of Payment and Completion by the District for the benefit of CDE Lender;
- (k) an Environmental Indemnity Agreement by the Corporation and the District in favor of the CDE Lender;
- (l) a Subordination, Non-Disturbance and Attornment Agreement by and among the District, the Corporation and the CDE Lender;
- (m) a Loan and Security Agreement by and between the District and the Corporation (the "District Loan");
- (n) a Promissory Note by the Corporation to the District in the principal amount of Ten Million Dollars (\$10,000,000.00) evidencing the District Loan (the "District Note");
- (o) a Second Lien Deed of Trust and Assignment of Rents by the Corporation, the District and Michael Alderdice, as Trustee thereunder, relating to the District Loan (the "District Mortgage"); and

(p) a Pre-Closing Cost Certification executed by the Corporation and the District

Section 3. The Board hereby approves of the creation and establishment of a special purpose financing corporation to be utilized in connection with the execution and delivery of the certain promissory notes to the CDE Lender and such other entities that may make one or more loans to such entity in connection with the NMTC Financing which entity shall be named the Desert College Financing Corp. The Board authorizes and directs the President or Vice President, on behalf of the District or such other member of the Board or other permitted person as the President may designate, to take such further actions and execute documents as are deemed necessary and appropriate to establish and create such entity.

Section 4. The President, Vice President or such other member of the Board or other permitted person as the President may designate, is authorized and directed to cause and take such further actions prior to the signing of the final NMTC Financing documents and instruments as are deemed necessary or appropriate. The execution of the final NMTC Financing documents and instruments, which shall include such changes and additions thereto deemed advisable by the President or Vice President shall be conclusive evidence of the approval of such documents and instruments.

Section 5. The President, Vice President, the Secretary and all other appropriate officials of the District with the advice of its regular Counsel are hereby authorized and directed, jointly and severally, to do any and all things, to execute such other agreements, documents and certificates as they may deem necessary to effect the purposes of these Resolutions and the financing and related transactions herein authorized, including but not limited to the execution and entry into certain engagement letters with Butler Snow LP and Bergman and Allderdice (collectively, "Special Counsel"). In addition, the President, Vice President, or such other member of the Board or other permitted person as the President may designate, are hereby authorized and directed to execute one or more requisitions authorizing the payment of the cost of NMTC Financing.

Section 6. The District acknowledges that the service providers and professionals participating in the NMTC Financing including but not limited to Special Counsel, have and will continue to incur costs in connection with documenting the proposed NMTC Financing and the District hereby agrees that if the District abandons the proposed NMTC Financing, then the District shall promptly pay the fees, costs and expenses of the foregoing providers pursuant to certain term sheets with the Investor, the CDE Lender and other entities in connection with the NMTC Financing.

Section 7. All actions heretofore taken by the officers, employers and agents of the District with respect to the transaction set forth above are hereby approved, confirmed and ratified.

Section 8. These Resolutions shall take effect immediately upon adoption by the Board.

\* \* \* \* \*



## SECRETARY CERTIFICATE

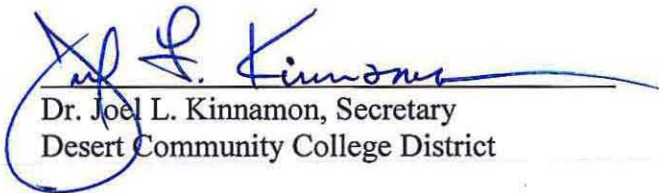
I, the undersigned Secretary of the Board of Trustees of the Desert Community College District, hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by the Board of Trustees of the District at a meeting thereof on the 21<sup>st</sup> day of March, 2014, by the following vote of the members thereof:

AYES, and in favor thereof: 3

NOES: 1

ABSENT: 1

ABSTAIN: 0

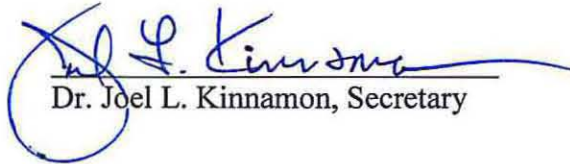


Dr. Joel L. Kinnamon, Secretary  
Desert Community College District

OFFICER'S CERTIFICATE

I HEREBY CERTIFY that I am the duly elected and acting Secretary and keeper of the records of the Board of Trustees of the Desert Community College District, a California college district (the "District"); that the attached is a true and correct copy of Resolution #032114-4 duly adopted by the Board of Trustees (the "Board of Trustees") of the District at a duly noticed and called meeting of such Board of Trustees on March 21, 2014 (collectively, the "Resolution"); that the Resolution does not conflict with other actions of the District, nor has the Resolution been in any way altered, amended or repealed and that it is in full force and effect, unrevoked and unrescinded, as of this day, and has been entered upon the regular minute book of this District, as of the aforementioned date, and that the Board of Trustees of the District has, and at the time of adoption of the Resolution, had, full power and lawful authority to adopt the Resolution and to confer the powers thereby granted to the officers and staff therein named who have full power and lawful authority to exercise the same.

March 21, 2014

  
Dr. Joel L. Kinnamon, Secretary

## OFFICER'S CERTIFICATE

I HEREBY CERTIFY that I am the duly elected and acting Clerk and keeper of the records of the Board of Trustees of the Desert Community College District, a California college district (the "District"); that the attached is a true and correct copy of Resolution #032114-4 duly adopted by the Board of Trustees (the "Board of Trustees") of the District at a duly noticed and called meeting of such Board of Trustees on March 21, 2014 (collectively, the "Resolution"); that the Resolution does not conflict with other actions of the District, nor has the Resolution been in any way altered, amended or repealed and that it is in full force and effect, unrevoked and unrescinded, as of this day, and has been entered upon the regular minute book of this District, as of the aforementioned date, and that the Board of Trustees of the District has, and at the time of adoption of the Resolution, had, full power and lawful authority to adopt the Resolution and to confer the powers thereby granted to the officers and staff therein named who have full power and lawful authority to exercise the same.

March 21, 2014

  
\_\_\_\_\_  
Mary Jane Sanchez-Fulton, Clerk

Desert Community College District  
Board of Trustees Meeting  
March 21, 2014  
CODAA Report

CODAA would like to thank Douglas Redman for his support of adjuncts and for his efforts in involving adjuncts on Senate standing and ad hoc committees. Adjunct participation is very high and we appreciate the opportunity to contribute to this important college-wide function. Like Zerryl Becker before him, he has demonstrated leadership, inclusion, and fairness.

We also would like to recognize Dr. Robert Pellenbarg, adjunct in Geology, who will receive the WHO (We Honor Ours) award given by CTA next month. Bob is very active in college activities, including the campus radio station, mentoring over 50 STEM students, and accompanying two groups of STEM students to national meetings in Washington, DC. Bob is also the first adjunct to chair a Senate subcommittee.

On a less pleasant note, however, CODAA needs to express its frustration and disappointment over the delay in starting contract negotiations. While we submitted items for sunshining last November, we have yet to have one negotiations meeting. We have made numerous and repeated requests for meetings which have been either ignored or delayed with a wide array of excuses. At this point, we are being asked to bargain in June, well past the end of the semester and very near the end of the academic year. We strongly object to this timing and hope that negotiations will begin in earnest very soon.

## Report to Board of Trustees

Since last month's report, The Faculty Association has been present at Health and Welfare, College Council, Budget Committee and President's Cabinet. The Association also signed the Accreditation report, which is on the Board's agenda.

The Budget Committee is producing a much clearer budget process with accessibility to all documents on the Portal. The transparency in this process is appreciated by the faculty. On a different note, there are issues with less than desirable transparency.

It is my understanding that today the Board will be asked to support that the District bargain with the faculty on items of mutual agreement as per our contract language. The contract language of mutual agreement includes the option of not bargaining. In the history of the Association, we have ALWAYS bargained with the District and the District has Always bargained with us.

To understand and respect this history is to understand an important part of the relationship faculty have with Administration. We the faculty must bargain for our salary and working conditions. We take the process very seriously. We pay our association dues, get training, and receive staff support to follow labor law and protocol.

For this bargaining cycle, we have respectfully met our obligations in a professional and timely manner by announcing our team, sun shining to the Board, and making our calendars available for what occurs every Spring- bargaining. There has been a lot of delay in getting specific responses from Administration. Who is the bargaining team, when is the district sun shining, and what are the district's sun shined items and calendar dates? I can not report to the faculty what Administration is doing related to Bargaining.

The part time and full time faculty consult with their colleagues throughout the bargaining process until the contract is ratified. Ratifying a contract requires that faculty are on the job- not on vacation. Planning is critical. Communication is critical-no matter how challenging the issues are. On bargaining and dual enrollment there as been very little communication or planning. We are currently resolving a grievance on dual enrollment and are still waiting for clarification on an issue we wanted to discuss in October. As a college community, we can and should do better.

# Academic Senate Board Report

March 2014

The Faculty have been busy!

1. The 7 full-time faculty hiring committees have been filled, 28 faculty members.
2. We are working to fill 8 Student Success Plan co-chairs.
3. There are a few other hiring committees we are filling
4. The Senate is holding elections and 3 chair positions are up for re-election as well as Faculty of the year.
5. Additional work being done:
  - a. Revision to the Faculty Emeritus policy
  - b. Finalization of the Distance Education procedures
  - c. Discussion on certificate earners walking at commencement
  - d. Discussion on dual enrollment
  - e. Continued work on prerequisite procedures
  - f. Discussions on registration process

Thank you again for this opportunity.



COLLEGE  
*of the* DESERT

# Capital Projects Report

*to the*

## Board of Trustees

March 21, 2014

EISPRO

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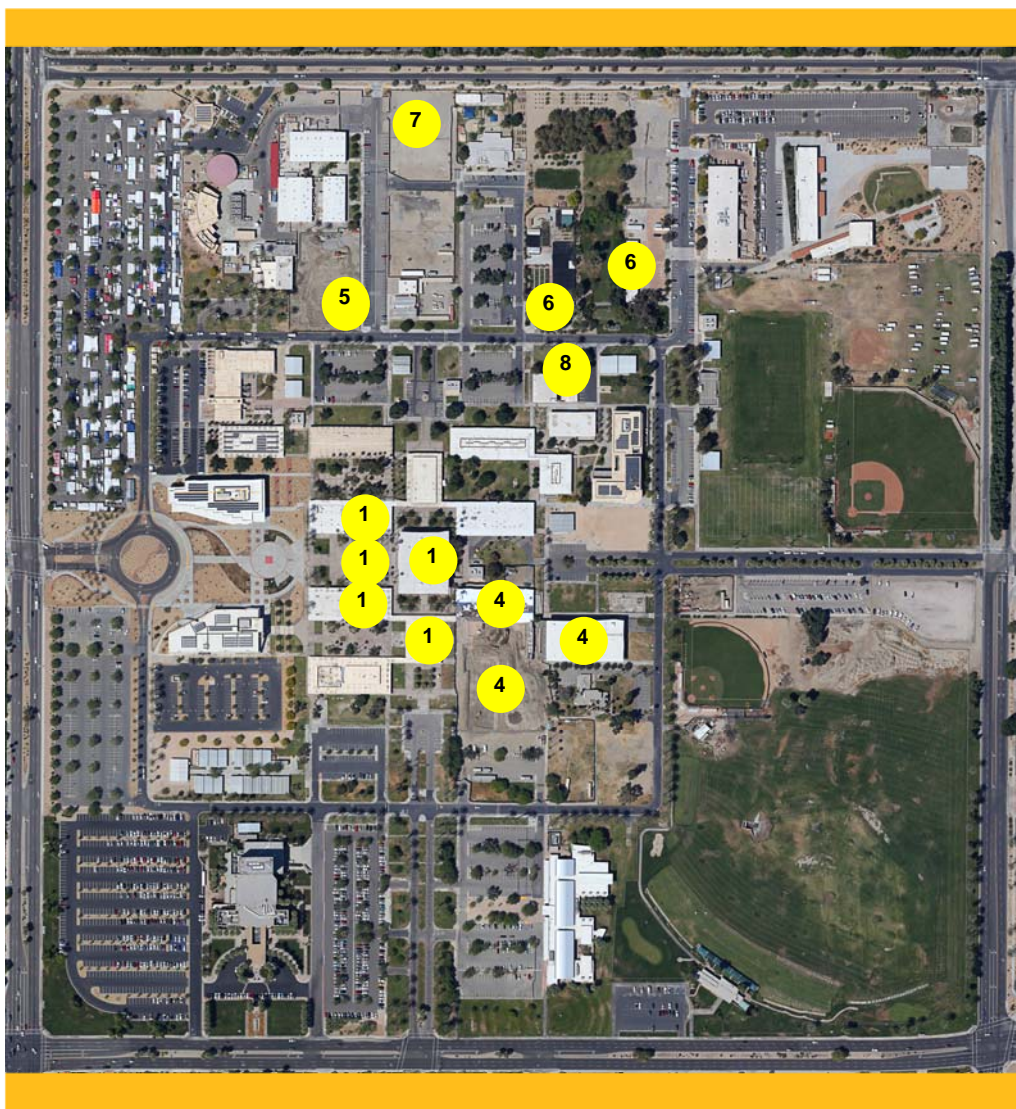


## Projects in Programming & Design

- 1 Central Campus Redevelopment
- 2 West Valley Campus - Palm Springs (Not Shown)

## Current Construction Projects

- 3 Indio Education Center (Not Shown)
- 4 Athletic Facilities
- 5 Visual Arts
- 6 Applied Sciences
- 7 Child Development Center
- 8 Stagecraft Shop
- 9 Wayfinding (Throughout Campus)



# PROJECTS IN DESIGN . . .

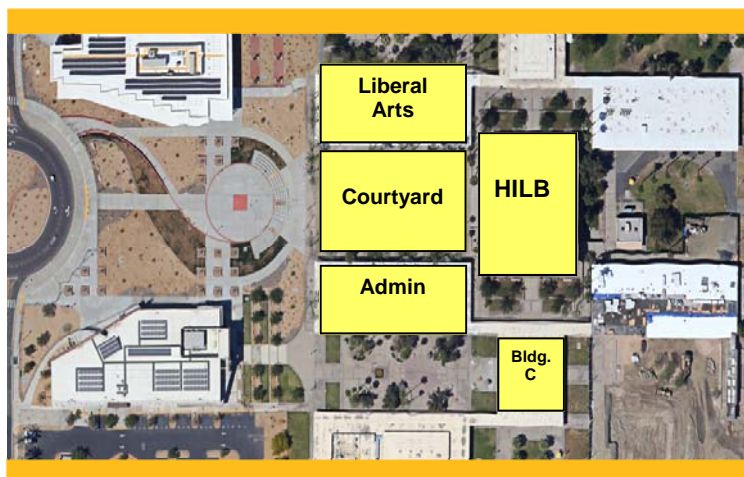
- Project Status Reports

# CENTRAL CAMPUS REDEVELOPMENT

## PROJECT STATUS REPORT

### DESIGN

• Address	43-500 Monterey Ave. Palm Desert, CA 92260
• Project Manager	EISPRO Don McLarty
• Architect	LPA Architects Irvine, CA
• Construction Manager	ProWest Wildomar, CA



### Fast Facts

Complete renovation of 4 buildings and the central campus fountain plaza. The renovations will prepare spaces to consolidate all administrative functions together and return the Hilb Learning Resource Center/Library to its central role as a research, study and tutoring facility.

- Total Project Budget . . . . . \$37,550,000
- Project Square Footage (GSF) . . . . . 66,526 SF
- Funding Source . . . . . Measure B
- Construction Start . . . . . Winter 2015-2016
- Targeted Completion . . . . . Winter 2017-2018

### Sustainable Features

- Will be minimum LEED Silver certified

### Project Update

- Alternative concepts for Building C prepared by Architect as requested by Administration in review.
- Conference call scheduled for 3-3-14 to discuss options.



# WEST VALLEY CAMPUS - PALM SPRINGS

## PROJECT STATUS REPORT

### DESIGN

• Address	N. Indian Canyon Dr. Palm Springs, CA 92262
• Project Manager	EISPRO Jon Zuber
• Architect	HGA Architects Santa Monica, CA
• Construction Manager	Sundt Construction San Diego, CA



### Fast Facts

Construction of a new LEED Gold free-standing 50,393 s.f. 3 story Administration Building , 3,200 s.f. single story DEEC Storage Building and 5,900 s.f. single story Central Utility Plant, & 163 space on-site parking which includes a bus drop-off area. Project will provide educational opportunities to the student population of the western service area of Palm Springs.

- Total Project Budget ..... \$43,000,000
- Phase 1 Project Square Ftg (GSF) ..... 50,000 sq.ft.
- Funding Source ..... Measure B

### Sustainable Features

- Will be minimum LEED Gold certified
- Public transportation
- Solar Energy
- Sustainable Site
- 5 Zero Planning

### Project Update

- Legal Council review of Legal exhibits for DWA Easement & Well Sites continues



# PROJECTS IN CONSTRUCTION . . .

- Project Status Reports

# INDIO EDUCATION CENTER

## PROJECT STATUS REPORT

### CONSTRUCTION

- **Address** 45-500 Oasis St.  
Indio, CA 92201
- **Project Manager** EISPRO  
Dave Hall
- **Architect** GKK Works  
Irvine, CA
- **Construction Manager** GKK Works  
Irvine, CA



### Fast Facts

New 3 story building in Indio with classrooms, administration, offices, and commercial retail space. It will provide permanent school space for the COD Indio classes that are currently being held in leased space, and will allow for additional science and laboratory classes that are so impacted at the Palm Desert campus.

- **Total Project Budget** ..... \$23,000,000
- **Project Square Footage (GSF)** ..... 40,000 sq.ft.
- **Funding Source** ..... Measure B
- **Construction Start** ..... Fall 2012
- **Completion** ..... Spring 2014

### Sustainable Features

- Will be minimum LEED Silver certified
- Architectural environmental control
- Public transportation



# INDIO EDUCATION CENTER

## PROJECT STATUS REPORT

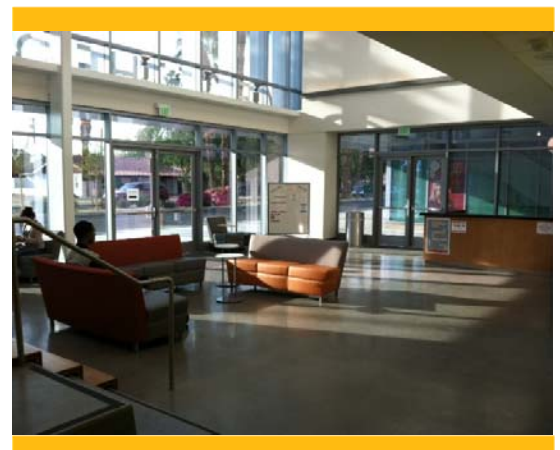
### CONSTRUCTION

#### Fast Financial Facts

- Total Project Budget ..... \$23,000,000
- Construction Budget ..... \$16,000,000
- Expenditures To Date..... \$20,000,644
- Projected Change Order Percent..... .0%
- Percent Complete of Project Cost..... .87%
- Percent Complete of Construction..... 98%

#### Project Update

- FF & E, completed 2/21/14 (exception: corridor benches on b/o)
- Landscape completed 2/22/14
- Building final clean completed 2/23/14
- Opened for classes 2/24/14



## PROJECT STATUS REPORT

### CONSTRUCTION

- **Address** 43-500 Monterey Ave.  
Palm Desert, CA 92260
- **Project Manager** EISPRO  
Dave Hall
- **Architect** LPA Architects  
Irvine, CA
- **Construction Manager** ProWest  
Wildomar, CA



### Fast Facts

New gymnasium, team rooms, restrooms, shower/locker rooms and maintenance facilities for the Physical Education and Athletics programs, as well as renovation of an initial structure to accommodate weight training, multipurpose rooms and faculty/staff offices for the Physical Education and Athletics programs for the campus. New tennis facilities and athletics quad.

- Total Project Budget . . . . . \$23,115,238
- Project Square Footage (GSF) . . . . . 26,840 sq.ft.
- Funding Source . . . . . Measure B
- Construction Start . . . . . Winter 2012-2013
- Targeted Completion Phase 1 . . . . . Summer 2014
- Targeted Completion Phase 2 . . . . . Fall 2014

### Sustainable Features

- Will be minimum LEED Silver certified



## PROJECT STATUS REPORT

### CONSTRUCTION

#### Fast Financial Facts

- Total Project Budget ..... \$23,115,238
- Construction Budget ..... \$19,081,410
- Expenditures To Date..... \$16,329,596
- Projected Change Order Percent..... 0%
- Percent Complete of Project Cost..... 71%
- Percent Complete of Construction..... 55%



#### Project Update

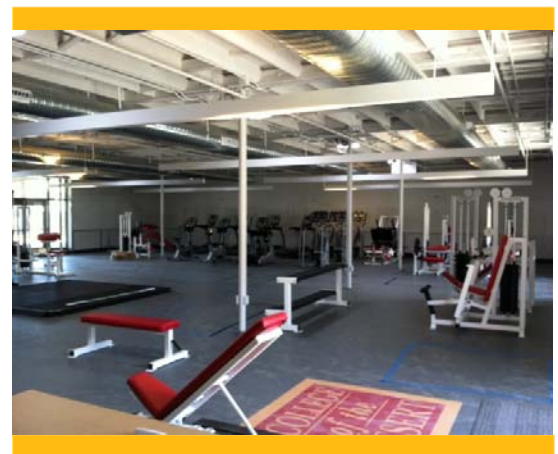
##### Gymnasium

- North canopy shoring removed
- MEP rough-in at north canopy commenced.
- Metal stud framing soffit at north canopy continues
- Metal stud framing walls at locker rooms continues
- MEP rough-in at locker rooms commenced
- Air handling unit-1 set at low roof



##### Fitness Center

- Completed flooring at Multi-purpose rooms 2 & 3
- Completed HVAC controls and MEP functional operations



## PROJECT STATUS REPORT

### CONSTRUCTION

• Address	43-500 Monterey Ave. Palm Desert, CA 92260
• Project Manager	EISPRO Gregg Capper
• Architect	Perkins & Will Los Angeles, CA
• Construction Manager	Gilbane San Diego, CA



### Fast Facts

New building with offices, a multi-purpose classroom, new lab space for 2D art, photography, ceramics & screen printing classes, a wood shop, and a large outdoor yard for kilns and 3D art. It will allow the Art programs to relocate into spaces designed specifically for these programs.

- Total Project Budget . . . . . \$8,515,353
- Project Square Footage (GSF) . . . . . 13,710 sq.ft.
- Funding Source . . . . . Measure B
- Construction Start . . . . . Spring 2013
- Targeted Completion . . . . . Spring 2014

### Sustainable Features

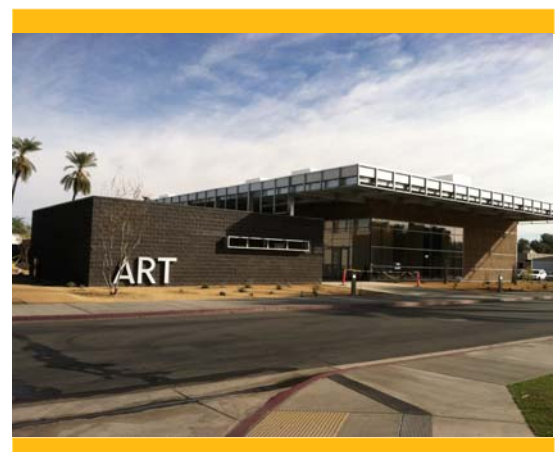
- Will be minimum LEED Silver certified



## PROJECT STATUS REPORT CONSTRUCTION

### Fast Financial Facts

- Total Project Budget . . . . . \$ 8,515,353
- Construction Budget . . . . . \$ 6,075,000
- Expenditures To Date. . . . . \$ 6,693,047
- Projected Change Order Percent. . . . . 0%
- Percent Complete of Project Cost. . . . . 79%
- Percent Complete of Construction. . . . . 97%



### Project Update

- Data patch cords received for District installation.
- Meeting held with dean to discuss coordination of move from existing Art building to new Art building.
- Furniture keys received and transmitted to District.
- Correction of punch list items by contractors continues.
- AC striping complete.
- Removal of CM & IOR trailer from laydown area complete.

## PROJECT STATUS REPORT

### CONSTRUCTION

- **Address** 43-500 Monterey Ave.  
Palm Desert, CA 92260
- **Project Manager** EISPRO  
Jon Zuber
- **Architect** HGA Architects  
Santa Monica, CA
- **Construction Manager** Gilbane  
San Diego, CA



### Fast Facts

This project encompasses both the Agricultural Sciences, which will be renovated along with a new Greenhouse and Lath House, and a new Applied Sciences building that will be home to the HVAC, Drafting, Construction Technology, Natural Resources, classrooms and Labs. The Dean and Facility offices will also be in this building.

- **Total Project Budget** ..... \$12,381,000
- **Project Square Footage (GSF)** ..... 21,741 sq.ft.
- **Funding Source** ..... Measure B
- **Construction Start** ..... Summer 2013
- **Targeted Completion** ..... Fall 2014

### Sustainable Features

- Will be minimum LEED Silver certified

## PROJECT STATUS REPORT CONSTRUCTION

### Fast Financial Facts

- Total Project Budget ..... \$12,381,000
- Construction Budget ..... \$ 8,781,000
- Expenditures To Date..... \$ 5,802,982
- Projected Change Order Percent.....0%
- Percent Complete of Project Cost.....47%
- Percent Complete of Construction..... 30%



### Project Update

#### Ag. Building

- Restoration of Landscape continues
- Installation of pendant lighting in classrooms continues
- Installation of new electrical panel continues.
- Installation of fire alarm devices commenced

#### Applied Science Building

- Erection of steel structure continues
- Drypacking of beam pockets commenced.

# CHILD DEVELOPMENT CENTER

## PROJECT STATUS REPORT

### CONSTRUCTION

- **Address** 43-500 Monterey Ave.  
Palm Desert, CA 92260
- **Project Manager** EISPRO  
Gregg Capper
- **Architect** HMC Architects  
Ontario, CA
- **Construction Manager** None



### Fast Facts

New laboratory providing direct observation of two separate early childhood groups. Support spaces for the young children and staff are included to facilitate the groups while allowing students the opportunity to monitor the interaction and behavioral development of the children.

