



# Agenda

**Desert Community College District Board of Trustees**  
**43-500 Monterey Ave., Palm Desert, CA 92260**

## **REGULAR MEETING OF THE BOARD OF TRUSTEES**

**DATE: FRIDAY, DECEMBER 16<sup>th</sup>, 2016**  
**TIME: 9:30 A.M.**  
**LOCATION: 43500 MONTEREY AVENUE, PALM DESERT, CA**  
**CRAVENS MULTI-PURPOSE ROOM**

*Persons with disabilities may make a written request for a disability-related modification or accommodation, including for auxiliary aids or services, in order to participate in the Board meeting. Requests should be directed to the Office of the President as soon in advance of the Board meeting as possible.*

*For the convenience of the public, regular meetings of the Board of Trustees are transmitted live via "video stream" from the District's website, [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu). This is a non-interactive format allowing viewers to hear the discussion and view the Board of Trustees during the meeting. Archived video of some prior meetings is also available. The minutes of the meetings of the Board of Trustees are the official record of the actions of the Board.*

### **I. CALL TO ORDER – PLEDGE OF ALLEGIANCE - ROLL CALL**

### **II. SWEARING IN OF TRUSTEES**

- 1.) Fred Jandt
- 2.) Mary Jane Sanchez-Fulton
- 3.) Bonnie Stefan

### **III. ORGANIZATION FOR 2017**

#### **A. APPOINTMENT OF OFFICERS**

- 1.) Chairperson
- 2.) Vice-Chairperson
- 3.) Clerk
- 4.) Secretary
- 5.) Representative/Citizens' Bond Oversight Committee
- 6.) Representative/County Committee
- 7.) Desert Financing Corporation
- 8.) Representative/ COD Foundation Board of Directors
- 9.) Parliamentarian

#### IV. AGENDA

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

**B. CONFIRMATION OF AGENDA:** Approve the agenda of the Regular Meeting of December 16<sup>th</sup>, 2016 with any additions, corrections, or deletions.

V. **CLOSED SESSION:** 9:35 am to 10:15 a.m., 12:00 pm to 1:30 pm, and/or following the open session if additional time is needed.

Closed session shall not extend past the designated time, but should the business considered in closed session require additional time the board shall reserve time after the public meeting to continue discussion.

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

2. **PERSONNEL**

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

b. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION:**  
• Superintendent/President

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

4. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS:** Property: Parcel Numbers: 669 330 047, 502 190 003, 502 190 004, 502 190 008, 502 190 015, 502 190 020, 611 212 007, 611 212 008, 611 212 039, 611 212 019, 611 212 009, 611 212 040, 611 212 012, 611 212 032, 611 212 033, 611 212 034, 611 211 013, 611 211 014, 611 211 019, 757 062 003, 687 510 043, 687 510 044, 687 510 045, 687 510 049, 687 510 050

Agency Negotiator or Designee: Dr. Joel L. Kinnamon

VI. **OPEN SESSION** (10:30 a.m.)

Closed session report (if any)

VII. **PUBLIC UPDATES**

**VIII. PUBLIC COMMENTS: PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM SHOULD COMPLETE THE “REQUEST TO ADDRESS THE BOARD” FORM AND PRESENT IT TO THE SECRETARY. PERSONS WHO WISH TO SPEAK TO THE BOARD ON ANY ITEM MAY DO SO AT THIS TIME. THERE IS A TIME LIMIT OF 3 MINUTES PER PERSON AND 15 MINUTES PER TOPIC, UNLESS FURTHER TIME IS GRANTED BY THE BOARD.**

**IX. INTRODUCTION OF STAFF**

**X. APPROVE THE MINUTES**

Minutes from October 21<sup>st</sup>, 2016

**XI. REPORTS**

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

**XII. CONSENT AGENDA: All items on the Consent Agenda will be considered for approval by a single vote without discussion. Any Board member may request that an item be pulled from the Consent Agenda to be discussed and considered separately in the Action Agenda.**

**A. HUMAN RESOURCES**

- 1. Personnel Items

**B. ADMINISTRATIVE SERVICES**

- 1. Purchase Orders and Contracts for Supplies, Services and Construction
- 2. Warrants
- 3. Approval of Contracts/Agreements and Amendments
- 4. Payroll #5
- 5. Out-of-State Travel
- 6. Gift/Donation to the District
- 7. Budget Transfers
- 8. 2016-2017 CCFS-311Q/Quarterly Financial Status Report
- 9. Amendment to Contract – Measure B Bond Project
- 10. Change Orders – Measure B Bond Projects

