

**DESERT COMMUNITY COLLEGE DISTRICT
REGULAR BOARD MEETING
CRAVENS MULTI-PURPOSE ROOM
THURSDAY, JULY 21 2011
MINUTES**

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Vice-Chair Stefan called the meeting to order at 9:35 a.m. and asked Student Trustee Aaron Bonner to lead the Pledge of Allegiance.

II. ROLL CALL

President Patton called the roll. Trustees Broughton, Marman, O'Neill, Stefan and Student Trustee Bonner were present. Trustee Hayden was present via teleconference. Student Trustee Bonner will leave following his report to take an exam, but will return.

III. CONFIRMATION OF AGENDA

A motion was made by Trustee Broughton, seconded by Trustee O'Neill, to approve the agenda of the July 21, 2011 Board meeting. A roll-call vote was taken with all members voting aye. Motion carried unanimously.

A motion was made by Trustee Marman, seconded by Trustee Broughton to pull Consent agenda, Human Resources item #5 Employment agreements. A roll-call vote was taken with all members voting aye. Motion carried unanimously.

Larry McLaughlin, Director, Advanced Transportation Technology and Energy Center made a brief presentation on a grant received by College of the Desert. COD's Business Tech and Workforce education has obtained \$600,000 from the Employment Development Department to support continuation of renewable energy training underway the last year and a half. They will be doing utility scale solar energy training to prepare workers for the large-scale solar projects coming to our area. The EDD has asked us to add additional subjects; energy efficiency and building standards. The Business, Technical and Workforce education also received \$225,000 from the Chancellors office to work with our public school systems and the energy academy's we have at 2 of our high schools, as well as the Coachella Valley Economic Partnership, to put into place better articulated, well defined career pathways in the energy area.

Trustee Broughton asked which high schools are our partners. Mr. McLaughlin said all the school districts in the valley. Career Pathways initiative is one of the partners. Work has been done with all of the teachers and administrators through that project will be giving oversight to this program. Desert Hot Springs and Desert Mirage are two key players in this project. John Jaramillo, Dean, School of Applied Sciences and Business said the middle school outreach is a continuation of what we've been doing with our SB 70 grants. We've had outreach with all the

middle schools in the Coachella Valley Unified School District. Mr. Jaramillo and Mr. McLaughlin will forward a list of the schools involved to the board members.

Mr. McLaughlin commented they are continuing to build capacity in this area. The financial resources are coming in nicely, which is allowing them to do things that are very well integrated with economic development plans of the region. We need to make sure we include the appropriate Human Resources capacity. They need a grant specialist to not only manage the financial aspects of these projects, but understand the compliance and reporting requirements; someone to focus specifically on the projects. Trustee Marman asked if this position can be written into grant? Mr. McLaughlin said we do and we have.

The board members congratulated Mr. McLaughlin.

IV. PUBLIC COMMENTS

None.

V. APPROVE THE MINUTES

There were no corrections to the minutes of the regular meeting of May 20 and June 16, 2011 and they stand approved. Trustee Broughton suggested we return to the practice of listing the boards activities. Trustee O'Neill agreed. Any changes to the format of the minutes should be approved by the board.

VI. REPORTS

A. GOVERNING BOARD

Student Trustee Bonner reported on his activities and/or attended:

- Grand opening of Palm Desert aquatic center – he found it very exciting. He encouraged everyone to use the facility.
- Attended the ASCOD inauguration,
- In August he will be attending the Community College League of California workshop for new student trustees

Trustee Broughton reported on her activities and/or attended:

- Meeting with East Valley friends and alumni. They are refining their goals for next year. They plan to help with voc tech night at the Fairgrounds –the Friends want to be greeters at that event.
- The Friends also want to have an activity in Indio to begin the “we’re moving to a new building” conversation. They are considering a joint meeting with the Indio Chamber of Commerce.
- Training with the new iPads - nice to be paperless
- Presentation on the Foundation marketing plan

Trustee Marman reported on his activities and/or attended:

- Foundation meetings
- Palm Desert aquatic opening – we can now have classes there, especially adaptive physical education and rehab for athletes.
- West Valley sight development meetings
- Foundation Roadrunner club meeting
- 911 event meeting
- Meeting with a Copper Mountain College trustee
- Meeting with some West Valley developers
- 2 + 2 meeting with Desert Hot Springs

Trustee O'Neill reported on his activities and/or attended:

- Palm Desert aquatic center opening – it is spectacular - great use of date grove - natural garage
- Meeting with a Copper Mountain trustee

Trustee Hayden reported on his activities and/or attended:

- Presentation of Foundation marketing plan
- Thanked Farley Herzek, Vice President, Academic Affairs for providing the information on the classes held at Desert Hot Springs High School over the years.
- Met with developers regarding a Desert Hot Springs location.
- Met with Desert Hot Springs City Manager, the Mayor and a Council member.

1.

Trustee Stefan reported on her activities and/or attended:

- Presentation of Foundation marketing plan
- iPad training
- Thanked the college community for their support of her during the last 2 difficult months.

B. ASCOD

Tony Aguilar was not present.

C. FACULTY ASSOCIATION

Gary Bergstrom was not present.

D. C.O.D.A.A.

Catherine Levitt was present and gave a brief report.

Trustee Marman commented on the Summer Study groups. He hopes the committees are looking at what we want to keep vs what to eliminate.

E. CSEA

Mary Lisi was present and gave a brief report.

F. COLLEGE OF THE DESERT FOUNDATION

Jim Hummer was present and gave a brief report.

G. COLLEGE OF THE DESERT ALUMNI ASSOCIATION

Gene Marchu was not present and had submitted his report via email.

H. ACADEMIC SENATE

Zerryl Becker was present and gave a brief report.

VII. ADMINISTRATIVE REPORTS

President Patton

President Patton commented that the Board has seen the marketing plan for the college and pointed out Bob Mauro, publisher of Wheeler and Public Record. He has attended the last several meetings in to help the college stay on track in getting information out to community

Steve Renew, Director of Facilities introduced Bob Lavy of Perkins-Will Architects and MacMcGinniss of EIS Pros. Mr. Renew reported they are bringing 2 projects to the Board that are in design development. Mr. Lavy presented a Power Point on the Visual Arts Building. He thanked the board and college for the opportunity to work on this project.

President Patton asked Pam LiCalsi to report on our accreditation. Ms. LiCalsi distributed the letter received from the Accrediting Commission for Community and Junior Colleges (ACCJC) and reported we have received the ACCJC's final report on the College of the Desert's visit in March, 2011. The report contains 8 recommendations, all of which the college was aware of and knew it would continue to work on. The college will continue to work with the ACCJC rubric to get to the stage of continuous process improvement. The college also received 7 commendations on things the college is doing well. These commendations reflect the hard work of staff and faculty. Everyone acknowledges accreditation is not a one-time deal, but ongoing efforts to contribute to student success.

There were over 125 people that spent 18 months working on the process. The Commission's decision is a success shared by everyone on campus.

Trustee O'Neill commented he hoped the college could do something to recognize all the hard work done by these individuals that participated. Ms. LiCalsi reported the team leaders have been recognized at the completion of their work and have a recognition planned in August for the "behind the scene" support folks. There will also be a report-out and acknowledgement of the teams during FLEX activities.

Trustee Broughton commented as she was fortunate to work on one of the teams, she thanked Ms. LiCalsi and the other group leaders for the incredible number of hours spent on the process. She also thanked the President for his leadership. She thought his knowledge of the process due to his charring site visits to other community colleges helped tremendously. He has made sure we've gone through the planning process - we have a focus and measurable successes, as well as knowing our weaknesses and work on them. The team liked the openness of the administration offices. She was told that faculty was given 2 full days to devote to the self-study process and help us through this. And this work is ongoing. She thanked the President and Vice President, as well as all leadership for working together to make this successful. Trustee Stefan also thanked the teams.

President Patton presented the Accreditation certificate to Dr. Stefan. Dr. Stefan said this certificate is for the community.

Trustee O'Neill wanted to make sure this information gets out to the community. Ms. LiCalsi is working on a press release. There is lots of good news that happens and the Board will see, starting in the fall, a much different approach in how we talk to both our internal and external stakeholders.

President Patton updated the Board on the Governor's budget bill, SB 87. There was a "solution" of \$26.6B passed. In spite of that there is still an estimated deficit for 2012-2013 of \$3.1B. The Department of Finance is estimating there will be an additional \$10.4B coming in this year as part of the solution. In the bill there are trigger points, giving the Director of Finance authority to reduce apportionments if the revenues did not come in.

- Tier 1 - no midyear cuts if at least \$3B of the \$4B of the high revenues materialize
- Tier 2 - if only \$2B - \$3B of the revenues materialize – up to \$600M in mid-year cuts could be enacted – these actions would include an additional \$100M each reduction to CSU and UC and \$30M from general fund reduction to California Community Colleges, offset by an increase in fees going up to \$46.00.
- Tier 3- if less than \$2B of the revenues do not materialize there will be additional cuts and the California Community Colleges would receive another reduction of up to \$72M above Tier 1

There will be a vote going out to the electorate about additional taxes and we will wait and see what happens. UC and CSU were cut \$650M and Community Colleges were cut \$400M with \$129M offset by the \$10.00 increase in fees. Our study groups are looking at the mid-case scenario. We will make cuts by reinventing the college, assuming it's the mid-case scenario.

Trustee Marman asked if the mid-year report would come after we've already set up the spring schedule and received fees? President Patton said this will be the biggest challenge we will face

because this will come no later than December 15 and the process for accepting fees for the spring will already have begun. There was a fee adjustment several years ago after we had started collecting fees and it was very difficult to go back and get those additional fees paid by the students.

Farley Herzek, Vice President Academic Affairs, reported the college has been notified by the National Association for the Education of Young Children that we received national accreditation for our Child Development Center and Early Childhood Education Program. He thanked and acknowledged the faculty, staff, the leadership of Dean Leslie Young and Director Dianne Russom. It is a 5 year accreditation. There will be a full, detailed presentation at a future meeting.