- **Total Project Budget** . . . . . \$5,924,000
- **Project Square Footage (GSF)** . . . . . 10,314 sq.ft.
- **Funding Source** . . . . . Measure B
- **Construction Start** . . . . . Summer 2013
- **Targeted Completion** . . . . . Spring 2014

### Sustainable Features

- Will be minimum LEED Silver certified



# CHILD DEVELOPMENT CENTER

## PROJECT STATUS REPORT

### CONSTRUCTION

#### Fast Financial Facts

- Total Project Budget ..... \$ 5,924,000
- Construction Budget ..... \$ 4,640,078
- Expenditures To Date..... \$ 3,961,620
- Projected Change Order Percent..... 0%
- Percent Complete of Project Cost..... 67%
- Percent Complete of Construction..... 70%



#### Project Update

- Application of plaster brown coat commenced.
- Installation of casework commenced.
- Installation of t-bar system commenced.
- Planning for electrical tie-in to main electrical feed continues.
- Coordination with SCE for removal of existing transformer continues.
- Installation of interior finishes continues.
- Installation of HVAC & plumbing systems complete.
- Interior paint complete.
- Installation of electrical panels and pulling conductor complete.
- Installation of outlets and cover plates complete.
- Exterior insulation completed.
- Plaster scratch coat completed.



# STAGECRAFT SHOP

## PROJECT STATUS REPORT

### CONSTRUCTION

- **Address** 43-500 Monterey Ave.  
Palm Desert, CA 92260
- **Project Manager** EISPRO  
Fritz Gutenberg
- **Architect** PMSM Architects  
Santa Barbara, CA
- **Construction Manager** None



### Fast Facts

New facility that directly supports Theater Arts functions held on campus. Spaces include a scenery workshop, full costume shop, makeup studio with cast changing facilities, and music/vocal practice rooms.

- Total Project Budget ..... \$2,135,000
- Project Square Footage (GSF) ..... 3,346 sq.ft.
- Funding Source ..... Measure B
- Construction Start ..... Fall 2013
- Targeted Completion ..... Spring 2014



# STAGECRAFT SHOP

## PROJECT STATUS REPORT

### CONSTRUCTION

#### Fast Financial Facts

- Total Project Budget ..... \$ 2,135,000
- Construction Budget ..... \$ 1,610,773
- Expenditures To Date..... \$ 1,194,018
- Projected Change Order Percent..... 0%
- Percent Complete of Project Cost..... 56%
- Percent Complete of Construction..... 70%



#### Project Update

- BAS cabling and panel installation continues.
- Access control cabling continues.
- ADA sidewalk improvements continue.
- Hydronic pipe installation, pipe insulation and testing continue.
- Canopy foundation layout and imbed placement complete.
- Interior electrical connections and installation of lighting continue.
- Building exterior complete.

## PROJECT STATUS REPORT CONSTRUCTION

- **Address** 43-500 Monterey Ave.  
Palm Desert, CA 92260
- **Project Manager** EISPRO  
Curtis Guy
- **Architect** PMSM Architects  
Santa Barbara, CA
- **Construction Manager** None



### Fast Facts

The project is to provide a comprehensive and cohesive directional sign system for pedestrian and vehicle traffic throughout the campus, including identifying various buildings, parking lots and campus functions.

- **Total Project Budget** ..... \$500,000
- **Project Square Footage (GSF)** ..... Exterior Site Work
- **Funding Source** ..... Measure B
- **Construction Start** ..... Summer 2013
- **Targeted Completion** ..... Spring 2014

## PROJECT STATUS REPORT CONSTRUCTION

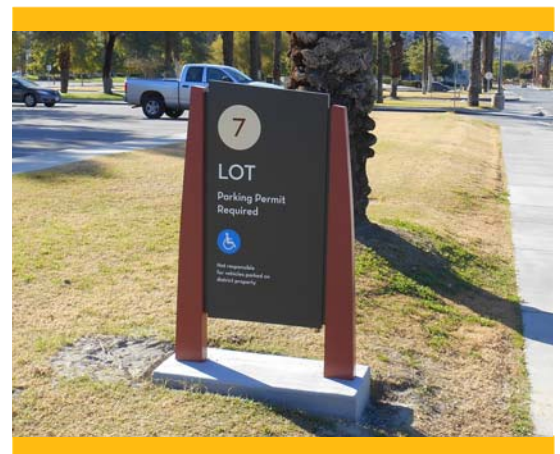
### Fast Financial Facts

- Total Project Budget ..... \$ 500,000
- Construction Budget ..... \$ 395,300
- Expenditures To Date..... \$ 420,509
- Projected Change Order Percent..... 0%
- Percent Complete of Project Cost..... 84%
- Percent Complete of Construction..... 99%

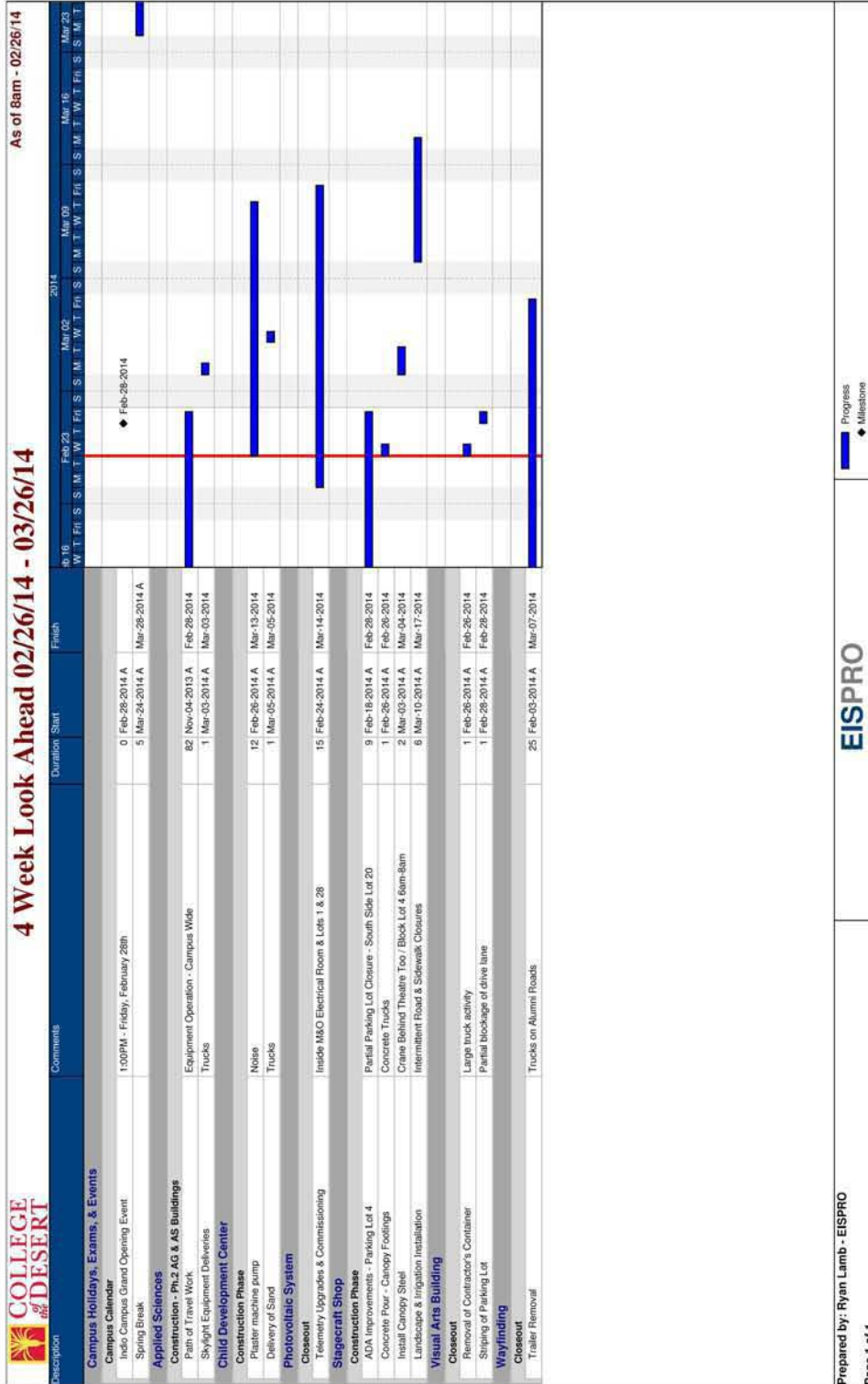


### Project Update

- Cleaning of laydown yard to complete 3-7-14
- Signs for incomplete projects to be stored for future installation
- Re-bid of ADA signs in review.



# 4 WEEK LOOK AHEAD



Prepared by: Ryan Lamb - EISPRO

Page 1 of 1

EISPRO

Progress  
Milestone



## 4 Week Look Ahead 02/26/14 - 03/26/14

As of 8am - 02/26/14

# FINANCIAL REVIEW . . .

- Project Allocation Budget

# COMPLETED PROJECTS

## PROJECT ALLOCATION BUDGET

<u>COMPLETED PROJECTS</u>	<u>Budget</u> <b>Bond + Other</b>	<u>Expense</u> <b>Bond + Other</b>	<b>Balance</b>
Ag Science Project	\$105,804	\$105,804	\$0.00
Alumni Centre	\$2,714,816	\$2,714,816	\$0.00
Aquatics Swimming Pool Demolition	\$310,103	\$310,103	\$0.00
Barker Nursing Complex	\$10,973,913	\$10,973,913	\$0.00
Burn Tower	\$2,875,267	\$2,875,267	\$0.00
Business Building Renovation	\$4,598,036	\$4,598,036	\$0.00
Campus Standards & Design	\$615,343	\$615,343	\$0.00
Carol Meier Lecture Hall Roof Repair	\$317,728	\$317,728	\$0.00
Central Annex Village	\$2,308,330	\$2,308,330	\$0.00
Central Plant	\$13,127,485	\$13,127,485	\$0.00
Contractor Lay Down Area	\$724,890	\$724,890	\$0.00
Culinary Kitchen	\$410,529	\$410,529	\$0.00
Date Palm Removal	\$311,447	\$311,447	\$0.00
Desert Hot Springs	\$1,140	\$1,140	\$0.00
Diesel Mechanics Flooring	\$14,154	\$14,154	\$0.00
Dining Facility Renovation	\$5,399,910	\$5,399,910	\$0.00
Facilities Yard Improvement	\$416,825	\$416,825	\$0.00
Mecca-Thermal Interim Modulars	\$9,913,929	\$9,913,929	\$0.00
Mecca-Thermal Septic Sewer System	\$288,401	\$288,401	\$0.00
Monterey Wall & Landscaping	\$1,544,946	\$1,544,946	\$0.00
Nursing Building Renovation	\$3,538,287	\$3,538,287	\$0.00
Pavement Removal North Alumni Road	\$28,721	\$28,721	\$0.00
Ph I - Infrastructure Upgrade	\$14,512,593	\$14,512,593	\$0.00
Ph II - Infrastructure Upgrade	\$11,727,628	\$11,727,628	\$0.00
PSA Parking & Mag. Falls Entrance	\$949,794	\$949,794	\$0.00
Public Safety Academy	\$14,917,722	\$14,917,722	\$0.00
Safety/Security Improvements CDC & AR	\$256,377	\$256,377	\$0.00
Scene Shop	\$75,654	\$75,654	\$0.00
Science Labs	\$223,624	\$223,624	\$0.00
Sidewalk Repairs	\$38,846	\$38,846	\$0.00
South Annex Ph I	\$273,569	\$273,569	\$0.00
South Annex Ph II	\$1,027,825	\$1,027,825	\$0.00
South Annex Ph III - DSPS Modulars	\$646,294	\$646,294	\$0.00
South Parking Lot	\$1,004,767	\$1,004,767	\$0.00
So./No. Annex Ph I Classroom Modulars	\$1,920,155	\$1,920,155	\$0.00
Storm Drain Outlet Structure	\$1,563,111	\$1,563,111	\$0.00
Telephone Systems/VOIP Upgrade Ph I	\$964,487	\$964,487	\$0.00
Temporary Access Road	\$87,252	\$87,252	\$0.00
Temporary Dining Facility	\$752,840	\$752,840	\$0.00
Velma Dawson House Lot	\$27,500	\$27,500	\$0.00
Visual Arts Kiln Building	\$179,079	\$179,079	\$0.00
Western Parking Lot	\$2,564,965	\$2,564,965	\$0.00
Western Parking Lot Landscaping	\$266,422	\$266,422	\$0.00
Wireless Access Project	\$322,555	\$322,555	\$0.00
<b>EXPENDED TOTAL</b>	<b>\$114,843,061</b>	<b>\$114,843,061</b>	<b>\$0.00</b>

Note: All Balances Moved To Contingency



# CURRENT PROJECTS

## PROJECT ALLOCATION BUDGET

<u>CURRENT PROJECTS</u>	<u>Budget</u> <u>Bond + Other</u>	<u>Expense</u> <u>Bond + Other</u>	<u>Balance</u>
(2) Applied Sciences	\$12,381,000	\$5,802,982	\$6,578,018
(2) Athletic Facilities	\$23,115,238	\$16,329,596	\$6,785,642
Campus Electronic Sign	\$300,000	\$20,891	\$279,109
Campus Energy Monitoring	\$295,801	\$288,864	\$6,937
(2) Campus IT Infrastructure	\$2,600,000	\$2,496,404	\$103,596
Central Campus Redevelopment	\$37,550,000	\$1,427,832	\$36,122,168
(2) Central Plant MBCx	\$3,547,420	\$3,324,358	\$223,062
(2) Child Development Center	\$5,924,000	\$3,961,620	\$1,962,380
(1) (3) Communication Building	\$20,996,832	\$20,221,472	\$775,360
(1) Cravens Student Services Center	\$22,973,961	\$22,953,035	\$20,926
(2) CSSC Second Floor Renovation	\$150,000	\$139,340	\$10,660
(2) Demo Central Annex / Cooling Tower	\$336,262	\$253,978	\$82,284
(2) Imaging	\$400,000	\$399,040	\$960
(2) Indio Education Center	\$23,000,000	\$20,000,644	\$2,999,356
(2) Infrastructure Upgrade - Ph III	\$11,732,136	\$11,658,539	\$73,597
(2) Math Science Technology Center	\$24,747,061	\$24,034,649	\$712,411
(1) Monterey Entrance	\$5,403,168	\$5,379,206	\$23,962
RDA Small Maintenance Projects	\$1,060,108	\$926,050	\$134,058
Relocations Project	\$1,366,879	\$568,049	\$798,830
(3) Security Cameras & Emergency Phones	\$200,000	\$132,450	\$67,550
(2) Site Remediation	\$687,000	\$295,123	\$391,877
Soils Contingency	\$1,401,500	\$0	\$1,401,500
(2) Stagecraft Shop	\$2,135,000	\$1,194,018	\$940,982
(2) Visual Arts Building	\$8,515,353	\$6,693,047	\$1,822,306
Wayfinding	\$500,000	\$420,509	\$79,491
West Valley Palm Springs	\$43,000,000	\$5,435,404	\$37,564,596
<b>SUB TOTAL</b>	<b>\$254,318,718</b>	<b>\$154,357,101</b>	<b>\$99,961,617</b>

- (1) Projects pending financial closeout.  
 (2) Budget Augmentation approved by Administration.  
 (3) Balance/Partial transferred to Bond Contingency.

## PROJECT ALLOCATION BUDGET

<u>FUTURE PROJECTS</u>	<u>Budget</u> Bond + Other	<u>Expense</u> Bond + Other	<u>Balance</u>
East Valley Mecca/Thermal Campus	\$29,700,000	\$16,052	\$29,683,948
(2) West Valley Desert Hot Springs Ph II	\$2,500,000	\$0	\$2,500,000
<b>SUB TOTAL</b>	<b>\$32,200,000</b>	<b>\$16,052</b>	<b>\$32,183,948</b>

<u>SUMMARY OF PROJECTS</u>	<u>Budget</u> Bond + Other	<u>Expense</u> Bond + Other	<u>Balance</u>
Completed Projects	\$114,843,061	\$114,843,061	\$0
Current Projects	\$254,318,718	\$154,357,101	\$99,961,617
Future Projects	\$32,200,000	\$16,052	\$32,183,948
Bond Management and Other Fees	\$24,649,879	\$22,553,488	\$2,096,391
Contingency	\$1,746,700	\$0	\$1,746,700
<b>TOTAL</b>	<b>\$427,758,358</b>	<b>\$291,769,702</b>	<b>\$135,988,656</b>

<u>DEFERRED PROJECTS</u>	<u>Budget</u> Bond + Other	<u>Expense</u> Bond + Other	<u>Balance</u>
Art Building Re-Purpose	\$500,000	\$0	\$500,000
Construct Parking Lot Velma Dawson House	\$600,000	\$0	\$600,000
Demo East Annex / Construct Parking Lot	\$2,000,000	\$0	\$2,000,000
Diesel Mechanics / Install Parking Lot	\$2,500,000	\$0	\$2,500,000
Engineering Building Renovation	\$4,000,000	\$0	\$4,000,000
Landscaping at Fred Waring Entrance	\$1,000,000	\$0	\$1,000,000
Multi-Use Arts Facility	\$20,386,059	\$0	\$20,386,059
Parking Lot at Lay Down Area	\$1,200,000	\$0	\$1,200,000
Pollock Theater Carol Meier Renovation	\$3,940,381	\$0	\$3,940,381
Public Safety Academy Phase II	\$10,887,000	\$0	\$10,887,000
<b>TOTAL DEFERRED PROJECTS</b>	<b>\$47,013,440</b>	<b>\$0</b>	<b>\$47,013,440</b>

<u>FUNDING SOURCE</u>	<u>Totals</u>		
Bond Series "A"	\$65,000,000		
Bond Series "B"	\$57,850,000		
Bond Series "C"	\$223,648,444		
State	\$3,144,000		
RDA	\$38,634,900		
Interest	\$30,000,000		
Refunding	\$7,500,000		
Foundation	\$400,000		
Rebates	\$1,331,031		
Surety	\$249,984		
<b>TOTAL</b>	<b>\$427,758,358</b>		



# UPCOMING EVENTS . . .

- No Events Currently Scheduled



Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges



## *Update on Accreditation Reports*

Co-chairs of ACCJC Workgroup: Dr. Annebelle Nery and Bert Bitanga

College Planning Council—March 2014

Office of Institutional Effectiveness, Educational Services & Planning



# Upcoming Accreditation Reports--2014



# Putting together a TEAM: The ACCJC Workgroup



Co-Chairs: Bert Bitanga and Annebelle Nery

Faculty Representatives: Carol Lasquade, Doug MacIntire, Wendy Sanders, Lisa Soccio

Classified Staff Representative: Tom Jones

Leadership Representatives: Carlos Maldonado, Daniel Martinez, Amanda Phillips



# The FOLLOW UP REPORT

- **Due March 15, 2014**
- **Follow up on the recommendations of the July 3, 2013 ACCJC letter after the April 12, 2013 follow up visit**
- **There were 2 recommendations: Recommendation 1 and Recommendation 5.**
- **For Recommendation 1, there are 26 pieces of documented evidence.**
- **For Recommendation 5, there are 5 pieces of documented evidence.**

## ***Recommendation 1:***

In **Planning** recommends that the  
co **Assessment** comprehensive  
planning process by responding to the analysis of assessment  
results to ensure **Resource** such a process  
integrates the va **Allocation** quantitative and  
qualitative data a outcomes  
within both instruction and non-instructional services and provides  
for an ongoing and systematic  
allocation, implementation, a



## What did the VISITING TEAM state in reference to Recommendation #1?



- With regard to Recommendation 1, the College has initiated a College Planning Council and the Planning and Institutional Effectiveness (PIE) process. However the implementation of "Think Tanks" at the College to facilitate a broad-based dialogue on the state fiscal crisis **interrupted the implementation of the PIE process.** Additionally the **assessment of student learning was not consistent** for all programs, and the process to **fund resource requests was unclear.** A culture of evidence or **research capacity did not appear to be sufficient.** As a result, planning appeared to be a work in progress rather than an accomplished process.

# HIGHLIGHTS of the Evidence of Recommendation 1?



Equipment Prioritization (1.15)



Data for Faculty Prioritization (1.20)

**EVIDENCE**



Faculty Criteria Scoring Sheet (1.21)



A message from the President



2013-2014

Prioritized Equipment List by School

Prioritized #	HS & Education		ASBU		Arts & Sciences***		Communications		
	Equipment	Cost	Equipment	Cost	Equipment	Cost	Equipment	Cost	
1	ECE—renovate playground (1,2,5,7)	\$1mil +	Fire equipment (1,2,3,4,5,6)	\$50,000	Science computers & BI-OPAC (3,5,6,7)	\$20,000	Inspiration software (6)	\$4000	
2	AV Pool Sound (6)	\$2800	Large Scale Scanner (3,5,6)	\$9000	Music Instruments (2,3,5,6,7)	\$10,000	ESL pronunciation software (4,5)	\$2500	
3	TRX machine-Weight Room(5,6)	\$6250	Automotive equipment workstations (3,5,6)	\$26,000	Science Lab Equipment (1,5,6)	\$4,400	DVD** purchase for ASL program	\$1500	
4			Diagnostic Scan Tools (2,3,6,7)	\$40,000	Lighting equipment in T1&CMH (3,5,7)	\$50,000			
5			Spec. Equipment (2,3,6,7)	\$12,000	Sound upgrades in T1&CMH (3,5,7)	\$25,000			
<b>TOTALS</b>		<b>\$9050</b>		<b>\$137,000</b>		<b>\$109,400</b>		<b>\$8000</b>	<b>\$263,450</b>

\*1 million dollar cost for the ECE playground renovation was excluded from totals; the college is currently look for funding through facilities  
 \*\*Recommendation to pay this through instructional supplies  
 \*\*\*Arts and Sciences did not prioritize @ the school level; department chairs in attendance were asked to prioritize what they could

General Criteria used for Equipment Priority:

- 1) Health/Safety
- 2) Compliance
- 3) Meeting industry standards
- 4) Grow new program
- 5) Viability of Program
- 6) Enhance Program
- 7) Need for Replacement/Renovate

# EVIDENCE 1.15 Summary of Instructional Equipment Prioritization

# Data for Faculty Prioritization

## 2012-13 PRU Data

2012-2013 Data	Student Success Rate	Retention Rate	# of sections	FTEs	Full Time Faculty (position in program)	PT/Overload Faculty/Or part of "CO" Load*	FTEFFactFT	FTEFACTOVLD	FTEFFacPT	Total FTEF
1. Fire Technology	71.1	84.1	11	25.52	0	7	0	0	1.85	1.85
2. Visual Art	86.2	92.8	60	202.02	2	9	3	0.8	7.1	10.9
3. Political Science	73.1	82.06	21	109.8	0	6	0	0	3.8	
4. Nursing Counselor	0	0	0	0	1	0	0	0	0	0
5. General Counseling	0	0	0	0	8	19	0	0	0	0
6. Kinesiology** & ***	78.2	88.9	109	364.87	2	22	2.27	0.98	12.37	15.62
7. English	72.5	86.6	203	725.29	10	25	7.67	5.4	23.54	36.61
8. Spanish	66.6	83.1	19	119.31	2	3	1.67	40.27	1.87	43.81
9. American Sign Language	76.6	87.9	9	46.2	0	2	0	0	2.8	2.8
10. Auto Technology	61.9	88.5	38	178.02	1	10	1.27	1.76	14.99	18.02
11. Physics/Astronomy	72	91.5	13	59.85	1	2	1.67	1.46	0.94	4.07
12. Mass Communication	80	91.5	23	97.93	1	7	0	0	4.4	4.4
13. History	63.08	82.32	37	175.1	1	8	0.87	0	5.4	6.27
14. Chemistry	61.8	76.7	23	118.23	2	1	4.47	1.13	4	9.6

# Faculty Criteria Scoring Sheet

FACULTY PRIORITIZATION CRITERIA for 2014-2015  
11/20/13--(1st Draft)

CRITERIA			Total	Compliance	Student Success	Transfer Success	CTE Mission	Certificate mission	Emerging industry need	Serve off-site centers/signature program	No full-time faculty/emerging program	Labor demand/jobs	Health & Safety	Increase Student Success Rates	Significant Increase in students served	Innovation	Accelerated Pathways	Dual Enrollment/HS pathway	State/Federal Certification	FTEF (Full Time Equivalent Faculty Ratio)	FINAL RANKED LIST 11/20/13
ASL	COMM	3	10		x		x	x	x				x								8. Spanish
Reading	COMM	4		x	x			x					x		x	x					9. American Sign Language
English (2)	COMM	5		x	x			x					x		x	x					10. Auto Technology
Speech	COMM	6			x			x					x								11. Physics/Astronomy
General Counselor	SSPS	1	13	x				x			x	x									12. Mass Communication
ASL	COMM	3	10		x			x	x				x								8. Spanish
Reading	COMM	4		x	x			x					x		x	x					9. American Sign Language
English (2)	COMM	5		x	x			x					x		x	x					10. Auto Technology
Speech	COMM	6			x			x					x								11. Physics/Astronomy
General Counselor	SSPS	1	13	x				x			x	x									12. Mass Communication
DSPS Counselor	SSPS	2																			13. History
Fire Technology	ASBU	1	15	x		x	x	x	x	x			x				x	x			14. Chemistry
Auto Technology	ASBU	2	8			x	x				x			x			x	x			
Turf/Horticulture	ASBU	3				x	x	x	x												19 people voted 11/20/13
Construction Mgm	ASBU	4				x	x	x		x	x										*all other disciplines had less than 5 yes votes
General Business	ASBU	5			x	x	x														
Hosp./Culinary Art	ASBU	6				x	x	x	x			x									
Economic	ASBU	7			x	x															
Visual Arts	ARSC	1	15	x	x	x		x			x	x	x	x							
Political Science	ARSC	2	14	x	x								x	x							
Physics/Astron/En	ARSC	3		x	x								x		x						
Dance	ARSC	9		x	x								x	x							

# Closing the Program Review, Planning and Resource Allocation Cycle

**From:** Joel Kinnamon

**Sent:** Friday, December 13, 2013 6:11 PM

**To:** Joel Kinnamon

**Subject:** Greetings from Joel

student learning remained central to the discussion. Thank you to all who devoted their time and expertise.