**C. STUDENT LEARNING**

1. Approval of Courses and Programs approved by Curriculum Committee

**XIII. ACTION AGENDA**

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

**B. BOARD OF TRUSTEES**

1. Board Policy Review – 2<sup>nd</sup> Reading
  - a. BP 5140 – Disabled Students Programs and Services
  - b. BP 5500 – Standards of Student Conduct
2. January 2017 Board Meeting Date

**C. PRESIDENT**

1. Post-Sabbatical Leave Verbal Report – Felix Marhuenda-Donate, Professor, Computer Information Systems
2. Approval of a Professional Services Agreement for the Educational Master Plan

**D. HUMAN RESOURCES**

1. Initial Proposal, Public Hearing, and Approval of Proposal from the Desert Community College District (DCCD) to the College of the Desert Adjunct Association (CODAA)

**E. ADMINISTRATIVE SERVICES**

1. Declare Property as Surplus
2. Notice of Intent to Award Contract
3. Certification of Signatures
4. Resolution #121616-1 Authorized Signatures

**XIV. STUDY SESSION**

1. Student Success Scorecard

**XV. FUTURE AGENDA ITEMS**

**XVI. CLOSED SESSION (CONTINUED if needed)**

**XVII. ADJOURN**

**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 1**

**AREA:** Human Resources

**TITLE:** PERSONNEL ITEMS

<input checked="" type="checkbox"/> <b>CONSENT</b> <input type="checkbox"/> <b>ACTION</b> <input type="checkbox"/> <b>INFORMATION</b>
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A recommendation is made that the Board of Trustees approves/ratifies the following list of Personnel Items:

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Effective</b>
<b>Appointments</b>			
<b>Classified</b>			
Nicolas Crisoto	Instructional Support Specialist	IT	11/28/2016
Joshua Farrell	Research Analyst	Institutional Research	12/1/2016
<b>Leadership</b>			
Veronica Izurieta	PaCE Program Manager	PaCE	12/19/2016
Matthew Housewright	Supervisor, Maintenance & Grounds	Maintenance & Operations	11/17/2016
<b>Temporary Assignment</b>			
<b>Increase in Hours</b>			
Christopher Arbuckle	Lab Tech-HVAC	ASBU	10/24/2016-12/16/2016
<b>Short-Term Temporary</b>			
Valerie Calderon	Athletic Trainer	Athletics	10/1/2016
<b>Substitute</b>			
Alejandra G. Lopez	Secretary	EVC-Mecca	10/19/2016
Alejandra G. Lopez	Secretary, Bilingual	Indio Campus	11/14/2016-2/2/2017
Leonardo Olmeda	Security Officer	Public Safety	10/10/2016-12/31/2016
<b>Working Out of Class</b>			
Paloma Gomez	HR Specialist	Human Resources	11/21/2016-12/9/2016
<b>Temporary Employment Agreements (Current Employee Y/N)</b>			
Mari Abril (Y)	Academic Advising	ASBU	12/2/2016-3/1/2017
Monica Camargo (Y)	CMAP Writing/Nursing	Nursing	8/15/2016-6/30/2017
Scott Cooper (Y)	Student Equity Project	Student Services	7/1/2016-6/30/2017
Sarah Fry (Y)	CMAP Writing/Nursing	Nursing	8/15/2016-6/30/2017
Laura Graff (Y)	Student Equity Project	Student Services	9/21/2016-6/30/2017
Sally Kalpakoff (Y)	Math Jam for FYE Students	EDGE	11/7/2016-2/10/2017

<b>Name</b>	<b>Position</b>	<b>Department</b>	<b>Effective</b>
Lisa Kinsey (Y)	CMAP Writing/Nursing	Nursing	8/15/2016-6/30/2017
Sylvia Layne (Y)	Director/Choreographer	Arts/Media	8/26/2016-10/31/2016
Felix Marheunda-Donate (Y)	Student Equity Project	Student Services	9/21/2016-6/30/2017
Matthew Musselman (Y)	Winter EDGE Program	EDGE	12/1/2016-2/3/2017
Anna Reber-Franz (Y)	CMAP Writing/Nursing	Nursing	8/15/2016-6/30/2017
Douglas Redman (Y)	NATEF Review	Automotive	12/19/2016-1/31/2017
<b>Department Chairs</b>			
Wendy Ansley	Department Chair	Kinesiology	8/2016-12/2016
Gary Bergstrom	Department Chair	Communication	8/2016-12/2016
Monica Camargo	Department Chair	Health Sciences/LVN	8/2016-5/2017
Courtney Doussett	Department Chair	Kinesiology	1/2017-5/2017
John Gerardi	Department Chair	Business	8/2016-5/2017
John Learned	Department Chair	Math	8/2016-12/2016
Rick Rawnsley	Department Chair	English	1/2017-5/2017
Ty Thomas	Department Chair	Non-Credit	1/2017-5/2017