Some of the criteria met in our Child Development Center. We were scored on no less than 20 areas and received the following:

- teaching - 100%
- curriculum 100%
- families 100%
- leadership/management 100+%
- lowest grade was 93% on relationships

Mr. Herzek is pleased to announce we've added 2 full-time faculty; Accounting - John Giradi, and Theatre Arts - Russell Dean (Trey). In spite of the difficult times we continue to invest in full-time faculty. Trustee O'Neill asked they be presented to board in fall.

He gave a brief update on the summer study groups:

- concept is the re-visioning of COD - develop a revision of who COD is going to be in the future.
- 59 people within 6 groups - 26 Faculty members, 15 Classified, 17 Leadership and 1 student. Once ASCOD is back in the fall we will have student representatives on each of the study groups.
- to date the groups have met 4 times with 3 more scheduled meetings before these groups hand off their work to the fall think-tanks.
- these groups are not working independent of each other – the small groups meet for 1.5 hours and then all groups meet together for 1/2 hour to share ideas.
- the groups are now deciding what information needs to be pulled together to present to think tanks in fall.

Mr. Herzek updated the members on the fee-based ESL program. We started with opening 18 sections of fee-based classes; 6 of those are full. One new section has been added at the 6:30 time period because there was a wait-list of 15 for level 1 ESL group. There have been some difficulties filling classes at the Mecca Thermal Campus (MTC) and are targeting our resources there. Initially we added one morning class but there is no staff to enroll students so that is being addressed. We've also added 2 more evening sections at MTC and are confident they will fill. Trustee Broughton feels it will pick up at MTC as many people in that part of the valley go north to work or are visiting family in the south.

Mr. Herzek said the plan was now to keep MTC open to 7pm. Trustee Broughton asked how are we advertising? Mr. Herzek said not at all at this time but will advertise on local Spanish-speaking radio station and have put together an extensive list of employers in the east valley. Through John Jaramillo, Dean, School of Applied Sciences and Business, and his staff, we will approach 25+ employers for interest in paying/matching fees for their employees to attend. We will also provide free or reduced cost bus passes in the east valley if they are interested in attending classes at MTC.

The math and English boot camps start the 2nd week of August. At its completion faculty will present successes at a future board meeting.

In 2010, in response to private college students defaulting on student loans, the federal government enacted a gainful employment reporting mandate, in which all colleges had to list or present very specific information to students about their certificate CTE programs. That information includes the cost of the program, how long the average student takes to go through the program, the cost of books and all associated fees. Through the leadership of Dr. Annebelle Nery, the new Dean Enrollment Services, we met the July 1 deadline for the new gainful employment Federal reporting mandate.

Trustee Marman asked how do we know how many of our graduates have been employed? Mr. Herzek said this is extremely problematic so the federal government is not requiring us to report that at this time. We are probably a year away from reporting that. This has always been a challenge for us and until we have a state reporting system in place it will continue to be difficult.

Adrian Gonzales, Interim Vice President, Student Affairs, updated the members on registration activities. Registration was moved from May into July and applied 2 new filters to the enrollment process; students above 100 units and students that were on academic or progress probation were moved into the open enrollment period. This began on July 17. There were a large number of students that registered each day; well over 6000 visits to WebAdvisor each day. By the first day of open enrollment the majority of General Ed or transfer courses were full. We continue to monitor this on a daily basis so counselors are able to guide students in the appropriate way. We expect to be shut down in terms of available seats by mid-August. The majority of open classes are vocational.

There is a fee drop today and we anticipate there will be several thousand seats that open up. Students are aware of this and those seats will fill quickly. Trustee Broughton asked how students receiving scholarships are being handled, when in many cases they have not received the scholarship monies yet. Mr. Gonzales said students have a 3-day period to pay their fees and we strongly encourage them to apply for the BOG waiver and for the FAFSA. Before we do the fee drop we cross-check to determine if there is any criteria that will allow us to give them a deferment. If they have indicated they are receiving a scholarship we can take them off the fee drop list. They can contact Ken Lira, Director of Financial Aid, to get on the fee-deferred list.

Trustee Marman feels the 3-day period is not very long and there is not enough information about what students should do if they have a scholarship coming. He also asked if we are still

looking at the possibility of a point system for registration? Mr. Gonzales said they are. Their intent is discuss with faculty in the fall what other filters are possible. Then work with the IS and Admissions and Records departments to see if it is technically capable.

Registration will be closed August 24 in order to clean up rosters, do a final fee drop and to issue add codes for the faculty.

He also reported that thanks to the great work of the Admissions and Records, Financial Aid and IS department we are implementing the pilot phase of direct deposit for financial aid awards in the fall. The students that take advantage of the will get their financial aid faster. The full launch will take place for spring semester 2012.

Mr. Gonzales recognized the work of the Admissions and Records Office, the Counseling staff as they were very busy on Monday and all staff stepped up, resolved many issues and took care of every email and phone call. President Patton recognized and thanked them as well. He was with Supervisor Benoit recently, who asked why he was receiving so many calls. President Patton responded it was due to the Assembly not funding higher education because of the budget crisis and we are doing our best.

VIII. CONSENT AGENDA

A motion was made by Trustee O'Neill, seconded by Trustee Marman, to approve the Consent agenda with the change noted.

Trustee Broughton asked what a summer residential program is at a community college regarding Upward Bound. Mr. Gonzales explained the Upward Bound Program is a Federal TRIO program, which assists high school students to go to college. A big part of the Upward Bound program is the summer residential program at a 4-year institution. It give students exposure to what dorm life is like, in addition to academic programming and the flavor of the particular city they are in. This summer they are doing marine biology and will have a series of courses in the morning, college tours in the San Diego area and some activities to understand what San Diego has to offer.

A roll-call vote was taken with all members voting aye, with Student Trustee Bonner absent. Motion carried unanimously.

**~~Strikeout~~ indicates moved to Action Agenda*

A. BUSINESS AFFAIRS – Human Resources

1. Classified – Extension of Assignments
2. Classified – Working Out-of-Class
3. Faculty – Extension of Assignment
4. Hourly Personnel – Student Workers, Tutors, Temporary & Substitute Employees
5. ~~Employment Agreements~~
6. Hourly Personnel – Adjunct Faculty
7. Classified – Reclassification of Positions

8. Classified – Appointments
9. Leadership – Appointment
10. Faculty - Appointment

B. BUSINESS AFFAIRS – Fiscal Services and Facilities Services

1. Approval of Contracts
2. Payroll #12
3. To Approve Out-of-State Travel
4. Approval of Warrant Lists

IX. ACTION AGENDA

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

BUSINESS AFFAIRS – Human Resources

5. Employment Agreements

A motion was made by Trustee Broughton, seconded by Trustee Marman, to approve the Employment Agreements as presented. Trustee Marman commented these department chairs used to be lead faculty. He asked why are we signing them to 2 year contracts when we may be dropping programs, have they been approved by the senate or the union, and does the college have an “out” if that person doesn’t work out in the position? President Patton said the unions are in agreement with it. Robert Blizinski, Executive Director of Human Resources, explained each position has its own separate job responsibilities and either side has an out of the 2 year contract. All department chairs have been interviewed and were elected by their peers.

Trustee O’Neill asked how the RN chair is split between 2 staff for 2 years. Leslie Young, Dean, School of Health Sciences and Education, said both the RN and LVN programs require an assistant director and we have always had an assistant director, with very specific roles defined by the program. These assistant directors have now moved them into chair positions in order to align our structure with the rest of the college. The job description is very different than other programs; they require very specific program evaluations that are defined by the Board of Registered Nursing, as well as the National League of Nursing. These 2 faculty have strengths in different areas and have split the tasks and compensation.

A roll-call vote was taken with all members voting aye and Student Trustee Bonner absent. Motion carried unanimously.

B. BOARD OF TRUSTEES

1. Approval of 2012 Board of Trustees Meeting Dates

A motion was made by Trustee Broughton, seconded by Trustee O’Neill, to approve the 2012 meeting dates as presented. Discussion followed.

- Meetings cannot be live-streamed from off campus but it can be video-taped and posted on the website later. Look into live streaming all locations.
- Look at different time of day - keep East Valley and West Valley meetings later in the day. Discussion on meeting at 5:30 for these two off-campus meetings. The Board agreed to try this for 2012. They will hold the closed session first - start meeting and closed session at 3:30 or 4:00 and then move into regular meeting. agreed
- Make an effort to advertise to community for all meetings but specifically the off-campus. It is not prohibitive to put a notice in the paper.

**Student Trustee Bonner returned at 11:40

- The proposed Friday December 21 meeting is very close to Christmas. It was agreed to move the meeting to the previous Friday, December 14.
- June meeting will be held June 21.

A roll-call vote was taken with all members voting aye to approve the meeting dates as noted above. Motion carried unanimously.

2. Review of Board Policy 2725: Board Member Compensation

A motion was made by Trustee O'Neill, seconded by Student Trustee Bonner, to review Board Policy 2725: Board Member Compensation. Trustee O'Neill read the policy aloud.

Discussion followed: Trustee O'Neill felt that teleconferencing should not be allowed as we cannot ensure all requirements of the law can be met. Trustee Broughton agreed that the Americans with Disabilities Act cannot be assured. Wheelchair access is just a small part of the ADA; accommodations would have to be made for someone that is deaf.

Trustee Marman thought if the member had an emergency it would be an excused absence but if you choose to go on vacation, knowing the meeting dates well in advance then you should choose to either be physically present or not. He thought teleconferencing disrupts the meeting.