I reviewed the full list utilizing additional data provided by the Office of Institutional Research and prioritized the top seven positions. Internal data such as; full-time to part-time faculty ratios, student success, persistence, and program growth as well as external scans that incorporated program regulations, labor market data, high school academies and pathways, and articulation with four-year institutions was used to evaluate all requests.

This list will be reviewed again when the Governor's Budget is released in January to ensure that the funding situation has not changed. The recruitment and selection process will begin shortly after that with the new faculty starting in Fall 2014.

This is an exciting time for College of the Desert and again my thanks to everyone that participated in this process.

Sincerely,

Joel

## Recommendation 5:

**Recommendation 5:** In order to meet Standards, the team recommends that the district develop and implement appropriate policies and procedures that incorporate effectiveness in producing *student learning outcomes into the **evaluation** process of faculty and others directly responsible for student progress toward achieving student learning outcomes (III.A.1.c).*

- CTA
- CODAA
- CSEA



**Working together  
to impact  
Student Learning!**

# MIDTERM REPORT—Due 3/15/14



**Due at the Midpoint of  
your Accreditation cycle—  
In between  
Comprehensive Self-  
Studies**

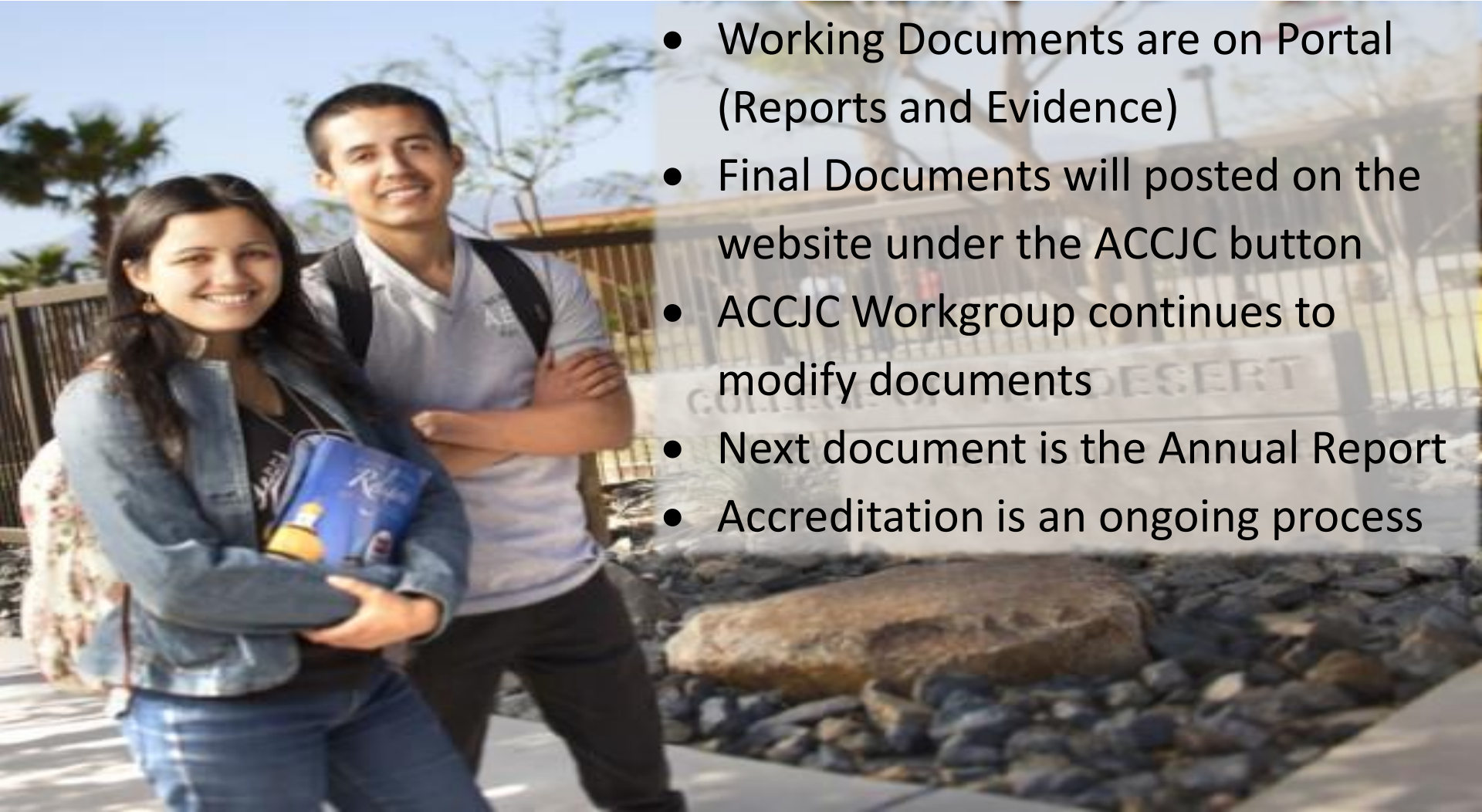
- **Progress of ACCJC's Recommendations**
- **Address Progress on Self-Identified Planning Agenda Issues**

# Self-Identified Issues—Planning Agenda Table

Standard:	Planning Agenda	Status
both quantitative and qualitative data.		
IB4. The institution provides evidence that the planning process is broad-based, offers opportunities for input appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.		
IB5. The institution uses documented assessment results to communicate	Evaluate results of the Beta test of the Institutional	<i>IP-- The College has increased its research capacity and has invested resources in the Office</i>

Most Planning Agenda items were answered with the response to Recommendation #1

# Summary of Progress



- Working Documents are on Portal (Reports and Evidence)
- Final Documents will be posted on the website under the ACCJC button
- ACCJC Workgroup continues to modify documents
- Next document is the Annual Report
- Accreditation is an ongoing process



# Draft version of Follow Up Report and Midterm Report on the Portal



College Planning Council ▶ Taskforces ▶ General Taskforce Documents ▶ All Documents ▼

Home

Faculty

Leadership

Employee Benefits




Departments

Committees

Libraries

Meeting Schedule

CPC Resources

<input type="checkbox"/>	Type	Name	Modified
		COD Midterm Report 2014	2/26/2014 11:47 AM
		FUP report	2/26/2014 11:47 AM
		COD Value Statement draft	7/12/2014 11:10 AM

# Evidence Folders on the Portal

The screenshot shows a web portal interface for a library or document management system. The browser address bar displays the URL: <http://campus.collegeofthedesert.edu/cjoc/cpc/Taskforces/Forms/AllItems.aspx?RootFolder=%>. The user is logged in as "Annebelle Nery".

The interface features a navigation menu on the left with categories such as "Libraries", "Meetings", "Planning / Goals", and "Program Review". The main content area displays a list of documents in a table format. The table has the following columns: "Type", "Name", "Modified", and "Modified By".

Type	Name	Modified	Modified By
	1.1 CPCMinutes042613 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.10 Program Review 091813 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.11 Copy of Program Review (2) by School 092613 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.12 DRAFT faculty and equipment criteria 092713 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.13.a ASBU Priorities 2012-13 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.13.b Agenda - Science Meeting - oct10 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.14 Summary of Friday 101113 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.15 Equipment List for CPC <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.16 Program Review Update Addendum <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.18 Copy of Program Review_ Priority List <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.19 Fac Prior Mtg 111313 for 14-15 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.2 Planning Taskforce meeting agenda 062713 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.20 Copy of Data for faculty priority 120613 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.21 Copy of Faculty Criteria Scoring sheet 111913 <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.22.a 12-05-13_OAC_Minutes <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.22.b FW_ Greetings from Joel <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.23 Assessment Schedule - Health Sciences and Early Childhood Education <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley
	1.24 Assessment Schedule - Student Affairs Courses <b>NEW</b>	2/26/2014 11:47 AM	Mike Hadley



COLLEGE  
*of the* DESERT



- ACCJC Workgroup
- Co-Chair Bert Bitanga
- Carol Lasquade
- Doug MacIntire
- Wendy Sanders
- Lisa Soccio
- Tom Jones
- Carlos Maldonado
- Daniel Martinez
- Amanda Phillips
- Departments who assisted in providing input and evidence



THANK YOU!!!

**Accrediting Commission for Community and Junior Colleges**  
**Western Association of Schools and Colleges**

**Rubric for Evaluating Institutional Effectiveness – Part I: Program Review**

(See cover letter for how to use this rubric.)

<b>Levels of Implementation</b>	<b>Characteristics of Institutional Effectiveness in Program Review</b> <i>(Sample institutional behaviors)</i>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• There is preliminary investigative dialogue at the institution or within some departments about what data or process should be used for program review.</li> <li>• There is recognition of existing practices and models in program review that make use of institutional research.</li> <li>• There is exploration of program review models by various departments or individuals.</li> <li>• The college is implementing pilot program review models in a few programs/operational units.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• Program review is embedded in practice across the institution using qualitative and quantitative data to improve program effectiveness.</li> <li>• Dialogue about the results of program review is evident within the program as part of discussion of program effectiveness.</li> <li>• Leadership groups throughout the institution accept responsibility for program review framework development (Senate, Admin., Etc.)</li> <li>• Appropriate resources are allocated to conducting program review of meaningful quality.</li> <li>• Development of a framework for linking results of program review to planning for improvement.</li> <li>• Development of a framework to align results of program review to resource allocation.</li> </ul>
<b>Proficiency</b>	<ul style="list-style-type: none"> <li>• Program review processes are in place and implemented regularly.</li> <li>• Results of all program reviews are integrated into institution-wide planning for improvement and informed decision-making.</li> <li>• The program review framework is established and implemented.</li> <li>• Dialogue about the results of all program reviews is evident throughout the institution as part of discussion of institutional effectiveness.</li> <li>• Results of program review are clearly and consistently linked to institutional planning processes and resource allocation processes; college can demonstrate or provide specific examples.</li> <li>• The institution evaluates the effectiveness of its program review processes in supporting and improving student achievement and student learning outcomes.</li> </ul>
<b>Sustainable Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Program review processes are ongoing, systematic and used to assess and improve student learning and achievement.</li> <li>• The institution reviews and refines its program review processes to improve institutional effectiveness.</li> <li>• The results of program review are used to continually refine and improve program practices resulting in appropriate improvements in student achievement and learning.</li> </ul>

**Accrediting Commission for Community and Junior Colleges**  
**Western Association of Schools and Colleges**

**Rubric for Evaluating Institutional Effectiveness – Part II: Planning**

(See cover letter for how to use this rubric.)

<b>Levels of Implementation</b>	<b>Characteristics of Institutional Effectiveness in Planning</b> <i>(Sample institutional behaviors)</i>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• The college has preliminary investigative dialogue about planning processes.</li> <li>• There is recognition of case need for quantitative and qualitative data and analysis in planning.</li> <li>• The college has initiated pilot projects and efforts in developing systematic cycle of evaluation, integrated planning and implementation (e.g., in human or physical resources).</li> <li>• Planning found in only some areas of college operations.</li> <li>• There is exploration of models and definitions and issues related to planning.</li> <li>• There is minimal linkage between plans and a resource allocation process, perhaps planning for use of "new money".</li> <li>• The college may have a consultant-supported plan for facilities, or a strategic plan.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• The Institution has defined a planning process and assigned responsibility for implementing it.</li> <li>• The Institution has identified quantitative and qualitative data and is using it.</li> <li>• Planning efforts are specifically linked to institutional mission and goals.</li> <li>• The Institution uses applicable quantitative data to improve institutional effectiveness in some areas of operation.</li> <li>• Governance and decision-making processes incorporate review of institutional effectiveness in mission and plans for improvement.</li> <li>• Planning processes reflect the participation of a broad constituent base.</li> </ul>
<b>Proficiency</b>	<ul style="list-style-type: none"> <li>• The college has a well documented, ongoing process for evaluating itself in all areas of operation, analyzing and publishing the results and planning and implementing improvements.</li> <li>• The institution's component plans are integrated into a comprehensive plan to achieve broad educational purposes and improve institutional effectiveness.</li> <li>• The institution effectively uses its human, physical, technology, and financial resources to achieve its broad educational purposes, including stated student learning outcomes.</li> <li>• The college has documented assessment results and communicated matters of quality assurance to appropriate constituencies (documents data and analysis of achievement of its educational mission).</li> <li>• The institution assesses progress toward achieving its education goals over time (uses longitudinal data and analyses).</li> <li>• The institution plans and effectively incorporates results of program review in all areas of educational services: instruction, support services, library and learning resources.</li> </ul>
<b>Sustainable Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>• The institution uses ongoing and systematic evaluation and planning to refine its key processes and improve student learning.</li> <li>• There is dialogue about institutional effectiveness that is ongoing, robust and pervasive; data and analyses are widely distributed and used throughout the institution.</li> <li>• There is ongoing review and adaptation of evaluation and planning processes.</li> <li>• There is consistent and continuous commitment to improving student learning; and educational effectiveness is a demonstrable priority in all planning structures and processes.</li> </ul>

Accrediting Commission for Community and Junior Colleges  
Western Association of Schools and Colleges

**Rubric for Evaluating Institutional Effectiveness – Part III: Student Learning Outcomes**

(See cover letter for how to use this rubric.)

Levels of Implementation	<b>Characteristics of Institutional Effectiveness in Student Learning Outcomes</b> <i>(Sample institutional behaviors)</i>
<b>Awareness</b>	<ul style="list-style-type: none"> <li>• There is preliminary, investigative dialogue about student learning outcomes.</li> <li>• There is recognition of existing practices such as course objectives and how they relate to student learning outcomes.</li> <li>• There is exploration of models, definitions, and issues taking place by a few people.</li> <li>• Pilot projects and efforts may be in progress.</li> <li>• The college has discussed whether to define student learning outcomes at the level of some courses or programs or degrees; where to begin.</li> </ul>
<b>Development</b>	<ul style="list-style-type: none"> <li>• College has established an institutional framework for definition of student learning outcomes (where to start), how to extend, and timeline.</li> <li>• College has established authentic assessment strategies for assessing student learning outcomes as appropriate to intended course, program, and degree learning outcomes.</li> <li>• Existing organizational structures (e.g., Senate, Curriculum Committee) are supporting strategies for student learning outcomes definition and assessment.</li> <li>• Leadership groups (e.g., Academic Senate and administration), have accepted responsibility for student learning outcomes implementation.</li> <li>• Appropriate resources are being allocated to support student learning outcomes and assessment.</li> <li>• Faculty and staff are fully engaged in student learning outcomes development.</li> </ul>
<b>Proficiency</b>	<ul style="list-style-type: none"> <li>• Student learning outcomes and authentic assessments are in place for courses, programs, support services, certificates and degrees.</li> <li>• There is widespread institutional dialogue about the results of assessment and identification of gaps.</li> <li>• Decision-making includes dialogue on the results of assessment and is purposefully directed toward aligning institution-wide practices to support and improve student learning.</li> <li>• Appropriate resources continue to be allocated and fine-tuned.</li> <li>• Comprehensive assessment reports exist and are completed and updated on a regular basis.</li> <li>• Course student learning outcomes are aligned with degree student learning outcomes.</li> <li>• Students demonstrate awareness of goals and purposes of courses and programs in which they are enrolled.</li> </ul>
<b>Sustainable Continuous Quality Improvement</b>	<ul style="list-style-type: none"> <li>• Student learning outcomes and assessment are ongoing, systematic and used for continuous quality improvement.</li> <li>• Dialogue about student learning is ongoing, pervasive and robust.</li> <li>• Evaluation of student learning outcomes processes.</li> <li>• Evaluation and fine-tuning of organizational structures to support student learning is ongoing.</li> <li>• Student learning improvement is a visible priority in all practices and structures across the college.</li> <li>• Learning outcomes are specifically linked to program reviews.</li> </ul>



**ACCREDITING  
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for COMMUNITY and  
JUNIOR COLLEGES**

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NORVAL WELLSFRY

July 2011

**Memo to:** ACCJC Member Institutions  
**From:** Barbara Beno, President *Barbara Beno*  
**Subject:** ACCJC Rubric for Evaluating Institutional Effectiveness

Attached you will find a copy of the Rubric for Evaluating Institutional Effectiveness, updated by the Accrediting Commission for Community and Junior Colleges/WASC in June 2011. This Rubric was first published in 2007 and has undergone two previous editorial revisions. The 2011 edition reflects language added to provide some additional detail.

Since 1994, the Commission's Accreditation Standards have required institutions to engage in a systematic and regular review of program quality as well as in short-and long-term planning, and an allocation of resources to assure that institutions achieve their stated mission and assess and improve institutional effectiveness. The 2002 Accreditation Standards added requirements that institutions become more intentionally supportive of student learning by defining intended student learning outcomes, assessing learning, and incorporating the results of assessment into decisions about institutional priorities and improvement plans.

The Rubric for Evaluating Institutional Effectiveness was developed to assist colleges as they conduct self evaluation, and to assist external review teams as they examine institutional quality during accreditation reviews. The Rubric gives institutional members, evaluators, and the Commission a common language to use in describing the institution's practices in three key areas of the continuous quality improvement process – Program Review, Integrated Planning, and Student Learning Outcomes.

It is important to note that the sample behaviors described in each text box of the Rubric are not new criteria or standards for evaluation of an institution's quality, but rather are examples of behavior that, if characteristic of an institution, would indicate the institution's stage in the implementation of the Accreditation Standards, particularly Standard IB and important sections of Standard II and Standard III. The Rubric should be used in conjunction with the Accreditation Standards and the *Guide to Evaluating Institutions*, and *Guide to Evaluating Distance Education and Correspondence Education*.

The Commission has previously announced its expectations for institutional performance with regard to the practices described in the Rubric, as follows:

- The Commission expects all accredited institutions to be at the Sustainable Continuous Quality Improvement level in Program Review (Part 1 of the Rubric) and Planning (Part 2 of the Rubric).
- At present, the Commission expects all accredited institutions to be at least at the Development Level or above in Student Learning Outcomes (Part 3 of the Rubric).
- The Commission expects all accredited institutions to be at the Proficiency Level in Student Learning Outcomes by fall 2012. The Commission will assess all member institutions during the 2012-13 year.

Institutions in the ACCJC membership widely share a commitment to the purposes of assessment – to improve student outcomes. The Commission hopes that institutional leaders will find the 2011 Rubric helpful as they assess their own institution's quality and work to achieve greater student success.

The Commission welcomes any ideas for improving the Rubric and for improving institutional practices in continuous quality improvement.<sup>1</sup> Please direct comments to [accjc@accjc.org](mailto:accjc@accjc.org).

BAB/bd

Attachment

---

<sup>1</sup> The ACCJC's Task Force on Student Learning Outcomes met in spring 2011 to provide the updates contained in the 2011 Rubric.





# Using Community College Survey of Student Engagement (CCSSE) for Institutional Improvement

Daniel Martinez, PhD  
Director, Institutional Research  
2/27/2014

# CCSSE Background

- Started in 2001
- Research Based
- Student & Faculty Surveys
- Why student engagement?

*Learning  
Retention*

# CCSSE Survey at COD

Administered in 2008, 2010, and 2012.

	<b>Sample Size</b>	<b>Headcount</b>
2008	895	10,255
2010	916	11,039
2012	1,021	9,579

# CCSSE: A Tool for Improvement

*There are 3 ways to use CCSSE:*

- Benchmarks
- Direct Information
- Institutional measures





# CCSSE Benchmarks

The five *CCSSE* benchmarks are:

- Active and Collaborative Learning
- Student Effort
- Academic Challenge
- Student-Faculty Interaction
- Support for Learners

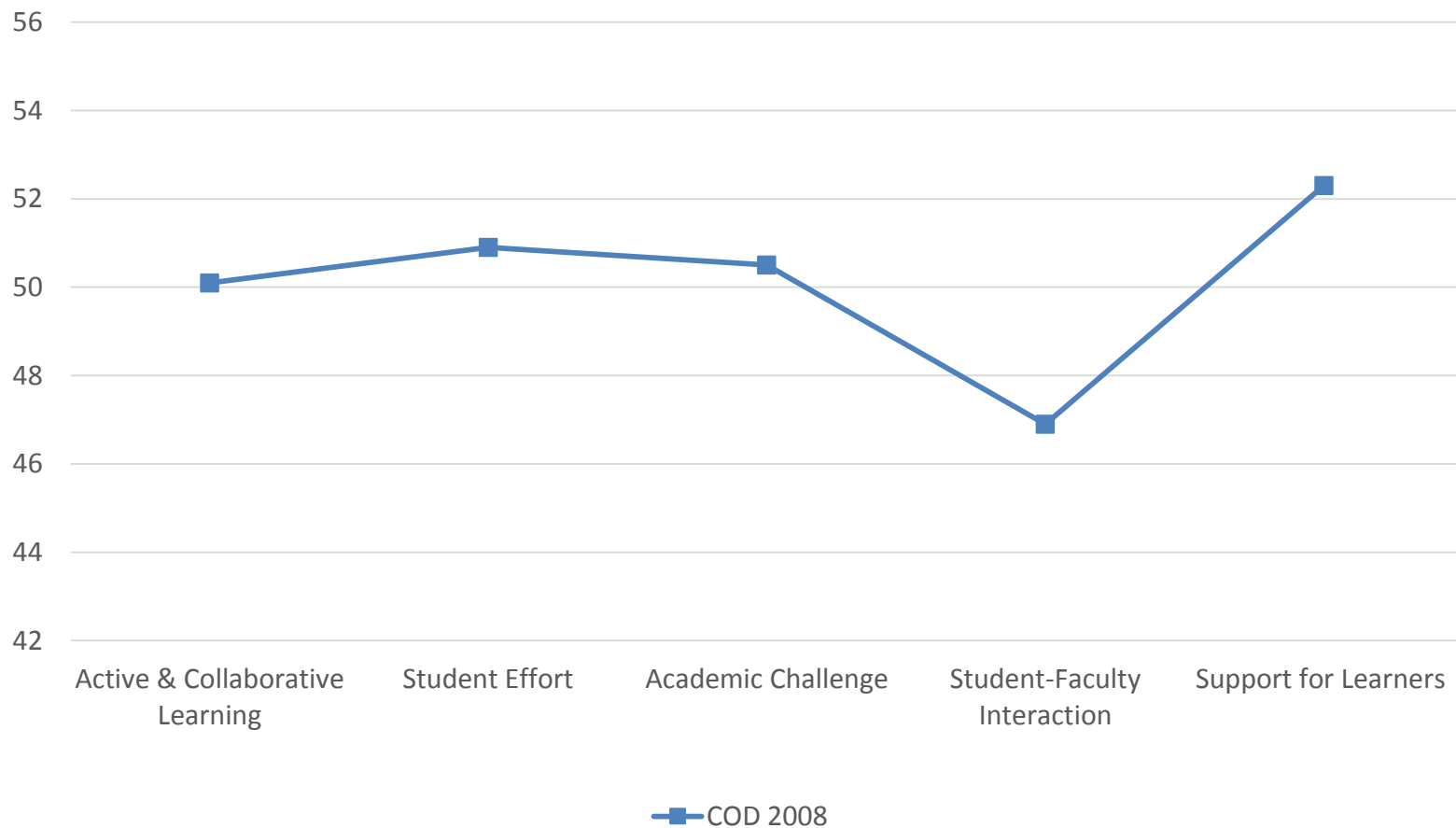
# Benchmarking – and Reaching for Excellence



The most important comparison:

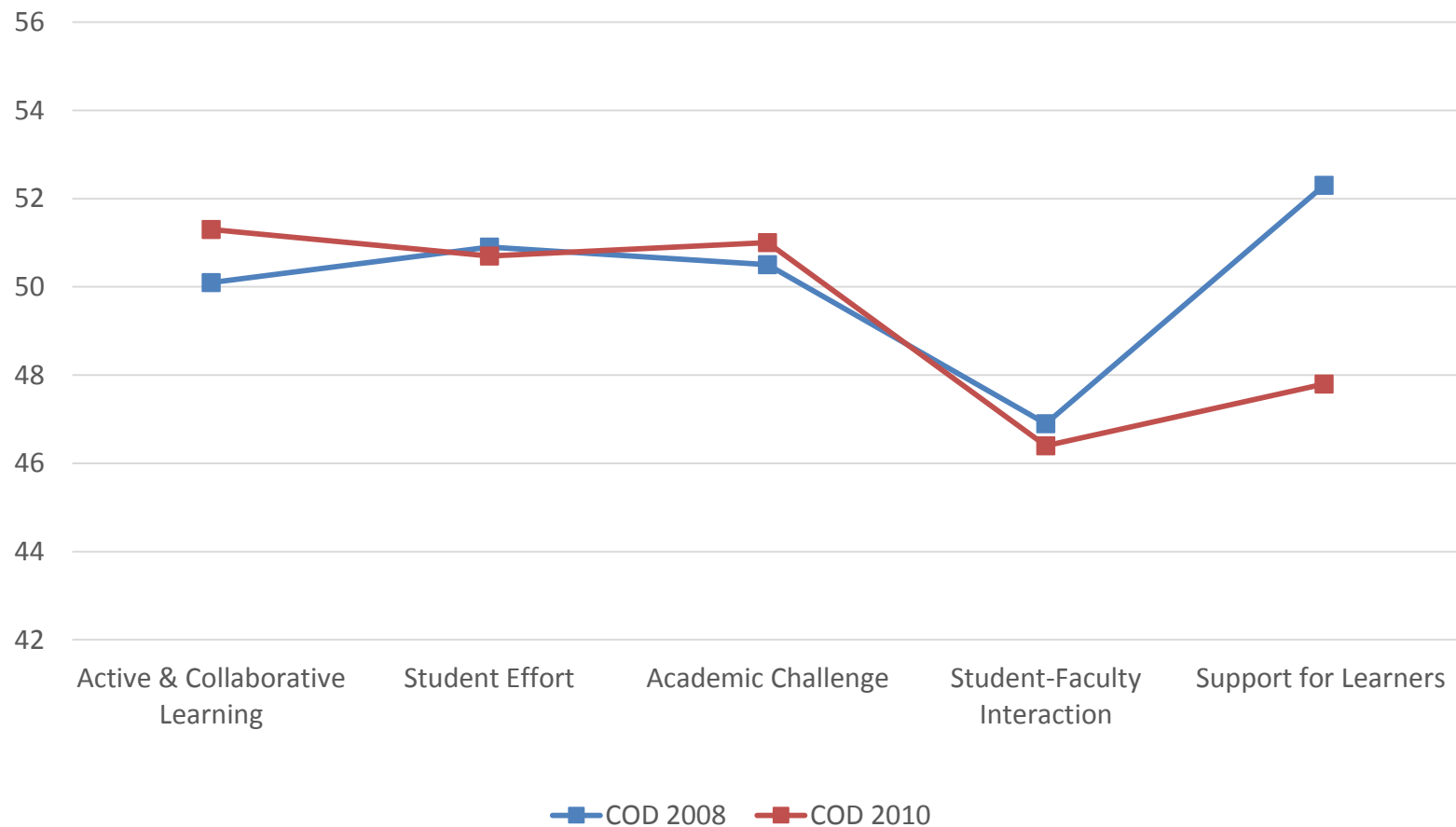
**Where you are now,  
compared with where  
you want to be.**