**Appointments**  
**Adjunct Faculty-Winter 2017 Intercession**

<b>Name</b>	<b>Department</b>	<b>Effective</b>
David Bashore	Communications	1/4/2017
Kimberly Brooks	Counselor	1/4/2017
Jermaine Cathcart	Sociology	1/4/2017
Sheila Clemmer	Counselor	1/4/2017
Todd Conger	Kinesiology	1/4/2017
Kenneth Cosgrove	Political Science	1/4/2017
Georgiana Elliott	Psychology	1/4/2017
Hadar Feingold	Counselor	1/4/2017
Nellie Garcia	Kinesiology	1/4/2017
Michael Gladych	Radio/Television	1/4/2017
David Goetz	Arts	1/4/2017
William Hanes	History	1/4/2017
Maximino Hernandez	English	1/4/2017
Jeanne Howard	Psychology	1/4/2017
Catherine Levitt	Business	1/4/2017
Sheila McKnight	Sociology	1/4/2017
Penelope Miller	Arts	1/4/2017

<b>Name</b>	<b>Department</b>	<b>Effective</b>
Lorrene Miller	Mathematics	1/4/2017
Elizabeth Morgan	Natural Resources	1/4/2017
Leslie Mouriquand	Anthropology	1/4/2017
Matthew Musselman	Mathematics	1/4/2017
Cassandra Nafziger	Counselor	1/4/2017
Damian Palafox	Mathematics	1/4/2017
Daniel Saunders	Economics	1/4/2017
Whitney Shaw	Communications	1/4/2017
Rebecca Simpson	History	1/4/2017
Mary Stupin	Music	1/4/2017
Genola Thomas	Counselor	1/4/2017
Matthew Thompson	Theater Arts	1/4/2017
Anna-Marie Veloz	Arts	1/4/2017
Rebecca Vineyard	Kinesiology	1/4/2017
James Waddell	Philosophy	1/4/2017
Gary Walker	Communications	1/4/2017
Dominic Zappia	History	1/4/2017

<b>Volunteers</b>	
Christyann Anderson	Counseling
Nicholas LaPointe	Football

<b>Administrator Initiating Item:</b> Mary Anne Gularte	<b>Cabinet Review and Approval: 12/1/2016</b> <b>Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 1**

**AREA:** Administrative Services

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

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

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**BACKGROUND:**

Under AP 6300(a), purchase orders have been issued and contracts have been executed for the period **November 26, 2016** as follows:

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

In the aggregated amount of \$97,561.55, as presented. [Details on COD Website](#)

B. Contracts in excess of \$25,000

In the aggregated amount of \$105,000.00, as presented. [Details on COD Website](#)

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

In the aggregated amount of \$656,507.13, as presented. **Note that the report includes all purchase orders and contracts including those reported above.** [Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 12/1/2016</b> <b>Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 2**

**AREA:** Administrative Services

**TITLE: WARRANTS**

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

**BACKGROUND:**

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies the warrants in the amount of \$2,377,113.38, as presented.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 12/1/2016</b> <b>Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: APPROVAL OF CONTRACTS/AGREEMENTS AND AMENDMENTS**

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**BACKGROUND:**

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

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

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

The contracts are put through an approval process which includes verification of funds available in the budget.

**RECOMMENDATION:**

Board of Trustees approves and/or ratifies the contracts/agreements and amendments as presented.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review and Approval: 12/1/2016 Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: PAYROLL #5**

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**BACKGROUND:**

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

**FISCAL IMPLICATIONS:**

These expenditures are in conformance with the District budget.