Trustee Broughton thought someone teleconferencing is less than fully engaged because they cannot see the presentations. Her biggest concern is the accessibility issue. Trustee O'Neill commented that in theory if someone came to where Trustee Hayden is teleconferencing from and wanted someone to sign or provide a braille machine, we would have to find a way to provide that immediately. The agenda does state that those needing special accommodations can request them ahead of time but if they just arrived we should and would make every effort to accommodate them. Trustee O'Neill also agreed with Trustee Broughton's comments regarding the active participation in the meeting and if someone has chosen to be traveling they should not participate.

Trustee Hayden said there had previously been discussion on excusing a member for 2 meetings a year. This cannot be done as Ed Code has specific requirements on what constitutes being excused from a meeting.

Trustee Broughton thought the posted meetings were the most important meetings for the members to attend. The other meetings the members attend are important but not what they were elected to do and therefore are not critical.

Trustee Hayden asked what if there are 5 meetings a month? That happened several years ago when Copper Mountain College was splitting from College of the Desert. Trustee Marman commented that when he first came on the board he had a trip previously planned. He chose to come back early from his trip to attend the meeting. He schedules a vacation around a board meeting. He would have to choose to either be here or not.

Trustee Broughton pointed out that the Trustees are paid by the month, not the meeting, so if there were 5 meetings in a month the compensation would be the same. Trustee Hayden said that other colleges do teleconferencing all the time and it is legal. It was agreed it was legal as long as accommodations are met. But it is disruptive.

Trustee O'Neill said if Trustee Broughton wanted to teleconference from the Mecca Thermal Campus that would be legal as it's in the district and the ADA requirements would be met. He does not want to give anyone an opportunity to find fault. Trustee Stefan said we had a Student Trustee one summer that attended the meetings via the internet from Mexico. President Patton thought that even though the Student Trustee is an advisory vote we would have to look at a situation like that again, relative to the ADA.

Student Trustee Bonner asked if there were any legal issues in the past regarding the issue of teleconferencing. President Patton said there have been numerous lawsuits regarding accessibility. President Patton said this policy under review is on compensation but thought that any future teleconferencing is held in a facility that is within the district and accessible.

Trustee Hayden said he is anxious to attend board meetings and does not want to be left out because he has a previous engagement. Trustee Broughton thought that true if a meeting date is changed but not true if we know the meeting dates a year in advance. Trustee Hayden said in previous years they had meetings on a regular schedule but those meeting dates were not cut in stone and could be changed if necessary. He asked if that has changed? Trustee Hayden will also be teleconferencing for the August meeting as he is on vacation.

Trustee Broughton said everyone would miss a meeting occasionally and it is understandable. She feels we are putting the college at risk and the meeting is not as effective with participation by phone. Trustee Hayden didn't understand that as he has the agenda, he's participating, and hearing everything that is going on. Trustee Broughton doesn't think it's the same quality of participation.

President Patton suggests looking into further defining a policy on teleconferencing and bring it back next meeting.

Trustee O'Neill commented if he chose, based on the current policy, to teleconference every month he feels that even though allowable, he is not doing his job. It could happen with a future board member and he feels it is important to define.

Student Trustee Bonner said when he signed to be the Student Trustee he knew he had an obligation to the students, but when he looked at the meeting schedule he realized he and his family had a trip planned to Las Vegas. He also felt if you know the schedule in advance you can plan around it or miss the meeting if necessary. And since the members do know the schedule in advance they have a choice to make.

Trustee Hayden commented in all his years on the board there was never anyone that did not attend meetings on a regular basis.

Trustee Marman suggests keeping the policy as written and enforce it. Most of the members agree we should not teleconference unless there are extenuating circumstances. In those extenuating circumstances that member would just miss the meeting and be excused per Ed Code.

The members will approve the agenda item as is and bring back something next meeting on teleconferencing. Trustee Hayden asked for confirmation on when teleconferencing will be discussed. Trustee Broughton said it will be discussed at the August meeting and suggested he look at the calendar for next year's dates when planning his trips. Trustee Hayden agreed with that.

A roll-call vote was taken with all members voting aye. Motion carried unanimously.

C. PRESIDENT

1. Renewal Term for the Member-At-Large East Valley Representative on the Citizens' Bond Oversight Committee

A motion was made by Trustee Broughton, seconded by Trustee O'Neill, to approve the renewal term as presented. Trustee Broughton thanked the members of this oversight committee for all the hard work they do. A roll-call vote was taken with all members voting aye. Motion carried unanimously

2. Approval of 2011/12 Business Plan for the International Education Program

A motion was made by Trustee Marman, seconded by Trustee O'Neill, to approve the 2011-2012 International Education Business Plan as presented. Trustee Marman commented that previously he pointed out that the costs for international students should have gone down or stayed the same. He had thought they had to pay student fees and they do. They are getting an increase in what they pay, as student fees are going up \$10/unit. If we want to grow our program and be competitive, we should take a good look before we raise their costs. According to the latest figures in this report, in 2010-2011 41 districts have lowered their tuition costs. This year 32 did it again. We raise ours every year.

Trustee Hayden asked given the current situation and the sections being cut, should we be accepting all these international students since they are taking the seats of our local people? Trustee Marman said having international students is good for several reasons; first, they are

paying the college extra money for that seat; and second, since in the future we will be paid on completion, these international student complete their programs here, transfer at a higher rate than other students. They also contribute to the learning experience of all students.

Christina Delgado, Director International Education, said the international student population makes up only 1% of the total population at COD, so their enrollment impact is quite minimal. The revenue impact is quite significant. This year the International Education program contributed \$300,000 to the general fund, plus another \$30,000 from the Intensive English Academy. These students often will open higher level math and science classes because they typically have higher skills in those areas than the local students.

Trustee O'Neill asked Ms. Delgado to address the fee concern. She said COD used to be one of the most expensive districts for international students. We brought those fees down to be more competitive. The foreign student tuition is regulated and we have kept them in line. Trustee Marman wants to make sure we're not just raising the fees because we can – we must look at the full picture closely. Wade Ellis, Director, Fiscal Services, and Ms. Delgado work closely on this process.

A roll-call vote was taken with all members voting aye. Motion carried unanimously.

D. BUSINESS AFFAIRS – Fiscal Services and Facilities Services

1. Termination for Convenience of Falcon Builders Contract for the Campus IT Infrastructure Project

A motion was made by Trustee Marman, seconded by Trustee Broughton, to approve the termination for convenience as presented. A roll-call vote was taken with all members voting aye. Motion carried unanimously.

2. Notice of Completion – Golf Academy Lighting Improvements Project – D. Webb Incorporated

A motion was made by Trustee Hayden, seconded by Trustee O'Neill, to approve the notice of completion as presented. A roll-call vote was taken with all members voting aye. Motion carried unanimously.

3. Bid Award: Infrastructure Phase III – Bid Package #281-07100-0218PW for Non-Potable Water System Cross-Over Project

A motion was made by Trustee Marman, seconded by Trustee O'Neill, to award the bid as presented. A roll-call vote was taken with all members voting aye. Motion carried unanimously.

4. Resolution #072111-1 – Authorized Signatures

A motion was made by Student Trustee Bonner, seconded by Trustee Broughton, to approve Resolution #072111-1 as presented. A roll-call vote was taken with all members voting aye. Motion carried unanimously.

5. Resolution #072111-2 – For a Temporary Loan

A motion was made by Trustee O'Neill, seconded by Trustee Broughton, to approve Resolution #072111-2 as presented. A roll-call vote was taken with all members voting aye. Motion carried unanimously.

E. ACADEMIC AFFAIRS –Instruction

1. Approval of the College of the Desert Fall 2011 Schedule of Classes

A motion was made by Trustee Marman, seconded by Trustee O'Neill, to approve the fall 2011 schedule of classes as presented.

Discussion followed. Trustee Marman asked who was responsible for the schedule. Mr. Gonzales said it is a team effort in terms of building it. Trustee Marman said at the last meeting they had job descriptions to approve. The schedule and the catalog are under the job description for the Dean that is over the library and at the last meeting he asked why was it in the job description. Mr. Herzek said he is totally responsible for the schedule. Trustee Broughton said they were told that Dean is responsible for the distance education part of it. Mr. Herzek said the initial thought was to have the Dean of the Library be responsible for the schedule of classes, but given the extraordinary circumstances we are under with the reduction of classes and the scrutiny the schedule needs, he retained the responsibility of the schedule of classes. Trustee Marman said the job description said that Dean is responsible for the catalog and schedule. If he is not, the job description should be changed.

Trustee Marman also said they have been trying to get the fee for classes changed from 3 days back to 5. Mr. Gonzales said they evaluate the impact it has on the students as well as the dollar amount. He said students used to have 10 days. We have been trying to reduce the number of students that don't pay their fees. Some schools have 0 days to pay and we have considered that. Trustee Marman thinks it is important the students have ample time to pay. He doesn't think it is fair to students. He also wants to make sure students know there is a payment plan. He would like to see the schedule before final print.

President Patton said the job descriptions are operational and is not sure whether the board wants to be involved as to what a job description has or doesn't have. We understand the number of days may make it difficult on our students. We did make a change in the schedule telling students they can ask for a payment plan or scholarship and once that's been identified there is relief on the 3-days.

Trustee O'Neill asked if we know what percentage of students pay right away? Mr. Gonzales said they strongly encourage students to complete their FAFSA form and BOG waiver so there will be a large number of students have not paid their fees but have been identified as having applied for financial aid. These students are covered by the fee deferment. Mr. Herzek said from the student perspective when there is a fee drop thousands of seats open up. And given the

difficulty of students getting seats right now there are students who select many more courses than they actually need to.

Student Trustee Bonner suggested working with ASCOD on whether 3 or 5 days works better for the students. Mr. Gonzales said there is a mechanism within the financial aid process where a student can be identified and is notified a loan is available. Dr. Annebelle Nery, Dean, Enrollment Services, reported students who do not qualify for a scholarship are sent an email to offer them the option of a loan. Everyone on the fee drop list is cross checked against scholarships and EFC's/FAFSA. Every effort is made to inform students of changes. Mr. Gonzales said they will also work with student leadership about the impact of the 3-day time-frame and see if any adjustments can be made. He said we also look at other schools to see what they are doing. Most are not doing zero.