# COD: 2008-2012

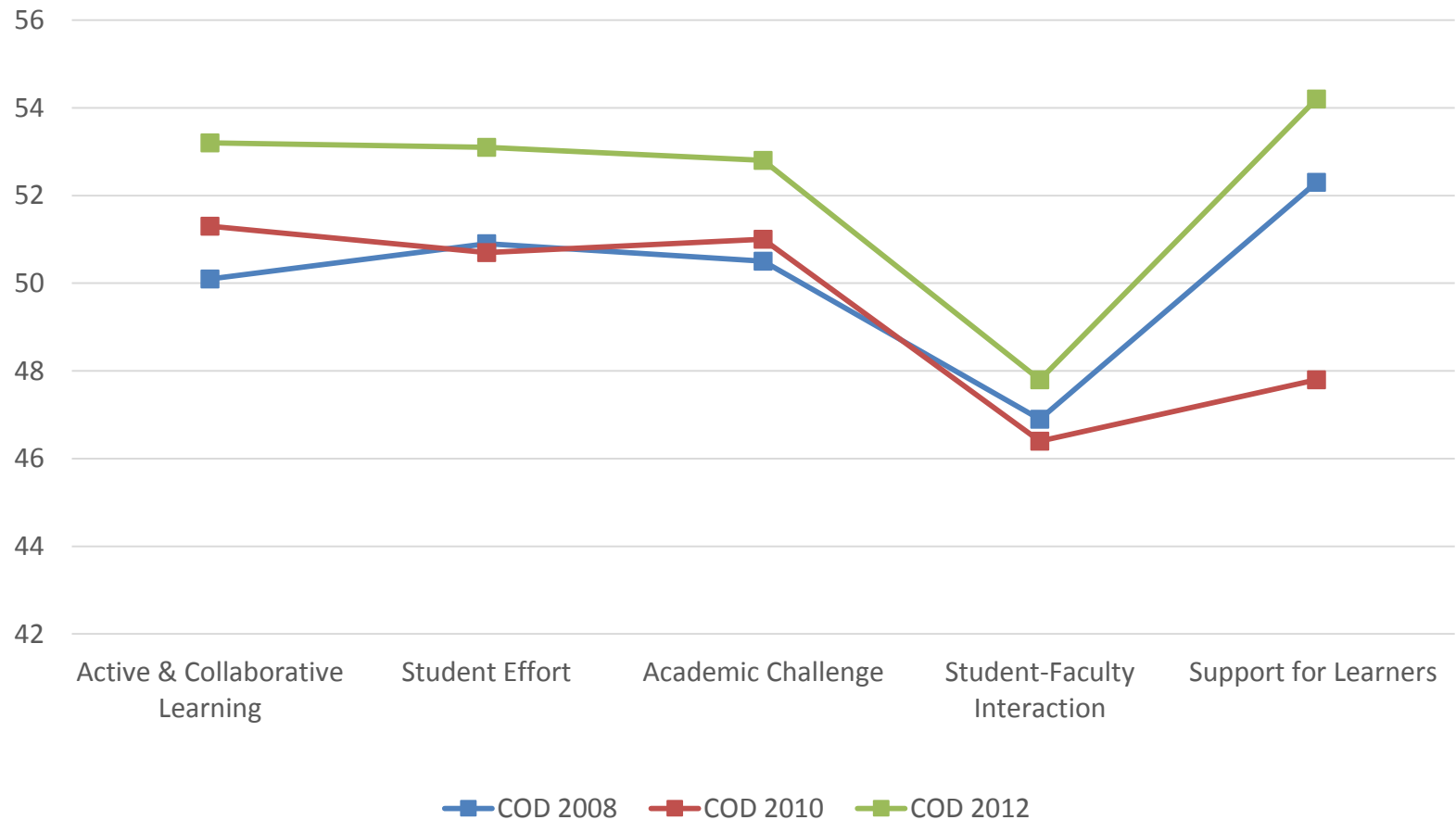




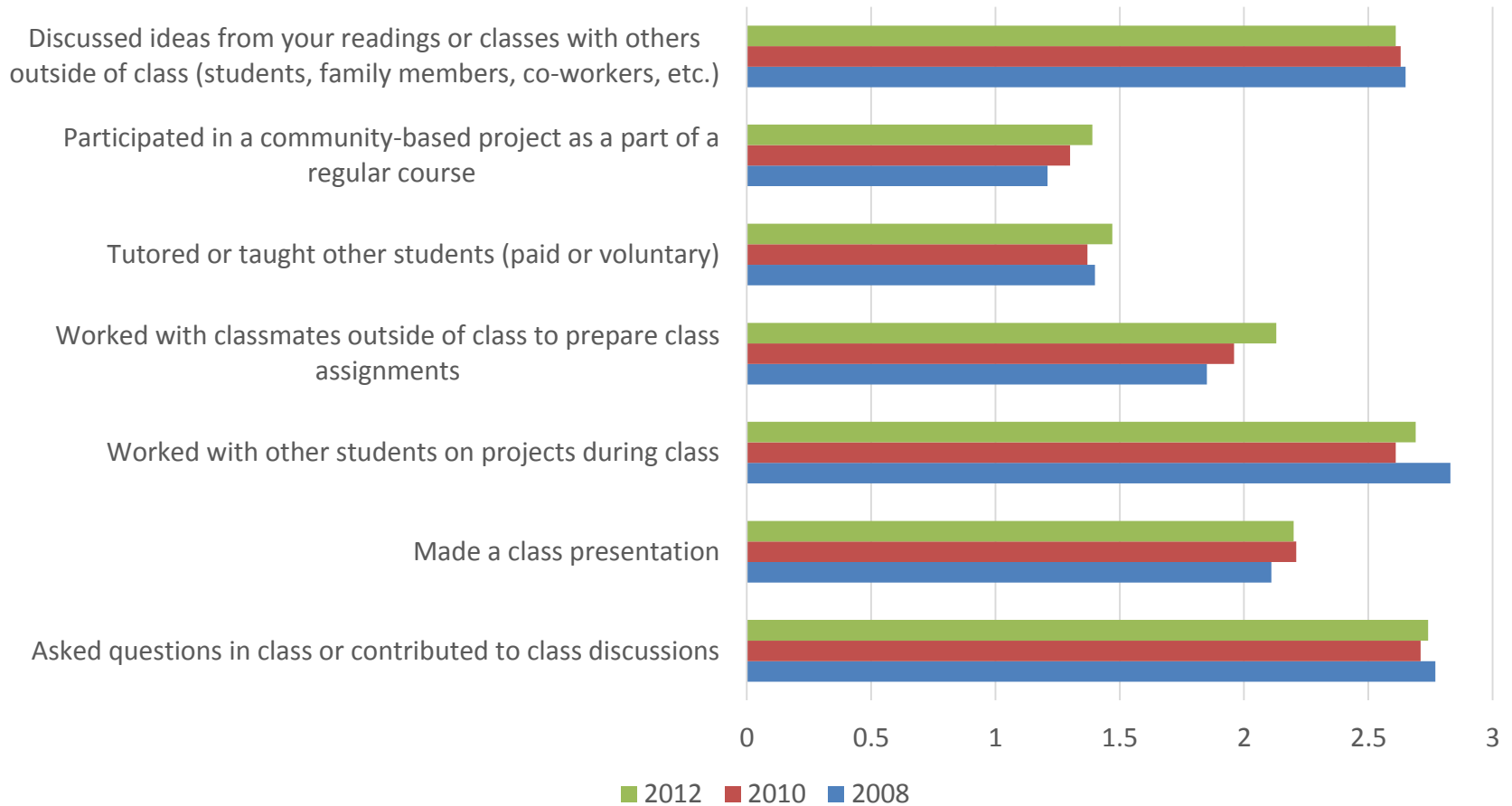
# COD: 2008-2012



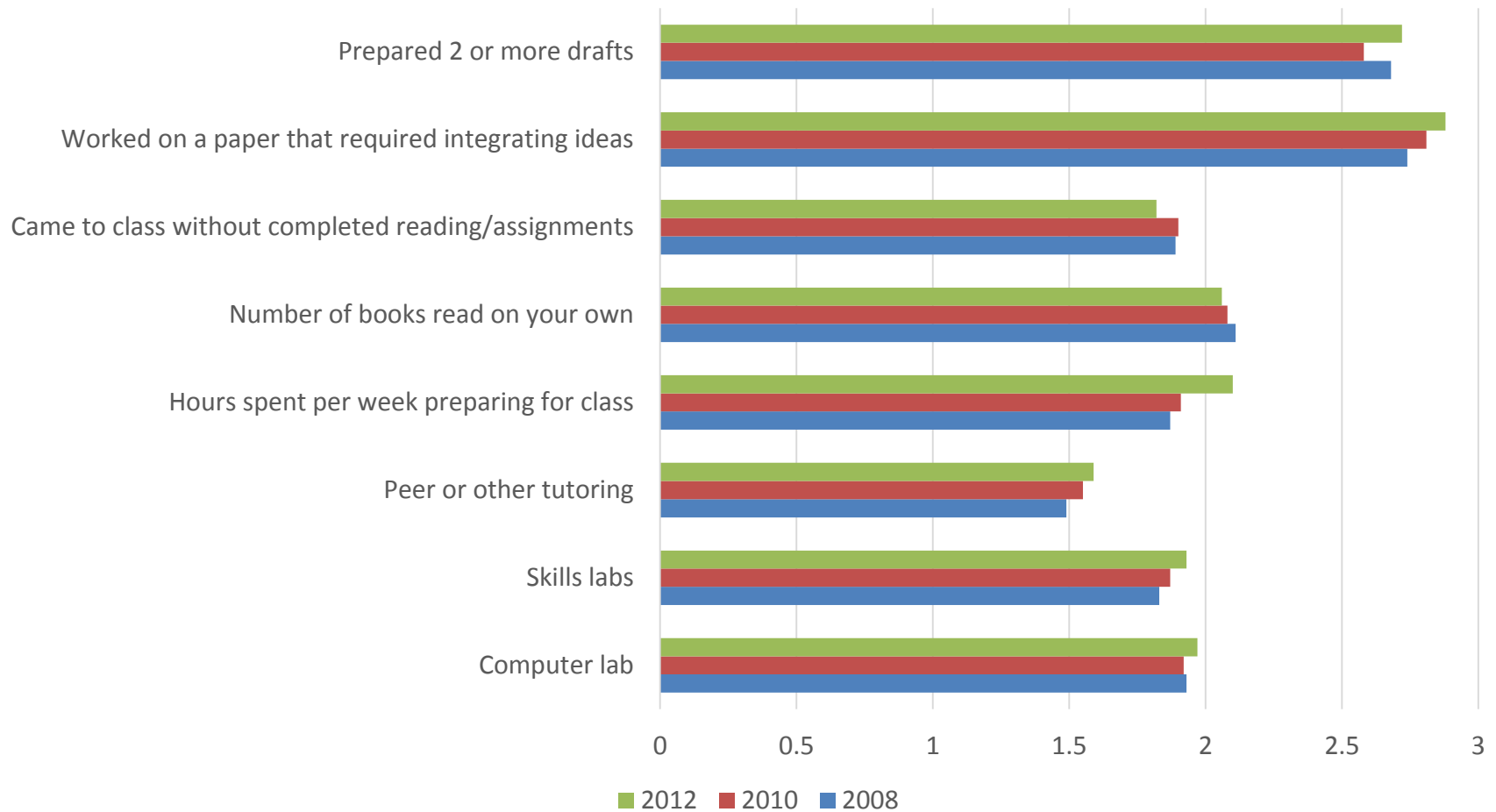
# COD: 2008-2012



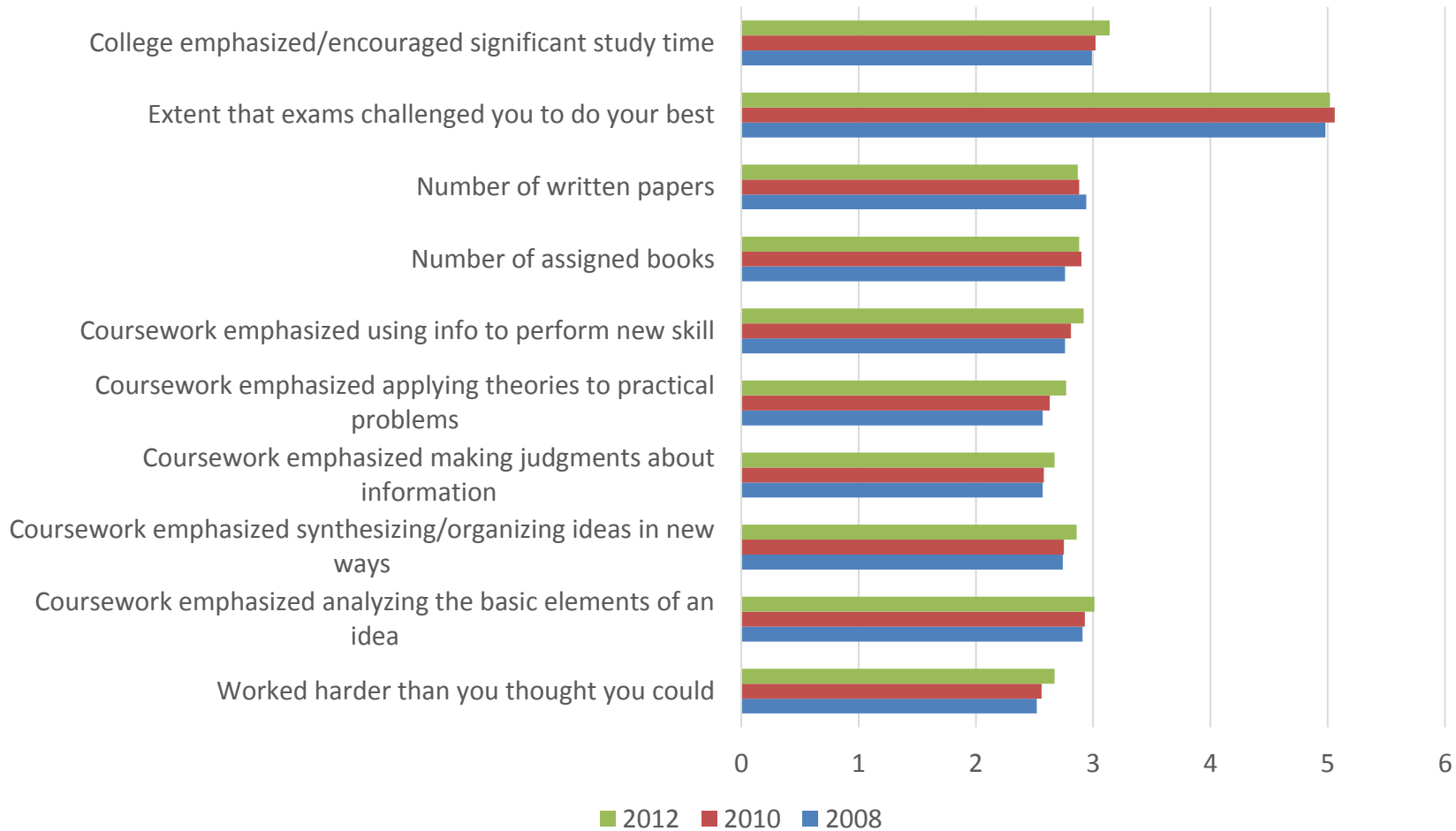
# Active and Collaborative Learning



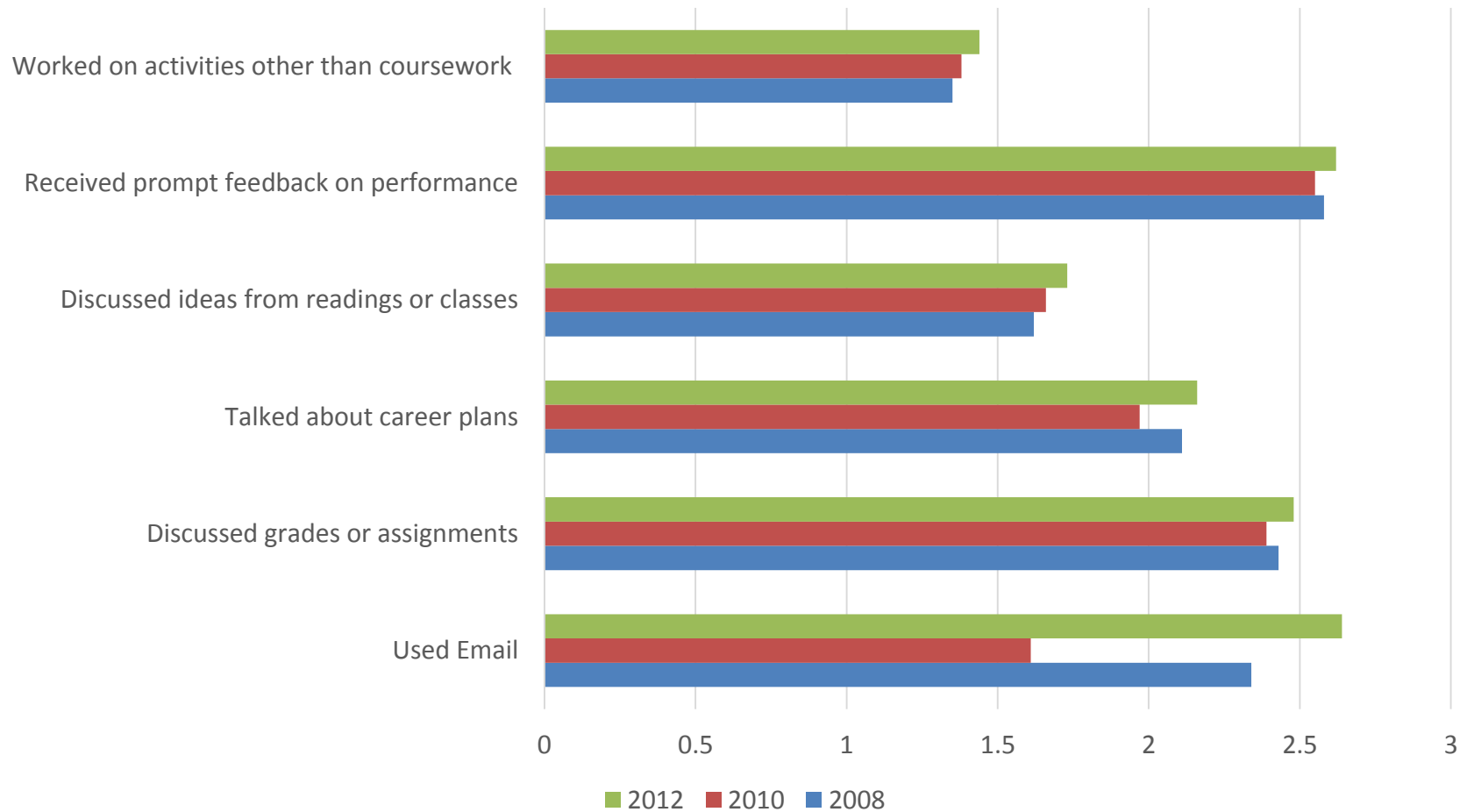
# Student Effort



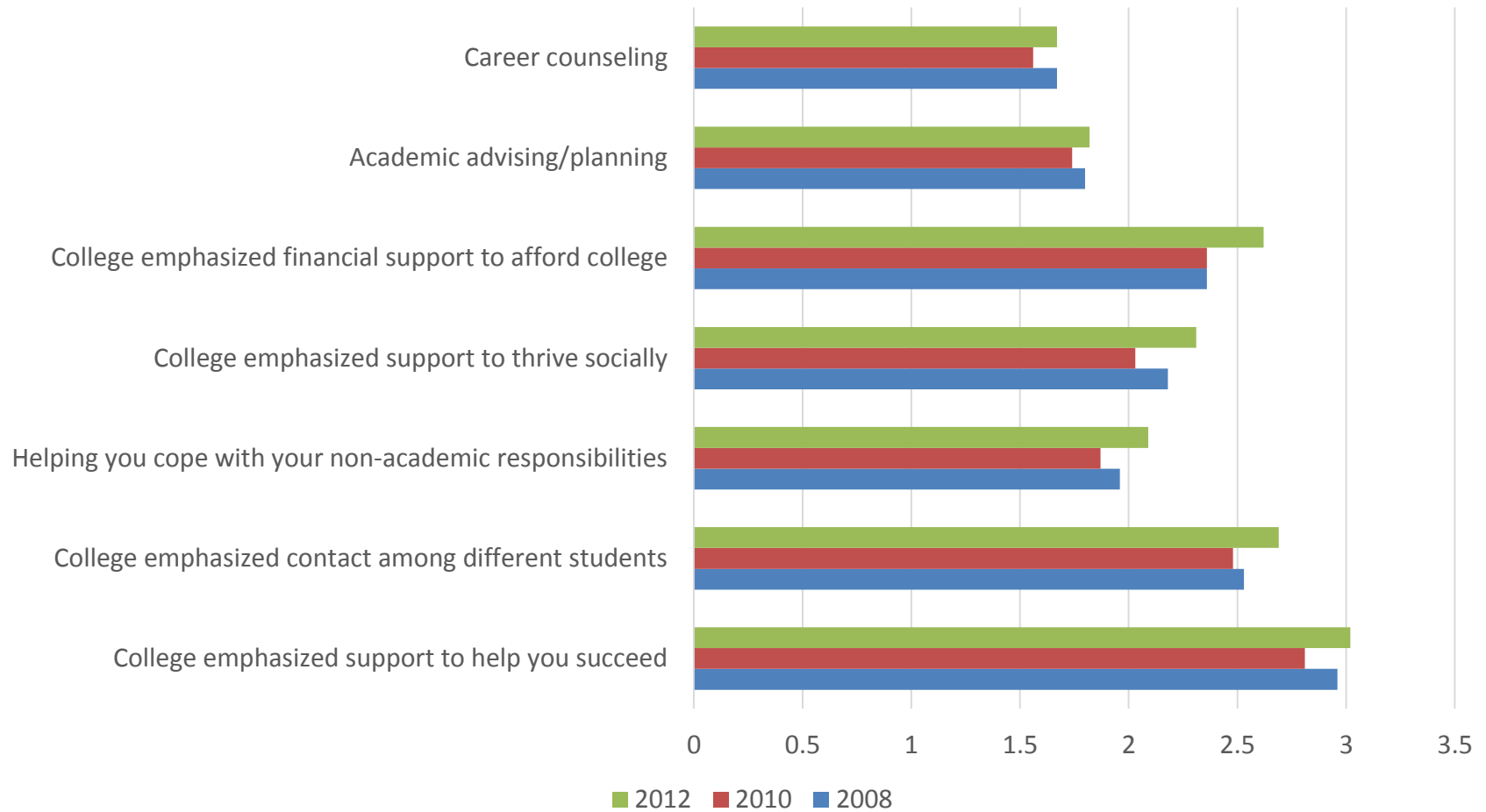
# Academic Challenge



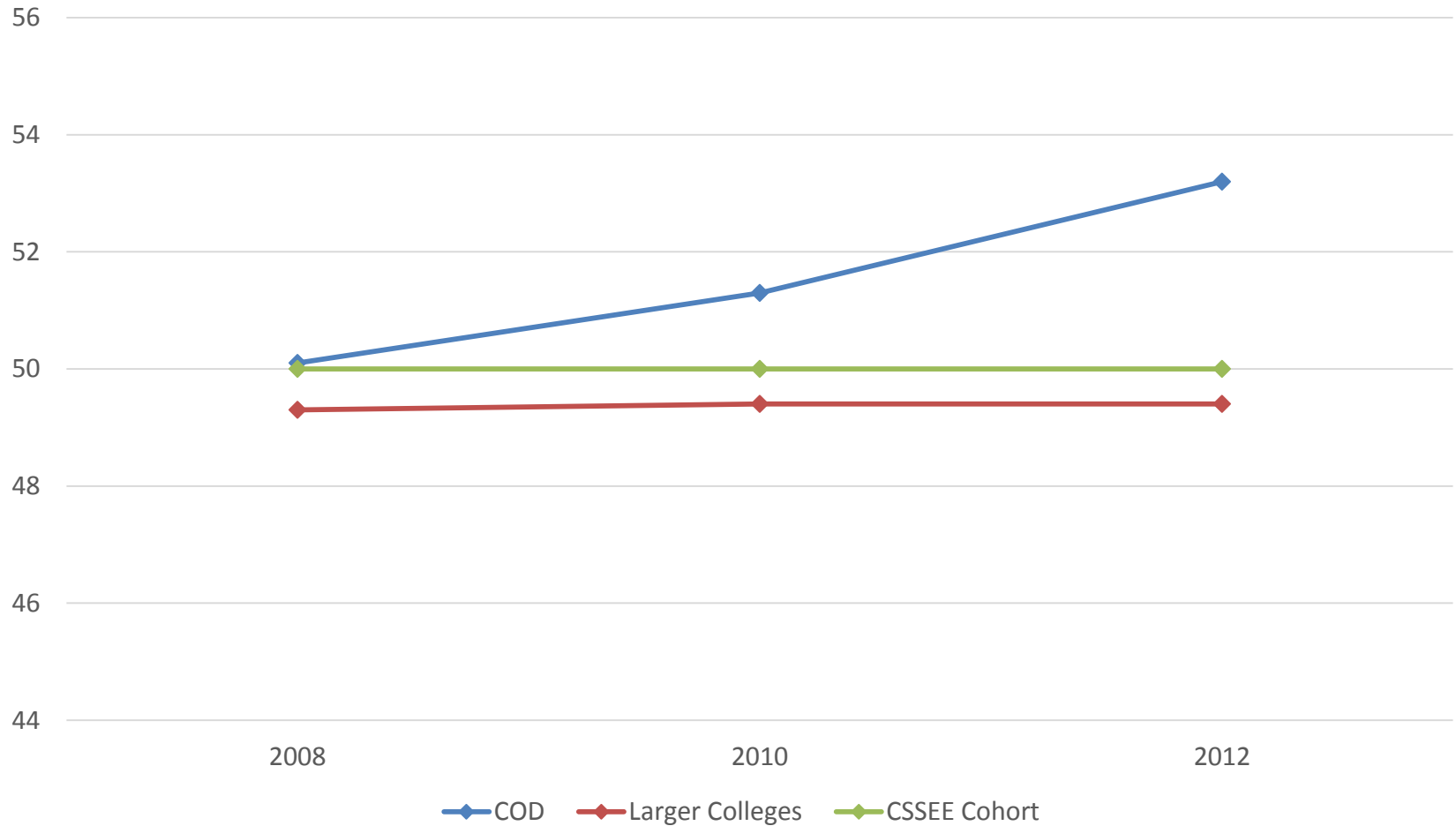
# Students-Faculty Interaction



# Support for Learners

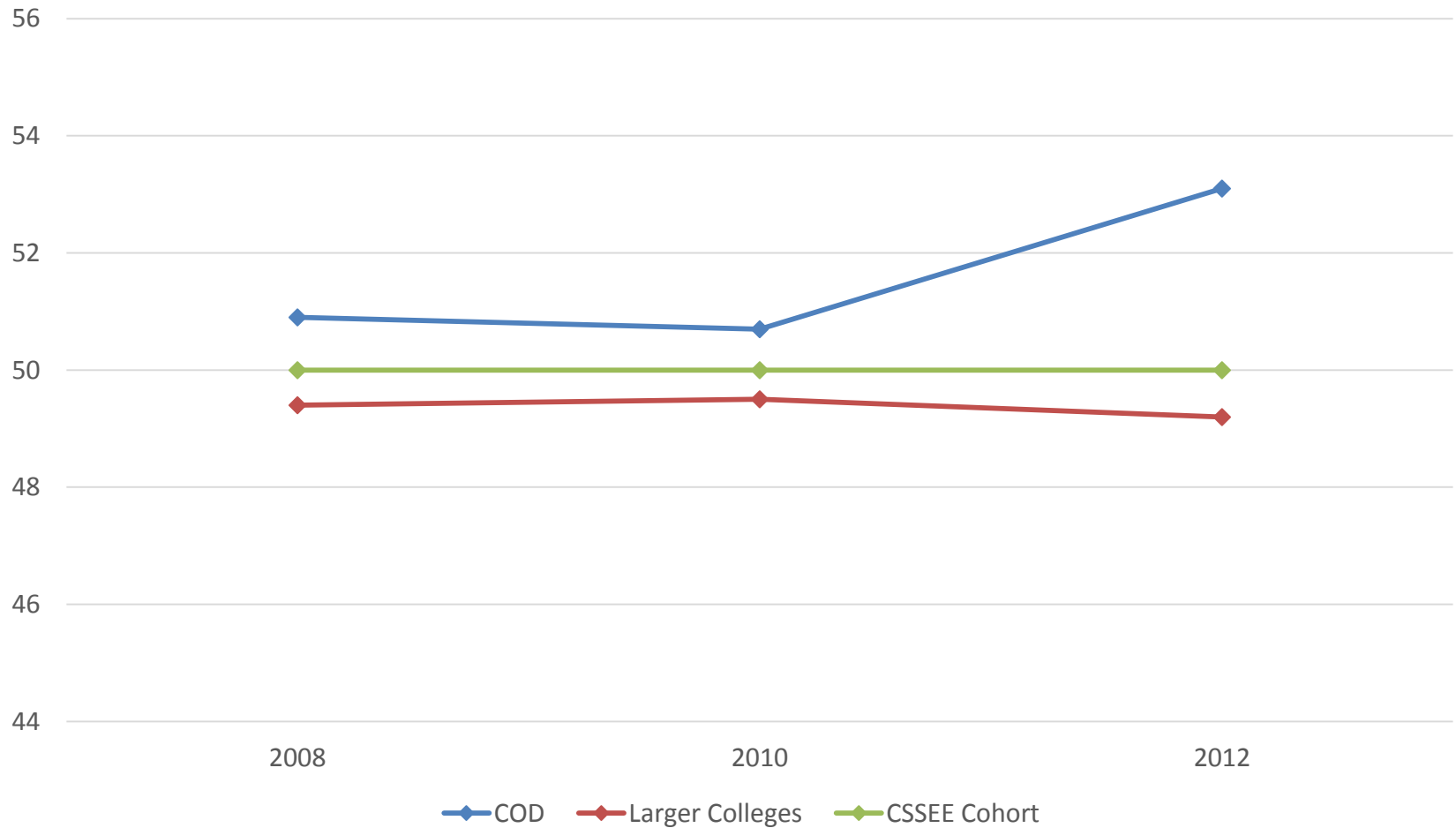