**RECOMMENDATION:**

Board of Trustees ratifies Payroll #5 in the amount of \$4,117,866.72, as follows:

Certificated:	\$2,637,840.79
Classified:	<u>\$1,480,025.93</u>
	\$4,117,866.72

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 12/1/2016</b> <b>Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 5**

**AREA:** Administrative Services

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

**TITLE: OUT-OF-STATE TRAVEL**

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**BACKGROUND:**

Board Policy and Procedure #7400 establishes procedures for reimbursement for out-of-state travel expenses; and according to the California Education Code Section 87032, the Board of Trustees must formally approve out-of-state travel.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

Travel expenses will be paid from Restricted and Unrestricted budget accounts.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 12/1/2016</b> <b>Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 6**

**AREA:** Administrative Services

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

**TITLE: GIFT/DONATION TO THE DISTRICT**

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**BACKGROUND:**

A K. Kawai, model GE-2 (190981), 5' 7" glossy white grand piano donated to the School of Social Sciences & Arts by the Pollock Family Estate. This item will be utilized by students in the Music Theory classes.

Selmer Paris alto saxophone, Huller oboe and a clarinet donated to the School of Social Sciences & Arts by Ms. Marjorie Pellenbarg of Palm Springs, CA. These items will be utilized by students in the Music program.

**FISCAL IMPLICATIONS:**

Any related costs would be paid from the school's program budget.

**RECOMMENDATION:**

Board of Trustees accepts donations to the District and a letter of appreciation will be sent to the donors by the Office of the President.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 12/1/2016</b> <b>Chair &amp; Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 7**

**AREA:** Administrative Services

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

**TITLE: BUDGET TRANSFERS**

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**BACKGROUND:**

Throughout the year, budget transfers are used for modification of a school budget to properly cover expenditures in the appropriate line item accounts. Board approval is required for the transfer of funds. Per Title 5, transfers from the reserve for contingencies (object 7900) must be approved by a two-thirds vote while other transfers only need approval by a majority vote.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None.

**RECOMMENDATION:**

Board of Trustees approves the budget transfers presented by simple majority vote.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/1/2016 Chair &amp; Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 8**

**AREA:** Administrative Services

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

**TITLE: 2016-2017 CCFS-311Q/QUARTERLY FINANCIAL  
STATUS REPORT**

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**BACKGROUND:**

The 2016-2017 CCFS-311Q / Quarterly Financial Status Report for the first quarter ending September 30, 2016 is presented for discussion. This report is certified with the California Community College Chancellor's Office.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees receives the District's first Quarterly Financial Status Report for 2016-2017.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 12/1/2016</b> <b>Chair &amp; Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 9**

**AREA:** Administrative Services

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

**TITLE: AMENDMENT TO CONTRACT – MEASURE B  
BOND PROJECT**

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**BACKGROUND:**

Each month the Bond Office submits amendments to Measure B Bond contracts for Board approval. Because the Board meets only once per month, there are frequently periods and circumstances which do not allow for Board approval prior to entering into an amendment.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

Projects are funded by proceeds from Measure B Bonds.

**RECOMMENDATION:**

Board of Trustees approves the amendment to the contract listed on the attachment.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/1/2016 Chair &amp; Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 10**

**AREA:** Administrative Services

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

**TITLE: CHANGE ORDERS – MEASURE B BOND PROJECTS**

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**BACKGROUND:**

Each month the Bond Office submits Proposed Change Orders for Board Approval. All capital construction projects require the execution of a Change Order to change the design requirements and/or scope of construction which, in turn, requires an adjustment of the Contract Amount or Contract Time. All Change Orders must be reviewed and approved by the Board of Trustees for consent.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

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

**RECOMMENDATION:**

Board of Trustees approves the Change Orders listed on the attachment.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/1/2016 Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 1**

**AREA:** Student Learning

**TITLE: APPROVAL OF COURSES AND PROGRAMS  
APPROVED BY CURRICULUM COMMITTEE**

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

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**BACKGROUND:**

The Curriculum Committee approved courses and programs for the College curriculum to be effective for Fall 2017.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

None

**RECOMMENDATION:**

Board of Trustees approves new courses and programs for Fall 2017.

<b>Administrator Initiating Item: Pamela Ralston</b>	<b>Cabinet Review and Approval: 12/1/2016 Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 1**

**AREA:** Board of Trustees

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

**TITLE: BOARD POLICY REVIEW – 2<sup>nd</sup> READING**

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**BACKGROUND:**

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

BP 5140	Disabled Students Programs and Services
BP 5500	Standards of Student Conduct

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the policies for a second and final reading.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 12/1/2016 Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 2**

**AREA:** Board of Trustees

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

**TITLE: JANUARY 2017 BOARD MEETING DATE**

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**BACKGROUND:**

The 2017 Board of Trustees meetings dates were selected and approved at the July 2016 Regular Board of Trustees Meeting. There are conflicts on January 20, 2017. It is recommended the meeting date be changed to January 19, 2017.