Trustee Broughton likes the look of the schedule. Student Trustee asked if future schedules could include a picture of the Student Trustee. He also asked why the swimming class is being offered so late in the semester. Mr. Herzek said they made a decision based on when the schedule had to go to print to delay those classes due to not knowing exactly when the aquatic center would be opening.

Mr. Herzek said one of the reasons the board is being asked to ratify the schedule of classes is because the schedule now contains community education classes, specifically the fee-based ESLN classes.

Trustee Marman asked if there will there be a separate schedule for the other community education classes – the non-fee-based classes. Mr. Herzek said there would be.

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

X. ITEMS OF INFORMATION

None.

XI. SUGGESTIONS FOR FUTURE AGENDAS

Trustee Broughton would like to know more about the state redevelopment funds and how that will impact us.

Trustee Broughton would also like some information on how master plan enrollment and space projection services work.

Trustee Marman would like to know if there was anything new regarding security in relation to the doors and classrooms. He'd also like to know more about grant procedures and how we're working with the Foundation on these.

Student Trustee Bonner asked for an update on the old café. Mr. Renew reported that building was put in as a temporary measure while we were renovating the dining hall. We worked out a

trade that is no cost to us with the Desert Sands Unified School district. Mr. Bonner asked if they were on schedule to have this removed before the fall semester starts.

Trustee Stefan asked Mr. Renew for an update for the Indio building. Mr. Renew had a power point. The building is in design-development. All the programs, space arrays, schematics and retail space mapped out. He will forward the power point to the Trustees after the meeting. We should begin construction the summer of 2012.

Trustee O'Neill referenced bookstore updates they received in June. He was concerned that Dean Goetz, bookstore manager, noted in the report the lack of faculty compliance with textbook adoption timelines. Trustee O'Neill had suggested to Mr. Herzek we consider having a fall-back plan; if a textbook is not adopted by a faculty member by a certain date then the old textbook is used. He feels we need a policy on this. Mr. Herzek reports full compliance as of today.

Zerryl Becker, President, Academic Senate suggested taking this to instructional faculty before making a policy. Trustee O'Neill also said we need to hear what the legal requirements are before going forward.

Trustee O'Neill asked if with the expansion of summer school, several items came to the board to increase staff needed to offer these summer classes. Did we plan on these costs in the budget? Mr. Herzek said we have 2 targets; FTES target and a dollar figure target.

Trustee O'Neill thought we were to have a redistricting presentation at this meeting. The minutes from the June meeting were checked and there was not specific date mentioned when the Redistricting Partners would do that presentation.

Trustee Stefan would like to see the child care presentation.

She also asked if a student is required to purchase a textbook prior to class starting in order to read certain chapters in it, and then the instructor announces on the first day of class that he was not going to use that textbook, would the student have any recourse? Mr. Herzek will check into it.

CH – no requests.

XII. BOARD COMMENTS

Student Trustee Bonner – no comments

Trustee Marman said that in looking at adjunct faculty and their comments on not being able to teach, the Board approved 300 adjunct faculty today, which is good.

Trustee Broughton asked how the research was going on a plan to present to the student government regarding bus passes. President Patton said there is a meeting set up with Mikel Ogelsby of SunLine Transit to see if they would participate like the transit authority does at Mt. San Jacinto. Mt. San Jacinto student paid \$5.00 - \$7.00 per semester for their bus passes.

Mr. Gonzales reported that Dr. Nery's summer study group is looking at fees that could potentially be passed on to the students in terms of revenue generation for the college. One of the issues is a transportation fee that would help with this issue. The fall think tanks will be looking into this.

Trustee O'Neill suggested that at the August meeting each board member could select a fall think tank to be involved with.

Trustee Hayden had no comments.

RECESS

The Board recessed at 1:30 for ½ hour.

The Board reconvened at 2:00.

XIII. CLOSED SESSION:

- 1. PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE**
- 2. CONFERENCE WITH LABOR NEGOTIATOR, Pursuant to Section 54957.6; unrepresented groups & labor unions on campus include CTA, CODAA, and CSEA; Agency Designated Representative: Dr. Edwin Deas**


XIV. RECONVENE TO OPEN SESSION

A motion was made by Trustee O'Neill, seconded by Trustee Marman to approve the discipline for employee #0042130 as presented. A roll-call vote was taken with all members voting aye. Motion carried unanimously.

ADJOURN

A motion was made by Trustee O'Neill, seconded by Trustee Marman to adjourn. Meeting adjourned at 4:00 p.m.