# Active and Collaborative Learning

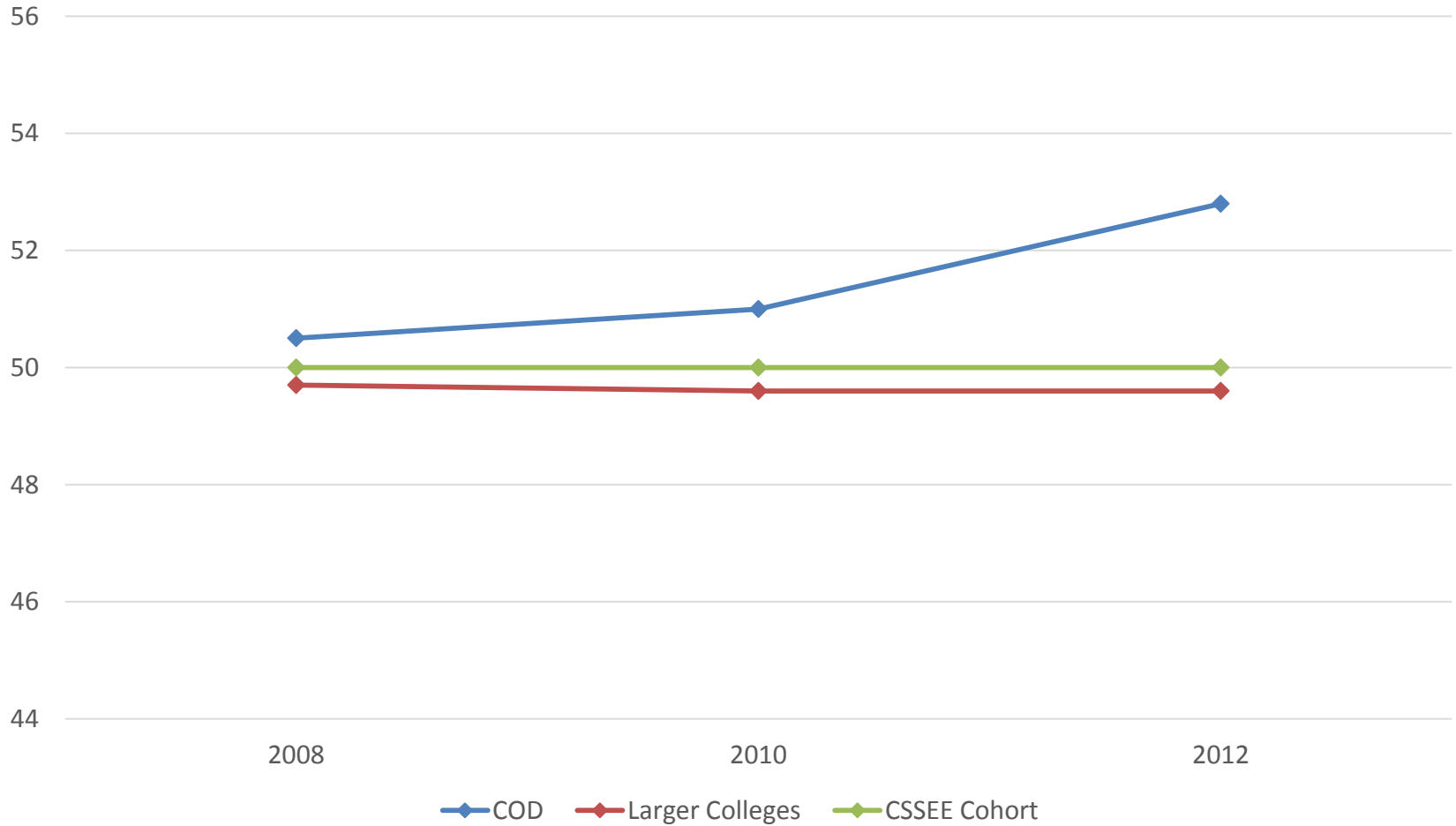




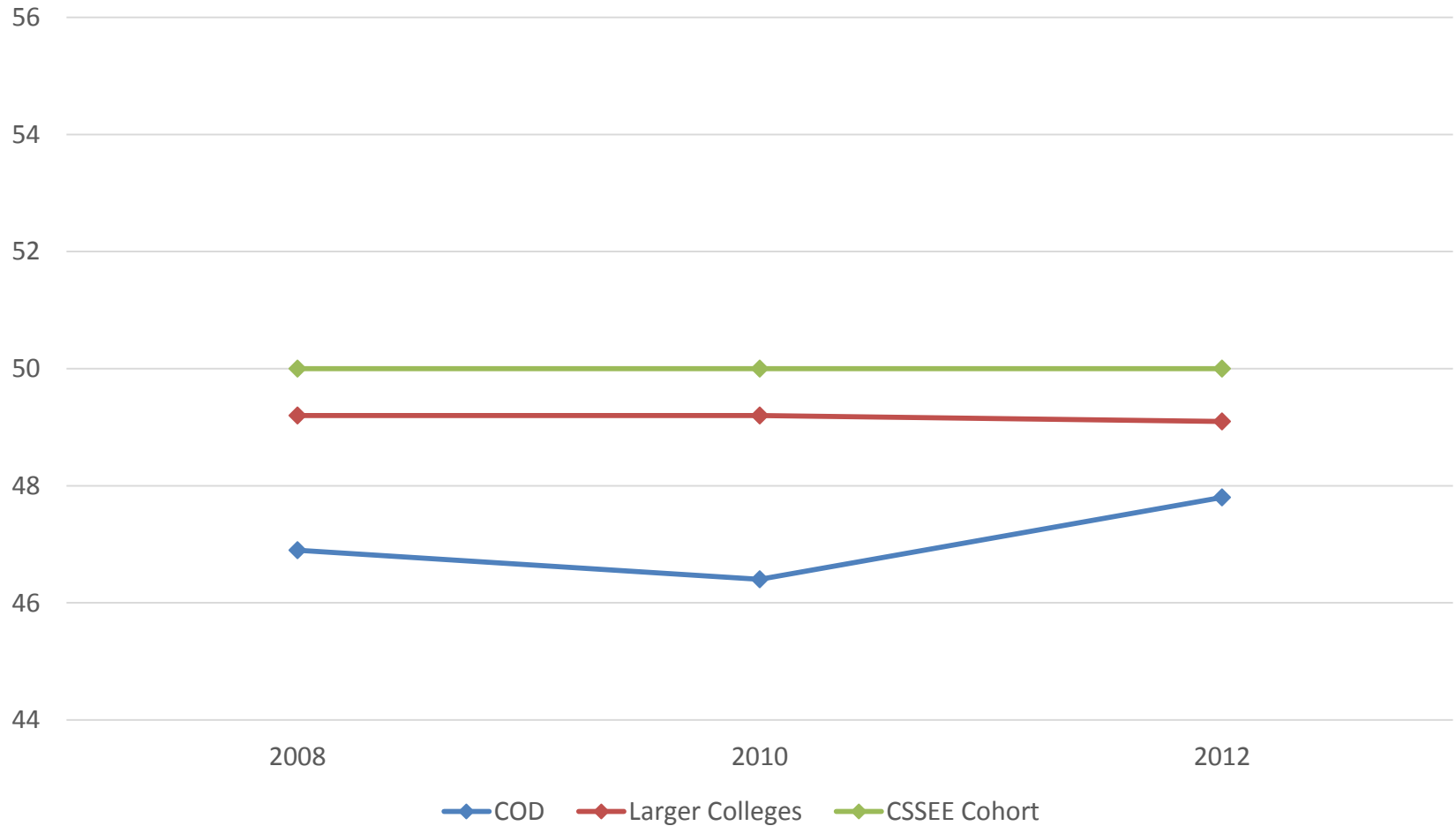
# Student Effort



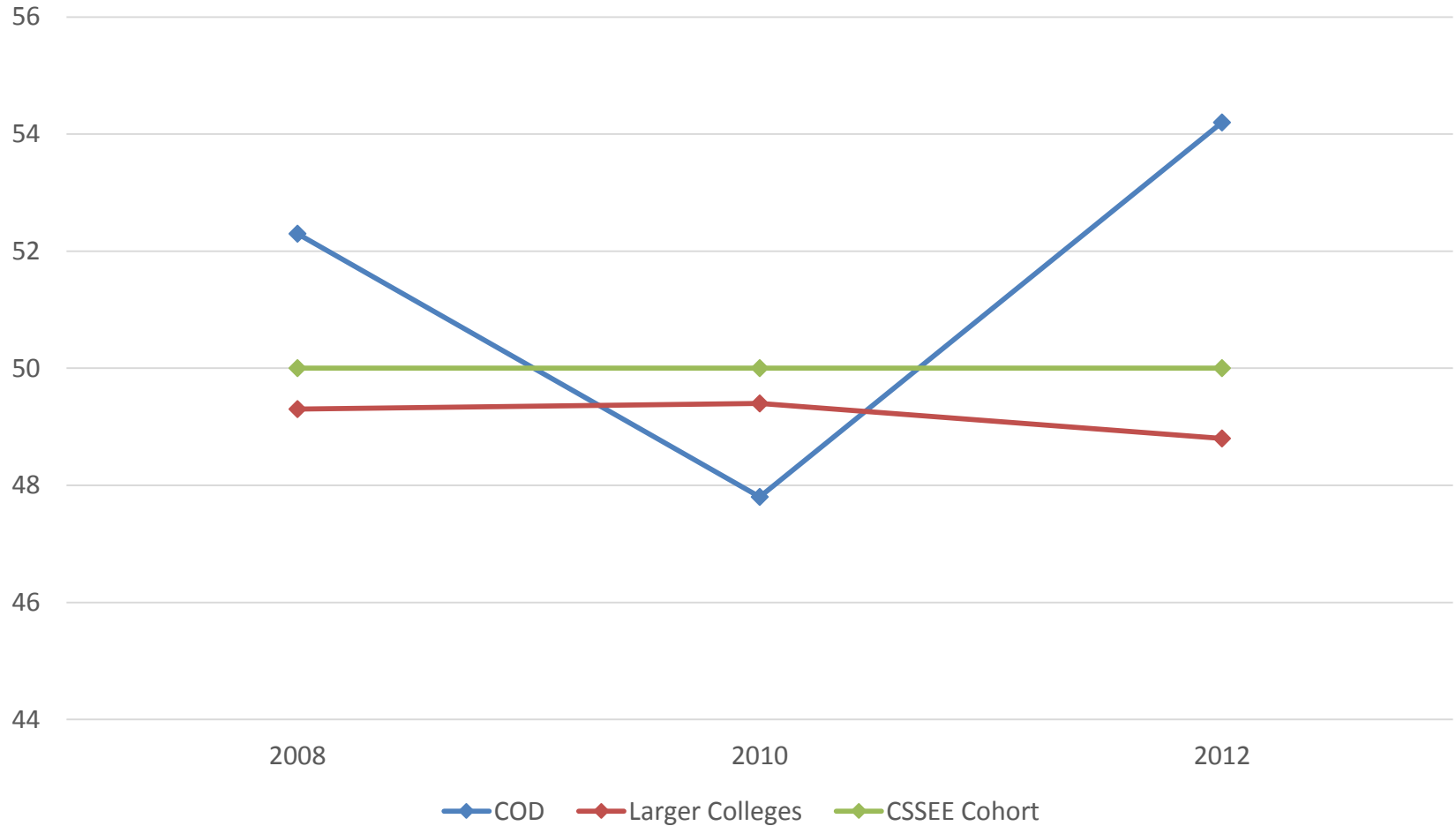
# Academic Challenge



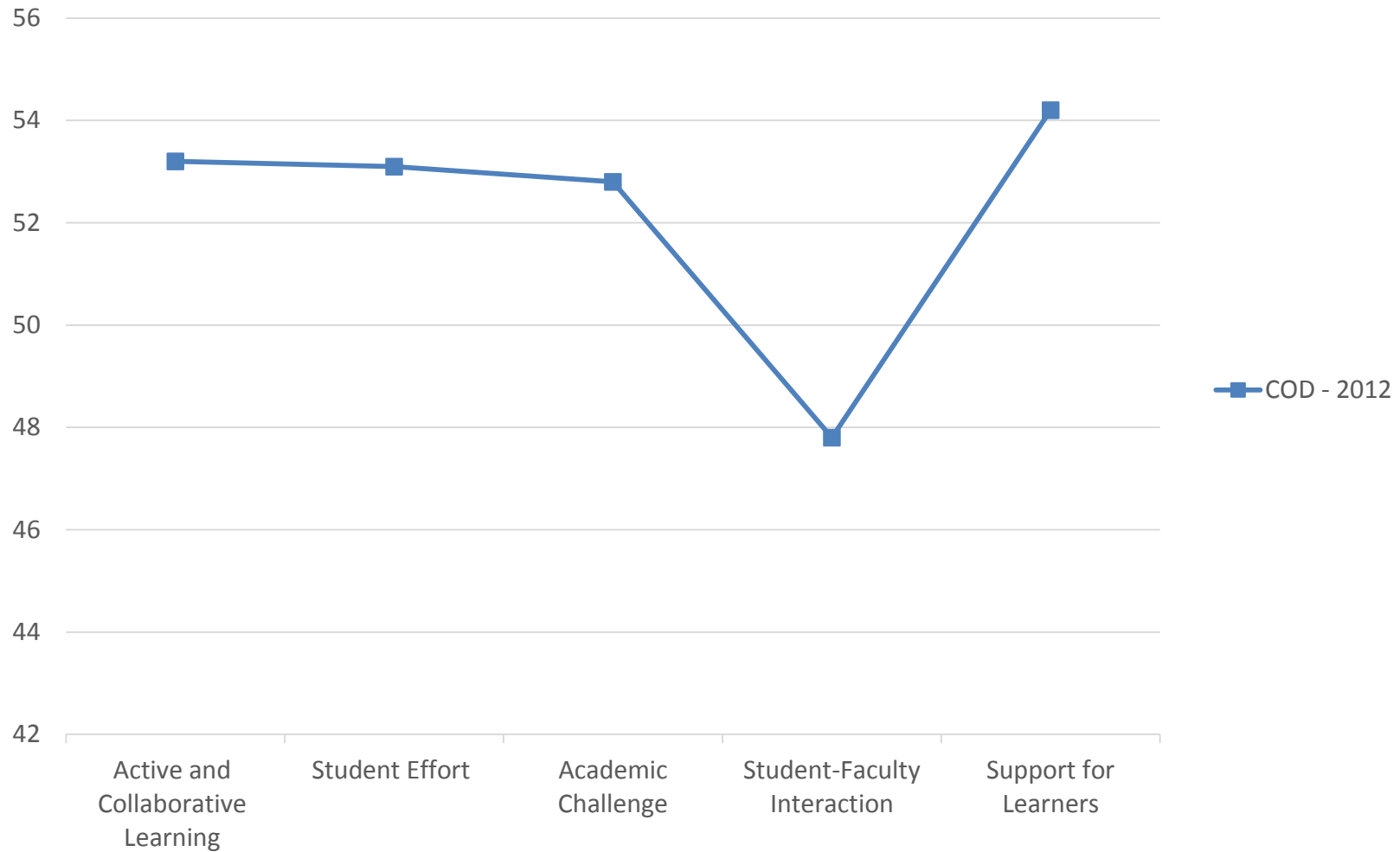
# Student-Faculty Interaction



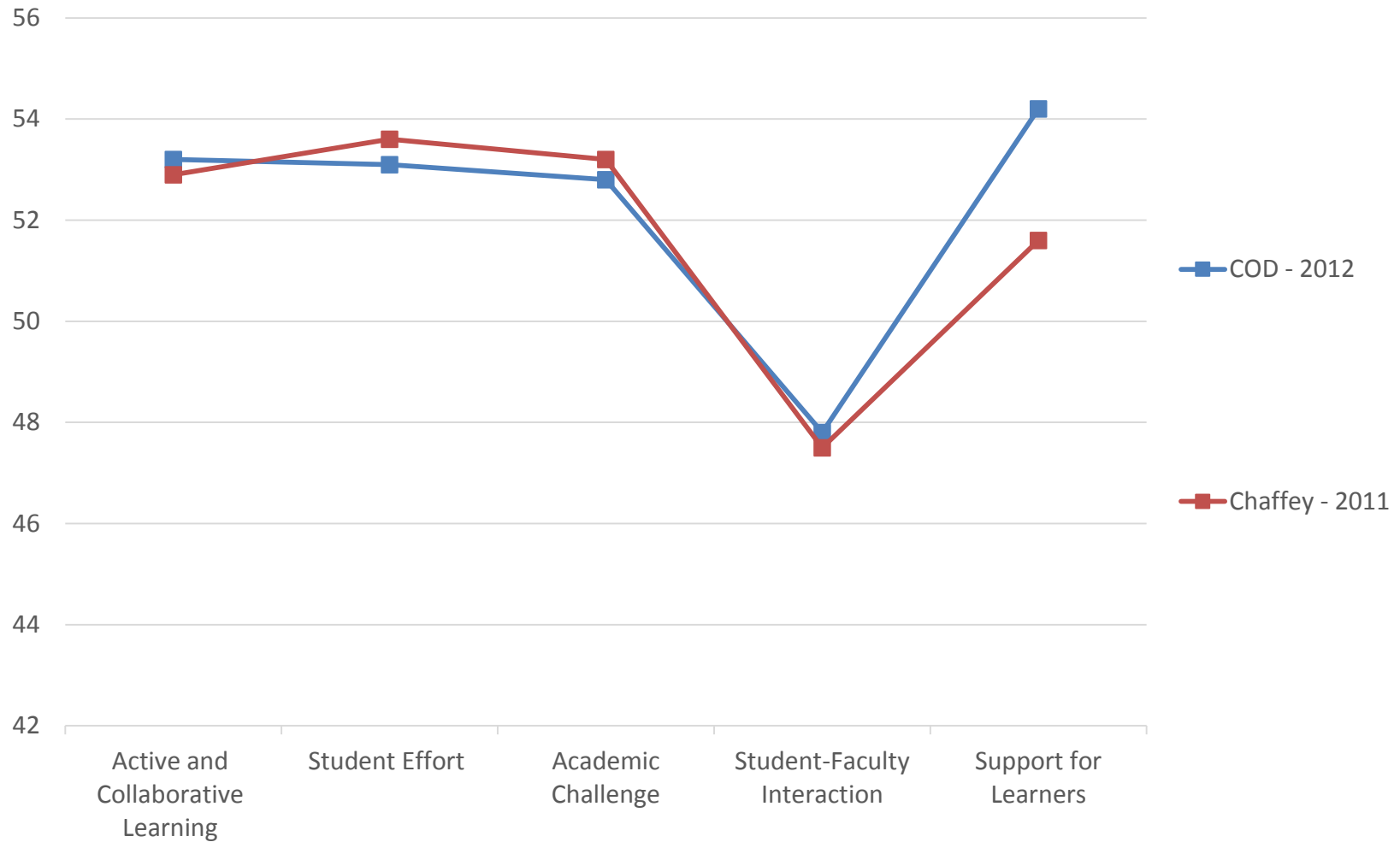
# Support for Learners



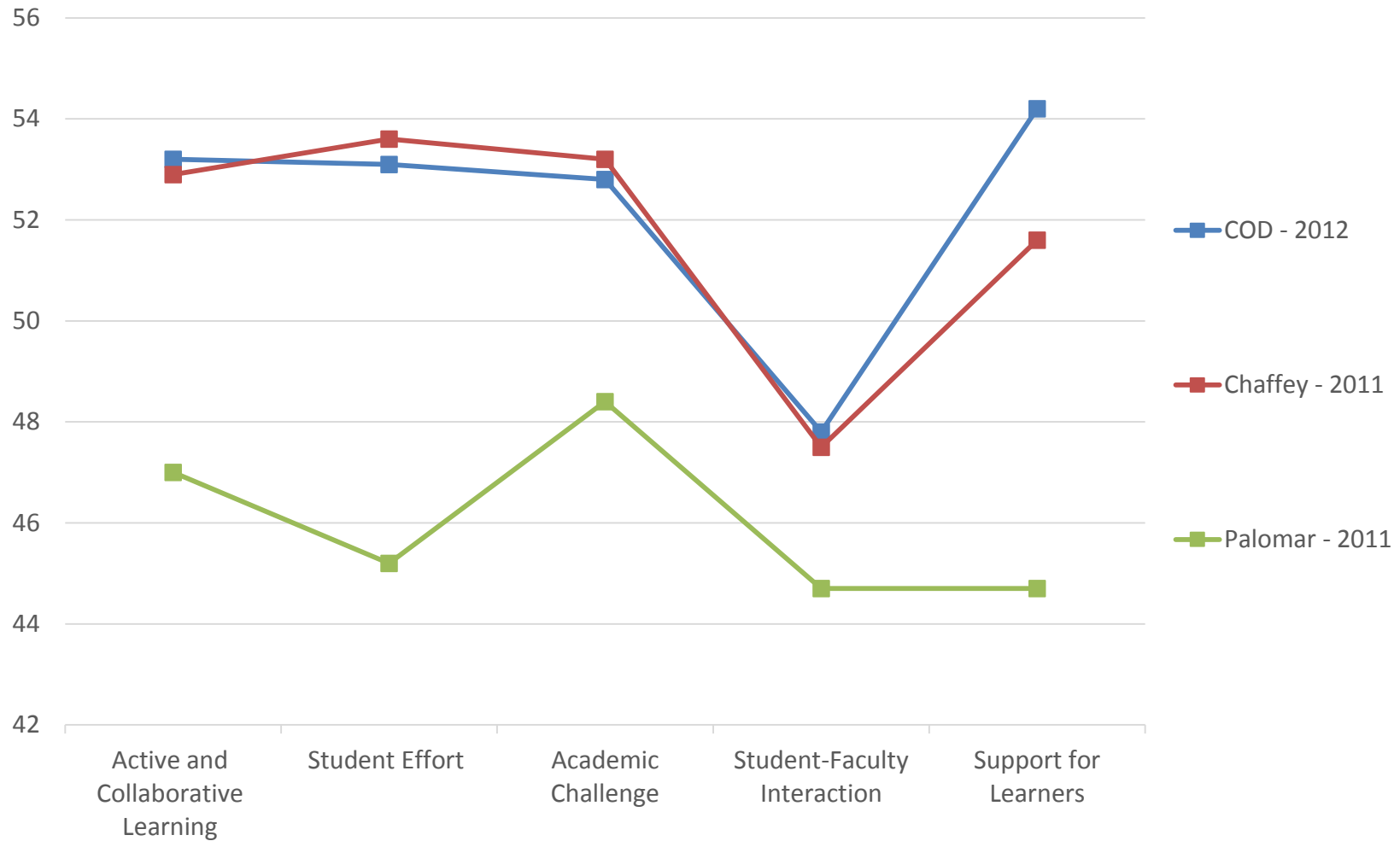
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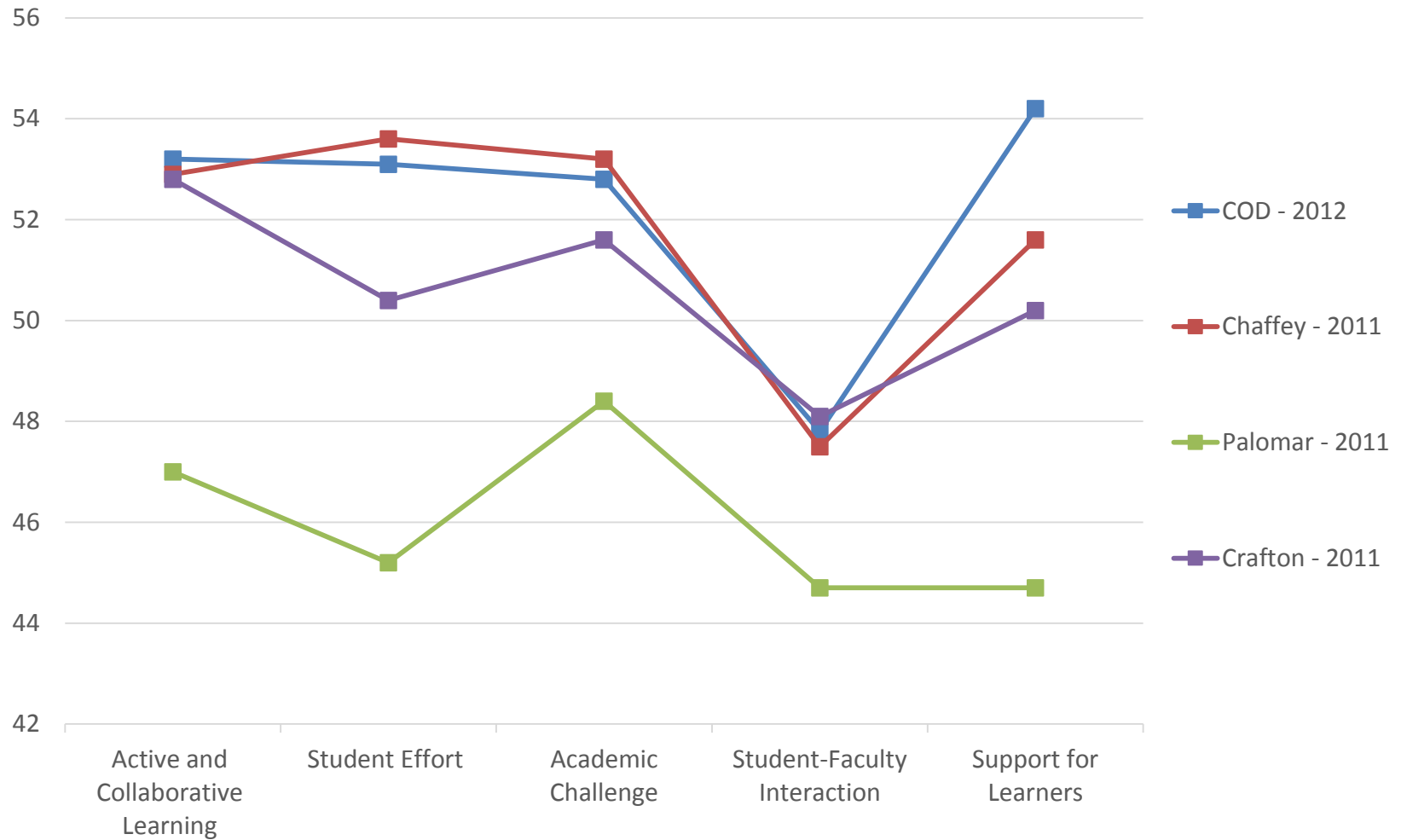