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

It is recommended the Board change the meeting date to January 19, 2017.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 12/1/2016 Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 1**

**AREA:** President

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

**TITLE: POST-SABBATICAL LEAVE VERBAL REPORT:  
FELIX MARHUENDA-DONATE**

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**BACKGROUND:**

Felix Marhuenda-Donate, Professor, Computer Information Systems: Received sabbatical approval from the Board of Trustees on April 17, 2014.

Purpose of Sabbatical: Enhancing professional development, increase student success and bring recognition to the District as one that fosters innovation in technology to enhance student success by developing a free, accessible, cohesive and comprehensive math review for our students. The Massive Open Online Course (MOOC) will be created on our LMS.

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees approves the post-sabbatical leave report as presented.

<b>Administrator Initiating Item: Joel L. Kinnamon</b>	<b>Cabinet Review and Approval: 12/1/2016 Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 2**

**AREA:** President

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

**TITLE: APPROVAL OF A PROFESSIONAL SERVICES  
AGREEMENT FOR THE EDUCATIONAL MASTER PLAN**

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**BACKGROUND:**

College of the Desert has been scheduled to develop an Educational Master Plan as a component of integrated planning. The Educational Master Plan 2017-2021 is directly related to the College's Mission and the Strategic Master Plan with its five institutional goals, particularly Goal #1 Student Success, Goal 3# Fiscal Stability and Infrastructure, and Goal #5 Economic, Workforce and Community Outreach.

The Educational Master Plan is derived from an extensive analysis of internal and external data, with a special focus on academic programming and student services. Faculty will work with Student Learning with support from the Collaborative Brain Trust to complete this plan. In short, the work supported by the consultancy will provide:

Technical support services to College of the Desert as it renews, refines, and integrates its planning efforts. Three broad goals provide the direction and framework for this project:

- ❖ Refine and update the Educational Master Plan
- ❖ Develop an Integrated Planning Model from work already initiated for integration
- ❖ Establish common data templates for instructional and instructional support areas to serve as evaluative instruments for College faculty and staff to establish long-term goals for program direction / redirection in support of student success

The Collaborative Brain Trust (CBT) is a national firm that has been serving community and technical colleges across the United States since 2008. CBT has a base of over 50 experienced consultants and also serves four-year colleges and universities, as well as some corporate clients. CBT provides community and technical college services in the areas of institutional assessment, research and analysis; integrated planning and strategic and educational master planning; support for accreditation and student success; facility and technology planning; organizational development and change; team development; curriculum and enrollment management; fiscal analysis; and workforce development, to name a few.

**FISCAL IMPLICATIONS:**

Professional fees and expenses not to exceed \$89,368.00.

**RECOMMENDATION:**

Board of Trustees approves Professional Services Agreement for the Educational Master Plan.

<b>Administrator Initiating Item:</b> <b>Joel L. Kinnamon</b>	<b>Cabinet Review &amp; Approval: 12/1/2016</b> <b>Chair &amp; Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 1**

**AREA:** Human Resources

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

**TITLE: INITIAL PROPOSAL, PUBLIC HEARING, AND APPROVAL OF  
PROPOSAL FROM THE DESERT COMMUNITY COLLEGE DISTRICT  
(DCCD) TO COLLEGE OF THE DESERT ADJUNCT ASSOCIATION  
(CODAA)**

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**BACKGROUND:**

Government Code section 3547 requires that all initial proposals for collective bargaining must be presented at a public meeting of the public school employer. This is commonly known as “sunshining” initial bargaining proposals.

The Desert Community College District’s initial proposal to the College of the Desert Adjunct Association is agendized as a public document. At the Board of Trustee’s meeting on December 16, 2016, there will be a public hearing on the District’s proposal to the College of the Desert Adjunct Association and the public will have the opportunity to express itself regarding the proposal in the form of public comments.

Following acceptance of the Desert Community College District’s proposal, representatives from the District and the College of the Desert Adjunct Association will meet and negotiate regarding these proposals.

**Article IX:** Hours of Service

**Article XII:** Evaluation

**FISCAL IMPLICATIONS:**

Budgetary implications are unknown at this time.