By: Michael O'Neill, Clerk



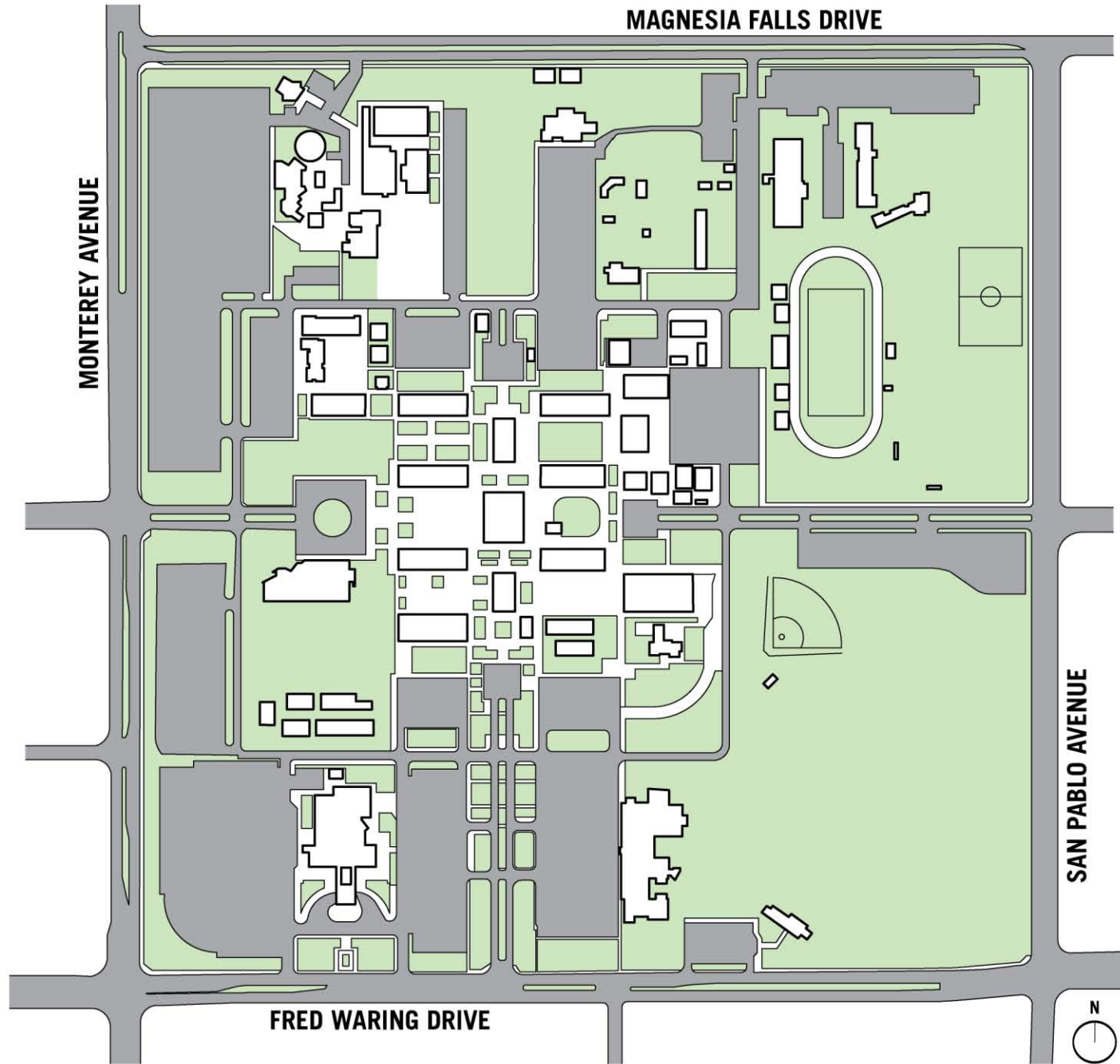
PERKINS+WILL

SCHEMATIC DESIGN

COLLEGE OF THE DESERT
DESERT COMMUNITY
COLLEGE DISTRICT

7.21.2011

VISUAL ARTS BUILDING



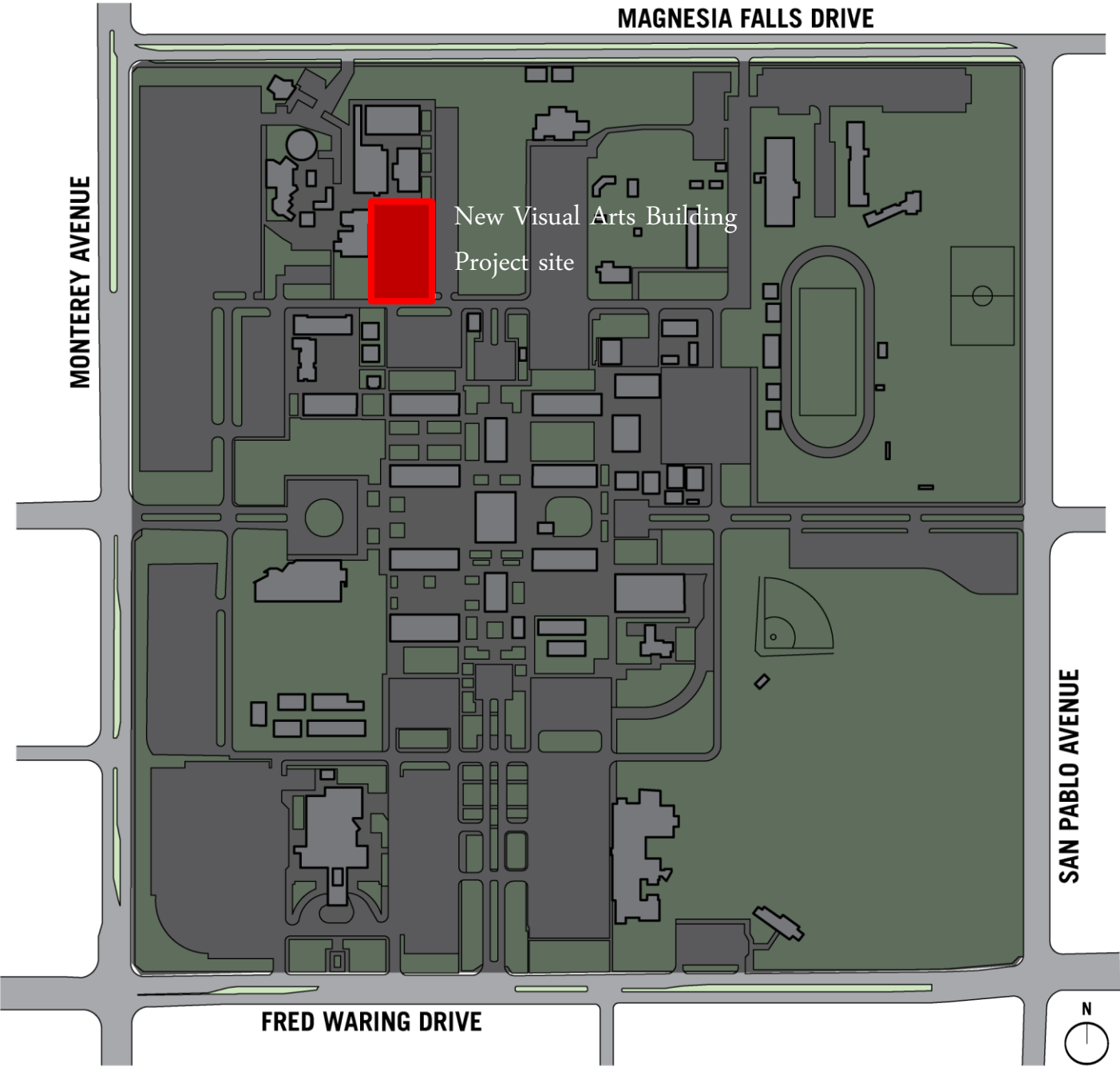
MAGNESIA FALLS DRIVE

MONTEREY AVENUE

FRED WARING DRIVE

SAN PABLO AVENUE





MAGNESIA FALLS DRIVE

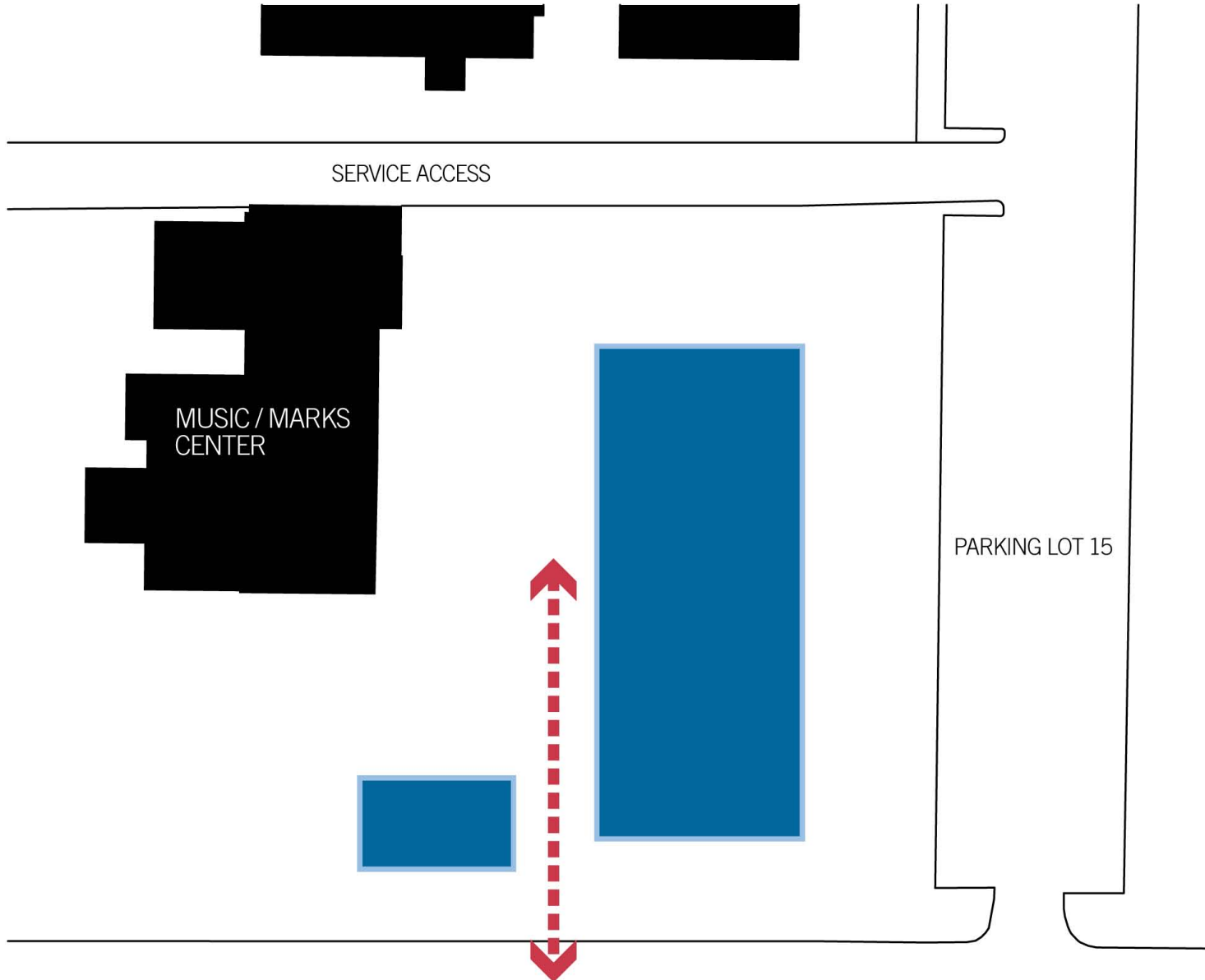
MONTEREY AVENUE

New Visual Arts Building
Project site

SAN PABLO AVENUE

FRED WARING DRIVE

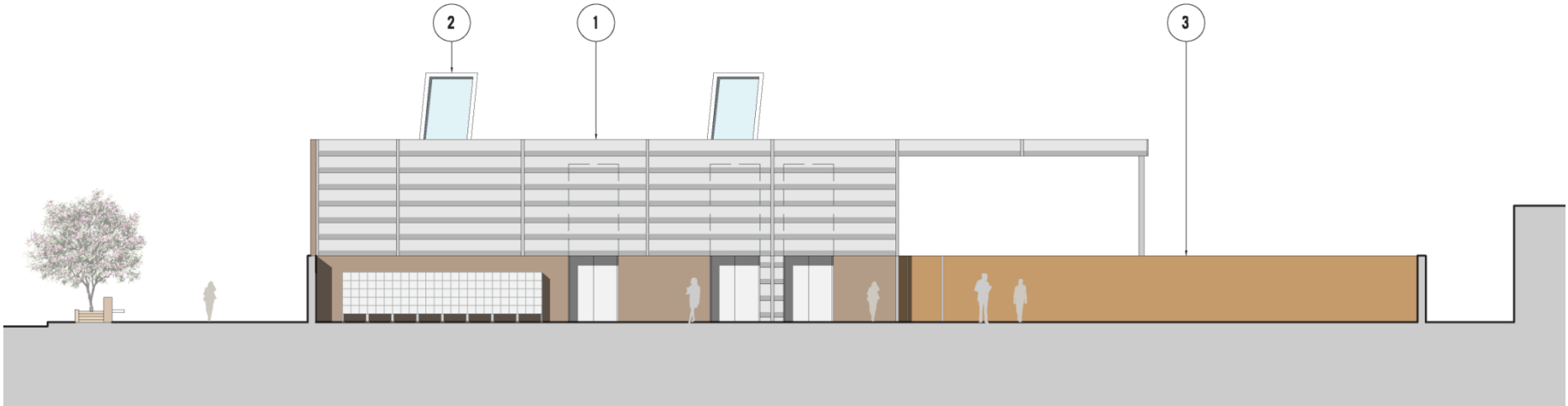




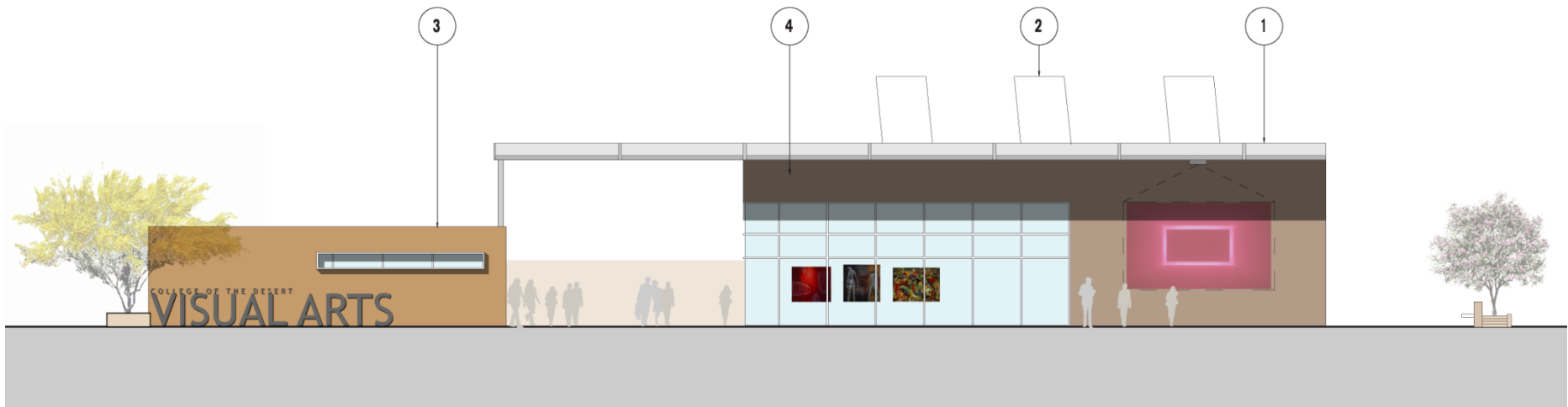


SITE PLAN





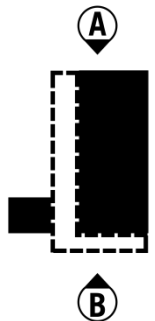
A – NORTH ELEVATION

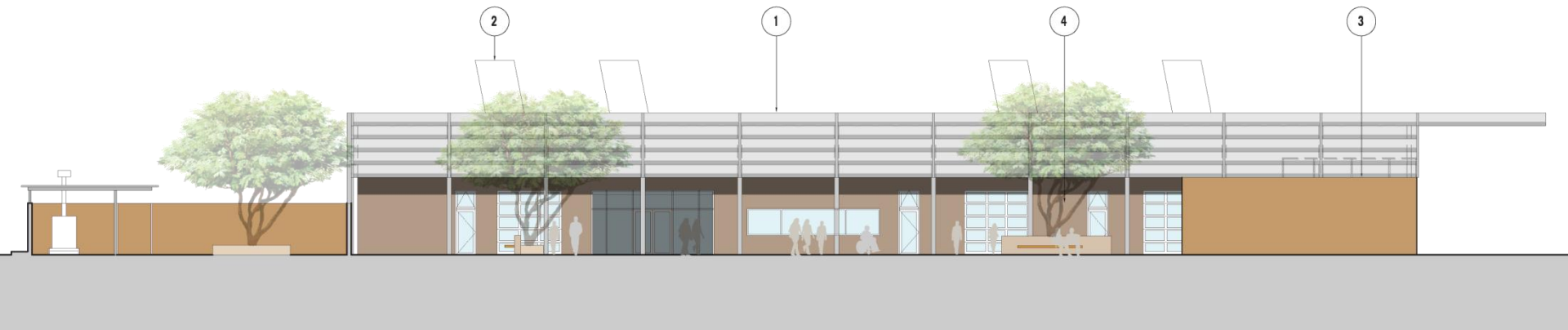


B - SOUTH ELEVATION

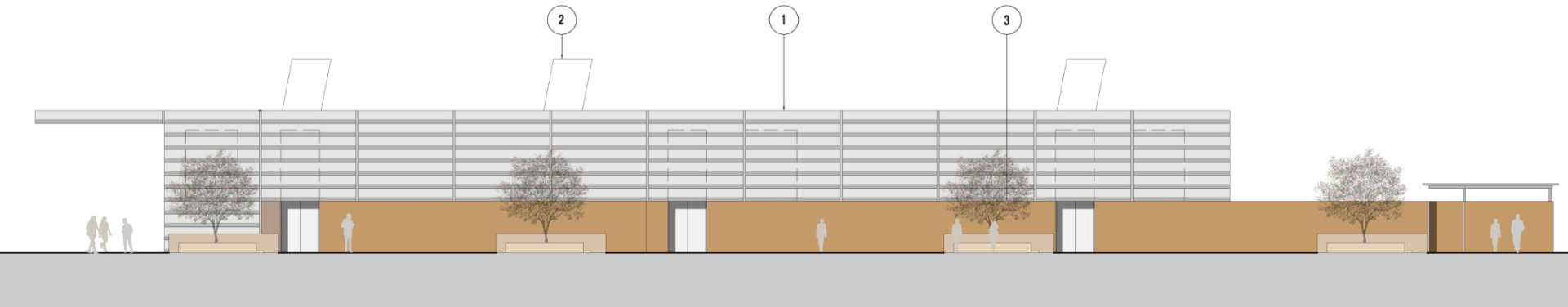
LEGEND

- 1 – PATTERNED PANEL SCREEN
- 2 – LIGHT MONITOR
- 3 – CAST IN PLACE CONCRETE
- 4 – EXTERIOR CEMENT PLASTER



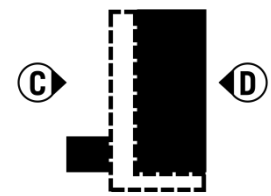


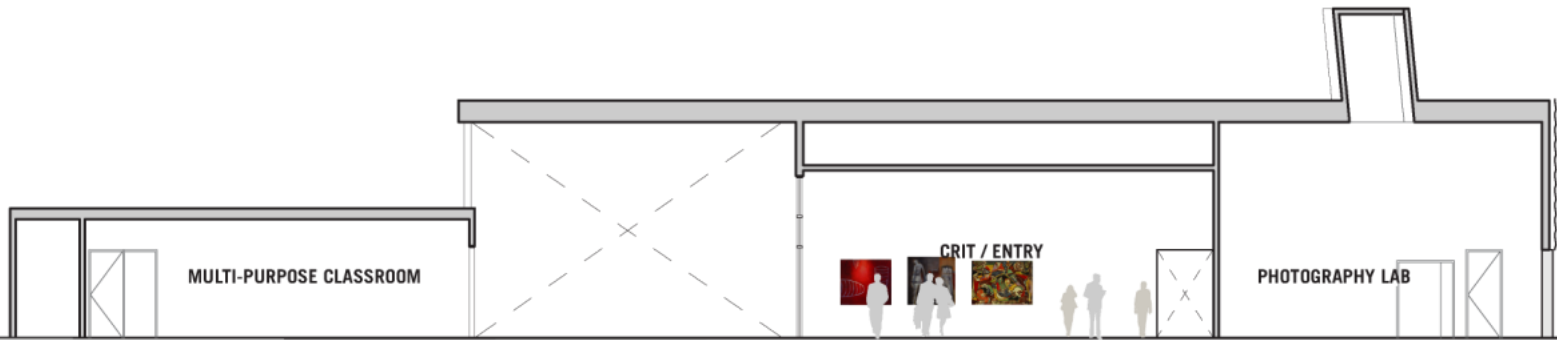
C - WEST ELEVATION



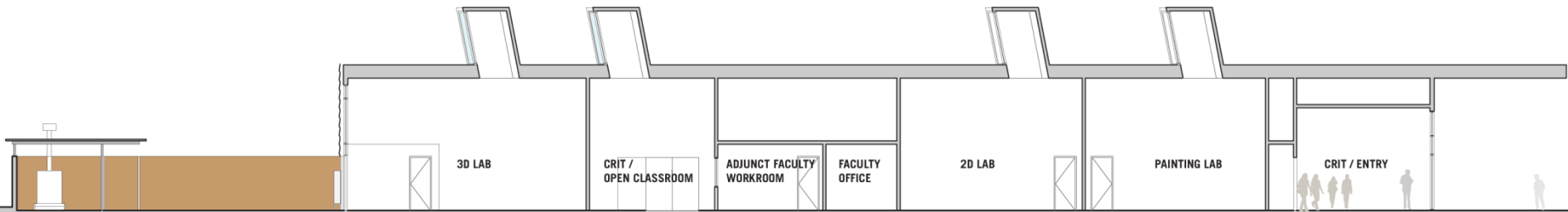
D - EAST ELEVATION

- LEGEND
- 1 - PATTERNED PANEL SCREEN
 - 2 - LIGHT MONITOR
 - 3 - CAST IN PLACE CONCRETE
 - 4 - EXTERIOR CEMENT PLASTER

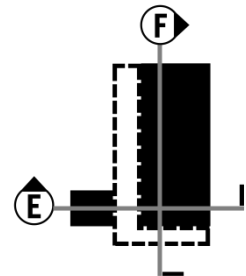




E – SECTION THROUGH ENTRY

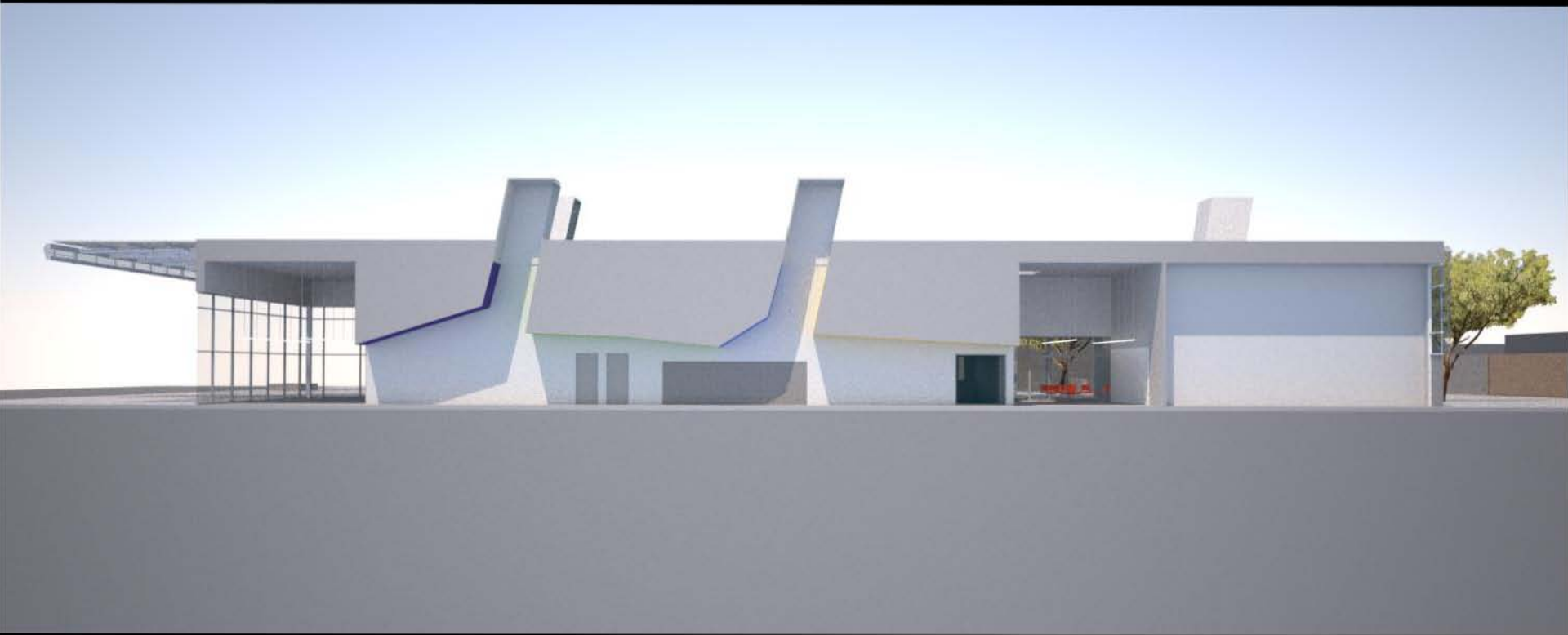


F – SECTION THROUGH LABS





PERSPECTIVE LOOKING NORTHWEST



SECTION PERSPECTIVE THROUGH CORRIDOR

PROJECT SCHEDULE



Programming

March 3, 2011 – March 25, 2011

Schematic Design

March 30, 2011 – May 10, 2011

Design Development

May 11, 2011 – August 24, 2011

Construction Documents

September 8, 2011- December 23, 2011

DSA Submittal

December 26, 2011 – May 11, 2012

Construction

September 4, 2012 – June 10, 2013

LEED CHECKLIST



60 to 79 points required for LEED Gold goal.

Current project LEED status: 62 points projected, with 17 additional possible for a total of 79 possible points.

PROJECT COST



\$5,600,000 construction budget

\$5,557,828 current estimate of project cost



College of the Desert

Visual Arts Building

Project Schedule

ID	Task Name	Duration	Start	Finish	2011												2012				2013		
					2011				2012				2013				2012				2013		
					Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3			
1	Visual Arts Building Overall Duration	636 days	Mon 2/28/11	Mon 8/5/13	[Gantt bar spanning from Qtr 1 2011 to Qtr 3 2013]																		
2	Kick-Off Meeting	1 day	Mon 2/28/11	Mon 2/28/11	◆ 2/28																		