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# Select Comparisons: COD vs. Others

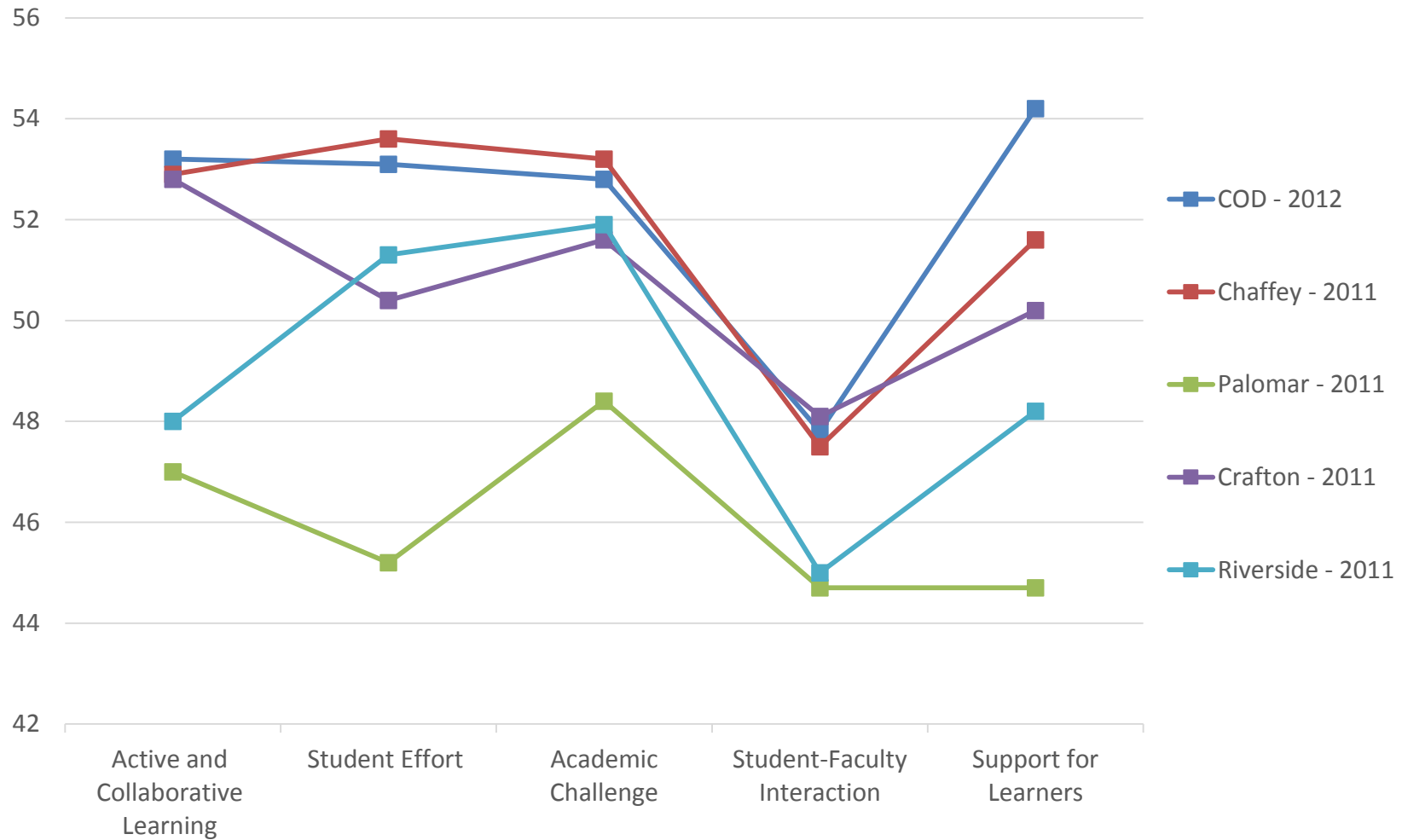


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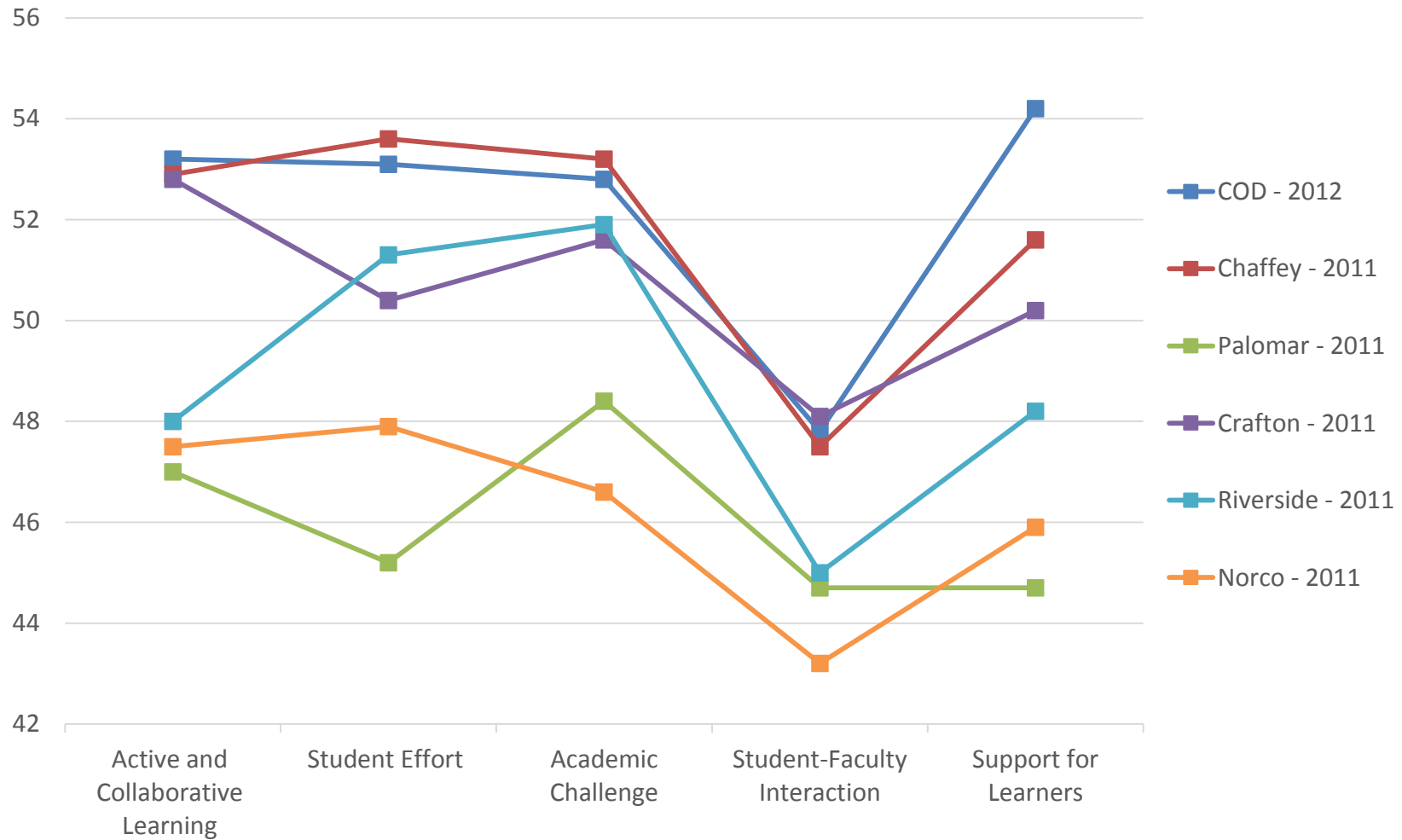




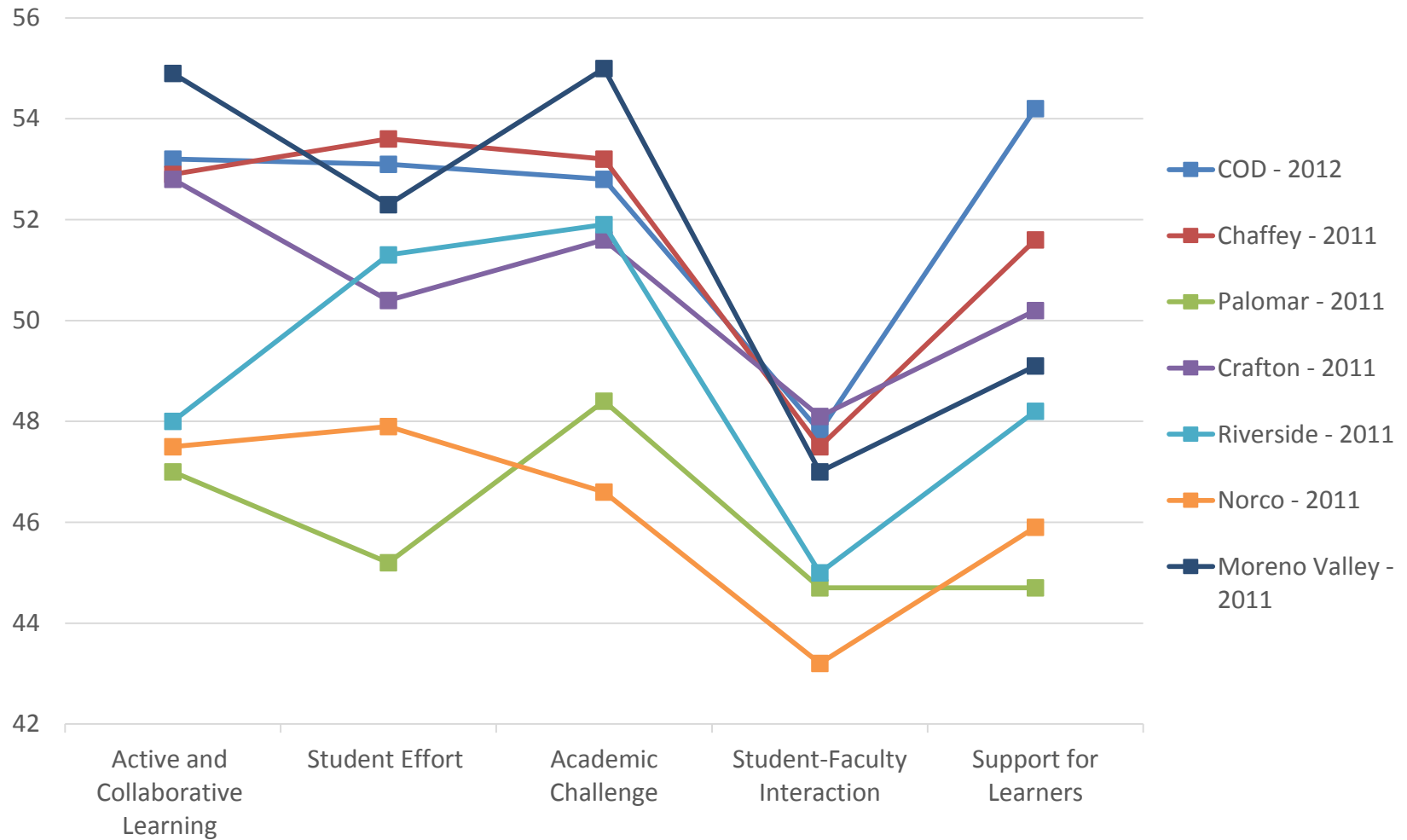
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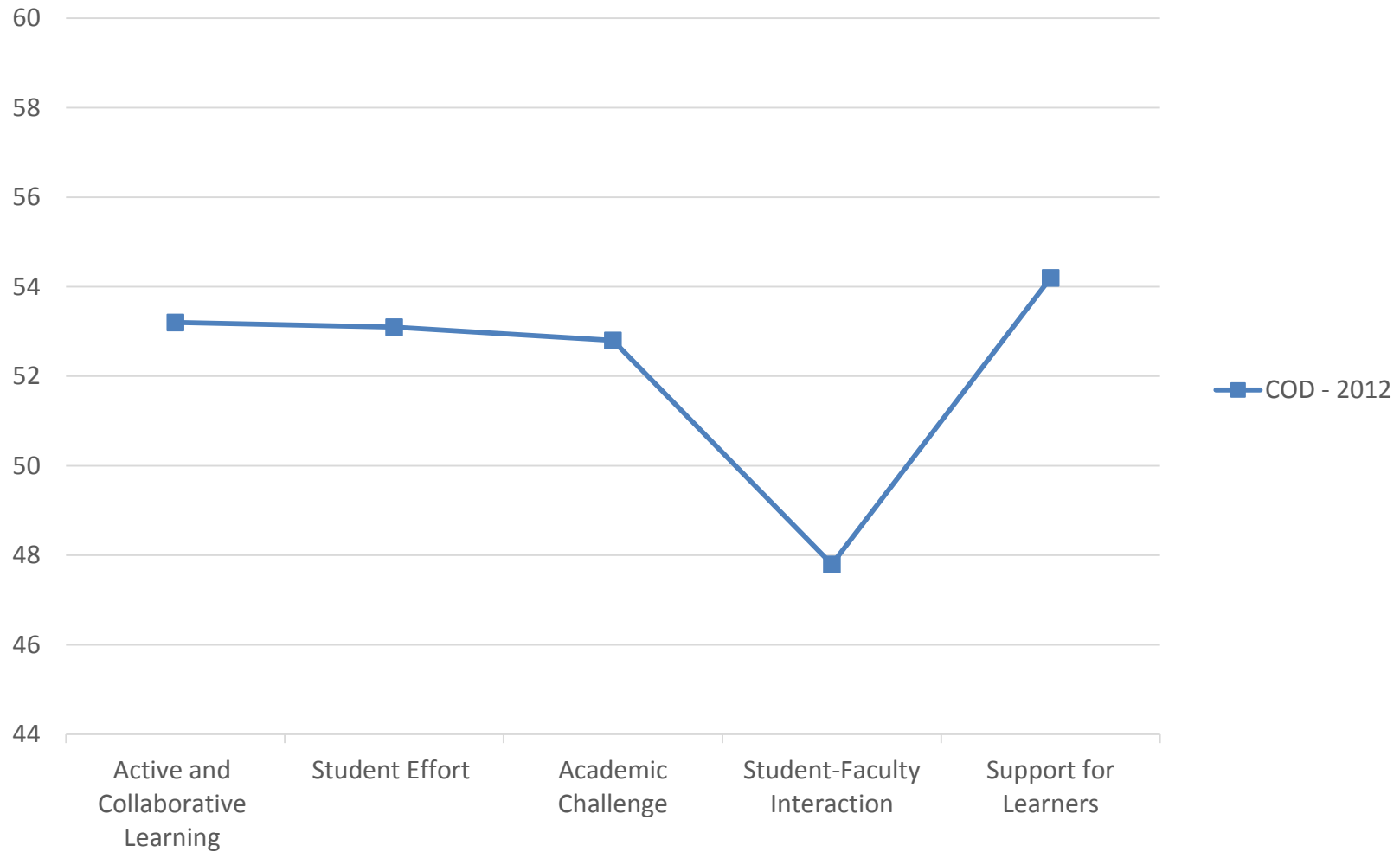
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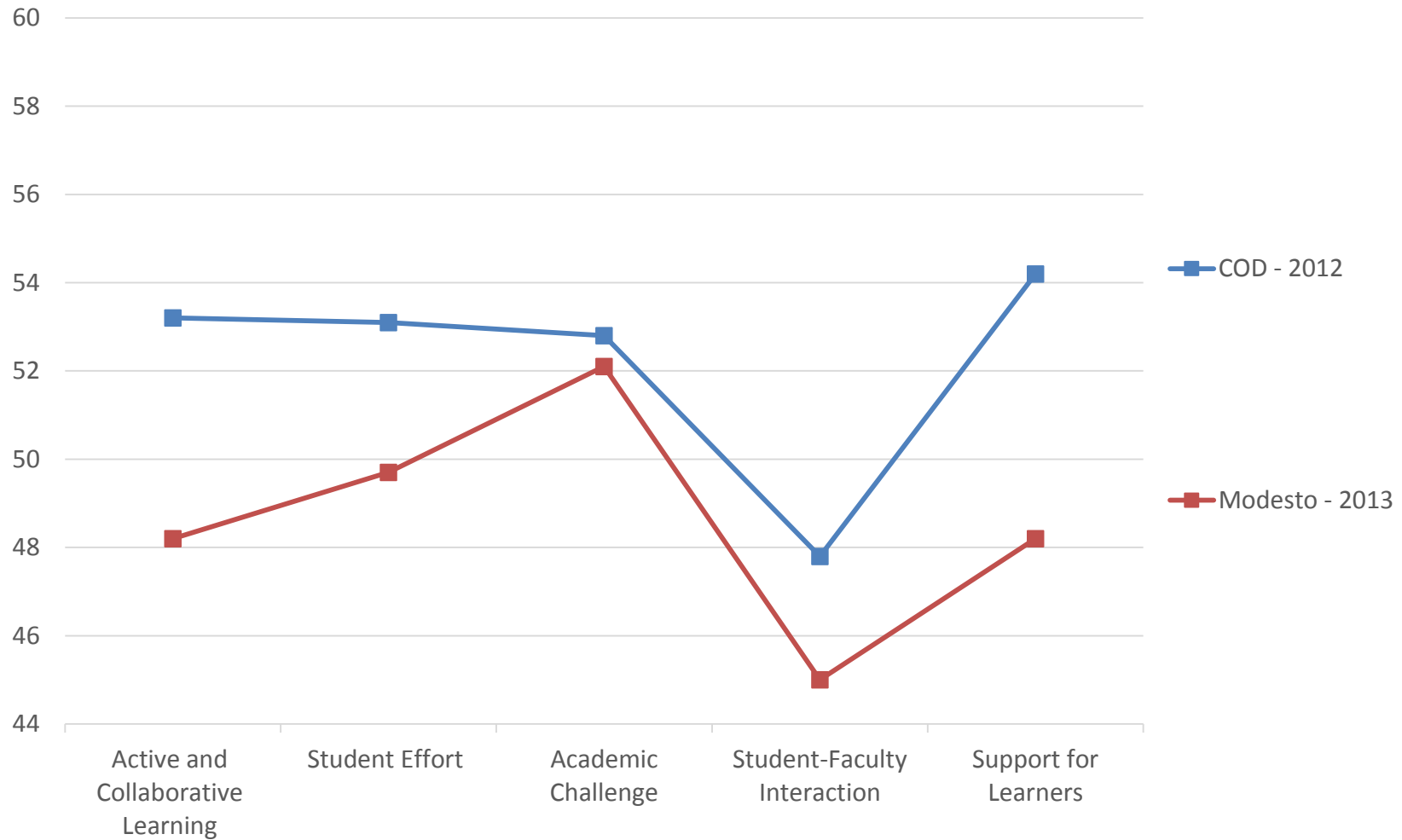
# Select Comparisons: COD vs. Others