**RECOMMENDATION:**

**Hold Public Hearing:** Board of Trustees conducts a public hearing on the Desert Community College District’s Initial Proposal to the College of the Desert Adjunct Association.

**Approval of Proposal:** Having conducted the Public Hearing, it is recommended that the Board of Trustees vote to approve the District’s proposal and that the parties commence negotiations.

<b>Administrator Initiating Item: Mary Anne Gularte</b>	<b>Cabinet Review and Approval: 12/1/2016 Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 1**

**AREA:** Administrative Services

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

**TITLE: DECLARE PROPERTY AS SURPLUS**

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**BACKGROUND:**

Surplus property, according to California Education Code Section 81450, is any District personal property which is no longer required for instructional purposes, property that is being disposed of for the purpose of replacement, or property that is unsatisfactory or no longer suitable for District use. After a thorough inspection of the list of items, it's been concluded that the items are valued less than \$5,000.00 and are either nonoperational, have been replaced or the item is no longer suitable for District use. The list of items are to be declared surplus and disposed of by way of a private sale, or a donation or at a metal recycling center in accordance with Education Code Section 81452 (a) and Administrative Procedure 6550/Disposal of Property.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District. Revenue received from private sale or recycling center will go back into the program's budget.

**RECOMMENDATION:**

Board of Trustees declares items surplus and disposed of by way of a private sale, or a donation or at a metal recycling center.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review and Approval: 12/1/2016</b> <b>Chair and Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 2**

**AREA:** Administrative Services

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

**TITLE: NOTICE OF INTENT TO AWARD CONTRACT FOR THE  
OLD ART BUILDING RENOVATION PROJECT**

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**BACKGROUND:**

Bid Package #41-600-0600-6500 – General Construction Services for the Old Art Building Renovation Project has been out to bid and the bid results indicate the lowest qualified bid.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

This project is funded by Redevelopment Funds.

**RECOMMENDATION:**

Board of Trustees approves notice of intent to award contract to ATEN Construction, lowest qualified bid, for the Old Art Building Renovation Project.

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 12/1/2016</b> <b>Chair &amp; Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 3**

**AREA:** Administrative Services

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

**TITLE: CERTIFICATION OF SIGNATURES**

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**BACKGROUND:**

In accordance with the provisions of Education Code Sections 42633 and 85233, a certification of signatures form must be completed following the annual organization meeting of the Board. The annual organization meeting of the Board is on December 16, 2016. The Certification of Signatures form verifies the signatures of members of the governing board and persons authorized to sign orders drawn on the funds of the District and New Employee Authorization Transmittals. In accordance with Education Code 42632, no person other than an officer or employee of the District can be authorized to sign orders. The individuals are as follows:

- Rebecca Broughton – Governing Board Member
- Fred E. Jandt – Governing Board Member
- Bonnie Stefan – Governing Board Member
- Mary Jane Sanchez-Fulton – Governing Board Member
- Aurora Tenorio-Wilson – Governing Board Member

Joel L. Kinnamon – sign warrant orders, orders for salary payment and sign notices of employment; Lisa Howell – sign warrant orders, orders for salary payment and sign notices of employment; John Ramont – sign warrant orders, orders for salary payment and sign notices of employment; Virginia Ortega – sign warrant orders, orders for salary payment and sign notices of employment; and Mary Anne Gularte – sign notices of employment.

[Details on the COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

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

<b>Administrator Initiating Item:</b> Lisa Howell	<b>Cabinet Review &amp; Approval: 12/1/2016</b> <b>Chair &amp; Vice Chair Review: 12/5/2016</b>
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**DESERT COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES**

**Meeting Date: 12/16/2016  
ITEM #: 4**

**AREA:** Administrative Services

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

**TITLE: RESOLUTION #121616-1 AUTHORIZED SIGNATURES**

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**BACKGROUND:**

The District receives requests from time to time for an actual resolution designating authorized signatures for the signing of contracts and agreements. The resolution should satisfy the requirement.

[Details on COD Website](#)

**FISCAL IMPLICATIONS:**

There is no cost to the District.

**RECOMMENDATION:**

Board of Trustees adopts Resolution #121616-1 approving certain individuals to provide authorized signatures for the purpose of contractual obligations for the District.

<b>Administrator Initiating Item: Lisa Howell</b>	<b>Cabinet Review &amp; Approval: 12/1/2016 Chair &amp; Vice Chair Review: 12/5/2016</b>
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