3	Programming Phase	19 days	Tue 3/1/11	Fri 3/25/11	[Gantt bar from Tue 3/1/11 to Fri 3/25/11]																		
4	Program Verification	16 days	Tue 3/1/11	Tue 3/22/11	[Gantt bar from Tue 3/1/11 to Tue 3/22/11]																		
5	User Meetings	1 day	Mon 3/7/11	Mon 3/7/11	[Gantt bar from Mon 3/7/11 to Mon 3/7/11]																		
6	Final Programming Meeting	1 day	Wed 3/23/11	Wed 3/23/11	[Gantt bar from Wed 3/23/11 to Wed 3/23/11]																		
7	Finalize Programming Documents	2 days	Thu 3/24/11	Fri 3/25/11	[Gantt bar from Thu 3/24/11 to Fri 3/25/11]																		
8	Cabinet Review Program	1 day	Tue 3/29/11	Tue 3/29/11	◆ 3/29																		
9	Schematic Design Phase	30 days	Wed 3/30/11	Tue 5/10/11	[Gantt bar from Wed 3/30/11 to Tue 5/10/11]																		
10	Schematic Design Development	28 days	Wed 3/30/11	Fri 5/6/11	[Gantt bar from Wed 3/30/11 to Fri 5/6/11]																		
11	50% SD Meeting	1 day	Mon 4/11/11	Mon 4/11/11	[Gantt bar from Mon 4/11/11 to Mon 4/11/11]																		
12	Final Schematic Design Meeting	1 day	Mon 5/9/11	Mon 5/9/11	[Gantt bar from Mon 5/9/11 to Mon 5/9/11]																		
13	Finalize Schematic Design Documents	1 day	Tue 5/10/11	Tue 5/10/11	[Gantt bar from Tue 5/10/11 to Tue 5/10/11]																		
14	Cabinet Review SD	1 day	Tue 5/24/11	Tue 5/24/11	◆ 5/24																		
15	Design Development Phase	76 days	Wed 5/11/11	Wed 8/24/11	[Gantt bar from Wed 5/11/11 to Wed 8/24/11]																		
16	Design Development Development	36 days	Wed 5/11/11	Wed 6/29/11	[Gantt bar from Wed 5/11/11 to Wed 6/29/11]																		
17	Progress Design Development Meeting	1 day	Thu 6/9/11	Thu 6/9/11	[Gantt bar from Thu 6/9/11 to Thu 6/9/11]																		
18	System Coordination Meeting	1 day	Mon 6/27/11	Mon 6/27/11	◆ 6/27																		
19	Consultant Design Development Meeting	1 day	Mon 7/11/11	Mon 7/11/11	[Gantt bar from Mon 7/11/11 to Mon 7/11/11]																		
20	Backgrounds to Consultants	1 day	Fri 7/15/11	Fri 7/15/11	[Gantt bar from Fri 7/15/11 to Fri 7/15/11]																		
21	DSA Pre-Submittal Meeting	1 day	Mon 7/18/11	Mon 7/18/11	[Gantt bar from Mon 7/18/11 to Mon 7/18/11]																		
22	Drawings From Consultants For Review	1 day	Tue 7/26/11	Tue 7/26/11	◆ 7/26																		
23	Begin DD Cost Estimate	1 day	Tue 7/26/11	Tue 7/26/11	◆ 7/26																		
24	Comments Back to consultants	1 day	Fri 7/29/11	Fri 7/29/11	◆ 7/29																		
25	Design Development Coordination	7 days	Mon 8/1/11	Tue 8/9/11	[Gantt bar from Mon 8/1/11 to Tue 8/9/11]																		