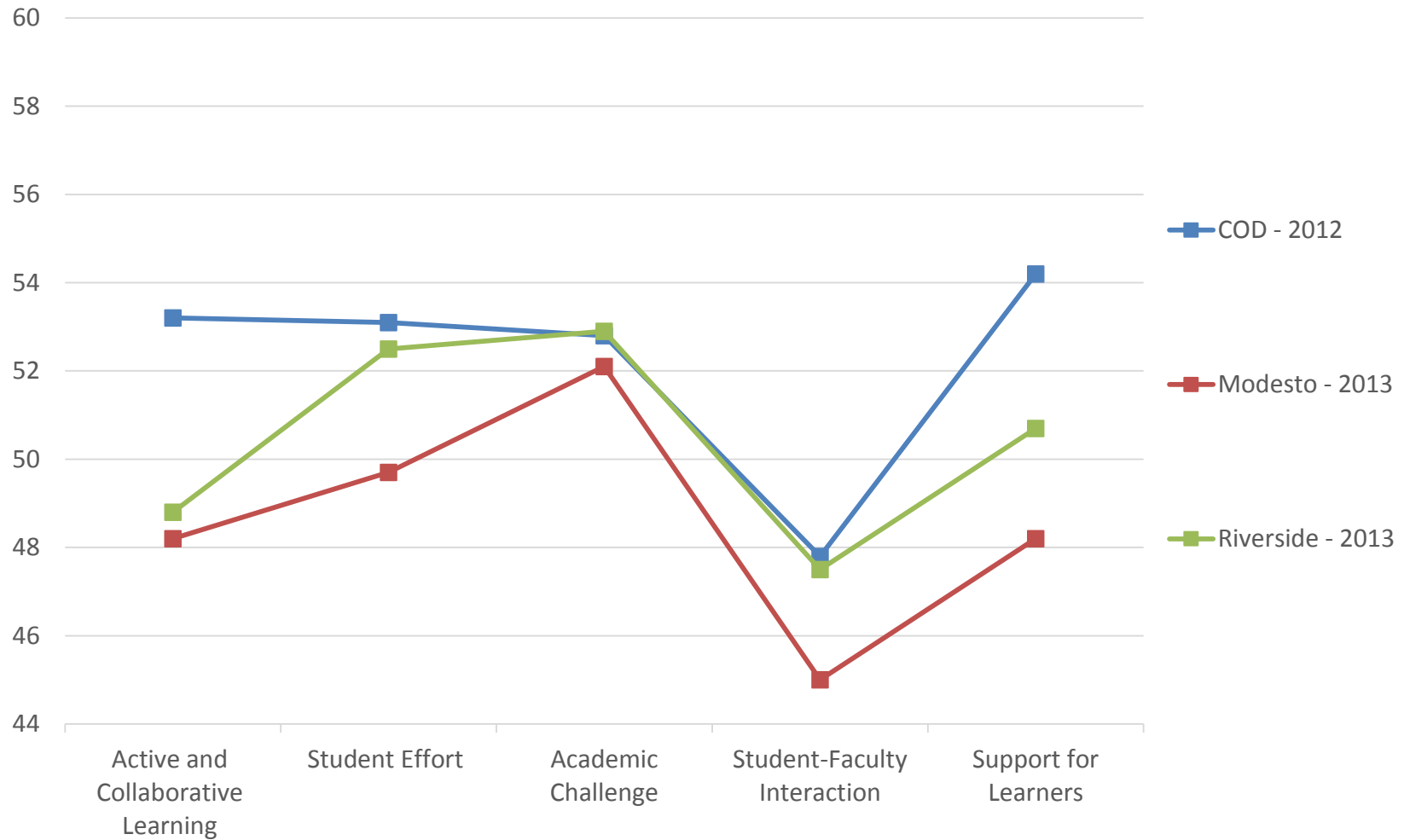
# Select Comparisons: COD vs. Scorecard Colleges



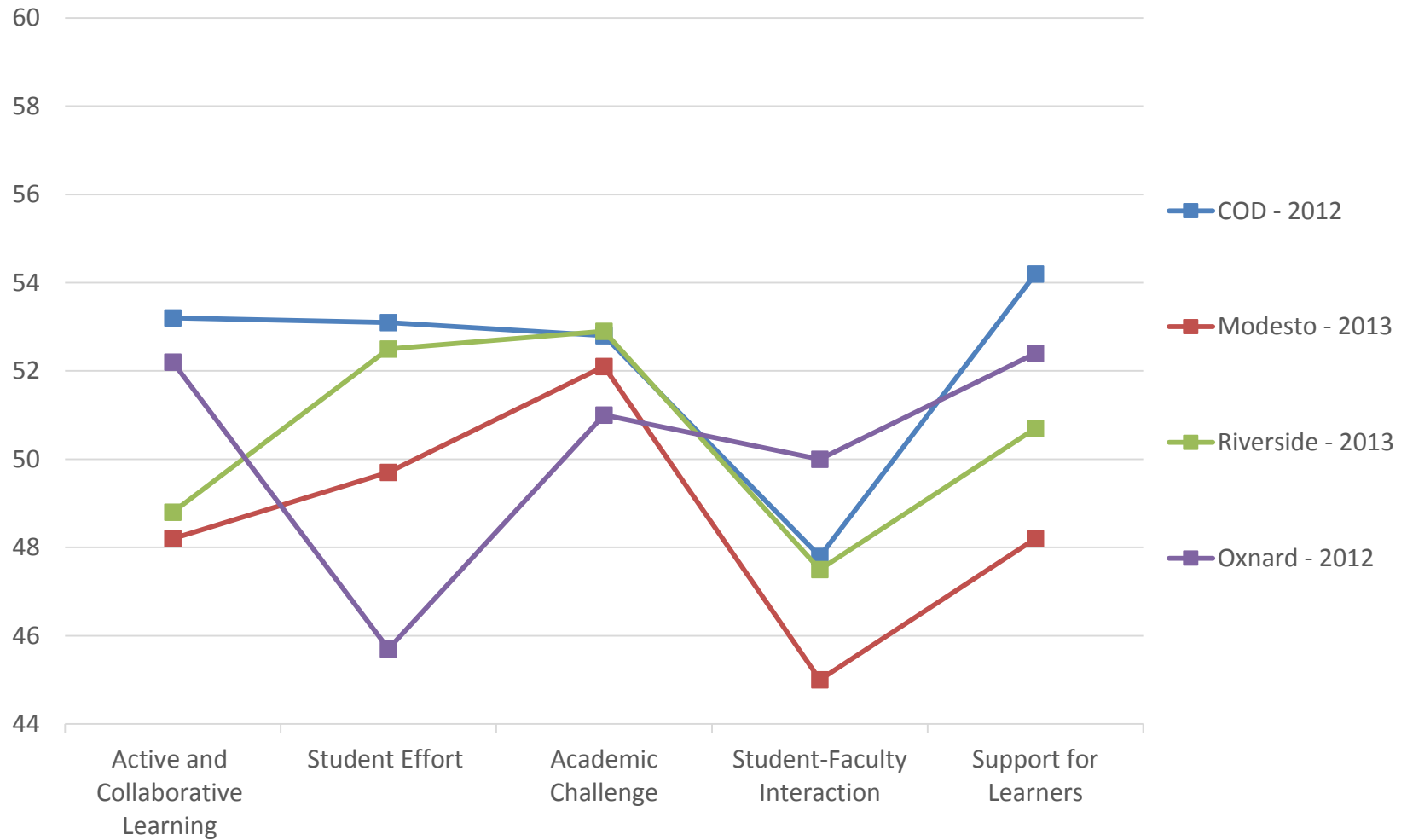
# Select Comparisons: COD vs. Scorecard Colleges



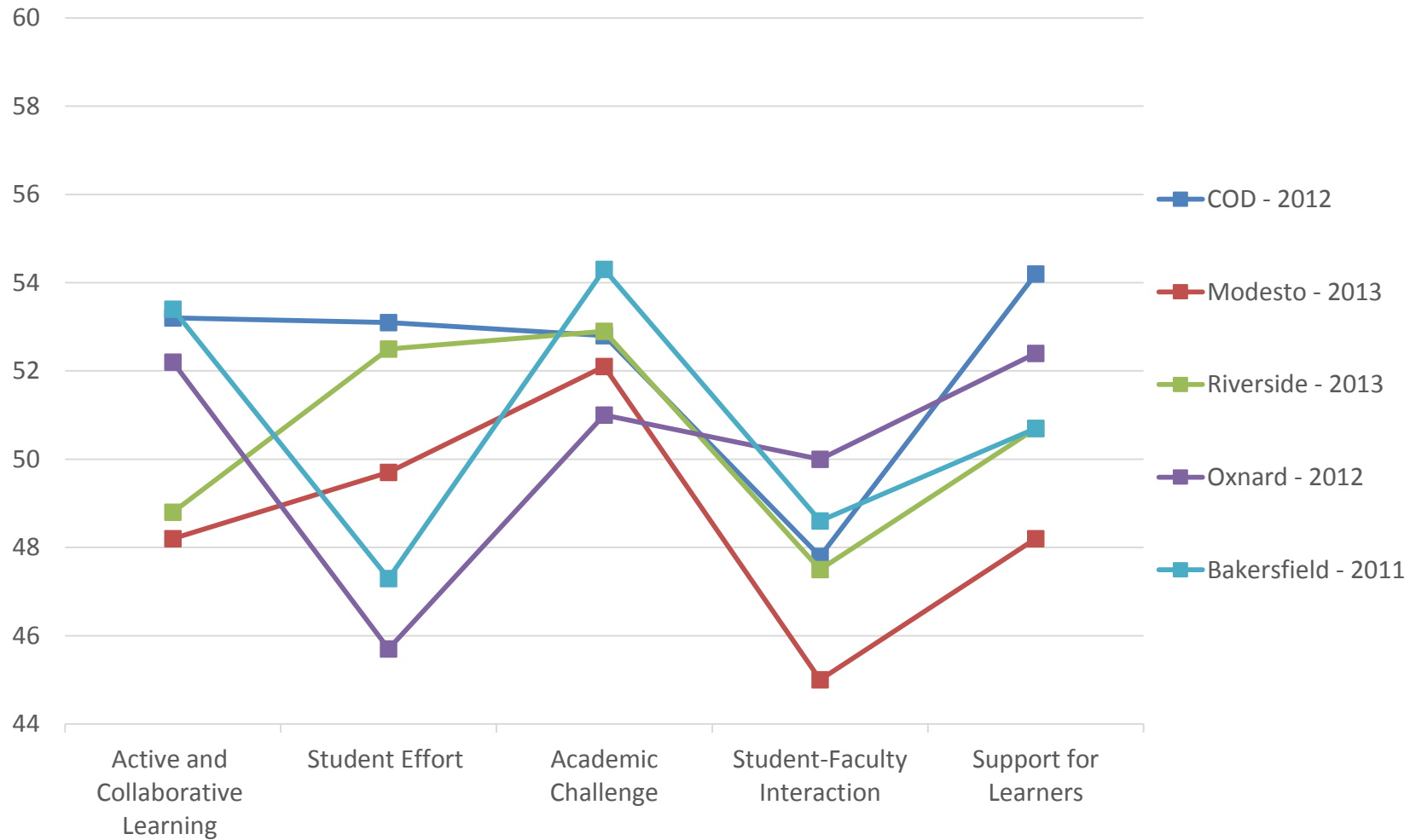
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# Select Comparisons: COD vs. Scorecard Colleges

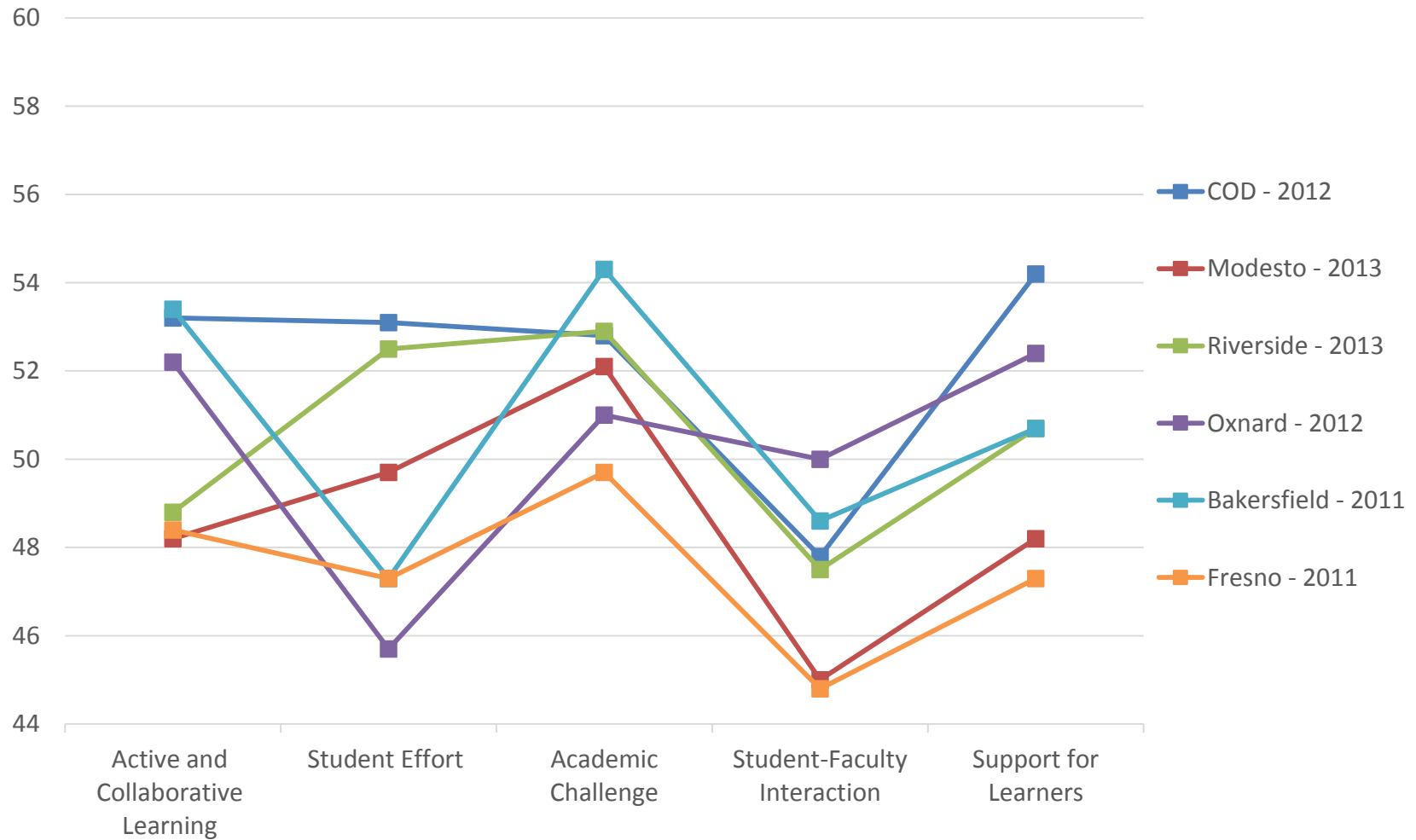


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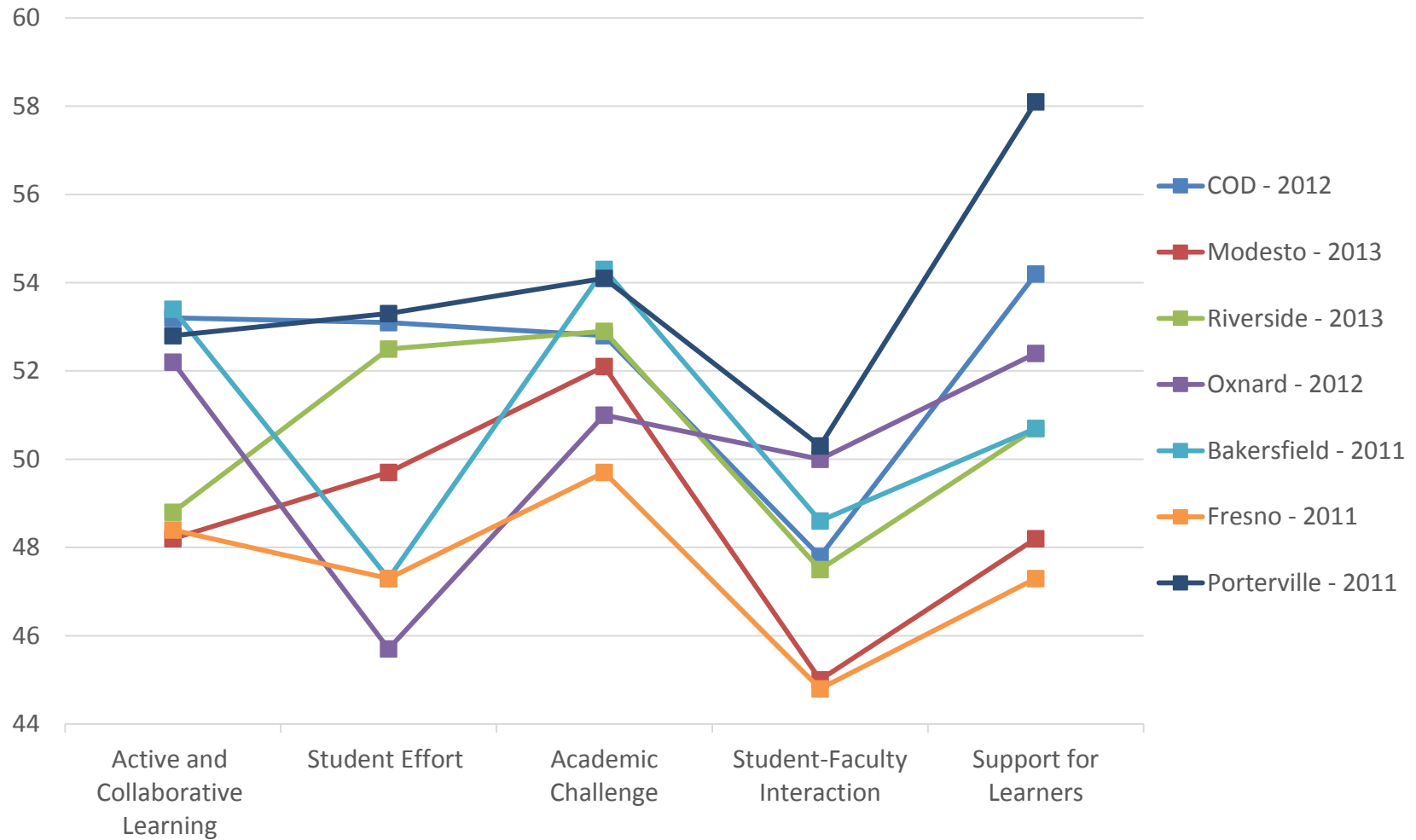




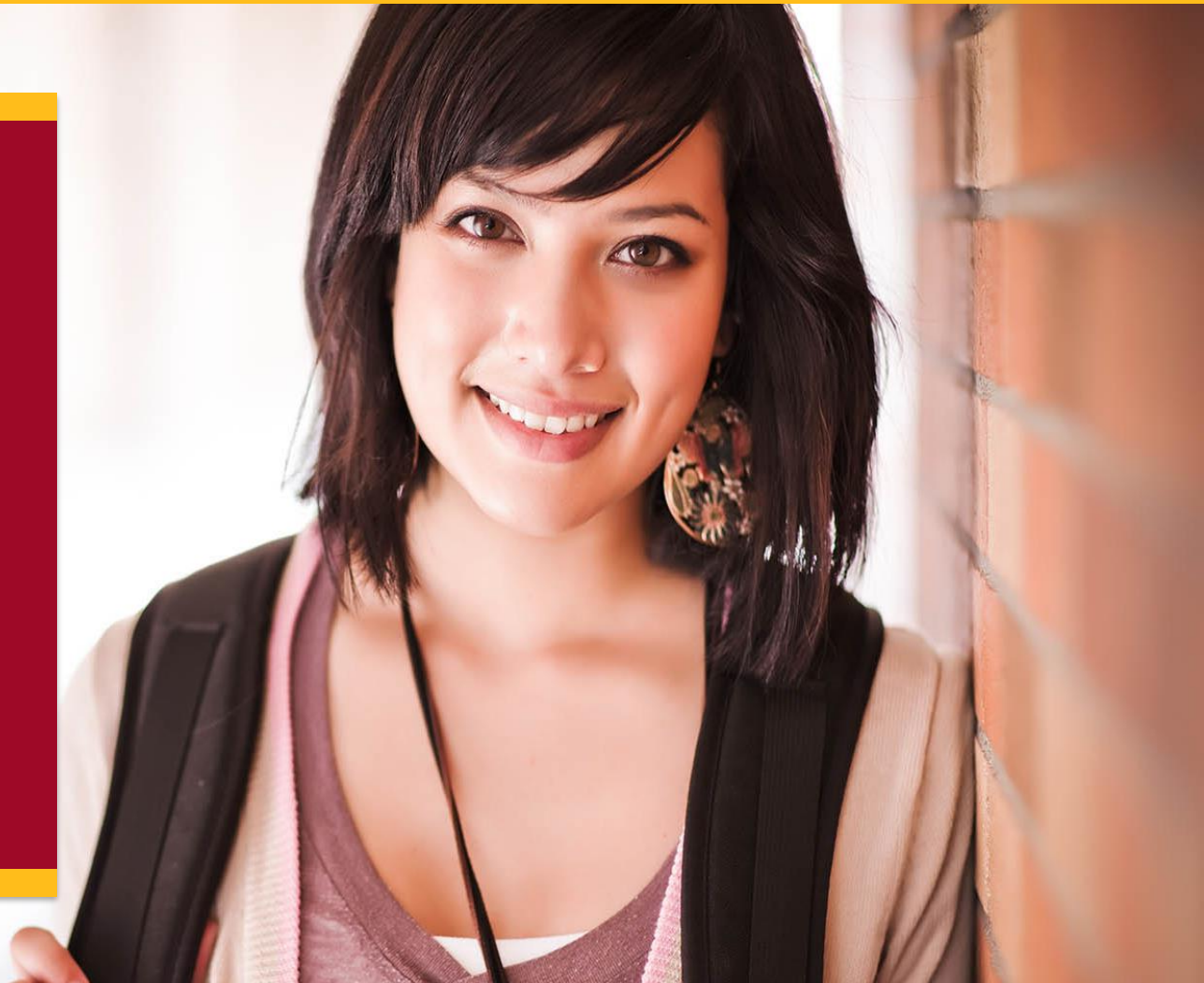
# Select Comparisons: COD vs. Scorecard Colleges



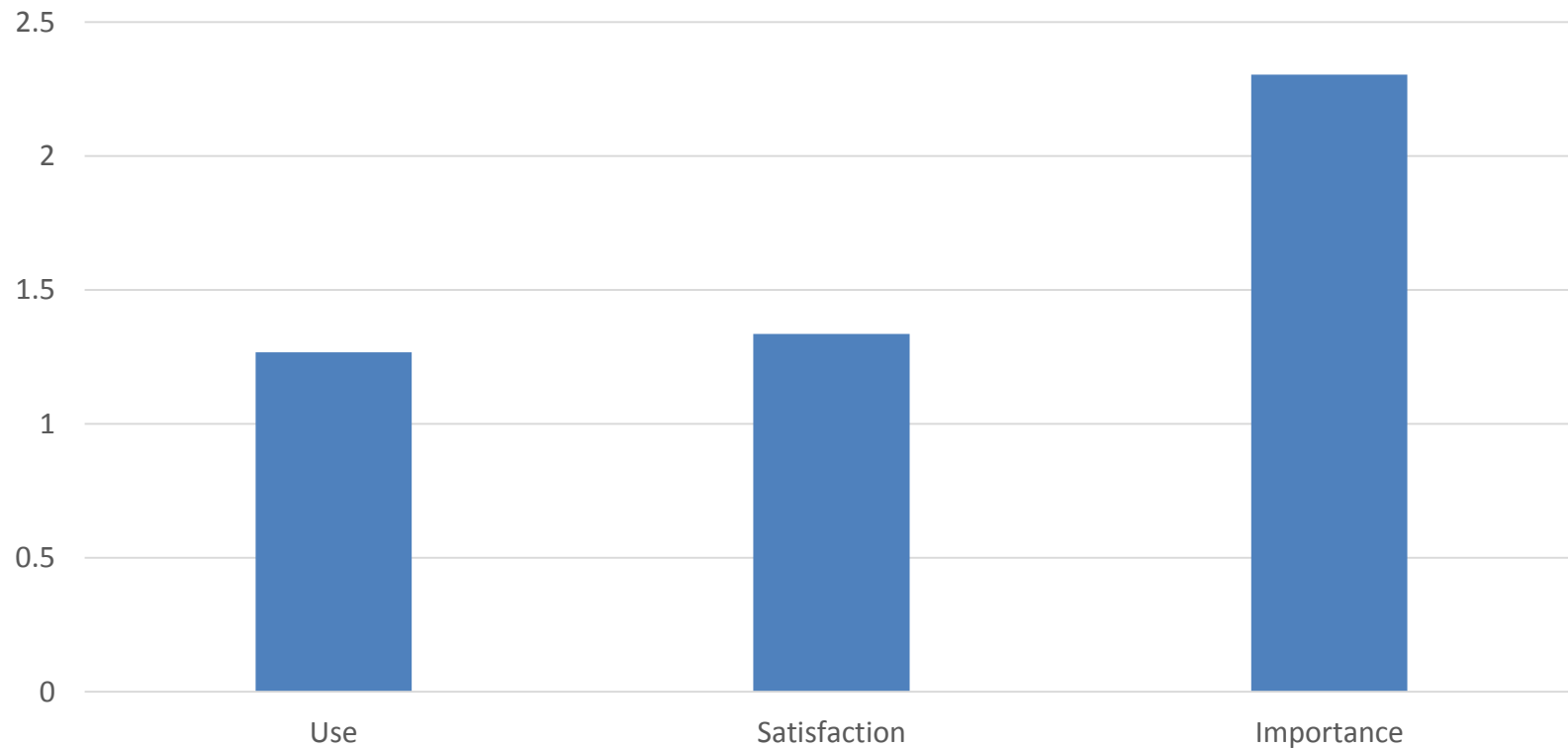
# Select Comparisons: COD vs. Scorecard Colleges



# Direct Information



# Academic advising/planning (2012)



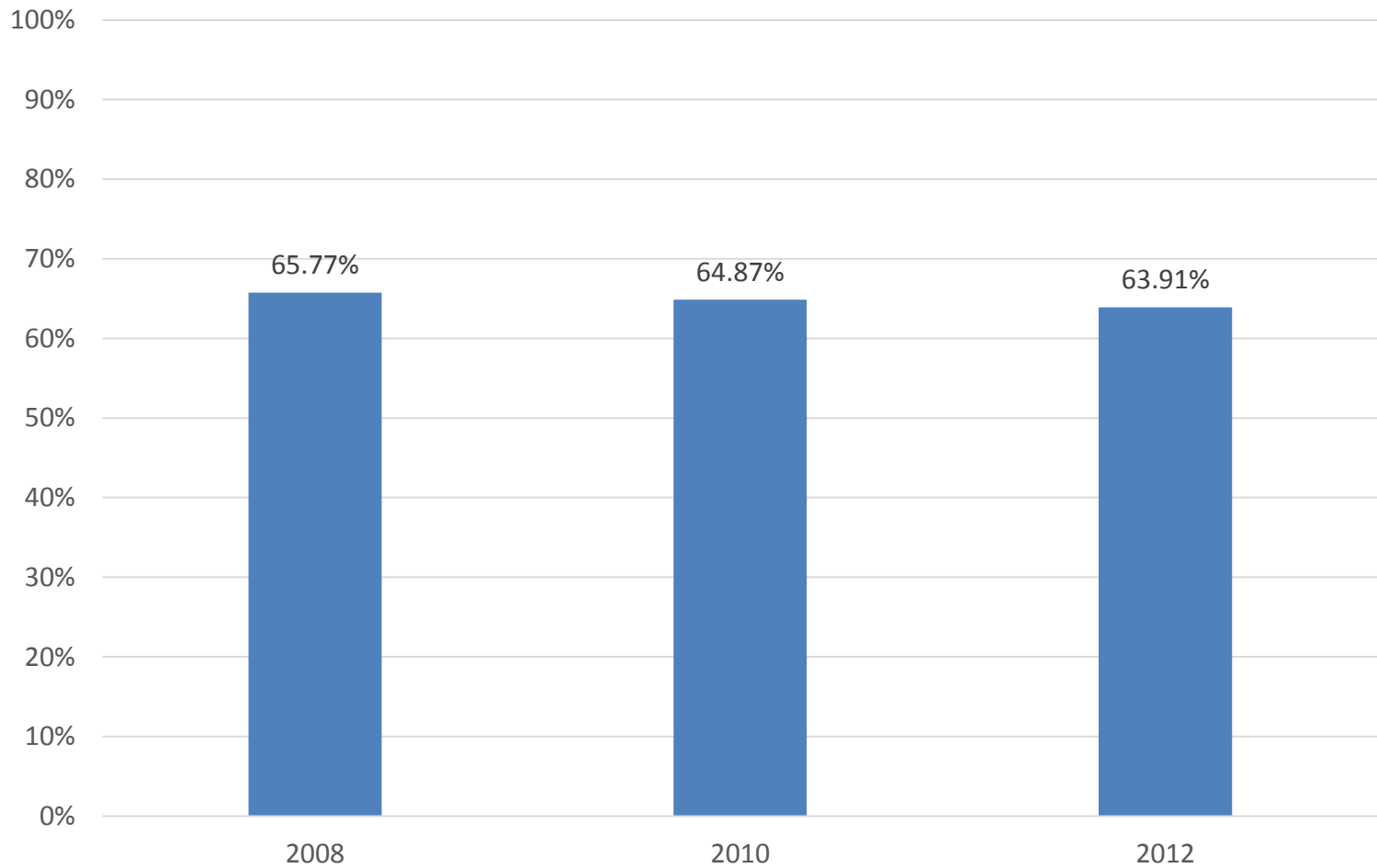
# Institutional Measures



## WASC-ACCJC Accreditation Map for CCSSE

WASC-ACCJC Standard #	WASC-ACCJC Standard	CCSSE Item #'s
IIA1a	The institution identifies and seeks to meet the varied educational needs of its students through programs consistent with their educational preparation and the diversity, demographics, and economy of its communities. The institution relies upon research and analysis to identify student learning needs and to assess progress toward achieving stated learning outcomes.	4l, 4o, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 12a, 12b, 12c, 12d, 12e, 12f, 12g, 12h, 12i, 12n, 12o, 9b, 9d, 13d, 13e, 13h, 13k, 14c, 17a, 17b, 17d, 17e, 17f, 22
IIA2c	High-quality instruction and appropriate breadth, depth, rigor, sequencing, time to completion, and synthesis of learning characterize all programs.	4b, 4c, 4d, 4e, 4f, 4g, 4i, 4o, 4p, 4u, 5a, 5b, 5c, 5d, 5e, 5f, 6a, 6c, 7, 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8i, 9a, 10a, 11b, 12a, 12b, 12c, 12d, 12e, 12f, 12g, 12h, 12i, 12n, 12o, 13d, 13e, 14c, 17a, 17b, 17d, 17f
IIA2d	The institution uses delivery modes and teaching methodologies that reflect the diverse needs and learning styles of its students.	4a, 4b, 4c, 4d, 4e, 4f, 4g, 4i, 4j, 4o, 4u, 5a, 5b, 5c, 5d, 5e, 5f, 8a, 8b, 8c, 8d, 8e, 8f, 8g, 8h, 8i, 9g, 10a, 11b, 12a, 12b, 12c, 12d, 12e, 12f, 12g, 12h, 12i, 13d, 13e, 13k, 14c, 17a, 17b, 17d, 17f,

# IIA1a



## CRITICAL THINKING

1. Analyzing and solving complex problems
  - 5b. *Analyzing the basic elements of an idea, experience, or theory*
  - 5e. *Applying theories or concepts to practical problems or in new situations.*
  
1. Constructing sound arguments and evaluating the arguments of others
  - 5d. *Making judgments about the value or soundness of information, arguments, or methods*
  
1. Considering and evaluating rival hypotheses
  - 5d. *Making judgments about the value or soundness of information, arguments, or methods*
  - 5e. *Applying theories or concepts to practical problems or in new situations.*
  
1. Recognizing and assessing evidence from a variety of sources
  - 5d. *Making judgments about the value or soundness of information, arguments, or methods*
  
1. Generalizing appropriately from specific cases
  - 5e. *Applying theories or concepts to practical problems or in new situations.*
  
1. Integrating knowledge across a range of academic and everyday contexts
  - 4d. *Worked on a paper or project that required integrating ideas or information from various sources*
  - 5c. *Synthesizing and organizing ideas, information, or experiences in new ways*
  
1. Identifying your own and others' assumptions, biases, and their consequences
  - 5d. *Making judgments about the value or soundness of information, arguments, or methods*

## OVERALL

- 12e. *Thinking critically and analytically*



Next Steps?

# Desert Hot Springs

City of Compassion, Healing Waters  
and Breathtaking Views

# Why Desert Hot Springs?

## Riverside County


Population in 2012: 27,745 (97% urban, 3% rural). Population change since 2000:

+67.3%

Males: 13,896  (50.1%)

Females: 13,849  (49.9%)

Median resident age:  31.0 years

California median age:  45.6 years

Zip codes: [92240](#), [92241](#).

## Desert Hot Springs Zip Code Map

Estimated median household income in 2011: \$31,356 (it was \$25,987 in 2000)

Desert Hot Springs:  \$31,356

California:  \$57,287

Estimated per capita income in 2011: \$14,292



## Riverside County

Population in 2012: 79,302 (98% urban, 2% rural). Population change since 2000:

+61.5%

Males: 39,105  (49.3%)

Females: 40,197  (50.7%)

Median resident age:  32.2 years

California median age:  45.6 years

Zip codes: [92201](#), [92202](#), [92203](#).

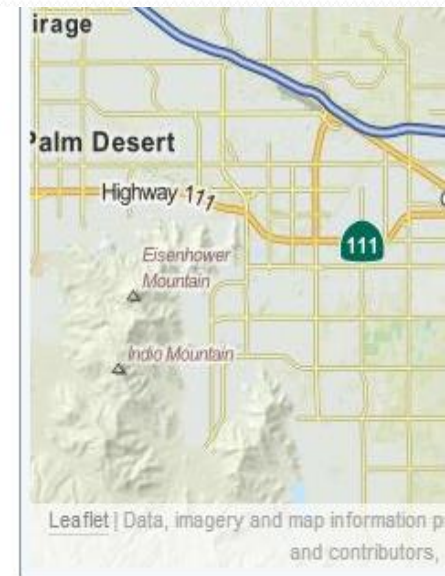
## Indio Zip Code Map

Estimated median household income in 2011: \$41,082 (it was \$34,624 in 2000)

Indio:  \$41,082

California:  \$57,287

Estimated per capita income in 2011: \$19,748



# English As a Second Language

- Hispanic - 13,251 (51.4%)
- White alone - 8,682 (33.7%)
- Black alone - 1,874 (7.3%)
- Two or more races - 625 (2.4%)
- Other race alone - 493 (1.9%)
- American Indian alone - 440 (1.7%)
- Asian alone - 416 (1.6%)
- Native Hawaiian and Other Pacific Islander alone - 12 (0.05%)

- Hispanic - 51,540 (67.8%)
- White alone - 20,512 (27.0%)
- Black alone - 1,521 (2.0%)
- Asian alone - 1,467 (1.9%)
- Two or more races - 656 (0.9%)
- American Indian alone - 209 (0.3%)
- Other race alone - 91 (0.1%)
- Native Hawaiian and Other Pacific Islander alone - 40 (0.05%)

# Low Education Rates

## For population 25 years and over in Desert Hot Springs:

- High school or higher: 68.7%
- Bachelor's degree or higher: 11.8%
- Graduate or professional degree: 4.0%
- Unemployed: 17.3%
- Mean travel time to work (commute): 29.1 minutes

## For population 15 years and over in Desert Hot Springs city:

- Never married: 32.3%
- Now married: 45.9%
- Separated: 3.3%
- Widowed: 5.9%
- Divorced: 12.6%

6,537 residents are foreign born (21.9% Latin America).

This city:  25.3%

California:  26.9%

## For population 25 years and over in Indio:


- High school or higher: 74.2%
- Bachelor's degree or higher: 15.3%
- Graduate or professional degree: 5.9%
- Unemployed: 8.2%
- Mean travel time to work (commute): 21.0 minutes

## For population 15 years and over in Indio city:

- Never married: 32.6%
- Now married: 50.5%
- Separated: 2.5%
- Widowed: 5.3%
- Divorced: 9.2%

22,881 residents are foreign born (24.0% Latin America).

This city:  26.9%

California:  26.9%

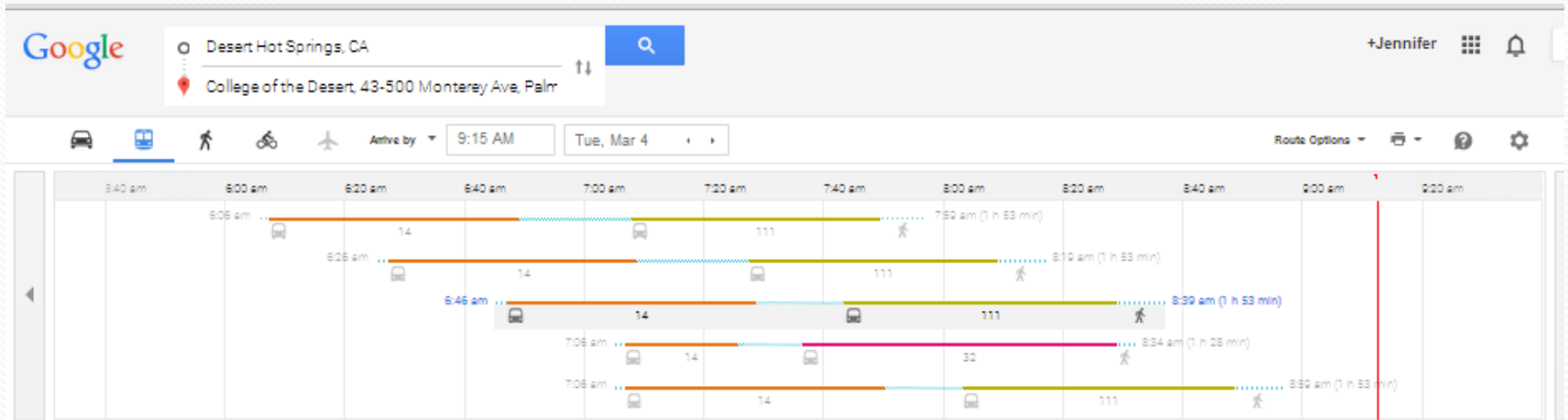
# Low Education = High Crime

“The Impacts of Education on Crime, Health and Mortality, and Civic Participation,” which was authored by Western economics professor and CIBC (Centre for Human Capital and Productivity) Center Director Lance Lochner states:

*“The social benefits from crime and mortality reduction appear to be sizeable. For example, estimates suggest that increasing the high school graduation rate in the United States in 1990 would have resulted in nearly 100,000 fewer crimes, providing an annual benefit valued at more than \$2 billion. Social benefits from reductions in mortality are likely to be of similar magnitude.”*

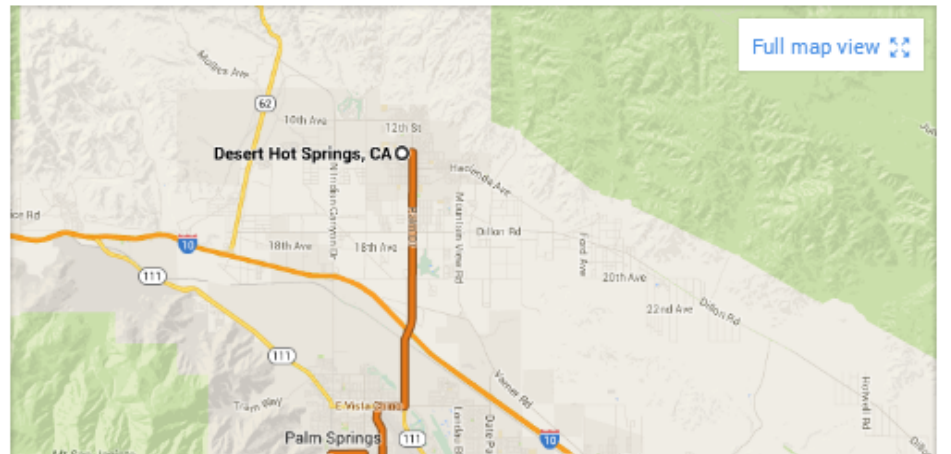
Read more at: <http://phys.org/news/2011-12-lowers-crime.html#jCp>

# Bus Ride = Job

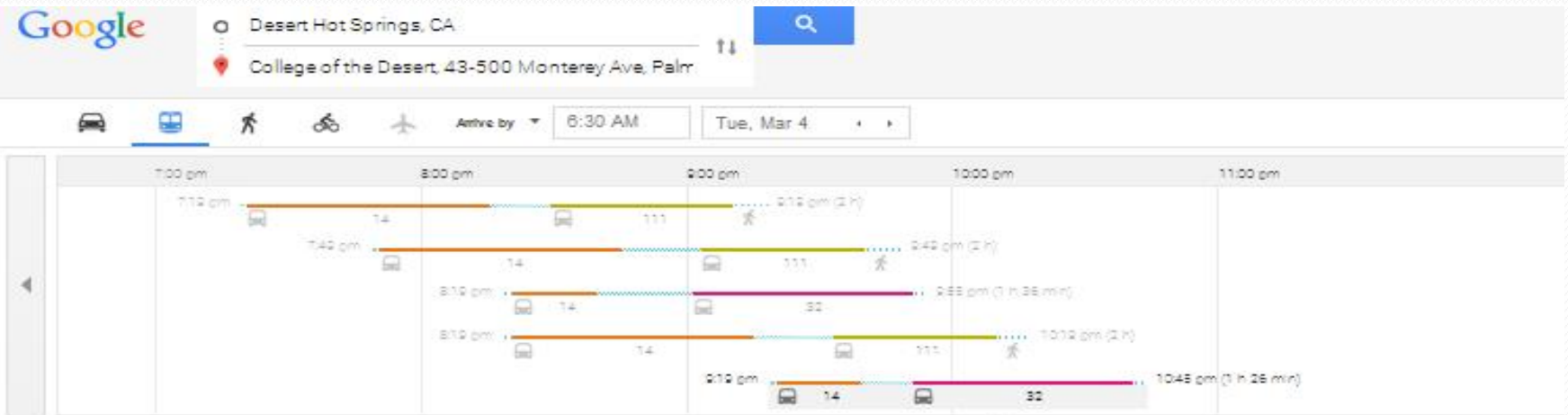


6:46 am - 8:39 am (1 h 53 min)

- 6:46 am ○ Desert Hot Springs, CA
  - Walk to Pierson at Cactus  
About 2 min, 0.1 mi
- 6:48 am ○ Pierson at Cactus
  - 14** towards Southbound - Palm Cyn & Baristo  
42 min (21 stops) - Stop ID: 764
- 7:30 am ○ Palm Cyn at Baristo
- 7:45 am ○ Palm Cyn at Baristo
  - 111** towards Eastbound - Hwy 111 & Flower  
46 min (33 stops) - Stop ID: 128
- 8:31 am ○ Monterey at Fred Waring



# Students CANNOT Receive Passes



## 9:19 pm - 10:45 pm (1 h 26 min)

- 9:19 pm ○ Desert Hot Springs, CA
  - Walk to Pierson at Cactus  
About 2 min, 0.1 mi
- 9:21 pm ○ Pierson at Cactus
  - Bus 14 towards Southbound - Palm Cyn & Baristo  
19 min (9 stops) - Stop ID: 764
- 9:40 pm ○ Gene Autry at Vista Chino
  - Walk to Vista Chino at Gene Autry  
About 2 min
- 9:52 pm ○ Vista Chino at Gene Autry





FEB 13 2014

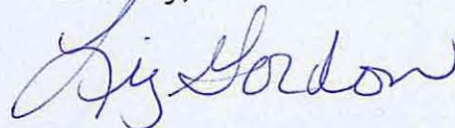
February 11, 2014

Dr. Joel Kinnamon, President  
College of the Desert  
43500 Monterey Avenue  
Palm Desert, CA 92260

Dear Dr. Kinnamon:

Please convey my appreciation to the College of the Desert Board of Trustees for their resolution in honor of my sister, Cheryl Imes. On behalf of myself and her entire family, please know it is deeply appreciated. When Cheryl became part of the faculty at College of the Desert, she felt she had achieved her career goal. She truly loved working with the students and staff at the college. If her life had not been cut so short, she could have provided many more years of service doing the work that was her calling.

Sincerely,

A handwritten signature in blue ink that reads "Liz Gordon". The signature is written in a cursive style with a large initial "L".

Liz Gordon

(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

**REQUEST TO ADDRESS THE BOARD OF TRUSTEES**

BOARD MEETING DATE: 3/21/14

NAME: Diana LaMar  
(Please print legibly)

AFFILIATION: PUBLIC X STAFF \_\_\_\_\_  
FACULTY \_\_\_\_\_ STUDENT \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. Public Comments  
TITLE Dual + Con-current Enrollment

ADDRESSING THE BOARD OF TRUSTEES

1. Complete a "Request to Address the Board of Trustees" form (see below) and present it to the Board Executive Assistant prior to the beginning of the meeting at which you wish to address the Board.
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3. You will be asked to state your name and appropriate affiliation for the record before your statements to the Board.
4. The Board Chair may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive. *(per Board Policy 2350)*

*\*For the complete text of Board Policy 2350 [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu) – "Community", "Board of Trustees", "Board Policies and Procedures".*

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(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

REQUEST TO ADDRESS THE BOARD OF TRUSTEES

BOARD MEETING DATE: 3/21/14

NAME: Jennifer Braun-Christensen  
*(Please print legibly)*

AFFILIATION: PUBLIC X-DHS STAFF \_\_\_\_\_  
FACULTY \_\_\_\_\_ STUDENT X

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. Public Comment

TITLE Express Bus from DHS to COD + proposed DHS campus

1st

Community Trust

CEO  
1-8-22  
ST

2

ADDRESSING THE BOARD OF TRUSTEES

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2nd

REQUEST TO ADDRESS THE BOARD OF TRUSTEES

BOARD MEETING DATE: 3/21/14

NAME: Judy Shea - CEO  
(Please print legibly)

Yielded  
time to  
Jenny

AFFILIATION: PUBLIC  DHS CTF STAFF \_\_\_\_\_  
FACULTY \_\_\_\_\_ STUDENT \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. Public Comment

TITLE ~~SET~~ DHS Campus / BUS  
DHS Comm TASK Force

3

ADDRESSING THE BOARD OF TRUSTEES

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(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

REQUEST TO ADDRESS THE BOARD OF TRUSTEES

BOARD MEETING DATE: 3/21/14

*Yes/No  
July*

NAME: MARNEIL FARLEY  
*(Please print legibly)*

AFFILIATION: PUBLIC  FACULTY  STAFF  STUDENT

*DAS*

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. Public Comment DAS Campus

TITLE \_\_\_\_\_

ADDRESSING THE BOARD OF TRUSTEES

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REQUEST TO ADDRESS THE BOARD OF TRUSTEES

BOARD MEETING DATE: 3/21/2014

NAME: MESA - Carl Farmer  
*(Please print legibly)*

AFFILIATION: PUBLIC \_\_\_\_\_ STAFF \_\_\_\_\_  
FACULTY X STUDENT X

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. \_\_\_\_\_

TITLE \_\_\_\_\_

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REQUEST TO ADDRESS THE BOARD OF TRUSTEES

BOARD MEETING DATE: 3/21/14

NAME: RYAN WOLL  
*(Please print legibly)*

*Request  
Palm Springs  
High School*

AFFILIATION: PUBLIC X STAFF \_\_\_\_\_  
FACULTY \_\_\_\_\_ STUDENT \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. PUBLIC COMMENTS

TITLE DUAL ENROLLMENT

ADDRESSING THE BOARD OF TRUSTEES

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(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

**REQUEST TO ADDRESS THE BOARD OF TRUSTEES**

BOARD MEETING DATE: March 21, 2014\_\_\_\_\_

NAME: Lauro Jimenez  
*(Please print legibly)*

AFFILIATION:      PUBLIC \_\_\_\_\_      STAFF        x    
                         FACULTY \_\_\_\_\_      STUDENT \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO.   7  \_\_\_\_\_

TITLE   Classified—60 Day Layoff Notice Resolution #032114-5  \_\_\_\_\_



ADDRESSING THE BOARD OF TRUSTEES

1. Complete a "Request to Address the Board of Trustees" form (see below) and present it to the Board Executive Assistant prior to the beginning of the meeting at which you wish to address the Board.
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(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

REQUEST TO ADDRESS THE BOARD OF TRUSTEES

BOARD MEETING DATE: March 21, 2014 \_\_\_\_\_

NAME: Stella Baker  
*(Please print legibly)*

AFFILIATION:      PUBLIC      \_\_\_\_\_      STAFF      \_\_\_\_\_  
                         FACULTY        X        STUDENT      \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO.   7   \_\_\_\_\_

TITLE   Classified—60 Day Layoff Notice Resolution #032114-5   \_\_\_\_\_

My name is Stella Baker. I have been an adjunct librarian at COD since 2006. In addition to providing reference and research assistance during on-desk hours, I'm also the librarian liaison to the School of Health Sciences and Education. Further, in 2009 I was the Interim Library Director.

Prior to having an Administrative Assistant, running the library was largely controlled chaos. It was no single person's job to handle all the administrative details that makes a library run. As a result, many people did a little of this and that, and what couldn't get done was lost under this crazy quilt of inefficiency.

It's different when someone is "minding the store." Service improves because library faculty and staff can concentrate on the job for which they were hired. A few examples of tasks handled by an administrative assistant: Time sheets, load sheets, building problems, routine supplies, equipment problems, sudden staff absence, budget and bills, draft schedules, and more.

Let me give a personal example.

In the first six weeks of this semester, I taught research sessions to over 300 students in 13 different classes. I only work 11 hours a week, and 8 of them are on the reference desk where my first priority is walk-in and telephone questions. So I spoke to our Administrative Assistant. Her immediate response was: "how can I help?"

Valorie made sure I had my handouts, even if she had to copy them herself. She did the paper work so I was paid for those class visits. She checked with me regularly, always available to give me a hand.

When I could focus on what I was hired to do, teach and serve, I could be a better librarian, and our students were the ultimate winners.

This simple example makes me think about the 300+ adjuncts at COD. Without an Administrative Assistant to manage the Faculty Resource Center, who will run it? Losing this administrative assistant position will surely affect them as well.

The Layoff notice resolution lists two reasons for this action: lack of work or lack of funding. I can attest that there is no lack of work. And given the number of recent full-time hires, I can only conclude there is also no lack of funding. I wonder why we are losing an effective and efficient answer to that crazy quilt of inefficiency we used to operate under.

I respectfully urge this Board to carefully consider the impact of removing this administrative assistant position.

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(DETACH HERE AND RETURN THIS PORTION TO THE BOARD ASSISTANT)

**REQUEST TO ADDRESS THE BOARD OF TRUSTEES**

BOARD MEETING DATE: 3-21-14

NAME: MARY LISI  
*(Please print legibly)*

AFFILIATION: PUBLIC \_\_\_\_\_ STAFF ✓  
FACULTY \_\_\_\_\_ STUDENT \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. H.R. #7

TITLE CLASSIFIED LAYOFF

**REQUEST TO ADDRESS THE BOARD OF TRUSTEES**

BOARD MEETING DATE: \_\_\_\_\_ 3/21/14 \_\_\_\_\_

NAME: \_\_\_\_\_ Cynthia Garcia \_\_\_\_\_  
*(Please print legibly)*

AFFILIATION:      PUBLIC \_\_\_\_\_      STAFF \_\_\_\_\_ X \_\_\_\_\_  
                         FACULTY \_\_\_\_\_      STUDENT \_\_\_\_\_

IF SPEAKING TO AN AGENDA ITEM PLEASE INDICATE THE ITEM TO WHICH YOU WISH TO SPEAK:

AGENDA ITEM NO. \_\_\_\_\_ 7 \_\_\_\_\_

TITLE Classified-60-day Layoff notice resolution # 032114-5