26	Receive Cost Estimate For review	1 day	Wed 8/10/11	Wed 8/10/11	◆ 8/10																		
27	Final Coordination/Estimate Reconciliation	7 days	Thu 8/11/11	Fri 8/19/11	[Gantt bar from Thu 8/11/11 to Fri 8/19/11]																		
28	Final Estimate/100% DD Printing	1 day	Fri 8/19/11	Fri 8/19/11	◆ 8/19																		
29	Bond Committee	1 day	Wed 8/24/11	Wed 8/24/11	◆ 8/24																		
30	Cabinet Review DD	1 day	Wed 9/7/11	Wed 9/7/11	◆ 9/7																		
31	Construction Document Phase	77 days	Thu 9/8/11	Fri 12/23/11	[Gantt bar from Thu 9/8/11 to Fri 12/23/11]																		
32	Construction Document Development	35 days	Thu 9/8/11	Wed 10/26/11	[Gantt bar from Thu 9/8/11 to Wed 10/26/11]																		
33	Construction Document 50% Submittal	1 day	Thu 10/27/11	Thu 10/27/11	◆ 10/27																		
34	Construction Document 50% Review	10 days	Fri 10/28/11	Thu 11/10/11	[Gantt bar from Fri 10/28/11 to Thu 11/10/11]																		
35	Construction Document Continuation	29 days	Fri 10/28/11	Wed 12/7/11	[Gantt bar from Fri 10/28/11 to Wed 12/7/11]																		
36	Construction Document 100% Submittal	1 day	Thu 12/8/11	Thu 12/8/11	◆ 12/8																		
37	Construction Document 100% Review	10 days	Fri 12/9/11	Thu 12/22/11	[Gantt bar from Fri 12/9/11 to Thu 12/22/11]																		
38	Construction Document Approval by COD	1 day	Fri 12/23/11	Fri 12/23/11	[Gantt bar from Fri 12/23/11 to Fri 12/23/11]																		
39	DSA Submittal & Back Check	100 days	Mon 12/26/11	Fri 5/11/12	[Gantt bar from Mon 12/26/11 to Fri 5/11/12]																		
40	Bid & Award	60 days	Fri 6/1/12	Thu 8/23/12	[Gantt bar from Fri 6/1/12 to Thu 8/23/12]																		
41	Notice To Proceed	7 days	Fri 8/24/12	Mon 9/3/12	[Gantt bar from Fri 8/24/12 to Mon 9/3/12]																		
42	Construction	200 days	Tue 9/4/12	Mon 6/10/13	[Gantt bar from Tue 9/4/12 to Mon 6/10/13]																		
43	Closeout	40 days	Tue 6/11/13	Mon 8/5/13	[Gantt bar from Tue 6/11/13 to Mon 8/5/13]																		

P+W

CUMMING

**College of the Desert
Visual Arts Building
Palm Desert, CA**

Schematic Design Statement of Probable Cost
May 20, 2011
Cumming Project No. 11-00137.00

Prepared for Perkins & Will

PROJECT COST SUMMARY

Element	Area	Cost / SF	Total
Visual Arts Building	13,858 SF	\$341.78	\$4,736,375
Site Work	34,400 SF	\$23.88	\$821,453
TOTAL - VISUAL ARTS BUILDING			<u>\$5,557,828</u>

College of the Desert
Visual Arts Building

Palm Desert, CA

Schematic Design Statement of Probable Cost

May 20, 2011

Visual Arts Building Construction Cost Summary

Element	Subtotal	Total	Cost / SF	Cost / SF
A) Shell (1-5)		\$1,806,731		\$130.37
1 Foundations	\$104,288		\$7.53	
2 Vertical Structure	\$0		\$0.00	
3 Floor & Roof Structures	\$526,593		\$38.00	
4 Exterior Cladding	\$931,922		\$67.25	
5 Roofing and Waterproofing	\$243,928		\$17.60	
B) Interiors (6-7)		\$359,728		\$25.96
6 Interior Partitions, Doors and Glazing	\$222,007		\$16.02	
7 Floor, Wall and Ceiling Finishes	\$137,721		\$9.94	
C) Equipment and Vertical Transportation (8-9)		\$153,751		\$11.09
8 Function Equipment and Specialties	\$139,751		\$10.08	
9 Stairs and Vertical Transportation	\$14,000		\$1.01	
D) Mechanical and Electrical (10-13)		\$1,211,631		\$87.43
10 Plumbing Systems	\$105,321		\$7.60	
11 Heating, Ventilation and Air Conditioning	\$382,237		\$27.58	
12 Electrical Lighting, Power and Communications	\$724,073		\$52.25	
13 Fire Protection Systems	\$0		\$0.00	
E) Site Work (14-16)		\$0		\$0.00
14 Site Preparation and Demolition	\$0		\$0.00	
15 Site Paving, Structures & Landscaping	\$0		\$0.00	
16 Utilities on Site	\$0		\$0.00	
Subtotal		\$3,531,840		\$254.86
General Conditions	10.00%	\$353,184		\$25.49
Subtotal		\$3,885,024		\$280.35
Bonds	1.00%	\$35,318		\$2.55
Subtotal		\$3,920,343		\$282.89
Liability Insurance	1.00%	\$35,318		\$2.55
Subtotal		\$3,955,661		\$285.44
General Contractor Fee	5.00%	\$197,783		\$14.27
Subtotal		\$4,153,444		\$299.71
Design / Estimating Contingency	15.00%	\$415,344		\$29.97
Subtotal		\$4,568,789		\$329.69
Escalation	3.67%	\$167,587		\$12.09
TOTAL ESTIMATED CONSTRUCTION COST		\$4,736,375		\$341.78

Total Area: 13,858 SF

Site and Infrastructure Work Construction Cost Summary

Element		Subtotal	Total	Cost / SF	Cost / SF
E) Site Work (14-16)			\$612,544		\$12.92
14 Site Preparation and Demolition		\$73,910		\$1.56	
15 Site Paving, Structures and Landscaping		\$380,835		\$8.03	
16 Utilities on Site		\$157,800		\$3.33	
Subtotal			\$612,544		\$12.92
General Conditions	10.00%		\$61,254		\$1.29
Subtotal			\$673,799		\$14.22
Bonds	1.00%		\$6,125		\$0.13
Subtotal			\$679,924		\$14.34
Liability Insurance	1.00%		\$6,125		\$0.13
Subtotal			\$686,050		\$14.47
General Contractor Fee	5.00%		\$34,302		\$0.72
Subtotal			\$720,352		\$15.20
Design / Estimating Contingency	15.00%		\$72,035		\$1.52
Subtotal			\$792,387		\$16.72
Escalation	3.67%		\$29,065		\$0.61
TOTAL ESTIMATED CONSTRUCTION COST			<u>\$821,453</u>		\$17.33

Total Area:	47,400 SF
New VA Building Area:	13,000 SF
Finished Area:	34,400 SF
Landscape Area:	22,173 SF
Hardscape Area:	12,227 SF



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

10 COMMERCIAL BOULEVARD
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NOVATO, CA 94949
TELEPHONE: (415) 506-0234
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Associate Vice President
NORVAL WELLSFRY

June 29, 2011

Mr. Jerry Patton
Superintendent/President
College of the Desert
43-500 Monterey Avenue
Palm Desert, CA 92260

Dear President Patton:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on June 8-10, 2011, reviewed the institutional Self Study Report and the report of the evaluation team which visited College of the Desert Monday, March 14-Thursday, March 17, 2011. The Commission took action to reaffirm accreditation, with a requirement that the College complete a Follow-Up Report.

The Commission asks that the Follow-Up Report be submitted by **October 15, 2012**. The Follow-Up Report should demonstrate that the institution has addressed the recommendations noted below, resolved the deficiencies, and now meets Accreditation Standards.

Recommendation 1: In order to increase effectiveness, the team recommends that the college complete the implementation of the comprehensive planning process by responding to the analysis of assessment results to ensure improvement in student learning. Such a process integrates the various college plans; is informed by quantitative and qualitative data and analysis; systematically assesses outcomes within both instruction and non-instructional services; and provides for an ongoing and systematic cycle of goal setting, resource allocation, implementation, and evaluation (I.B.1; I.B.2; I.B.6; I.B.7).

Recommendation 2: In order to increase effectiveness, the team recommends that the college establish clear written policies and procedures on program elimination or significant changes to program requirements to enable enrolled students to make appropriate arrangements to complete their education in a timely manner with a minimum of disruption (II.A.6.b).

Recommendation 3: In order to meet Standards, the team recommends that the college investigate and create a plan to increase student services and library, and learning support services for students in distance education and at off-site locations to ensure that they receive the same level and quality of services as students attending the main Palm Desert campus.

Mr. Jerry Patton
College of the Desert
June 29, 2011
Page Two

The college must ensure equitable access to all of its students by providing appropriate, comprehensive, and reliable student, library, and learning support services regardless of location or means of delivery. This is especially important with regard to library services, including print resources, research assistance, and instruction (II.B.3; II.B.3.a; II.C.1; II.C.1.c; III.C.1).

Recommendation 4: In order to meet Standards, the college should improve the timely and effective completion of faculty and staff evaluations (III.A.1.b).

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).

Recommendation 6: In order to increase effectiveness, the team recommends that the college continue to increase the diversity of its faculty, staff and administrators to reflect the diversity of the student body (III.4.2.b).

Recommendation 7: In order to improve communications, the team recommends that the district institute an educational program for all campus constituent groups that seeks to better inform stakeholders on the decision-making processes that are currently in place (IV.A.2).

Recommendation 8: In order to increase effectiveness, the team recommends that the board regularly evaluate its policies and practices and revises them as necessary (IV.B.1.e; II.A.6.c).

Commission Reminder: The Commission expects that institutions meet standards that require the identification and assessment of student learning outcomes, and the use of assessment data to plan and implement improvements to educational quality, by fall 2012. The Commission reminds College of the Desert that it must be prepared to demonstrate that it meets these standards by fall 2012 (Standards I.B.1, II.A.2.e, II.A.2.f, II.B.4, II.C.2, and III.A.1.c).

I wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. College of the Desert must correct the deficiencies noted by **March 2013** or the Commission will be compelled to act.

The College conducted a comprehensive self study as part of its evaluation. The Commission suggests that the plans for improvement of the institution included in that document be taken into account in the continuing improvement of College of the Desert.

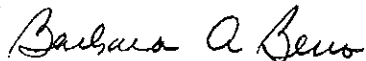
Mr. Jerry Patton
College of the Desert
June 29, 2011
Page Three

The recommendations contained in the Evaluation Team Report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the report, the College is expected to use the Evaluation Team Report to improve educational programs and services and to resolve issues identified by the Commission.

I have previously sent you a copy of the Evaluation Team Report. Additional copies may now be duplicated. The Commission requires you to give the Evaluation Team Report and this letter appropriate dissemination to your college staff and to those who were signatories of your college Self Study Report. This group should include campus leadership and the Board of Trustees. The Commission also requires that the Evaluation Team Report and the Self Study Report be made available to students and the public. Placing a copy on the college web site can accomplish this. Should you require an electronic copy of the report, please contact Commission staff.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno, Ph.D.
President

BAB/tl

cc: Ms. Pamela LiCalsi, Accreditation Liaison Officer
Board President, Desert Community College District
Dr. Henry Shannon, Team Chair

Major Findings and Recommendations of 2011 Visiting Team Commendations

The members of the accreditation visiting team commend the College of the Desert for its sincere engagement in the accreditation process and its cooperation with visiting team members. The team identified several noteworthy accomplishments and makes the following commendations:

1. The college is to be commended for the dedication and commitment to excellence of the faculty and staff in ensuring high quality curriculum, instructional programs, and providing support and assistance for student learning. The dedication and enthusiasm of many who serve on various committees and provide learning support services is remarkable, and their efforts to ensure this quality for student learning are commendable.
2. Despite minimal staff support, the office of Information Technology and Institutional Research provides college-wide access to comprehensive data that informs all departments at all levels. Research tools and training that the office provides enables a multitude of staff to be self-directed in their research and to pose and answer questions unique to their area's information needs. The research office is diligent and responsive in its support role and an integral part of the college's planning process.
3. The college is to be commended for the systematic review of programs and updating of the same along with the integration of the results of SLO assessments in those reports, all of which are essential components of a sound program planning and improvement process that help ensure the effectiveness of the institution.
4. The college successfully passed a \$346.5 million bond in 2004, which provided resources for the college to construct new buildings as well as renovate older facilities. This funding has allowed the college to expand its services to students and continue to meet their needs. The college has delivered each project on time, within budget and with integrated sustainable features included in each.
5. The college is to be commended for developing a substantially endowed foundation in the amount of \$22 million which is able to provide significant financial support to student programs and college operations. Additionally, an endowment from the college foundation will, in keeping with the Facilities Master Plan, provide funds to cover facilities maintenance expenses.
6. The college should be commended for its commitment in supporting the Seeking Educational Equity and Diversity (SEED) program related to diversity and cultural awareness and making this staff development opportunity available to its staff.
7. The student organizations and their elected leadership are to be commended for their professionalism and dedication to the College of the Desert. Collectively, they are an active and important participant in numerous campus committees and activities as well as the shared governance process.